

GAUTENG PROVINCIAL LEGISLATURE

ANNUAL REPORT
2009/2010



GAUTENG
LEGISLATURE



The first function of the Provincial Legislature is to make laws for the province. The Constitution says that provinces must be able to make their own laws because each province is different and may have its own needs.

The laws that the Provincial Legislature can make are defined in the Constitution.

Of course, any law that a Provincial Legislature makes only applies in that province; it is possible, in certain circumstances, for Parliament to replace some of these laws.



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GLOSSARY

Acronym	Description
AG	Auditor-General
AGM	Annual General Meeting
ATC	Announcements, Tablings and Committee reports
AV	Audio Visual
BBBEEA	Broad Based Black Economic Empowerment Act
BBBEE	Broad Based Black Economic Empowerment
BEE	Black Economic Empowerment
BSC	Balanced Scorecard
CBO	Community-Based Organisation
CCMA	Commission for Conciliation, Mediation and Arbitration
CCTV	Closed Circuit Television
CFO	Chief Financial Officer
CI	Constitutional Imperatives
CoJ	City of Johannesburg
CPA	The Commonwealth Parliamentary Association
CPS	Centre for Policy Studies
CRM	Customer Relationship Management
CSSL	Committee on the Scrutiny of Subordinate Legislation
EAP	Employee Assistance Programme
ECC	Events Coordinating Committee
ED	Executive Director
EEA	Employment Equity Act
EFT	Electronic Funds Transfer
EMS	Emergency Medical Services
ERP	Enterprise Resource Planning
ESS	Employee Satisfaction Surveys
EU	European Union
EULSP	European Union Legislature Services Programme
EXCO	Executive Committee
FAMLA	Financial Management of Gauteng Provincial Legislature Act
FAPLA	Financial Administration for Parliament and Legislatures Act
FIS	Focused Intervention Study
FPP	Fraud Prevention Plan
GEYODI	Gender, Youth and People with Disabilities Committee

Acronym	Description
GPG	Gauteng Provincial Government
GPL	Gauteng Provincial Legislature
GRAP	Generally Recognised Accounting Practice
HC	Human Capital
HDI	Historically Disadvantaged Individuals
HR	Human Resources
HRD	Human Resource Development
HRM	Human Resource Management
IC	Integrity Commissioner
ICSS	Internal Customer Stakeholder Satisfaction
ICT	Information and Communication Technologies
ID	Identification Document
IEC	Independent Electoral Commission
IoD	Institute of Directorates
IP	Intellectual Property
IPM	Institute of People Management
IPMS	Integrated Performance Management System
ISD	Institutions Supporting Democracy
ISS	Institutional Support Services
IT	Information Technology
JDA	Johannesburg Development Agency
JMPD	Johannesburg Metropolitan Police Department
JOC	Joint Operating Centre
JPC	Johannesburg Property Company
KM	Knowledge Management
KPA	Key Performance Areas
LAC	Legislature Acquisitions Council
LIASA	Library and Information Association of Southern Africa
LIMS	Legislature Information Management System
LoGB	Leader of Government Business
LR	Labour Relations
LSA	Legislature Service Act
LSB	Legislature Services Board
LSP	Legislature Support Programme
LSPSP	Legislative Sector Parliamentary Support Programme
MAC	Members Affairs Committee
MAD	Members Affairs Directorate



Acronym	Description
M and E	Monitoring and Evaluation
MoU	Memorandum of Understanding
MPL	Member of the Provincial Legislature
MTEF	Medium-Term Expenditure Framework
NCOP	National Council of Provinces
NEHAWU	National Education Health and Allied Workers Union
NIA	National Intelligence Agency
OCPOL	Oversight Committee on the Premier's Office and the Legislature
OD	Organisational Development
OHASA	Occupational Health and Safety Act
OSS	Operational Support Services
PCO	Parliamentary Constituency Office
PEBA	Programme Evaluation and Budget Analysis
PFMA	Public Finance Management Act
PO	Presiding Officers
PPPFA	Preferential Procurement Policy Framework Act
PPMS	Personnel Performance Management System
PPP	Public Participation and Petitions
PSOM	Public Service Oversight Model
PSTN	Public Switched Telephone Network
PwD	People living with Disabilities
SADC	Southern African Development Community
SALSA	Secretaries Association of Legislatures in South Africa
SANGONET	South African Non-Governmental Organisation Network
SAP	Systems Applications Processes
SAPS	South African Police Services
SCOPA	Standing Committee on Public Accounts
SDA	Skills Development Act
SETA	Sector Education and Training Authorities
SLA	Service Level Agreement
SLIS	Special Libraries and Information Sector
SMART	Specific, Achievable, Realistic and Timebound
UNISA	University of South Africa
VIP	Very Important Person
VoIP	Voice over Internet Protocol



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 (Constitution). It now exists in terms of section 108 of the 1996 Constitution. The GPL is an autonomous institution, empowered by the Constitution to make laws, oversee the provincial government and to carry out public participation for the electorate of the Gauteng Province. Since its establishment, the GPL has focused its energies on building an institution that gives effect to its constitutional mandates. This has not been a static process and increasingly, the GPL has had to gear itself to respond to broader development within the national and provincial environment. The GPL is located in a province characterised by a rapid process of transition, growth and development. South Africa's second decade of 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 the government will deliver on its promises through effective governance and service delivery. In line with this expectation 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, among other tasks:

- Deliver on its constitutional mandates;
- Position itself as the voice of the people;
- Ensure that the public understands its roles and functions;
- Harness, coordinate and motivate its internal resources; and
- Report and communicate its achievements.

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

VISION STATEMENT

We, the Gauteng Provincial Legislature, in observing our constitutional obligations, which include law-making, the exercise of oversight, ensuring co-operative governance and public participation will.

Strive for and maintain a modern, dynamic legislature in the 21st Century, which reflects the values, aspirations and cultures of the people of South Africa;

Strive for and maintain the most competent, accessible, transparent and accountable legislature;

Foster public confidence and pride in the GPL;

Enhance government's ability to deliver;

Foster Ethical governance;

Aim to attract and retain skilled and professional staff; recognise their roles/reward their efforts and provide a stimulating and exiting environment where people are respected and developed.



CORE VALUES

WE BELIEVE IN AND STRIVE FOR:

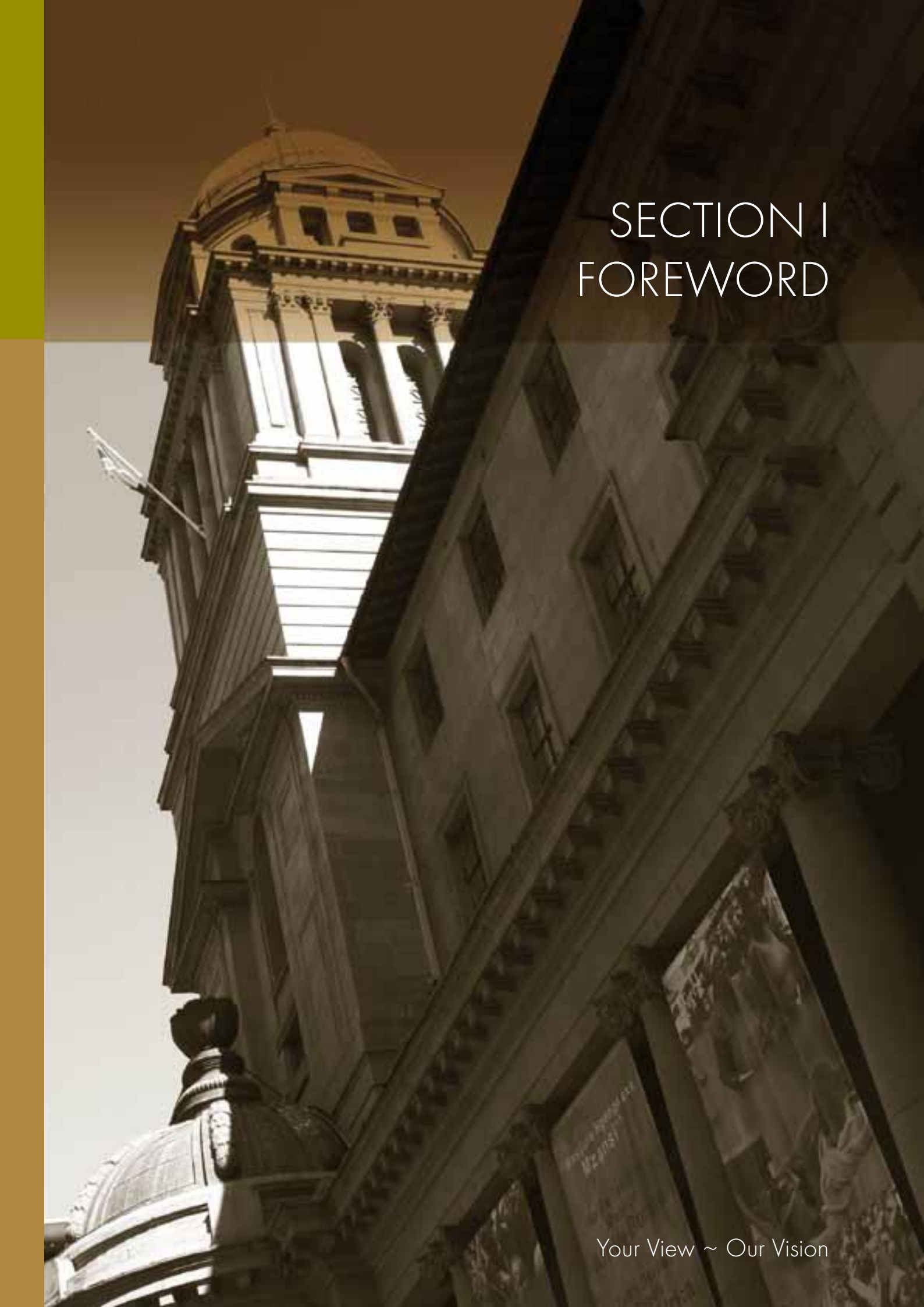
Moral Integrity	Being honourable and following ethical principles;
Goal Oriented	Working diligently to achieve results;
Team Work	Being co-operative and working well with others;
Courtesy	Being polite and having respect for individual dignity;
Development	Encouraging the achievement of growth, learning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



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"*

A low-angle, upward-looking photograph of a grand classical building, likely a government or institutional structure. The building features a prominent dome at the top, a series of columns, and a large mural on the lower right. The sky is a clear, pale blue. The image is overlaid with a semi-transparent dark brown rectangle containing the text "SECTION I FOREWORD".

SECTION I FOREWORD

Your View ~ Our Vision



We are honoured and privileged to present to the people of Gauteng, the GPL *Annual Report* for the financial year 2009/2010, marking the second year of our current term of office, 2009-2014. This report is presented at the time when the whole world had descended on our country as a result of us hosting the Federation of International Football Association World Cup, billed the significant, important and most successful world cup ever, a first to be held on the African soil.



As part of consolidating our new political mandates, the Presiding Officers developed and adopted the five-year strategic plan (2009-2014), confirming the following new political mandates for the current term:

- To ensure the implementation of the Ministerial Accountability as part of enhancing the Executive Accountability;
- To pilot the Committee Inquiry;
- To implement the project on the assessment of efficacy of laws passed;
- To finalise the institution-wide Stakeholder Relations Strategy;

- To develop a new institutional strategy for the current term;
- To finalise the amendment of Legislature Service Act;
- To finalise and implement the new Financial Management of Gauteng Provincial Legislature Act, 2009 (FAMLA);
- To ensure the implementation of the Institutional Memory project;
- To build a responsive administrative service to support an activist GPL;
- To redefine the mainstreaming of public participation in order to enhance stakeholder engagement and public participation;
- To strengthen participation in National and Provincial Speaker's Forum as part of co-operative governance;
- To build a strong monitoring and evaluation mechanism for committees;
- To strengthen oversight by implementing recommendations of the Programme Evaluation and Budget Analysis (PEBA) Efficacy Study;
- To build capacity for corporate governance;
- To strengthen the role of the Members Affairs Unit with a view of enhancing services to members;
- To strengthen the Human Resource Directorate through building leadership capacity that will meet the needs of the labour force;
- To build a transformative and activist GPL;
- To improve the procurement process to ensure the acceleration of payment of service providers, particularly small-medium and micro enterprises; and
- To strengthen the Legislature Services Board (LSB) and its sub-committees;

The above mentioned political mandates are consistent with our new vision of building a caring, responsive, activist and transformative GPL. As part of building a responsive GPL, we have successfully implemented the Turn-Around Strategy. However, the challenge remains, to ensure the integration of the 3 main streams and the development of the



project management framework, including assessing the efficiency and effectiveness of the current structure.

We have in the year under review, developed a base document for the Monitoring and Evaluation (M and E) framework for the entire GPL. This framework document will amongst others, assist in improving the strategic management of committees with respect to their oversight role.

Having passed the Committee Inquiry Act, we have in the year under review, developed a programme as part of piloting the implementation of this Act, focusing on both health and education, which constituted part of the key priority areas for the province. Furthermore, this Act will in broad terms, give effect to section 115 of the Constitution, aimed at improving the GPL's oversight function thereby ensuring the Executive's accountability.

As part of implementing FAMLA, the GPL has established a task team which is currently finalising the regulations including building capacity to enable the Office of the Speaker to oversee the implementation thereof.

During the year under review, the Speaker's Budget Council was established to assist with the general financial management of the institution amongst others aimed at maintaining a clean audit. This will ensure that proper budgeting takes place and takes into account political priorities.

The GPL has successfully revised the rules of the House to incorporate additional oversight and public participation processes such as the *Ministerial Accountability* manual, Committee Inquiries process and recommendations of the PEBA Efficacy Studies.

Policy development is an evolving process in the GPL aimed at creating a conducive environment for decision-making on a number of key and strategic leadership and managerial areas. In the year under review, we have reviewed 18 policies and have since adopted 3 new policies.

In an effort of strengthening public participation and stakeholder management, the Presiding Officers have adopted a Stakeholder Management Strategy, and are currently finalising the new Public Participation Strategy for the institution.

We have again, introduced the Bua le Sechaba campaign as part of strengthening public participation and channelling information from

our people into the oversight system of the GPL.

We are also pleased to report that we have, and are continuing to play a significant role in the life of the National Speakers Forum. In this regard, we are currently appointed as the political sponsor for the development of the oversight model for the sector.

Finally, we want to thank the people of Diepkloof in Soweto, for working together with us and the Chinese Consulate-General in providing food and clothing to the 350 needy families.

We present this report as part of the collective effort of the Presiding Officers of the GPL, Honourable Members, Senior Management and the staff in general. To this end, we would like to thank you for your contribution for ensuring that the GPL becomes the best African legislature of the 21st Century.

In conclusion, we have highlighted some of the key achievements and challenges in the year under review, but would like to encourage the people of the province to take keen interest in assessing our performance by going through this report in detail, for ours, in the GPL, is not like marathon runners who will eventually get to the finishing line, but sprinters who understand that working together, we can do much more.

I thank you.

LINDIWE MASEKO
SPEAKER OF THE GAUTENG PROVINCIAL LEGISLATURE



INTRODUCTION

The year under review was characterised by the election of new Presiding Officers and new mandates for the GPL, and the establishment of the Fourth Legislature (2009-2014). The mandates focus broadly on the following:



- To develop capacity for rigorous oversight on the Executive;
- To review the impact of laws passed for the people of Gauteng, and making laws that are relevant to improve the quality of their lives;
- To enhance public participation to enable the public to participate in decision-making processes that affect their daily lives;
- To improve the capacity of the GPL administration to support members to discharge their constitutional obligations; and
- To improve the capacity of LSB to provide leadership, hold the administration accountable; and improve corporate governance.

Whilst the report will reflect a lot of progress in achieving the mandates, the report will also reflect the negative impact that poor funding had on the programmes of the GPL. Lack of funding led to the

deferment of several projects such as Bua le Sechaba; the renovation of the Auditorium to increase committee rooms and make committees more effective; and reviewing the committee system.

The Constitution places a huge responsibility on accountability as a basic value and principle. The GPL as an organ of state which has a constitutional obligation to, *inter alia*, hold the Executive accountable, must first demand high levels of accountability on itself, and it is with a great sense of privilege and humility that we present the Annual Report of the GPL 2009/2010 to the people of Gauteng.

During the financial year under review, the GPL produced a citizen's version of the Annual Report in Braille and in 5 different languages.

OVERSIGHT AND SCRUTINY

House committees are the nerve centre of the oversight role that the GPL plays on the Executive. They allow for more detailed scrutiny and investigation and in-depth review of policies; and the findings of committees inform the debates, recommendations and resolutions of the House. In this regard, 28 House sittings and 235 House committee meetings were successfully convened to *inter alia* consider budget votes for 2009/2010; Annual Reports of 2008/2009; 1st, 2nd and 3rd quarterly reports of departments and 27 oversight visits to communities as part of Focused Intervention Studies.

The quality of the oversight information that is supplied to the House committees has improved, leading to an improvement of the quality of committee reports. This improvement can be attributed to the following:

- Collaborative work between researchers, committee coordinators and the Information Centre;
- Implementation of the GPL Research Agenda;
- Revised format for committee reports, which includes an executive summary section that all Chairpersons of Committees use to report to the House; and
- Implemented the Specific, Measurable, Achievable, Realistic and Time Bound (SMART) resolution format for all House resolutions.

In order to further improve the level of House debates and ministerial accountability, and to strengthen the role of the GPL on oversight and scrutiny, the rules of the House were successfully revised to incorporate additional oversight and public participation processes, such as the use of the Ministerial Accountability manual, Committee Inquiries process and recommendations of the PEBA Efficacy Studies.

The Legislative Information Management System (LIMS) project, aimed at improving the core business processes of the institution, was



completed and launched, and deployment has commenced with electronic petitions to enhance public participation. The processes that have been automated through this project include the *Annual Report*, quarterly reports and Focused Intervention Studies.

The successful revision of the GPL House rules was a particular area of note for the reporting period, incorporating additional oversight and public participation processes such as the use of the *Ministerial Accountability* manual, Committee Inquiries process and recommendations of the PEBA Efficacy Studies. The rules are now ready for House adoption and roll out during the 2010/2011 Financial Year.

The institution also produced an *Institutional Memory DVD* covering key business processes, with a view to securing institutional memory as part of the Knowledge Management project.

PUBLIC PARTICIPATION

As part of taking the GPL to the people, 3 priority committees convened meetings in communities: Community Safety, Health and Social Development, and Agriculture and Rural Development.

Six pre-public hearings and 5 public hearings were held to get inputs on the Financial Management of Gauteng Provincial Legislature Bill, Provincial Adjustment Bill, Draft Constitution of the RSA Seventeenth Amendment Bill, National House of Traditional Leaders Bill [B56B-2008] and Traditional Leadership and Governance Bill [B57B-2008].

Ninety-six (96) Public Education workshops were held to inform the relevant stakeholders about the role of the GPL and to prepare them to participate in GPL processes, including public hearings and petitions. The draft Public Participation Strategy has been developed to provide guidelines that inform an integrated public participation system for the GPL.

LAW-MAKING

One of the crucial constitutional obligations of the GPL is to make provincial laws that are relevant for improving the quality of life of the people of Gauteng, and to make inputs on national laws that impact on Gauteng. In the year under review, the GPL processed the following Provincial laws:

- Gauteng Youth Commission Repeal Act, 2009;
- Committee Inquiries Act, 2009 (awaiting assenting by Premier);
- Financial Management of Gauteng Provincial Legislature Act, 2009;

- Provincial Adjustment Act, 2009;
- Provincial Adjustment Act, 2010; and
- Provincial Appropriation Bill, 2010.

In line with constitutional requirements of co-operative government, the GPL processed 76 NCOP mandates .

STAKEHOLDER MANAGEMENT

Two surveys were conducted in the year under review, that is, Internal Customer Stakeholder Satisfaction (ICSS) and Employee Satisfaction Surveys (ESS). The ICSS rated the performance of all units within the GPL on customer service issues such as consultation, service standards, accessibility, redress, integrity, attitude, communication and courtesy. Both surveys indicated that although there is progress on various dimensions, there is still room for improvement.

The GPL contributed to the development of the legislative sector through active participation of the Speaker, Deputy Speaker and other staff members in the National Speakers' Forum and the Secretaries Association of Legislatures of South Africa (SALSA). The Annual General Meeting (AGM) of the Commonwealth Parliamentary Association (CPA), Gauteng Branch, was held and new leadership elected. The GPL also participated in CPA activities in Nigeria and Tanzania.

As part of sharing experiences and benchmarking with other legislatures, the GPL hosted several delegations from *inter-alia*, China; Nigeria; USA (Women Senators); Lesotho; KwaZulu-Natal; Northern Cape; and the Free State.

Corporate citizens, such as ABSA, Standard Bank, the SABC and institutions of higher learning have been engaged to forge partnership with the GPL.

FINANCIAL MANAGEMENT

As part of risk management, the Top Ten Risks of the GPL and the Risk Management Strategy were reviewed, and the Risk Register updated accordingly.

Audits were conducted on constituency allowance and political party funding. An unqualified audit opinion with 2 matters of emphasis was expressed on political party funding.

Monthly and quarterly financial statements and performance reports were prepared and submitted to all relevant stakeholders on a monthly and quarterly basis. The Fraud Prevention Plan and Strategy were revised and adopted by the Audit and Risk Committee.



COST-CUTTING AND EFFICIENCY MEASURES

The global economic meltdown posed serious financial challenges for the country as the economic activities slowed down, resulting in a lower consolidated budget revenue projection for the state to fund current government programmes:

- Supporting efficient and sustainable financial management is fundamental to the promotion of economic development and good governance. The FAMLA, mandates the Executive Authority to ensure transparency, accountability and sound management of the revenue, expenditure, assets and liabilities of the GPL;
- In response to this call, the Office of the Speaker tasked the Office of the Chief Financial Officer (CFO) to embark on an in-depth expenditure analysis in an effort to identify areas of inefficiencies and potential of curbing extraneous costs;
- The findings and recommendation of this exercise were presented to Presiding Officers (POs) and the recommendations were adopted with immediate implementation;
- The recommendations were the outcome of the initial phase on strategies to curb expenditure. As trends and economic analysis are pursued further, it is inevitable that further areas will be identified with appropriate recommendations;
- This situation further compelled the GPL to prioritise and thus shift limited available resources to areas with critical need;
- The inadequacy of resources and its impact resulted in the deferment of a number of identified projects;
- This reality also emphasised the need to exercise more economy in the performance of day-to-day activities; and
- The situation further demanded the exercising of greater control on expenditure, with the introduction of cost-saving measures, identifying areas where savings could be realised and to ensure that the limited allocated resources were optimally and efficiently utilised.

SUPPLY CHAIN MANAGEMENT

- The GPL is committed to the broader achievement of socio-economic goals whilst processes are governed and driven by adherence to the aims and objectives of both the Broad Based Black Economic Empowerment Act (BBBEEA) and the Preferential Procurement Policy Framework Act (PPPFA);
- A preference mechanism has been introduced in the procurement of all goods and services, to target especially those individuals

discriminated against under the previous political dispensation. Progress has been made in its implementation but not to its full extent. A Compliance Officer position has been created to oversee and ensure full implementation in this regard; and

- Refined tender processes will largely contribute to the achievement of the set BEE goals as they encompass preferential procurement points. That will benefit existing and emerging businesses managed and owned by Historically Disadvantaged Individuals (HDIs), women, youth, and People living with Disabilities (PwDs), with preference to those located in the Gauteng Province. More preferential points will be allocated to HDIs, including PwDs. This initiative will assist in the realisation of the projected BEE spend for the MTEF. The CFO will monitor progress in achieving the targets.

LEADERSHIP AND ORGANISATIONAL DEVELOPMENT

The disestablishment of the Third Legislature and the establishment of the Fourth Legislature were conducted successfully. Members were inducted and the GPL *Induction Manual* developed. The official opening of the GPL's, First Session of the Fourth Legislature was held in an external venue, Kliptown, for the first time in the history of the GPL. This gave added meaning to "Taking Parliament to the People", and a massive public participation record was achieved. As part of completing the GPL Turn-Around strategy that started in 2008/2009, the Corporate Support Stream underwent an Organisational Development (OD) exercise. The exercise resulted in the new structure and clarity of the mandates of the stream and its directorates.

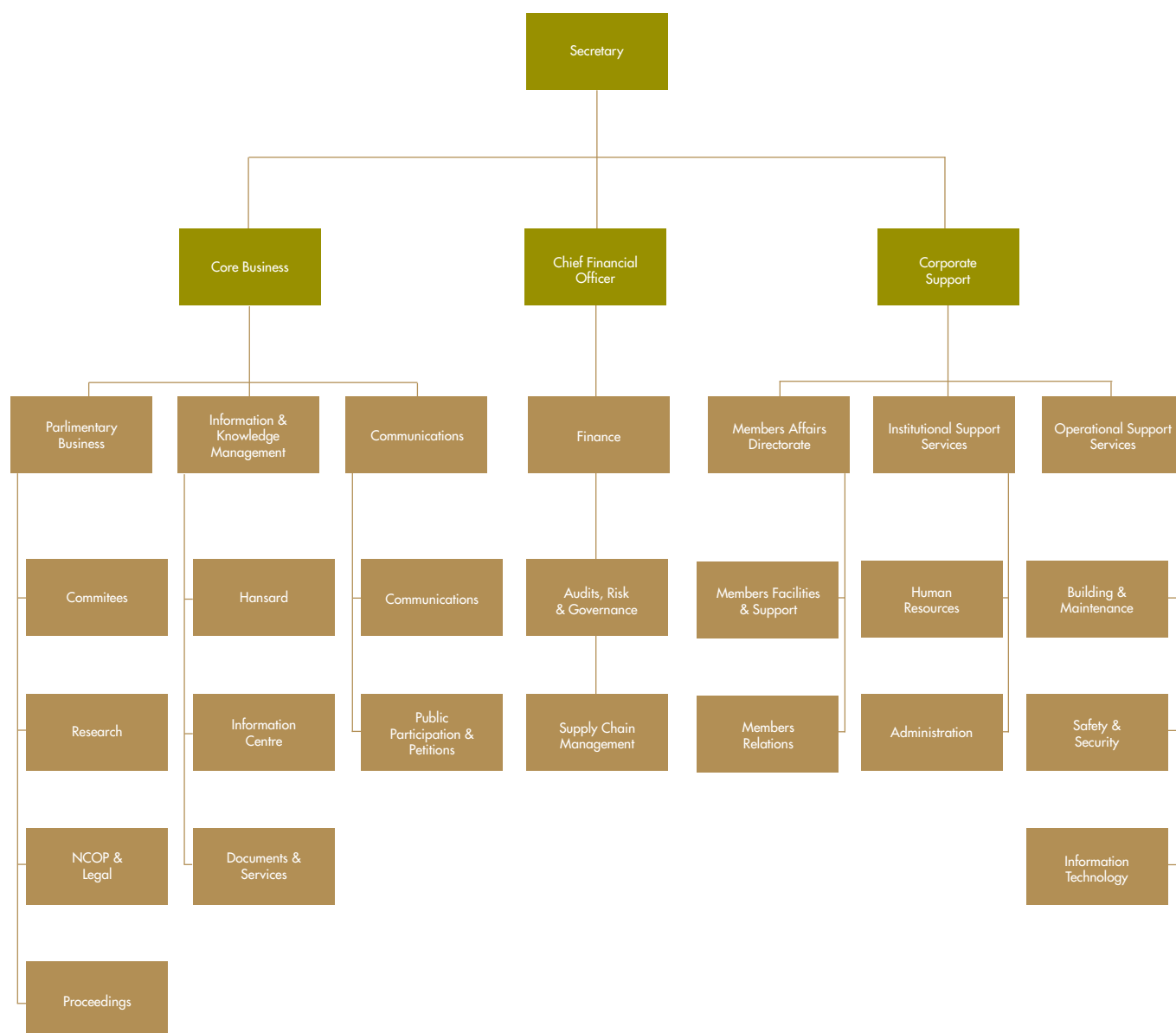
Eighteen (18) existing policies were reviewed, and 7 new policies were developed.

Leadership development for senior and middle management was undertaken in the year under review. The GPL also developed institutional frameworks and guidelines, that is, a draft M and E framework to guide monitoring and evaluation as well as an Inter-Institutional Relations Strategy to guide our internal and external stakeholder relations.

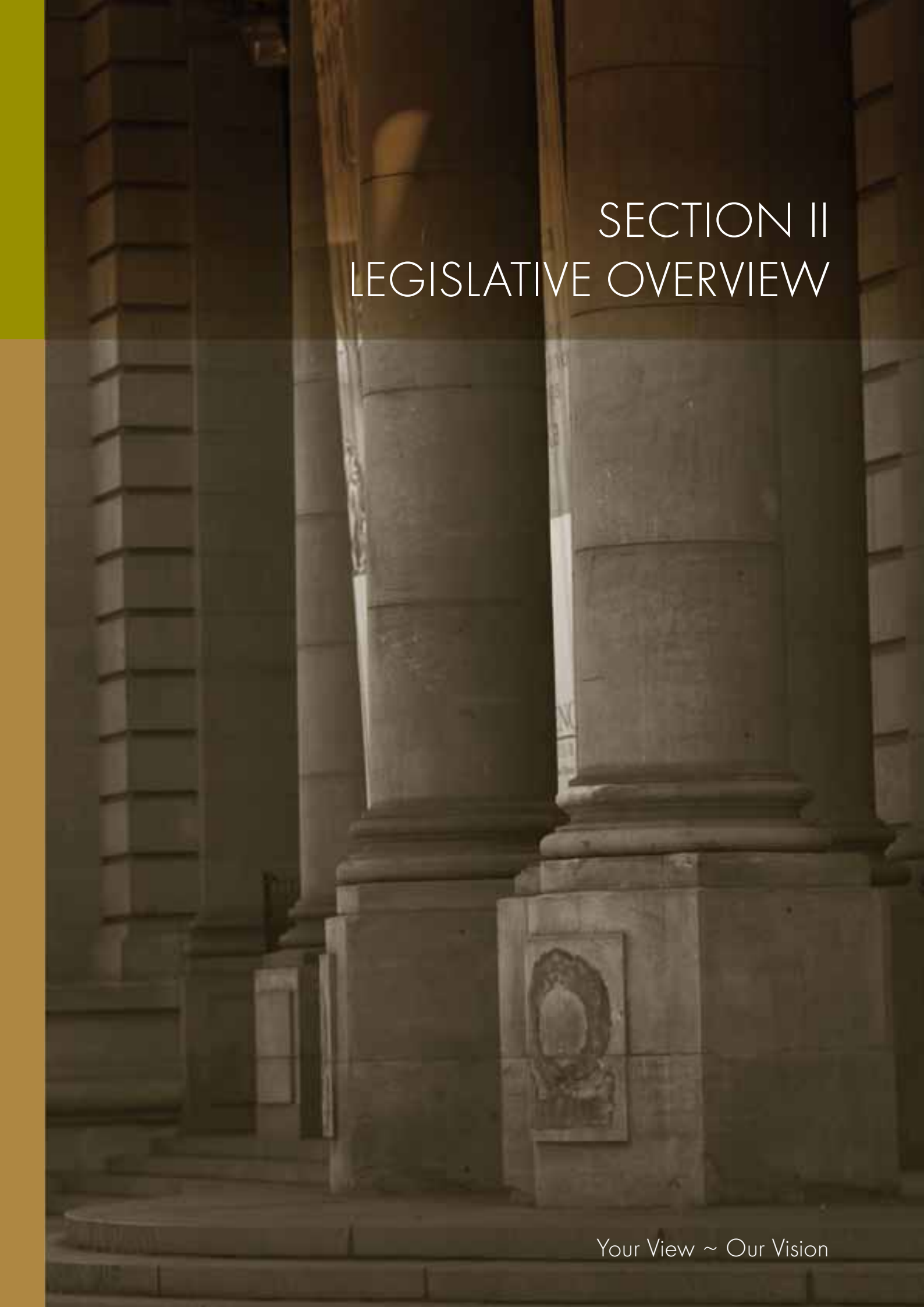
HUMAN RESOURCE MANAGEMENT

In the year under review, the GPL had a staff complement of 300, comprising 56.5% women and 43.5% men. Women constituted 45% at senior management. There were 6 people with disability which constituted 2% of the total staff complement. Two hundred and three staff members were trained. The total cost of training was R931 495.

PETER SKOSANA
PROVINCIAL SECRETARY







SECTION II LEGISLATIVE OVERVIEW

Your View ~ Our Vision



The LSB was established in terms of the Gauteng Provincial Service (Act 5 of 1996). The Board of directors is appointed in terms of section (4)1 of the Act and comprises the Speaker of the GPL, who acts as chairperson of the Board, the Deputy Speaker, Chairperson of Committees, Leader of the Democratic Alliance, Leader of the Congress of the People, the Provincial Secretary, Chairperson of the Risk and Audit Committee and the Chief Financial Officer. To ensure its efficient operation, and in compliance with best practice and legislative requirement, the Board has appointed a Board Secretary (LSB Secretary) to assist the organisation in carrying out its mandates on behalf of the Board.

ROLE AND FUNCTION OF THE BOARD OF DIRECTORS

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

- To ensure that appropriate systems and procedures are in place to enable the GPL to conduct its business in an honest, ethical and responsible manner;
- To ensure that effective audit, risk management and compliance measures are in place;
- To review, assess and guide management in setting group strategy and business plans;
- To review and approve strategic plans, policies and operating

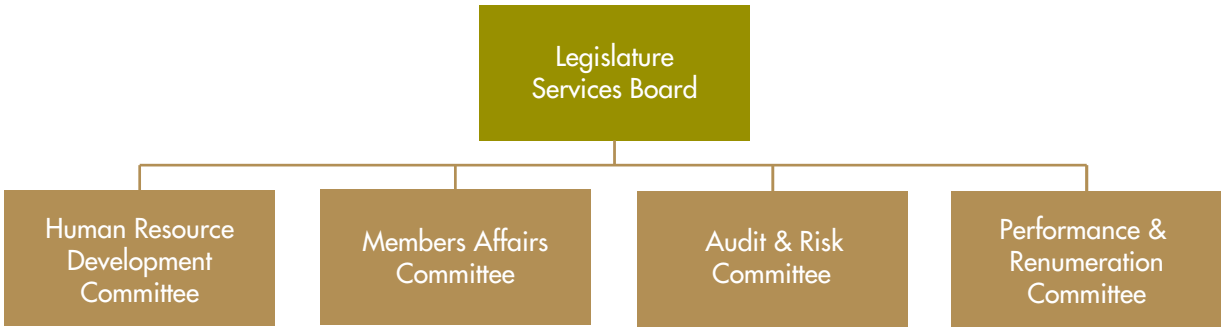
budgets as well as monitoring financial performance and expenditure; and

- To ensure accurate, concise, transparent and timely reporting the Board executes its responsibility by delegating authority to Board committees and management. The functions of the Board committees are described comprehensively in the terms of reference (Charters) of these 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 Board.

The following are the committees of the Board:

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

Each committee is governed by its own Charter, which determines its terms of reference and responsibilities. Meetings of the LSB and its committees are on an annual schedule and the Board is required to conduct a minimum of 4 meetings a year. Committees make recommendations to the Board, which is the final decision-making structure on policy and strategic issues.





APPOINTMENT AND INDUCTION OF DIRECTORS

Board members are the organisation's key decision-makers and their individual competence is therefore essential. In addition to their fiduciary duties in protecting GPL's assets, they must act with due diligence and skill, and are therefore, required to have a sound understanding of the business and knowledge of the organisation. The members of Board committees must have specialist business expertise in respect of the obligations assigned to them as mandated in the terms of reference.

Our directors are appointed on the basis of their proven track records in business and wide ranging expertise gained in many different fields. Gender and race are also taken into account in order to reflect the demographics of the country.

An orientation programme for new directors is in place to ensure that they are adequately trained and have the required knowledge of the group's structure, operations and policies to enable them to fulfil their fiduciary duties and responsibilities. Continuous empowerment sessions on good governance are also part of the programme aimed at keeping their skills up to date.

FEES FOR NON-EXECUTIVE DIRECTORS

Only external members (Non-executive directors) receive a fee for their contribution to the respective boards and Board committees of which they are members. Fee structures are recommended to the Board by the chairperson of the Performance and Remuneration Committee, based on market research on trends and levels of directors' remuneration.

THE CHAIRPERSON OF THE BOARD

- The Chairperson manages the Board and provides effective leadership in setting strategic direction;
- Appropriate governance principles are adopted and implemented at Board meetings and conflicts of interest are managed properly; and
- The Board meets at least 6 times a year. Apart from those scheduled, additional meetings are convened as circumstances dictate.

BOARD EVALUATION

The Board carries out a self evaluation process annually. The evaluation focuses on whether the Board is fulfilling its mandates as contained in the group's Board Charter as well as examining the Board's effectiveness. The conclusions from the evaluation are reviewed by the Board and, where appropriate, best practice recommendations are put in place.

THE BOARD SECRETARY

The Board Secretary was appointed following best practice, the recommendation of the Companies Act, *King II Report* and *King III Report*. The GPL's Board Secretary plays a vital role in ensuring the effectiveness of the Board and its committees. The Group Board Secretary reports and has unrestricted access to the Chairperson of the Board and the chairpersons of all its committees, including the Provincial Secretary (Chief Executive Officer).

The Board Secretary's functions include the following:

- Providing information on legislation relevant to or affecting the GPL;
- Reporting at any meeting of the Board and its committees on any failure to comply with relevant legislation;
- Ensuring that minutes of all LSB meetings, sub-committee meetings are properly recorded and resolutions communicated;
- Ensuring that the GPL submits the *Annual Report* timeously;
- Ensuring that the GPL has systems processes in place to address all corporate governance requirements; and
- Managing and facilitating the induction of Board members.

GOOD CORPORATE GOVERNANCE

Governance is essentially about effective leadership based on an ethical foundation. Compliance, like any other business activity, should take place within the context of leadership and sound governance principles.

The LSB has a duty to ensure that the GPL complies with all applicable laws and rules; and the responsibility to consider adherence to codes and standards. All these compliance responsibilities are very onerous, and especially so, where the state is involved. This is exacerbated by the fact that different single provisions in laws, rules, codes and standards cannot be read in isolation, but need to be interpreted in the context of the whole compliance universe applicable to an entity.

The GPL has strived to ensure alignment of the Public Finance Management Act (PFMA) with *King III Report*, on principles of good governance and improved accountability. In its endeavour to respond to, and prioritise financial management, the GPL created an enabling law for the management of its finances called the FAMLA.

MANAGEMENT OF RISKS

The specialist intervention of managing risks is handled by internal audit, the function part of which is outsourced. In line with the PFMA



and the *King III Report* on Corporate Governance as well as FAMILA, internal audit provides the Audit and Risk Committee and management, 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 to the controls and processes.

During the year under review, the Board monitored the corporate governance review implementation plan based on the 10 key risk areas identified for effective corporate governance. One of the key strategic projects approved by the Board as part of building a responsive administration to the political imperatives was the Turn-Around Strategy which resulted in a new organisation of the institution. The GPL completed a high level risk assessment process, which enabled the determination of the high level Top Ten material risks to which the institution was exposed, and evaluated the strategy for managing these risks. The outcome of this risk assessment was formally documented and approved by the Audit and Risk Committee and subsequently, by the Board. The GPL also developed a 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 at all divisions including action plans to mitigate risks. The Risk Register now features as a standard agenda item at the Audit and Risk Committee, LSB and senior management meetings.

FINANCIAL MANAGEMENT

The FAMILA was signed and promulgated on 2 November 2009. A Task Team was constituted by the Provincial Secretary to focus on the implementation of FAMILA. An implementation plan has been developed for subsequent recommendation and tracking by the Secretariat and progress reporting to the Speaker as Executive Authority and Chairperson of the Board.

The initial implementation focuses on the transitional arrangements as prescribed in schedule 3 of the Act. Schedule 3 provides that during the interim, the GPL must continue to comply with the applicable requirements of the PFMA and its regulations. Until new regulations, as required by FAMILA come into effect, any policies, regulations or rules concerning the subject matter of such regulations remain in force.

DELEGATION OF AUTHORITY

The Board has delegated the management of the GPL to the Provincial Secretary who functions with the assistance of Executive Directors. In delegating these powers, the Board has imposed certain restrictions, conditions and limits that they believe are appropriate for the effective exercise of such delegated powers. The Board approves the delegation of authority annually, whereafter it can be varied or revoked as deemed fit. Having delegated power in this manner, the Board still has the ultimate duty to monitor management's performance.

CORE LEGISLATIVE BUSINESS OF THE LEGISLATURE

OVERVIEW OF COMMITTEE WORK

BACKGROUND

The Chairperson of Committees acting on behalf of all Chairpersons of Committees of the GPL, presents an overview report of the work of committees for the year 2009/2010 to the people of Gauteng. This is the first *Annual Report* of committee work for the political term 2009-2014. It represents an overview of the work undertaken by the House committees to make laws that represent the interests of the people of Gauteng; work undertaken to ensure that government departments in Gauteng are accountable and deliver quality services to the people of Gauteng; work undertaken to improve the co-ordination between local and provincial government spheres as well as work to ensure that the people of Gauteng participate in the processes of the GPL.

The GPL has a total of 18 committees composed of Members of the Legislature. The committees of the GPL are divided into portfolio and standing committees. The mandates of the committees of the GPL are to drive the core business of the GPL as set out in the Constitution namely: law-making, oversight and facilitating public participation in the work of the GPL.

The year under review was marked by the National and Provincial Elections wherein the nation exercised their democratic right to choose their preferred government. The formation of the new government for the political term 2009-2014 resulted in new government priorities based on the needs of the people. As per the constitutional requirement, after the announcement of the election results and the formation of the new government, the GPL elected new Presiding Officers and new Chairpersons of Committees to drive the programme of action of the GPL for the political term 2009-2014.

The work of the new team of chairpersons started in earnest with the annual strategic planning session wherein the vision of committee work for the period 2009-2014 was unveiled. The vision in short, states the following:

- That the GPL must increase the accountability of the government by implementing additional oversight work mechanisms such as the Committee Inquiries Act, House rules as revised, and site visits;
- That the GPL must open up more opportunities for the people of Gauteng to participate in law-making and oversight activities;
- That the GPL must increase their capacity to initiate and pass laws; and



- That the GPL must be more visible in the various communities of Gauteng by convening their meetings in those communities, listening to the needs of the people on the ground, and creating mechanisms for feedback.

The vision outlined above was a further confirmation of the ground work and foundation laid by chairpersons of the Third Legislature during the period 2004-2009. The challenge for the new term is to consolidate and improve the work done already.

OVERSIGHT WORK

The oversight model of the GPL provides for committees to scrutinise the work of the departments at various stages, namely:

- The Appropriation Bill stage wherein departments submit their proposed budget for approval by the GPL; and
- The performance reporting stages wherein the departments submit their quarterly and annual performance reports to the GPL.

In the year under review, committees responded to findings of the GPL's oversight model efficacy study by enhancing their oversight activities in the following manner:

- More committees conducted Focused Intervention Studies (FIS) to further scrutinise outcomes of oversight work during the budget and Annual Report processes. Furthermore, FIS reports of committees were scheduled for debate in the House. The office intends to ensure that all committees plan and conduct FIS in the next financial year;
- For the first time in the GPL, committees allocated more time, effort and resources to the consideration of all quarterly performance reports of departments. This assisted oversight over the Executive by ensuring that expenditure and service delivery by the Executive are more in line with initially agreed targets. Oversight reports of committees were scheduled in the House for consideration and adoption. This exercise ensured that resolutions on quarterly performance were traceable;
- Committees also enhanced their work on resolutions in that for the first time, all committees were required to formulate recommendations that are in line with the SMART principle, ensuring that resolutions of the House are more qualitative, relevant and easier for the Executive to understand and respond to. Committees also implemented a new resolutions tracking system of the GPL. This system improved the focus, quality and processing of resolutions by the GPL. This office will ensure that this is further enhanced through the introduction of the e-Resolutions tracker, which is meant to ensure electronic processing and tracking of resolutions of the House; and

- The Committee of Chairpersons was, in the year under review, established as a full committee of the GPL to provide strategic guidance to all committee chairpersons. This committee will start its work in earnest in the next financial year and will assist this office to offer guidance to chairpersons to ensure ever improving levels of oversight, law-making and public participation.

APPROPRIATION BILL PROCESS OF 2009/2010

During the year under review, the House committees considered budgets from the various government departments and concluded as follows:

- That the GPL must approve the budgets as proposed, noting the financial difficulties that the country was under as a result of the world-wide economic and financial meltdown. In this regard, the House committees impressed upon government departments to do more with less by spending wisely; and
- That the impending re-organisation of departments in the province should be seen to be beneficial to the people of Gauteng, and must lead to improved service delivery. To this end, House committees are expected to be more vigilant and more focused during their oversight activities.

The people of Gauteng were afforded the opportunity to express their views about the provincial budget, and to also ask the departments questions on the allocations. This area of work requires ongoing improvement until such time that all the people of Gauteng can see themselves in the budgets of the various departments.

FORWARD LOOKING ON THE APPROPRIATION BILL STAGE

The House committees are continuously seeking ways of improving the Appropriation Bill stage in such a way that it leads to the quality improvement of the lives of the people of Gauteng. The following aspects will be pursued in the new financial year:

- Creating more meaningful public participation during the Appropriation Bill stage. In this regard, committees will be required to convene sector forums wherein organisations of civil society make meaningful inputs into the budgets of departments; and
- Developing a law that gives the GPL power to change the budgets of departments when it has been proven that such budgets will not address the needs of the people of Gauteng.

PERFORMANCE REPORTING STAGE

At the time of writing this report, government departments were compiling Annual Reports for the year 2009/2010 for submission to the GPL in September 2010. During the same time last year, House committees were considering Annual Reports of departments for the



year 2008/2009. The recommendations of the committees to the House with regard to the 2008/2009 can be summarised as follows:

- That in general, there is notable progress towards improving the lives of people in Gauteng and on the same note, government departments must still do a lot to tackle the daily socio-economic challenges facing ordinary people; and
- Government departments must improve their financial management and internal control systems in order to ensure that the public funds are used efficiently and effectively when addressing the needs of the people of Gauteng. In this regard, all departments must receive a clean audit by 2014.

In addition to the above, the committees reaffirmed their commitments to improving oversight on the performance of departments by among other things:

- Insisting that all quarterly departmental reports must be debated in the House. This means that the programme of the GPL must allow more time for committees to consider and report on the performance of departments;
- Undertaking more oversight visits to see for themselves, conditions of people on the ground. This includes verifying information from the departments about service delivery; and
- Implementing a system of monitoring and evaluating the work of House committees in relation to their oversight work. This is to assess and continuously improve the oversight work of committees.

LAW-MAKING

During the year under review, the GPL was presented with laws that, through its committees, were diligently considered and passed within the given time. These were laws at both provincial and national levels. The following provincial laws were passed; namely:

1. Provincial Appropriation Act and Adjustment Appropriation Act:

The Acts provide for departmental budgets.

2. Financial Management of Gauteng Provincial Legislature Act (FAMLA): FAMLA regulates the financial management of the GPL, promotes accountable, transparent and sound financial management, and will ensure that all revenue, expenditure, assets and liabilities of the GPL are managed efficiently, effectively and transparently.

3. Committee Inquiry Act:

Regulates the summoning, attendance and examination of witnesses before an inquiry of the GPL or any of its committees.

The House committees submitted provincial mandates to the National Council of Provinces (NCOP) on the following legislation, namely: Three section 76 Final Mandates processed on the following Bills; namely:

3.1 Division of Revenue:

- Introduced annually to *inter-alia*, give effect to the provisions of section 214 of the Constitution and the Intergovernmental Fiscal Relations Act, and to provide for the equitable division of revenue raised annually amongst the 3 spheres of government;
- To promote better co-ordination between policy, planning, budget preparation and execution processes between and within the different spheres of government; and
- To promote transparency and equity in the resource allocation process.

3.2 National House of Traditional Leaders Bill:

- Whose purpose was amongst others; to make amendments to the principal legislation in order to update outdated references and to align fully with the Constitution.

3.3 Traditional Leadership and Governance Framework Amendment Bill:

- Whose purpose was to amongst others amend the principal legislation, provide for the recognition of kingships and queenships, and also to make provision for the remuneration of non-traditional leaders.

WORK WITH LOCAL GOVERNMENT STRUCTURES

- One NCOP Provincial Oversight visit was conducted and reports thereof were produced; and
- One "Taking Parliament to the People" was supported and report produced.

The team has completed the base report and a Memorandum of Understanding (MoU) framework for improving the relations between the GPL and the local municipalities.



PUBLIC PARTICIPATION

The mandates of committees on the public participation function is to seek the views of broad sectors of the people of Gauteng, especially the vulnerable groups during the various legislative processes.

During the work under review, committees undertook the above-mentioned task with the necessary vigour. In this regard, more committees were held in the various communities of Gauteng, and the views of the people were sought when considering laws of the province.

During the period under review, committees lived the decision of mainstreaming public participation in all committees in that all committees facilitated public participation in their processes in the following manner:

- Numerous committee meetings were held in communities of Gauteng during the consideration of *Annual Reports* of departments, and the views of the public were considered during this process. This exercise also had the added benefit of informing the public about the work of the GPL; and
- Committees were allocated more resources to facilitate the involvement of the public in meetings of committees. This saw more members of the public attending committee meetings and making submissions to processes.

FORWARD LOOKING ON PUBLIC PARTICIPATION

Committees will continue to open up more opportunities for the people of Gauteng to participate in processes of governance. In this regard, the GPL is revising its current public participation processes with a view of identifying additional mechanisms of public participation as well as the use of technology for improved interaction between the people and their representatives.

CLOSING REMARKS

The Chairperson of Committees congratulates all the Chairpersons of Committees as well as members of committees for their sterling work during the year under review. The report above demonstrates the resolve and conviction of the GPL to continue representing the interests of the people of Gauteng.



OFFICE BEARERS



Speaker
Lindiwe Maseko
ANC



Deputy Speaker
Steward Ngwenya
ANC



OFFICE BEARERS



Chairperson of Committees
Uhuru Moiloa
ANC



Deputy Chairperson of Committees
Valentine Mbatha
ANC



Chief Whip
Brian Hlongwa
ANC



Deputy Chief Whip
Jacqueline Mofokeng
ANC



Leader of Government Business
Mandla Nkomfe
ANC



Leader of the Opposition
John Moodey
DA



OFFICE BEARERS

Portfolio Committees



Chairperson
Agriculture and Rural
Development
Nokuthula Sikakane
ANC



Chairperson
Community Safety Committee
Chairperson
Sizakele Malobane
ANC



Chairperson
Economic Development
Committee
Anthony Selepe
ANC



Chairperson
Education Committee
Chairperson
Patricia Chueu
ANC



Chairperson
Finance Committee
Hope Papo
ANC



Chairperson
Health and Social
Development Committee
Molebatsi Bopape
ANC



Chairperson
Local Government &
Housing Committee
Errol Magerman
ANC



Chairperson
Infrastructure
Development Committee
Joachim Boers
ANC



Chairperson
Roads and Transport
Committee
Erick Xayiya
ANC



Chairperson
Sport, Recreation, Arts
and Culture Committee
Nompoti Nhlapo
ANC



OFFICE BEARERS

Standing Committees



Chairperson
Rules and Programming
Committee
Lindiwe Maseko
ANC



Chairperson
Oversight Committee on
the Premier's Office and
the Legislature
Godfrey Tsotetsi
ANC



Chairperson
Public Accounts
Committee
Sipho Makama
ANC



Chairperson
Privileges and Ethics
Committee
Steward Ngwenya
ANC



Chairperson
Committee on the
Scrutiny of Subordinate
Legislation
Refilwe Letwaba
ANC



Chairperson
Petitions Committee
Jacob Khawe
ANC



Chairperson
Committee on Gender,
Youth and People with
Disabilities
Lindiwe Lasindwa
ANC



OFFICE BEARERS

Whips and Leaders of Political Parties



Party Leader
Lydia Meshoe
ACDP



Party Leader
Lyndall Shope-Mafole
COPE



Party Leader
Rose Gudlhuza
ID



Party Leader
Khethamabala Sithole
IFP



Party Leader
Frederick Mulder
FF PLUS



Programming Whip
Lebogang Maile
ANC



**Senior Whip of the
Official Opposition Party**
Glenda Steyn
DA



Whip
Paul Willemburg
DA



Constituency Work Whip
Kenneth Batyi
ANC



NCOP Whip
Refilwe Mogale
ANC



From left to right

- 1st Row:** JC Moodey; BS Nkosi (MEC); NF Mazibuko (MEC); MK Lekgoro (MEC); BD Creecy (MEC); EK Mosunkutu (MEC); NP Mokonyane (Premier); LM Maseko (Speaker); S Ngwenya (Deputy Speaker); QD Mahlangu (MEC); F Cachalia (MEC); GM Nkomfe (MEC); NP Mbatha-Mthimkulu (MEC); N Mayathula-Khoza (MEC); B Hlongwa
- 2nd Row:** LF Shope-Mafole; N Nkomo-Ralehoko; WV Mbatha; ST Williams-De Bruyn; JM Mafokeng; MF Bopape; UJ Lasindwa; EV Magerman; AHM Papo; AD Selepe; ES Malobane; NL Nhlapo; S Khumalo; CG Tsotetsi; FM Madlala; RS Letwaba
- 3rd Row:** P Skosana(Secretary); UD Mailoo; Dr LL Meshoe; ME Xayiya; JH Boers; JB Bloom; H Koorts; HJL Kruger; LI Maile; S Chen; D Montitsi; RE Gudlhuza; BL Abrahams; MA Mgcina; S Makama
- 4th Row:** B Modise; PB Mokgohlwa; NG Campbell; DZS Senokoanyane; CS Motaui; P Mabe; B Mncube; D Feldman; AM Moeng; RN Ndzuia;
- 5th Row:** CS Nkhi; GJ Steyn; Dr G Lewis; FJ Mulder; MS Moriarty; LB Labuschagne; KP Sihole; N Ramulifho; TS Wessels; N Kalipa; A Matila; AR Magale; CN Ndaba; TW Nkabinde; N Kholisile
- 6th Row:** TCR Walters; KL Lorimer; FP Nel; PSR Willemburg; N Sikakane; ZK Bati; NJ Pekane; M Sekhukhune; M Mayekiso; J Khawe; MP Chueu.





SECTION III

PERFORMANCE PER PROGRAMME

(Non-financial reporting)

Your View ~ Our Vision





PROGRAMME 1: LEADERSHIP AND GOVERNANCE

MANDATE

The mandates of the Leadership and Governance programme is to provide overall strategic direction and leadership, through:

- The development and monitoring of the institutional strategic plan;
- Political management of Presiding Officers and Office Bearers;
- Provision of leadership to the LSB and its sub-committees;
- Provision of strategic leadership and management of committees;
- Legislative programme and House proceedings;
- Maintenance of relations and/or partnerships with other parliamentary institutions, legislatures, and other spheres of government; and
- Monitoring the implementation of the constitutional mandates.
- To play a productive and effective role for the future South Africa;
- To ensure that GPL processes are aligned to the outlined strategy for the term 2004-2009;
- To expedite the implementation of performance-based contracts for senior level management;
- To enhance the relationship with, and provide the necessary capacity to the Office of the Integrity Commissioner (IC);
- To oversee and monitor the development and implementation of the HR strategy;
- To provide strategic leadership for the committee work, including PEBA, Committee Inquiries, policy proposals, law-making and oversight;
- To monitor and measure the impact of PEBA in all the committee work;
- To oversee and monitor that committees management drives the work of the committees in line with the objectives and programme of the GPL;
- To oversee and monitor the strategic co-ordination of the committees with the NCOP;
- To oversee and monitor qualitative approach to public participation;
- To oversee the implementation of the recommendation of *ad hoc* Committee on Ministerial Accountability; and
- To establish a value-based organisation by internalising organisational values in decision-making, work practices and service delivery.

STRATEGIC OBJECTIVES

- To provide overall direction and leadership to ensure the execution of institutional obligations;
- To provide leadership and direction to the LSB;
- To build relations and/or partnerships with other parliamentary institutions, legislatures, and other spheres of government;
- To build the mobilisation of the diverse societies in an all embracing effort to build a sense of shared destiny and common nationhood, especially public participation programmes;
- To respond to public policy issues and events so as to be compassionate to people's issues;
- To oversee and monitor that the GPL provides effective and efficient service to the members; and
- Oversee and monitor the development and implementation of a training and development programme for members to:
 - pass effective laws;
 - oversee government effectively; and
 - enhance and ensure public participation.

PURPOSE

The purpose for the existence and establishment of the Leadership and Government Programme is to provide overall strategic direction and leadership as well as to build relations and/or partnerships with other parliamentary institutions, legislatures and other spheres of government.



SUMMARY OF ACHIEVEMENTS

- The current term of the Presiding Officers commenced immediately after the general elections of 20 April 2009. The Presiding Officers under the leadership of the Speaker, were, during the year under review, preoccupied with the strategic task of translating the political mandates for the current term into institutional processes and programmes. The Presiding Officers ensured that the relevant forums, processes and committees of the GPL are in place. This process started with the appointments of the current Presiding Officers, Office Bearers and Chairperson of Committees by the House. The Speaker then established committees of the GPL such as portfolio and standing committees, the Office Bearers, Presiding Officers and the LSB and its sub-committees;
- The Presiding Officer convened a strategic session on 17 and 18 June 2009 wherein the Speaker outlined the strategic challenges for the current political term of office, and at the same time, the strategic framework for the development of the new strategic plan of the institution was adopted. The strategic session broadly agreed on the following areas as part of the new institutional strategic plan:
 - The new priority areas for the current term;
 - The new institutional strategic goals for the current term;
 - The need for the review of the strategic objectives and the roles of the Presiding Officers;
 - The need for the new Vision for the institution;
 - Institutional structures and political management forums were established:
 - o Presiding Officers forum;
 - o Office Bearers;
 - o LSB and sub-committees;
 - o Speaker's Budget Council;
 - o Portfolio and standing committees of the GPL;
 - o Provincial Speaker's Forum;
 - o CPA Gauteng Branch; and
 - o Resourcing of the Leadership and Governance Programme office.

KEY PRIORITY AREAS FOR OVERSIGHT WERE CONFIRMED AS FOLLOWS:

- Creating decent work and building a growing inclusive economy;
- Promoting quality education and skills development;
- Better health care for all;
- Stimulating rural development and food security;

- Intensifying the fight against crime and corruption;
- Building cohesive and sustainable communities; and
- Strengthening the developmental state and good governance.

THE PRESIDING OFFICERS CONFIRMED THE POLITICAL MANDATES FOR THE CURRENT TERM AS FOLLOWS:

- To ensure the implementation of the Ministerial Accountability as part of enhancing the Executive Accountability;
- To pilot the Committee Inquiry;
- To implement the project on the assessment of the efficacy of laws passed;
- To finalise the institution-wide Stakeholder Relations Strategy;
- To develop a new institutional strategy for the current term;
- To finalise the amendment of the Legislature Service Act;
- To finalise and implement the new Financial Management for Parliament and Legislatures Bill;
- To ensure the implementation of the Institutional Memory project;
- To build a responsive administrative service to support an activist GPL;
- To re-define the mainstreaming of public participation in order to enhance stakeholder engagement and public participation;
- To strengthen participation in National and Provincial Speaker's Forums as part of co-operative governance;
- To build a strong Monitoring and Evaluation mechanism for committees;
- To strengthen oversight by implementing recommendations of the PEBA Efficacy Study;
- To build capacity for corporate governance;
- To strengthen the role of Members Affairs Directorate with the view of enhancing the services to members;
- To strengthen the Human Resource Directorate through building leadership capacity which will meet the needs of the labour force;



- To build a transformative and activist GPL;
- To improve the procurement process to ensure the acceleration of payment of service providers, particularly Small-Medium and Micro Enterprises; and
- To strengthen the LSB and its sub-committees.

FINANCIAL MANAGEMENT

The programme reflects actual expenditure of R8.5 million against an adjusted appropriation of R9 million. The under-spending of R507,000 was primarily attributable to vacant positions not filled during the year. The under-spend was further aggravated by the cancellation of identified CPA visits due to in-house legislative priorities. The saving realised under this programme was utilised to defray excess expenditure under Programme 3. This resulted in 100% utilisation of the adjusted budget as reflected in the Appropriation Statement of the Annual Financial Statements.



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Office of the Speaker	• Develop and maintain relations and/or partnerships with other parliamentary institutions, legislatures and other spheres of government	• Participation in Speakers' Forum meetings • Participation in CPA meetings • Participation in Speakers' Forum Sub-Committee meetings • Participation in CPA seminars	• Level of Participation • Level of Participation as per quality and Quantity • Level of Participation	9 meetings scheduled 1 hosted by GPL 1 Africa Region meeting 1 International meeting 6 meetings 4 per annum 4 per annum	5 Speakers' Forum meetings held which the Presiding Officers participated - Gauteng hosted 1 Speakers' Forum meeting - The Speaker participated in 1 CPA Africa Region was at (40th CPA Regional Conference) 55th CPA International Conference was held in Arusha and attended by the Speaker, Provincial Secretary, members of the CPA Gauteng Branch - Only 2 CPA Gauteng Branch meetings were held 4 Speakers' Forum Sub-Committee meetings were held at which Speaker participated	Other meetings could not be convened due to the process of the disestablishment and establishment of the Fourth Legislature	- Shared and learned best practices - Sharing and learning of best practices in oversight - Exchange of experiences and created a culture of dialogue - Shared experience on challenges facing the global commons - Improve the practices of the GPL and share best practices - Sharing and learning of best practices
	• Host visiting dignitaries, special visitors and delegations	• International Delegations, Local delegations, Consul –Generals and VIPs	• Level of Participation as per quality and quantity	4 meetings annually 4 per annum (international) 1 per annum (local) 5 times Very Important Person (VIP)	4 Meetings were held with dignitaries, special visitors i.e the Ambassador of Austria, the Chinese Consulate General, the High Commissioner of Australia, the High Commissioner of Austria	• None	Improved relations with International and Local dignitaries profiling the GPL
	• Provide leadership and direction to the Board	• Board meetings	• Level of Participation as per quality and quantity	- Minimum - 10 meetings 4 meetings annually	4 board meetings were held successfully	Other meetings could not be convened due to process of the disestablishment and establishment of the Fourth Legislature	- Provide direction and leadership to the institution - Improved corporate governance

	Keep abreast of the business of the GPL	- Attendance of Executive committee meetings - Attendance of scheduled one-on-one meetings with Executive members	Level of Participation as per quality and quantity	- As and when required - One Report per annum	Speaker was invited and attended 3 Executive Committee Lekgotlas	None	- Enhanced the profile of the GPL - Increased relevance of oversight issues - Enhanced the profile of the GPL - Increased relevance of oversight issues
	Enhance profile of institution	The Speaker represents the House at public events, the media	Level of Participation as per quality and quantity	2 per annum	- The Presiding Officers represented the GPL at various public events Numerous media interviews where held wherein Presiding Officers participated such as Khaya FM, Alex FM, Jozi FM etcetera - An article was done for speaker in drum magazine	None	Enhanced the profile of the GPL
	Monitor service delivery to political stakeholders	Stakeholder Satisfaction Survey	Level of Participation as per quality and quantity	4 reports per annum	One Stakeholder satisfaction survey conducted	None	Improve service delivery to political stakeholders
	Ensure processes of transformation are operating on a sustainable basis	Transformation monitoring report	No of reports	2 per annum	2 per annum	None	- Enhanced culture of excellence; and - Contributing to shared purposes in the Institution
	Direct and lead the inter – legislature programme	Programme of the GPL visits	No of visits to other legislatures	1 meeting	None	Due to financial constraints the inter-legislature visits could not take place	Compromised the ability to effectively learn from other Legislatures
	Monitor implementation of strategy of the institution	Monitoring tools	No of reports	4 reports per annum	2 state of the administration reports were presented and adopted by Presiding Officers received	None	Effective governance and management
	Ensure strategic management of committee work	Committee work	Reports	4 per annum	1 Chairpersons strategic session was convened	None	Improved strategic management of committees

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Mobilise civil society to participate in the GPL	Stakeholder database	No of meetings	1 meeting	1 meeting was held with Civil society with special focus on people with disabilities, the youth and women (PMP programme)	None	- Contributing to democratic participation - Contributing to the creation of an inclusive society
	Effective Human Capital Management	- Personel/ Performance Management System (PPMS) Reviews - Training and development plans - Personnel records - Management of Employee Relations and well being	- Time - Quality	- Delivery as planned, within stipulated timeframes, and within budget 100% - Quarterly meetings with all directorate staff	- Integrated Performance Management Service (IPMS) reviews conducted on a quarterly basis for all full time employees in the leadership and governance programme - Training and developmental needs were identified 4 staff meetings were held successfully	None	- Enhanced performance management - Identifying training programmes effectively - Improved work skills - Improved staff morale - Contributing to effective human resources management
	Effective Stakeholder Relations Management	- Meetings with stakeholders - Feedback reports from internal stakeholders on service delivery quality - Service Delivery Impact assessment reports from outside stakeholders	- Frequency - Quarterly stakeholder satisfaction surveys	- Quarterly meetings with identified internal stakeholders - Quarterly stakeholder satisfaction surveys - Quarterly service delivery impact assessment with external stakeholders	17 stakeholder engagements were conducted during the year under review 1 Internal Stakeholder survey conducted	None	- Positive relations with stakeholders - Effective identification of stakeholders - Improved service delivery to internal stakeholders

	• Effective strategic management	• 1 annual review and planning session • 3 monitoring, review and reprioritising sessions • Review Reports	• Accuracy	• 1 planning, 3 monitoring and review per year • Plans are 100% aligned with institutional objectives • Non-financial reports submitted on stipulated dates	• 1 annual strategic review of presiding officers was held • 2 monitoring and review meetings were held • 3 monitoring, review and reprioritising sessions with 100% aligned plans • Non-financial reports submitted to Finance Unit as per agreed timeframes	• None	• Improved strategic and political management of the institution • Plans aligned with institutional objectives
	• Effective Financial Management	• Allocation of resources and spending accordingly • Monthly expenditure projections • Monthly expenditure variation reports • Corrective action reports on identified risk areas	• Time • Accuracy	• Delivery as planned and within budget • 100% • Submission of expenditure projections and variation reports on stipulated dates	• Resources allocated in line with the budget • Monthly projects were developed and submitted to the Finance Unit on a monthly basis • Expenditure projections submitted	• None	• Spending monitored on a monthly basis • Spending in line with projections
Reasons for major variances		None					





PROGRAMME 2: OFFICE OF THE SECRETARY

MANDATE

The Office of the Secretary serves as the custodian of the development and implementation of the strategy, and provides administrative leadership to the service.

This is achieved through:

- Providing tactical, strategic and operational leadership and direction to the administration;
- Ensuring that there is effective and efficient management of law-making, oversight, public participation and co-operative governance;
- Provide technical and administrative support to enhance decision-making and good governance to political decision-making structures of the institution;
- Manage relations with internal and external stakeholders;
- Ensuring effective and efficient financial and human resource management of services; and
- Ensuring the alignment of resources to institutional priorities.

STRATEGIC OBJECTIVES

- To oversee the successful implementation of the enhanced oversight model in the GPL;
- To ensure 'buy-in' by all GPL stakeholders (MPLs; Premier's Office; LoGB; Local Government; AG);
- To lead and ensure the completion of the Public Participation Strategy in line with the requirements of the Presiding Officers;
- To facilitate and support the completion of FAMLA;
- To ensure successful completion of the Efficacy of Laws project;
- To provide effective strategy development and implementation;
- To develop and implement the institutional leadership model;
- To improve decision-making processes of the GPL;
- To ensure the finalisation of, and implementation of the GPL Turn-Around Strategy;

- To develop an M and E Framework for the GPL;
- To revise and develop GPL's Inter-Institutional Relations Strategy; and
- To improve internal communications.

PURPOSE

The purpose of the Office of the Secretary is to serve as the custodian of the development and implementation of the strategy, and to provide administrative leadership to the service. It ensures that there is effective and efficient management of law-making, oversight, public participation and corporate governance.

SUMMARY OF ACHIEVEMENTS

The Office of the Secretary entered the first year of the Fourth Legislature with revised mandates of ensuring that the administrative services of the GPL are geared towards achieving the business model and its provisions. In this regard, all components of the administrative service must support the House and its processes. The following achievements have been recorded by the Office of the Secretary in pursuance of this goal:

Implementation of the GPL Turn-Around Strategy.

- In the year under review, the office facilitated the completion of OD exercises in the Finance and the Corporate Support Services. Due to financial challenges, the office could not achieve the following related milestones: integration of the 3 streams and development of the Project Management Framework. These outstanding activities will now be implemented in the 2010/2011 financial year.

Monitoring and Evaluation Framework.

- The office developed a base document for the M and E framework for the GPL. The document laid the foundation for M and E processes, performance indicators, systems and the required tools. The base document and the existing M and E processes in the GPL will be consolidated into a final framework during the 2010/2011 financial year.



Improving Performance Reporting and Accountability by the Service.

- The Office of the Provincial Secretary coordinated responses of the administrative service to the Oversight Committee on the Premier's Office and the Legislature (OCPOL) and the Gender, Youth and People with Disabilities (GEYODI) Committees, presented quarterly performance reports to the Speaker, Treasury, OCPOL and GEOYDI, as well as supported the planning and monitoring sessions of the Presiding Officers and the Chairpersons of Committees.

Improving Secretariat Decision-Making and Communication.

- The office implemented the revised Secretariat and its sub-committees as part of improving decision-making processes. The revised secretariat processes are now aligned to the new organogram. In addition, the new way of work has ensured that staff are used in areas wherein they are specialists. The office initiated regular communication to staff in general on important decisions and developments. This is an area that going forward, will be further strengthened.

Inter Institutional Relations Strategy.

- The office revised the existing Inter Institutional Relations Strategy to incorporate the new political priorities; The House resolution on relations with Institutions Supporting Democracy as well as the increasing demand to benchmark best practice was adopted. The strategy will be implemented in the 2010/2011 financial year.

Providing Strategic Leadership to the Administrative Service.

- The Office of the Secretary implemented the existing leadership processes such as the Secretariat meetings, Extended Secretariat meetings, one-on-one with the Executive Directors, Annual Strategic Review Session, Budget Councils and the Planning Committee in order to ensure that the Secretary of the GPL provided strategic leadership to the administrative service. As a result of this leadership, the office revised the GPL's Balanced Scorecard, aligned organisational resources to achieve the goals of the GPL, ensured operational efficiency and also ensured appropriate planning, implementing and reporting in the GPL.

Improving GPL Leadership Practices.

- The office developed a leadership model for the GPL management team based on the Covey principles. In addition, all layers of the management team have been trained on the Covey principles of leadership. It is expected that all managers will sign a public pledge and adopt a leadership charter in the 2010/2011 financial year. All performance reviews of senior managers will henceforth include assessment of their leadership practice and adherence to the charter.

FINANCIAL MANAGEMENT

The Office of the Secretary introduced financial measures that assisted the GPL to stay afloat in spite of the recent recession and subsequent financial crises. This has resulted in the GPL achieving more with fewer resources.

The Office of the Provincial Secretary facilitated the development of the GPL's Top Ten Risks register. In this regard, compliance has been monitored throughout the year.

The programme reflects actual expenditure of R 9.1 million against an adjusted budget of R9.8 million. The under-spending of R693, 000 was as a result of certain vacant positions not filled during the year. The under-spend under this programme was utilised to defray excess expenditure under Programme 3. This resulted in 100% utilisation of the adjusted budget as reflected in the Appropriation Statement of the Annual Financial Statements.





SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Office of the Provincial Secretary	Effective Corporate Governance	- Effective and efficient decision-making - Well Functioning Board - Effective Corporate Governance Framework	- Timing of meetings and submissions - Quality of minutes and submissions to the LSB - Accuracy of information provided to the Board	- Compliance with the Charter - LSB meets 4 times per year 100% Compliance with legislature Service Act (LSA) and the Charters	- Complied with the Charter by supporting scheduled quarterly LSB meetings and the Annual LSB Retreat - Office of the Speaker was responsible for the minutes in the period under review - The Office of the Secretary facilitated the following quality submissions to the LSB on the following matters: - The LSB Review report and its recommendations - The Strategy Document 2009-2014 - Travel Allowance Policy for MPLs - Review of Senior Management Performance Plans - Landline and communication tools for MPLs - System of delegation, employment contract, performance agreement and work plan of the Provincial Secretary - New charters for LSB sub-committees: - Human Resources Committee - Performance and Remuneration Committee - Charter of the Members Affairs Committee	- None - Urgent approval of the Legislature Services Act (in line with the recommendations of the Speakers' Office LSB Commissioned Report)	- Effective Business Processes and Systems; and - Effective Corporate Governance Implementation - Alignment of GPL to Political and LSB Objectives - Alignment of Systems and processes to the GPL Business Model and improved decision-making - Effective Business Processes and Systems - Improved Corporate Governance in the GPL - Improved Tracking and Communication of LSB decisions within the GPL - The LSB is responsible for maintaining the balance in a political environment - The LSB has ensured inclusivity in the strategic leadership and running of the GPL - Time Management of LSB meetings has improved - Improved Management of the LSB and Secretariat - Good strategic leadership and combination of good senior management, most systems are already in place - Effective LSB - Effective sub-committees

							• Effective Corporate Governance Culture and Environment
						- o Subsequently the LSB approved all the above matters • All submissions made to the LSB, were processed by the Secretariat: to ensure accuracy of information in relation to: ▪ Infrastructure and Environment: ▪ In the year under review, the Office of the Provincial Secretary, led the administrative installation of the Fourth Legislature LSB and established the process of setting the framework and pillars of critical governance areas and efficient and effective engagement and provision of leadership by the Fourth Legislature LSB in relation to ▪ Consolidation, Management and Implementation of LSB decisions: - o The Office set up monitoring systems to ensure there is a balance between the functioning of the LSB and the sub-committees (ref Secretariat and its sub-committees) - o LSB sub-committees are now more focused on specific areas of governance, mainly to make the LSB more effective - o LSB Committees have plans on which they can measure their impact - o The Performance and Remuneration Sub-Committee focuses on high level decisions that mostly deal with policy matters (this is due to a reviewed GPL	



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				TARGET	ACTUAL		
					structure, improved systems and process as a result of the OD Turn-Around Strategy) - o LSB decisions to sub-committees are communicated clearly; leading to the effectiveness of Chief Whips - o LSB decisions were tracked and communicated to staff ▪ Skills and Capacities: - o A progress tracking system has been created, it is a template that reflects all tasks allocated to business streams, relevant to the LSB - o All Sub-Committee activities are linked to institutional Plans in aid of channel staff to report on matters related to the implementation of the GPL Strategy, (currently all GPL reports reflect how activities are linked to strategic plans) - o There amended version of the LSB Act serves as a guide to the LSB and to implementing Corporate Governance institution wide ▪ Tracking, Management and Implementation of LSB Decisions: - o Tasks lists were generated from issues discussed at LSB meetings		



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					Office tracked and advised on Contract Management in the GPL on a monthly basis and submitted reports to the Provincial Secretary and Manager in the Office of the Provincial Secretary - o Compliance Monitoring: 38 pieces of legislation were reviewed for GPL Compliance and a report was tabled with the Provincial Secretary - o Risk Management: 35 new GPL risks were identified and approved by the Secretariat - o Compliance to the Charter: During the quarter under review, the Office of the Provincial Secretary finalised the appointment of members of the Secretariat sub-committees, namely, the Specifications Committee and the Tender Evaluation Committee • The Office approved training of Managers to ensure that they all understand (before commencement of their duties), the understanding and implementation of (amongst other GPL policies), the SCM policy and how the Tender Evaluation Committee and the Specifications Committees should function		

Office of the Provincial Secretary	Effective Leadership and Management	- Effective Implementation of the Strategy and Budget as planned for various cycles - Leadership Development Model - Effective Secretariat - Strategic Leadership of the Secretariat	- Monthly Quarterly and Annual Evaluation of Strategies against plans for Timing, Quality, Efficiency and Effectiveness and Effectiveness Model - Minutes and Reports of Secretariat and its' sub-committees - Quality decisions	- Compliance with the OD Plans and Projects - Develop Leadership Model: - Communicate Leadership Model - Implement Leadership Model - Secretariat meets 12 times per year - Seamless decision-making processes 100% Compliance with LSA and the Charter	- Strategic Plan and Budget Approved for the MTEF period 2009-2014 - Ensured development of strategic plans and report as per the PFMA requirements including the development of annual budget: - Worked closely with the Office of the CFO to ensure that the report adheres to the requirements of the PFMA and Treasury guidelines, - Overseen the Office of the CFO in initiating the annual budget process, to ensure the: - Management of the development of strategic plans based on the outcomes of the strategy review process guided by the political mandates; - To manage and ensure that these plans are as per the PFMA requirements and comply to National Treasury formats and requirements; - To manage the development of and review of business plans for each stream of the GPL as well as all business units under each stream; ensuring linkage to strategy - Administratively led the development of an Institutional Annual Performance Plan - Leadership Model - Developed and layers of GPL Management trained on the Covey Leadership Programme as follows: - Trained 35 Managers including Senior Management on the Covey Leadership Programme - The Office Manager co-designed a specific comprehensive refresher	- A strategic decision to focus Corporate Support Services Directorate's OD Exercise on supporting the whole institution - This meant that all ODs had to be finalised first, in order to have CSS service offering aligned to the whole GPL - Could not launch the programme – due to financial constraints and reprioritisation - None	- Efficient and effective GPL; - Transformed Institution; - Integrated Planning and Implementation; - Effective Leadership; - Conducive Leadership Environment; - Effective GPL; - Effective Strategy Implementation; - Efficient decision-making - Effective Change Management (structure, systems and processes) effective and efficient Institutional Committees; - Effective Human Capacity to effect decisions on behalf of the Secretariat - Effective GPL Systems; Effective Secretariat - Effective Secretariat and its' Sub-Committee - Effective GPL
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					Covey Programme for GPL Senior Managers (the training programme was focused on aligning Business Plans with Strategy as they relate to leadership in the GPL) ▪ Trained all GPL Supervisors on the Covey Leadership Programme (built in an aftercare / value realisation programme to coach those that could not attend scheduled training) ▪ Leadership Model communicated to the Secretariat (Plans to entrench the GPL Leadership Model are underway) • Secretariat met 12 times per annum, to discuss and prepare recommendations to the LSB, on policy matters of the GPL as follows: ▪ Convened, deliberated and adopt the Review document on sub-committees of the Secretariat ▪ Adopted the Master Plan / the ‘beyond 4 Chakras Plan’ of the GPL for implementation from quarter 2 into the end of the Financial Year 2009/2010 and beyond ▪ Approved plans for the outgoing Third Legislature and the incoming Fourth Legislature • Secretariat sub-committees		



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	Effective Relations with GPL Stakeholders	- Effective Relations with other legislatures and participation in the Speaker's Forum and SALSA - Effective Relations with Local and International Bodies – CPA, access to funding - Effective Relations with countries and their representatives	Provision of Services as per laid down Standards and Policy and Service Guidelines	- SALSA and Speakers' Forum meets at least 4 times per annum - Institutional Strategy Implemented	- External Stakeholder Engagement and Management: - Attended 4 meetings of SALSA in the year under review - Attended and supported 4 meetings of Speakers' Forum during the year under review - The Office of the Secretary facilitated effective participation of GPL in SALSA and amongst others achieved the following: - Project management of sector oversight model development - Acting role in the capacity of the SALSA Secretary - Leading knowledge management processes in the sector - Influencing sector debates on oversight through research papers - In addition contributed to the following processes of SALSA: - Sector Action Plan - GPL Programme in relation to (Co-ordination, Strategic Planning and Management, Monitoring Evaluation and	None	- Improved Inter-Institutional Relations - Effective GPL Communications with External Stakeholders - Effective Communication with Internal Stakeholders - Operational Efficiency - Learning Organisation - Best practice captured and preserved within the Knowledge Management System



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					13 – 25 July 2009 The Speaker led the delegation, the Provincial Secretary sent a senior GPL administrative representative with the Speaker’s delegation - Interlegislature visits: - In 2009/2010 CPA Gauteng Branch embarked on building relationships with other legislatures, the programmes for the visits were finalised during quarter one (April – June 2009) period, information was exchanged and members engaged in sporting activities - The CPA Gauteng Branch hosted the KwaZulu-Natal, Swaziland, Free State and Limpopo branches of the CPA around October 2009/2010		

	• Effective Financial Management	• Implementation of the PFMA and other legislation • Implementation of the budget, monthly reporting and monitoring • Quarterly and Annual Reporting on (Non-financial) targets • Prudent Financial Management	• Timely reporting • Quality information • Accurate budget information • Accurate Financial Information Provided	• Compliance with PFMA • Projected expenditure equals actual • Unqualified Audit	• During the year under review, the Office of the Provincial Secretary, submitted to the Speaker and Treasury respectively, monthly and quarterly financial reports and projections on time and in line with the requirements of the PFMA • Budget monitored on a 'real-time' basis through SAP • Monthly reports generated and used to project expenditure • Monitored the implementation of the budget and adjustment budget • Monthly and quarterly projections • Management of the office budget • Management of financial risk to GPL • Quarterly and annual non-financial reports and projections prepared and submitted within stipulated time-lines in line with PFMA	• None	• Efficient use of GPL Resources • Efficient Reporting: Quality and timely information provided to the Speaker and Treasury • Quality and accurate information provided • Improved Accountability • Budget implementation aligned to delegations and effected in line with GPL delegations of authority prescripts • Effective GPL • Unqualified Audit with no matters of emphasis
• Office of the Provincial Secretary	• Effective Human Capital Development and Management	• Implementation of Human Capital Development strategies and systems • Performance Management • Compliance with HR legislation • Service Excellence	• Surveys • Effective Communication Channel	• Implementation of Action Plans • All line managers trained and developed • Manage Performance, compliance with legislation • Quality Service	• Ensured successful implementation of the annual stakeholders satisfaction survey • Facilitated Effective Performance Management: ▪ Co-managing the review of Senior Managers ▪ Facilitating and monitoring the review of all GPL staff members ▪ Communicating relevant decisions in relation to the Performance and Remuneration Committee deliberations and decisions ▪ Initiating and leading the rewarding of excellent performance and corrective action for under-performance	• None	• Improved Service Offering • Efficiency in the GPL • Improved Service Offering • Conducive work environment • Improved performance management in the office • Effective and efficient Service Offering



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
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					- Implemented quarterly and annual performance reviews of staff in the office - Service Offering: rated 70% in terms of the annual Internal Stakeholder satisfaction Survey for 2009/2010		
	Policy Development and Management	- Policy Aligned to Strategy, Implementation and Evaluation - Policy Development Committee	- Format of the Policy - Researched Policies - Widely Consulted Policy	- Implementation of Strategy - Meets at least 4 times per year	- As part of the OD intervention, all GPL policies had to be aligned to the new GPL Business Model 4 policies per month on average, in line with the OD Recommendations, to review all policies for relevance and responsiveness to a new GPL - Policy Committee did not formally meet to process policies as per set targets and production of policies; this was due to the restructuring of Secretariat sub-committees to align them to the new needs of the organisation - New Membership was confirmed in 2nd quarter of the year under review, and the Policy Committee effectively began meetings in the third quarter of the year under review, convening and deliberating with more policies than target to meet targets	None	- Effective Policy Environment - Effective Policy Environment - Clear, unambiguous policy - Reduced fraud risk - Safe policy environment



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	Effective Service Delivery	Delivery of service to Members and Stakeholders	Provision of Service as per laid down standards and policy and service guidelines	Service Charters and guidelines implemented	- Quality and timely information provided to the Speaker and Treasury - Communiqués: Issued 3 - Communiqués to both staff and MPLs informing them of the decisions of the LSB; decisions of the Secretariat and the impact of the current financial crisis on the budget and the plans of the GPL - Internal Communication for efficiency: Held meetings with Speaker; Chairperson of Committees and Presiding Officers: (Briefing Speaker before House sittings, meetings with Presiding Officers to table the State of the Institution Report, the Adjustment Report and receive approval for same - Portfolio committee reports (SCOPA, GEYODI, OCPOL), collated and consolidated by the Office of the Provincial Secretary and presented to the Speaker for approval and sign-off before submission to portfolio committees Planning meetings with Speaker and Chairperson of Committees individually prior to ANC Caucus and Programming Committee meetings; Meetings between the Provincial Secretary and individual Chairpersons	Integration of all GPL Database and feed into the Office of the Provincial Secretary for integration and monitoring and evaluation purposes	- Operational Efficiency - Learning Organisation - Best practice captured and preserved within the Knowledge Management System



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
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Office of the Provincial Secretary	Effective Strategic Management	1 annual review and Planning Session 3 monitoring, review and reporting sessions - Non-financial reporting	- Timely Submissions - Quality submissions	1 planning, 3 Monitoring and Review per year - Plans are aligned with institutional objectives	- The office led the change in strategic planning within the GPL Strategic planning process approach was different from previous years - It was ensured that the GPL strategic planning process and approach was informed by the political mandates - Led a strategic process that is synchronised with the electoral system, ensuring alignment and strategic direction and actions of the GPL over the next 5 years are aimed at implementing the policies and plans necessary to give effect to the electoral mandates - The new approach taken during the year under review (2009/2010), resulted in proper alignment of institutional plans to the overall goals of the GPL, as articulated by Presiding Officers; - Quality and accurate submissions to portfolio committees: - During the quarter under review, the Provincial Secretary appeared before OCPOL and GEYODI Committees respectively - With regard to OCPOL: the	None	- Effective GPL strategy, and approved budget - Effective strategic process, alignment to political imperatives contributing to enhanced service delivery - Accountable GPL - Transparent GPL - Effective and Efficient GPL

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Office of the Provincial Secretary	Effective Human Capital Management for the directorate	- PPMS Reviews - Training and Development Plans; - Personnel Records - Management of Employee Relations and well-being	Training and Development plan as well as the IPMS Policy	- Delivery as planned, within stipulated time frames and within budget - Monthly Meetings with staff	- Job Profiles; phased in new job profiles emanating from OD Exercise - Work plans: Updated with current information and day-to-day activities to reflect actual performance - Monthly meetings held to discuss and plan: - Career pathing: Identified training needs and scheduled training for 3 staff members in the Office of the Provincial Secretary - Training and Development: 2 staff members attended training on minute taking and introduction to corporate governance respectively - Succession Planning: PA to the Provincial Secretary and Senior Secretary were mentored and introduced to the work of the Senior Co-ordinator In the quarter under review they begun taking minutes in staff meetings and Institutional Task Teams - Job profiles: Developed job profile for Legal Advisor position in that office - Filling of Senior Secretary position in the Office of the Provincial Secretary - Recruitment: OD in the Office of the Provincial Secretary was completed, recruitment and /	Deviation with regards to M and E Personnel, in response to a cost benefit exercise conducted by the Office of the Provincial Secretary, projected consultancy fees were to the tune of R648,000, to-date the GPL has an internally produced M and E Framework at no additional cost to the GPL	- Effective GPL - Healthy work environment



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
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Office of the Provincial Secretary	Effective Management of Donor Funding	- Utilisation of EU Budget - Identification of projects to be funded - Preparation of plans - Implementation of plans <u>Annual Reports</u>	Donor Funding Requirements and Policy Framework	- Expenditure as per allocated budget - Monthly reports - Quarterly Reports - Quarterly Reports <u>Annual Reports</u>	- The Provincial Secretary (in his capacity as Acting Secretary to SALSA), participates fully at SALSA Current discussions and / or items receiving attention at SALSA are, the Sector Action Plan, Reviewed and adopted SALSA Model of Operation, Proposals for a new Sector Implementation Model; Implementation of Sector ERP System, Knowledge Management in the Legislative Sector and the Legislative Sector Programme, its co-ordination, Strategic planning and Management, Monitoring and Evaluation and reporting - In addition: - Through SALSA, the Office of the Provincial Secretary attended a session where LSPSP delivered, final plans on projects to be funded for further refinement at SALSA - Spending scheduled for 2009/2010, is centralised with LSPSP - Office of the Secretary initiated and led the following collaborations with funders: - ABSA (funded a 'best-practice' sharing meeting with the bank) - Standard Bank (funded the	- None - Draft Internal Implementation Plan to be presented for approval at Secretariat	- Integrated approach to the Legislative Sector - Improved Inter-Institutional Relations - Improved formal networks - Operational efficiency - Improved Inter-Institutional Relations - Learning Organisation



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVE- MENT OF TARGETS	OUTCOME AND IMPACT
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					draft internal LSPSP Sector Implementation and tracking document for GPL, will be discussed at Secretariat during quarter 2, 2010/2011)		





PROGRAMME 3: CORPORATE SUPPORT STREAM OVERVIEW

MANDATE

The core mandate of the Corporate Support Stream is to give support to all stakeholders internally within areas of Human Resources, ICT, Security, Building and Administration through the provision of established systems, sound policies and processes. This enables and facilitates service provision in the most effective, efficient and professional manner. The stream also interacts and works with external stakeholders in varied ways that all seek to strengthen provision of such support to stakeholders with the ultimate aim of contributing to the fulfilment of GPL's constitutional mandates of law-making, oversight and public participation.

This support is delivered through 3 directorates which constitute the Corporate support Stream that is.

- **Members Affairs Directorate:** Their composition includes Member's Facilities and Member's Relations. The directorate is responsible for managing the interface between members and the rest of the GPL staff in terms of service provision in the most efficient and effective manner possible.
- **Institutional Support Services:** The composition of this directorate includes the Administration Unit, and Human Resources. The directorate provides the infrastructural wherewithal for switchboard, office furniture, transport, venue and hygiene, assets control, recruitment, remuneration, talent attraction and development, and administration.

- **Operational Support Services:** Operational Support is composed of the ICT Unit, Security, Health, and Safety Unit, and Building and Maintenance Unit. The directorate provides a platform for technology in the form of (IT, audio, and video), as well as the infrastructure for all business solutions of the GPL. It also has the mandate for the security of the institution and its members, all matters relating to health, wellness, and safety of members and staff. The Building and Maintenance Unit provides the physical infrastructure needed by the members and staff to conduct business.

STRATEGIC OBJECTIVES

The stream participated in the strategic planning processes of the GPL which was kick started by the Presiding Officers' break away session as well as the Secretariat planning session. These processes led to the development of the strategic plan and business plans accompanied by the budget allocation to resource the business plans. As an evolving organisation, we identified emerging priorities which necessitated the readjustment of our plans and a reprioritisation exercise. The economic crunch also had an adverse effect on our business plan towards the second half of the financial year when some of our projects and strategic objectives could not be implemented due to financial constraints Treasury imposed on the GPL.

Some of the projects were carried over from the previous financial year due to capacity constraints.

	PROJECT DESCRIPTION	NATURE AND STATUS OF THE PROJECT
1	Integrated Security System	Carry-over project
2	Development of members biographies	Carry-over project
3	OD Intervention project for the Corporate Support Stream	Carry-over project
4	Reviewed and aligned remuneration and reward system	Current year project
5	GPL Precinct project	Current year project
6	Optimise capacity building for new member	Current year project
7	Introduction of good governance within Parties	Multi-year project
8	Develop and strengthen relationships and or Partnerships with SA Legislatures, Government department as well as Resource Centres and Professional bodies to facilitate capacity building	Multi-year project
9	Establishment of the Fourth Legislature	Multi-year project
10	HR Strategy implementation (Talent development strategy)	Multi-year project from two years
11	SAP Enhancement project	Mid-stream project
12	IPMS Policy enhancement	Mid-stream project
13	Social Responsibility project	Mid-stream project
14	ICT governance framework and compliance to best practice	Mid-stream project



The following is a list of strategic projects carried over from the previous year, strategic projects from last year as well as emerging priorities we had to engage for the year under review.

PURPOSE

The purpose for the existence and establishment of the Corporate Support Stream is to be a catalyst for service provision to our primary stakeholders (members), by deploying systems, processes, policies, people, technologies as well as the infrastructure and environment that are necessary for the effective and efficient functioning of the GPL as a whole in executing its legislative mandates.

SUMMARY OF ACHIEVEMENTS

In the face of the financial constraints, review processes and reprioritisation exercises within the GPL, the Corporate Support Stream highlights the following areas of achievements at both strategic and at operational levels.

SAP Enhancement Exercise

- The stream has delivered this project as a consequence of the organisational renewal exercise. The system responded to the new structure of the GPL, the new model of doing business, new cost centres to be established, each committee having a separate budget, new regime on delegations of authority. All of these necessitated a reconfiguration exercise on SAP to give effect to the approved mandates. Further work in terms of the SAP enhancement exercise entailed process enhancements by way of work flow processes to speed up procurement processes within built escalations within the system. All of these were reconfigured successfully to enable business to function efficiently.

Integrated Performance Management Policy

- The integrated performance management policy was meant to address gaps in the current performance management system regime, to incorporate staff which fall within the fixed term regime, give effect to good corporate governance imperatives and properly regulate oversight processes and functions before submissions to sub-committees of the Board and ultimately approval by the Board.

Policy Development Processes

- Development of policies as an ever evolving process and challenges of quorum and tedious nature of such a process, took place with the assistance of an expert in policy writing. The Policy Committee managed to review 18 policies for the year under review. This work entailed editing policies, converting them into the new format, correcting language and grammar and updating them to be in line with current or new legislation. The committee also had to deal with new policies, some of which were approved by the Board and others yet to be approved by the Board. All together, 7 new policies were deliberated on by the Board, 3 of which were approved and 4 of which are still to be presented to the Board. The

process of formalising the approval process for all policies to be signed off by the Speaker could not be concluded in the financial year. It is envisaged that this work will be concluded by end of the first quarter of the new financial year.

OD Intervention in Corporate Support

- The Corporate Support Stream underwent an OD exercise which was quite intensive and thorough. The outcome of this exercise is the new structure for the stream, correcting misfits in the structure, clarifying the mandates of the stream and directorates, development of vision statement and slogans for the stream and directorates, developing operational models for respective areas of business, development of high level processes and manuals, clarifying stakeholders and the type of services to be offered, developing a SWOT analysis for the stream and all directorates, development of job profiles for new positions and undertaking an interface workshop.

Audit and Risk Management Processes

- Audit and risk management processes were constantly on the dashboard of the management meetings in the stream. A carefully developed action plan for the elimination of all audit findings was developed and constantly monitored periodically. Audit-tracking processes were implemented with the assistance of the Risk Officer. This resulted in a substantial decline of audit issues within the stream.

Preparations for the Fourth Legislature

- This project was a multiyear project which kick started in the previous financial year. A lot of work went into preparations of the environment to facilitate exit processes for past members, at the same time preparing for the intake of new members. The GPL worked as a cohesive whole to ensure that new members are sworn in, inducted and orientated. They were provided business tools; office space; introduced to the GPL systems, SAP, email system *etcetera*. Training was later provided to skill them with regard to parliamentary processes and systems.

Stakeholder Management Processes

- Two surveys were carried out as part of our responsibilities regarding service improvement. The stakeholder satisfaction survey solicited perceptions of all stakeholder groups that is, members, GPL staff and party support staff. The survey rated the performance of all units within the GPL on customer service issues such as consultation, service standards, accessibility, redress, integrity, attitude, communication and courtesy. The performance of the GPL as a whole was on index scores attained and was benchmarked against the market and compared against previous financial years to see if there was a decline or improvement. Another survey conducted was an employee satisfaction survey. This was a reflection of how staff reporting under a line manager view the management styles the manager uses against the norms' best breed of leadership principles. Recommendations



were made to all units depending on their performance and on action plans to remedy underperformance.

Financial Management

The programme reflects actual expenditure of R133.9 million against an adjusted appropriation of R127.3 million. The over-expenditure of R6.6 million under this programme was attributable to the following that were not included in the original budget of the programme:

Accruals from 2008/2009.

During the 2008/2009 Financial Year end process, invoices were not processed and raised as accruals in the Annual Financial Statements. These invoices were processed for payment in April of the 2009/2010 Financial Year. Payments were deferred to prevent any over-expenditure which would have resulted in unauthorised expenditure and consequently an adverse audit report.

Settlement of Proconse Contractual Commitment – R3.2 Million

The GPL procured the services of Proconse (PTY) LTD to refurbish the GPL precinct including the area occupied by the Rissik Post Office. There was however, no contract for this project, but the project was monitored and managed using the tender documents which included the Terms of Reference and the Scope of Works). The dispute arose when Proconse was further engaged to undertake a study on the development of Oppenheimer Park's (OP) site behind the Rissik Street Post Office. This work was not included in the contract Scope of Works; the legislature had conducted a study indicating the expanding staff complement and the need for additional offices. Proconse had undertaken to examine the possibility of developing office accommodation on the OP site. The report including costs of the OP site development was presented to the Speaker, and based on cost implications; the Speaker put the project on hold. As a result, payment for the additional work done by Proconse was not promptly processed as other options to develop the OP site were still being explored. A claim for the same work amounting to R4.022 million was unexpectedly submitted in the current financial year. Upon engagement with the GPL legal team, it was reduced to R3.2million and was paid during the 2009/2010 Financial Year.

Settlement of Transport Service Providers' Claims – R2.5 Million

During 2008/2009 Financial Year, the GPL received claims amounting to R6 million from the 3 transport service providers. As these seemed unreasonable, the Accounting Officer requested that these payments be put on hold to allow for sufficient time to scrutinise same and also to further engage the service providers in question. This process continued until a settlement of R2.5 million was reached in the current financial year with service providers and payments were

subsequently made in July 2009. This also created a shortfall in the current budget as the same was not provided for.

Provident Fund Payment – R5.5 Million

The GPL, in keeping up with the objectives of the "Show me the future" strategic interventions, introduced flexible remuneration packages based on a Total Cost To Company structure. In line with this, some employees were allowed to structure their packages in the same way as employees who were on the Government Employee Pension Fund which was structured differently in that it allowed employee contributions of 7, 5% and employer contributions of 7.5% in order to ensure that employees would have the same take home after deductions if they had employed a similar structuring.

The fund rules, however, were not amended to allow for the changes in structuring. Effectively, it meant that allowing the employees to opt for the 7,5% employee plus 7,5 % employer contributions resulted in a shortfall on the employer contribution as the total employer contribution in terms of the ought to be 17%, bringing the total contributions to 24,5%.

In order to bring the contributions up to date, a shortfall of R5.5 million (which was not budgeted for in 2009/2010) was paid into the fund during the month of May 2009.

Payment of Outstanding Rates and Taxes to City of Johannesburg (CoJ) – R3,9 Million

The GPL received an account from City of Johannesburg (CoJ) during September 2009 for outstanding rates and taxes account amounting to R3, 984,135.09 dating back from 2005. The CoJ has been utilising an incorrect postal address for the submission of the monthly statements. The organisation made an arrangement to settle the account with two payments payable by the end of October 2009.

Savings in certain less strategic areas were utilised to limit the impact of the above and thus reduced the over-expenditure. The institution identified savings from programmes within the vote to defray the over-expenditure under this programme. The final under-spending variance of R98, 000 emanates primarily from goods and services economic classification item as a result of invoices received at the end of the financial year 31st March from service providers.



INSTITUTIONAL SUPPORT SERVICES DIRECTORATE

MANDATE

The Institutional Support Services Directorate (ISS) is located within the Corporate Support Services Stream. The directorate comprises two sub-programmes that is, Human Resources and Administration. It is mainly responsible for corporate services and functions of the GPL. As custodian of the Human Resources (HR) and Administration policies within the institution, it shoulders a serious responsibility on matters pertaining to corporate governance and legislative requirements. The Human Resources Unit is responsible for recruitment and selection of the right calibre employees; performance management processes; training and development of GPL staff; remuneration and benefits management; Organisation Development, succession planning and career development. The Administration Unit is responsible for transport services to members and staff; custody of assets; telephone management; insurance of GPL assets and staff management of the canteen services as well as the cleaning services.

STRATEGIC OBJECTIVES

- To support the functioning of the GPL through a professional, effective and efficient financial management system;
- To execute financial management and administration according to PFMA, policies, regulations, treasury regulations and all applicable legislation;
- To apply effective budgetary control to strengthen the accountability of managers for expenditure, overlooking the economical, efficient and effective use of resources;
- To provide informative and timeous financial reports to all stakeholders in line with FAMLA and Treasury Regulation timeframes;
- To strive towards achieving an unqualified audit report;
- To improve staff morale and monitoring;
- To adhere to all legislation affecting the workplace and labour relations;
- To retain staff and provide equitable remuneration;
- To render excellent support and service to members of the GPL and to ensure good execution of the legislative obligations;
- To manage staff development and training;
- To provide efficient procurement of goods and services in the most economic and effective manner;
- To manage assets in line with Generally Recognised Accounting Practices (GRAP);
- To develop policy, and update coherent with legislation;
- To manage the process enhancements initiatives and their continued improvements;
- To improve software and enhancements to ensure continuous improvements in all areas of work;
- To manage risk assessment processes and adequate maintenance of systems of internal control;
- To build relationship with the union;
- To manage contracts;
- To manage transport and logistics;
- To manage assets;
- To allocate furniture;
- To manage the canteen and the coffee bar;
- To manage telecommunications;
- To manage insurance contracts;
- To provide cleaning and hygiene services;
- To manage stationery;
- To provide mail services;
- To manage venue and precinct bookings; and
- To contribute to members' affairs.



PERFORMANCE STATEMENT

- The ISS Directorate participated in the formulation of the directorate as well as the stream business planning processes in line with the priorities as outlined by the Presiding Officers, as well as the GPL Vision and the organisational goals. The strategic planning processes culminated in the formulation of the directorate business plans and budget. It is worth noting that there were budget constraints emanating from Treasury not granting the GPL all its required allocation, which seriously compromised the implementation of the strategic projects as contemplated in the business plans;
- The directorate also engaged in risk management practices in compliance with the institutional risk matrix and plans. Control measures were put in place to address all identified risks and to reduce them to a tolerable level. In the year under review, the internal audit function conducted audits in HR and Administration. The report indicated significant improvements in HR. The performance management system implementation, however, remained an area of weakness. As per the Audit Report, 66% of the findings reported in the venue management area during this period were of a medium to low risk nature. The audit on telephone management, however, indicated a number of deficiencies in controls. A number of audit-tracking meetings were held between the Risk Accountant, the director ISS, and the Executive Director to follow up progress on the audit findings;
- In the year under review, the directorate posted over-expenditure. The over-expenditure is attributed to payments on training and development as well as disputed payments to transport service providers relating to the previous financial year that were paid from the current year budget;
- The ISS Directorate continued to support the remaining milestones of the GPL Turn-Around Strategy. Support and guidance was provided to the OD in the CFO as well as the Corporate Support Streams. Following the approval of the OD recommendations, HR embarked on job profile development and validation, job evaluations and recruitment for newly approved positions. Positions were also created on the SAP system to reflect the structural changes;
- The directorate engaged in a number of strategic projects, that is, the Systems Applications Products (SAP) enhancement project, headed by the director ISS, the Integrated Performance Management System (IPMS) Enhancement project (Creation of a high performance culture, embedding of the HR Strategy as well as the Refurbishment of the City Hall project under the Administration Unit;
- The SAP Enhancements Project was aimed at addressing the SAP system gaps in Finance, HR, Procurement as well as Members Affairs Units. The project was also aimed at accommodating changes resulting from the GPL Turn-Around Strategy which recommended the migration of units to other directorates. The project gave effect to the creation of new units completely, as well as the creation of new layers of management. Access was also granted to staff in newly created positions. Other milestones of the project, that is, Employee Self Service; Management Self Service; Strategy Management; and Business Objects could not be realised as funding was not availed due to budgetary constraints;
- The Integrated Performance Management System Policy project was aimed at the enhancement of the current performance management policy, processes and procedures, and training line managers and staff on the performance including political support staff. The training of line managers, however, was not realised as the policy, whilst approved by the Human Resource Development Committee, had not yet been approved by the Legislature Services Board;
- The embedding of the Human Resources Strategy was an emerging project for the 2009/2010 Financial Year which incorporated the strategic projects of the establishment of a talent development programme, development of a talent development system, and the revision of the Remuneration and Reward Strategy which were put into operation. The milestones realised under the project are as follows: providing HR Support to the Turn-Around Strategy; development of an Employment Equity Forum; establishment of the Employment Equity Framework; conducting a feasibility study on work life balance; development of a talent management framework; the Development of a Training and Development system which included the development of a competency framework. A skills audit toolkit was developed and the training of line managers on the use of the toolkit was conducted. A draft Remuneration and Reward Strategy was developed. The Refurbishment of the City Hall project was deferred due to budget constraints;
- The ISS Directorate continued with its commitment of human resource development and proper human capital management. By the end of the financial year, all positions in the 2 units were recruited for, except for the Payroll Officer position. The directorate only experienced 1 resignation. This speaks well for retention measures within the directorate;
- All directorate managers were appraised by their director and lower level staff were performance assessed by their respective line as per the prevailing performance management policy. Staff in the directorate attended various training courses in line with their development plans as well as per the mandatory training scheduled by HR for staff in management;



- The directorate also participated in the Broadbanding exercise. Eligible employees were assessed on a 360 degree basis, and reports on strengths as well as weaknesses identified in the functional and cross functional areas were shared with affected employees;
- Management-supervisor meetings were held every Monday of the week. The meetings were aimed at interrogating weekly, monthly and quarterly performance against the quarterly plans and alignment to business plans. The directorate also implemented a weekly leave roster to ensure that all leave taken was authorised and accounted for;
- The directorate actively supported its internal and external stakeholders as well as participated in various sector initiatives. The director, together with the management team, serviced various board committees such as Members Affairs and Human Resource Development Committee as well as Secretariat Committees such as Policy Committee; Moderating Committee; Extended Secretariat; and Events Coordinating Committee; and
- The director ISS provided support to the GPL Provident Fund in his capacity as Principal Officer. The ISS team leaders in various functional responsibilities, actively played a leading role by participating and contributing to various South African Legislatures Secretaries Associations (SALSA) subforum activities such as the Human Resource; Employee Relations and Training and Development. The directorate also participated in the SALSA shared services task team.



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Office of the director Institutional Support Services	• Effective Strategic Planning	• Completed Strategic plans	• Time Quantity	• 1 and 4 quarter • Approved plans	• Engaged in Strategic Planning processes in line with the Priorities outlined by Presiding Officers and in alignment to the GPL vision and goals • A business plan and budget for the directorate was developed in line with treasury requirements and approved	• None	- Clearly defined Business Plans aligned to Institutional Goals - Strategic objectives aligned to organisational goals leading to effective implementation of organisational mandates
	• Effective Financial Management	• Effective Management of financial resources in line with the budget	• Time, % and Quality	• Monthly, Quarterly and Annually	• Monthly financials as well as quarterly reports were submitted to Finance as per requirement All expenditure was for budgeted items	• None	- Optimal expenditure against budget - Effective implementation of plans
	• Effective HC Management	- Management of ISS staff through: - IPMS - Training and development - Mentoring and coaching - Career and succession planning	• Quality, Time, Cost	• Monthly, Quarterly and Annually	- Performance assessments were conducted for staff reporting to the director for all quarters in line with policy Performance deficiencies were discussed with affected employees and remedial actions were implemented Where applicable work-plans were adjusted to reflect relevance - The staff in the director's unit attended the following training: IPM Convention to benchmark with counterparts in the industry and Remuneration Strategy Development; - The director held regular one-on-one meeting with the unit managers to discuss bottlenecks and to provide feedback on performance; - Not implemented	- None - Red Index jobs still to be approved	- Effective monitoring of directorate performance leading to improved individual and unit performance; - Staff development leading to improved performance in the directorate; - Leadership Development leading to improved management of the directorate

	Effective HR systems	Implementation of "Show me the Future" strategic HR projects	Quality, Time, Cost	Monthly, Quarterly and Annually	Management/Supervisor meetings were held every Monday of the week The meetings were aimed at interrogating weekly, monthly and quarterly performance against the quarterly plans and alignment to business plans Monthly financial, quarterly non-financial reports were submitted to Finance in line with prescribed formats Quarterly HR Reports were tabled to the Human Resource Development Committee The chairperson's report was submitted for presentation to LSB as per calendar	None	- Improved implementation of HR strategic objectives - Improved accountability
	Effective admin system	Oversight of management Administration Unit	Quality, Time, Cost	Monthly, Quarterly and Annually	Management/Supervisor meetings were held every Monday of the week The meetings were aimed at interrogating weekly, monthly and quarterly performance against the quarterly plans and alignment to business plans Monthly financial and quarterly non-financial reports were submitted to Finance in line with prescribed formats	None	- Effective implementation of Admin strategic objectives - Improved accountability
	Adherence to Legislation and governance requirements	Budget compilation and submission to Treasury as well as statutory reporting	Date	As determined by Treasury and Department of Labour	The director led the strategy development, business planning and budgeting processes of the directorate Monthly non-financials and quarterly non-financial reports were submitted to finance in line with Treasury reporting requirements	None	- Contribution to institutional accountability to relevant structures - Legislative compliance leading to confidence in the GPL

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Policy review and development	Continuous review of policy and development of policy as well as re-alignment to Legislation	Quality	90%	- There was monitoring and tracking of policy development. The following policies were developed or revised in the year: - Bursary Policy (approved by HR Directorate) - Internship policy (approved by HR Directorate) - IPMS Policy (approved by HR Directorate) - Learnership framework (approved by HR Directorate) - Assets Policy (approved by HRD and Members Affairs) - Integrated Landline and Mobile Tool policy (approved by Members Affairs) - Performance Correction - Recruitment and Selection policy - Talent Development policy	Target met except that the policies, though approved by the Board sub-committees, were not tabled in the Board Meeting and hence no approval by the Legislature Services Board	- Uniformity and clarity in executing procedures due to regulated environment - Continuous improvement to institutional processes - Improved governance
	HR strategic improvements	Implementation of HR Strategy	Quality	70%	- The director ISS provided guidance to the HR team in the implementation of the HR Strategy. The following milestones were achieved: - Providing HR Support to the Turn-Around Strategy - Development of and Employment Equity forum and the establishment of the Employment Equity framework	None	- Effective implementation of HR strategies contributing to improved capacitation of GPL staff - Contribution to effective implementation of GPL strategic objectives

						- Conducting of a feasibility study on work life balance, development of a talent management framework; - Development of a competency framework; - A skills audit toolkit was developed and line managers were trained on how to use the toolkit; and - A wellness framework was developed and a wellness day was staged for staff	- The first phase of the SAP enhancement project were implemented namely: Materials Management, Authorisations and Materials Management work flow - New cost centres were created in line with the GPL Turn-Around strategy that resulted in the creation of a new structure and the migration of some units into newly created directorates - Access was created to employees in newly created positions; - The directorate participated in various SALSA fora - The director was a representative of the HR forum on the SALSA Shared Services project: - The director ISS continued to serve the GPL Provident fund in the capacity of Principal Officer of the GPL Provident fund which is a strategic joint venture between GPL and the Free State GPL - All meetings of the provident fund were attended as per Fund rules	- Employee Self Service, Management Self Service, Strategy Management, Business Objects could not be realised as funding was not availed due to budget constraints - None	- Improved accessibility and accountability by line managers; - Effective management of the Provident Fund leading to guaranteed financial security for GPL employees
					Completed project plans	Quality	75%		
					- Execution of Strategic Projects: - SAP Enhancements - Building Strategic Partnerships with other Stakeholders				
Reason for major variances: Only the first phase of the SAP enhancement project was completed. The other phases which included the configuration of master file changes on HR and Materials Management, Employee Self Service, Performance Management, Strategy Management and Business Objects were not undertaken due to budget constraints									

HUMAN RESOURCES UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE / SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Human Resource	Clearly defined, agreed, and implemented Human Capital Profile for the entire organisation	- Review and update competency frameworks and profiles - HR Planning (Review and update short-term and long-term human capital requirements) - Conduct skills audit to identify capability and competence gaps	Quality, Compliance, Time and Quantity	- Approved and relevant competency profiles for each position in the GPL - Annual GPL Human Capital Resource plan - Annual GPL skills audit	- A Competency Framework developed; Job Profiles were developed for all jobs created per OD - Job profiles for existing jobs were updated - Human Capital Plan Toolkit was developed and circulated to Secretariat and Extended Secretariat - A training Plan and Workplace Skills Plan was developed based on the Individual Development Plans received - A Skills Audit template was developed and line managers were trained on the population of the template in their respective business units	- None - The Human Capital Plan could not be implemented due to the GPL Turn-Around Project in Corporate - Support not fully adopted for implementation - The skills audits will be finalised in the next financial year - Human Resource will continue to follow up on progress made by line in populating the template	- The development of the competency framework led to a better understanding of the competencies required for each job which in turn led to clearly defined job adverts and training requirements - Well defined roles - The institution adequately capacitated to deliver GPL Strategic objectives - Clearer understanding of GPL Human Capital Requirements - Improved standardisation in the methods and format for conducting skills audits in the organisation leading to a clearer understanding of competencies possessed by staff and facilitation of appropriate training interventions by Human Resources
	Implemented best practice human resources value chain able to deliver the human performance required by GPL to meet its strategic goals and operational requirement	Implement best practice recruitment, selection and deployment processes to ensure the best possible match to capability, competence, job and culture fit requirements	Time, Quality and Quantity	Two months from date of recruitment mandates	- An average of 20 employees was appointed every quarter accumulating to a total of 76 employees appointed by the end of the financial year - All employees recruited from outside the GPL were taken through an orientation program on their first day of joining the GPL	None	- Adequately capacitated Institution - Improved match between recruits and institutional competence and cultural requirements - The orientation programs led to a better understanding of the mandates of the GPL and its delivery model

						• The recruitment policy and procedures were revised, and submitted to the Policy Committee for deliberations • An On-boarding Questionnaire was developed for new Employees to reflect their views on the institution • Workshops on Competency Based Interviewing Skill workshops were conducted for line managers	• The revision of the policy is aimed at improving the governance in recruitment and to address deficiencies identified through internal and external audit • The on-boarding questionnaire has provided HR with a better appreciation of challenges facing new appointees in the early stages of their employ • The training of line managers in competency based interviewing has led to improved competency by line managers in conducting interviews and selecting candidates leading to a better fit between individuals recruited and the GPL cultural requirements		
					• Quality	• Available training and development programs before annual budget cycle	• The following Policies were revised and presented to the Policy committee and the HRD Committee:: • Revised Bursary Policy • Internship Policy • Learnership Framework • Succession planning strategy • Training implemented was in line with the Strategic Objectives A total of 300 training Interventions were conducted for a 178 employees • A total of 49 employees were granted Bursaries	• None	• The revision and development of policies has lead to improved governance of the training environment and the laying of a foundation for implementing internships, learnerships and succession in the institution • The training interventions undertaken have contributed to the effective implementation of GPL Strategic objectives • The granting of bursaries has contributed to the up-skilling of the GPL employees
					• Implement integrated learning and development processes to ensure skills and succession adequacy	• Implemented best practice human resources value chain able to deliver the human performance required by GPL to meet its strategic goals and operational requirement			



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Implemented best practice human resources value chain able to deliver the human performance required by GPL to meet its strategic goals and operational requirement	Facilitate and coordinate annual individual performance and development planning and management process	Quality, Time and Quantity	- Annual development plans and annual submissions of performance plans - Quarterly submission of performance reviews	- The following Policies were revised and presented to the Policy Committee and the HRD Committee Policies were approved for recommendation and consideration by the LSB - Revised Integrated Performance Management Policy - A Performance Correction and Consequence Management Policy - IPMS Training Manuals were developed - Reports on quarterly submission were submitted to the Human Resource Development Committee - IPMS quality assessments were conducted by Human Resources in line with policy - deficiencies in submissions were communicated to respective line managers - Moderating Committee meetings were convened to consider reports on assessments submission by various directorates Subsequently a recommendation was submitted to Provincial Secretary for Approval	None	- The implementation of the revised policies will ensure better governance of the performance management processes - The implementation of the IPMS policy has contributed to the measurement of institutional and individual performance Where adequately implemented, the implementation of the system has afforded opportunities for identifying performance deficiencies and the implementation of remedial interventions

Implemented best practice human resources value chain able to deliver the human performance required by GPL to meet its strategic goals and operational requirement	Monthly, quarterly and annual Human Resources reporting	Time and Quality	Monthly, quarterly and annual Human Resources reporting	- Monthly, Quarterly and Annual Human Resource Reports developed and submitted to finance in line with prescribed formats - Quarter reports were presented to the Human Resource Development Committee - Employment Equity report submitted to the Department of Labour on time in the required format - Workplace Skills Plan and Actual Training Reports submitted to the PSET on time in the required format	None	- Reporting to the Human Resource Development Committee has contributed to tracking of the implementation of the Human Resource Strategic objectives - Reporting to Department of Labour and the P-Seta has contributed to legislative compliance as well as accountability and confidence in the governance processes of the GPL
Unqualified Audit report	Audit report	Limited HR findings	Unqualified Audit report with limited housekeeping findings limited to 5	The audit findings have pointed to a huge improvement in HR process and the implementation of recommendations emanating from previous findings	None	The positive findings in Human Resources have contributed to the achievement of an unqualified audit leading to confidence in the GPL by stakeholders
Implemented best practice human resources value chain able to deliver the human performance required by GPL to meet its strategic goals and operational requirement	Management of members and staff payroll	Time, Quality, Quantity and Accuracy	Payroll executed on the 15 and 25 respectively every month	- Payroll for members and staff was affected as per standards without default - Salary Increases for staff were affected and increase letters disseminated to all staff - Members Annual Increases were affected without default - The 2009/2010 Tax Rates were implemented as per in line with Tax law	None	- Retained and motivated employees - The implementation of salary increase has contributed to improved labour relations - Statutory Compliance and contribution to reduced audit findings leading to an unqualified audit



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Human Resources Function able to meet the performance expectations of the organisation	Implement development program for HR professional	Focused, Effective and Efficient	Development program implemented for all HR professionals	- HR staff was taken through a number of Training and Development programmes: The Senior Management team was taken through the following programs: IPM Convention, Scenario planning workshop and the Remuneration Strategy workshop - The Recruitment specialist were provided training on the following:-Recruitment and Selection workshop, the Job evaluation workshop - The Training and Development Specialist attend the following training:- - Recruitment and Selection workshop as well as the bid committee training workshop - The HR Coordinators attended either of the following: - Report and proposal writing, Project Management workshop	None	The taking of HR staff to various training interventions has contributed to the up-skilling of HR staff leading to effective implementation of the Human Resource Strategic Objectives
	Effective Financial Management control of Human Resources Budget	Effective managed financial resources in line with budget	Time, Percentage and Quality	Budget managed on monthly, quarterly and annual basis	- Monthly financial reports and quarterly reports were submitted to Finance as per requirements - All expenditures in the year were within budget except for payments made in the year by Finance relating to training that was undertaken in the previous financial year due to financial constraints thus negatively impacting on training plans for the year	None	The effective implementation of plans leading to effective utilisation of resources

	• Effective Management of HR Administration	• Sound and managed HR administration	• Time, Accuracy and Efficiency	• HR benefits and administration managed in line with approved policies and best practice	• The Medical Aid, Provident Fund as well as the Pension Fund were administered in line with relevant rules and legislation Termination records were duly submitted to the administrators Death benefits were duly presided over by the benefits committee in line with rules • Leave reconciliations were performed on a regular basis The leave books were centralised and leave taken processed on a monthly basis	• None	• The effective management of Medical Aid, Provident Fund and Pension Fund has led to confidence in the governance processes of the GPL and high staff morale • The improvements in the management of leave has led to reduced audit findings and contributed to an unqualified audit
	• Effective management of Employee Relations (Industrial Relations)	• Sound healthy working environment through the development and implemented employee related policies and trends	• Effective, Efficiency and Quality	• Implemented employee and industrial related policies, programs	• Negotiations of the revision of the Recognition Agreement were successfully concluded in July • Salary increase negotiations were successfully concluded in September • The Disciplinary and Grievance policies were reviewed and submitted to the Policy Committee Disciplinary and • A Wellness Day was staged for employees The wellness day was aimed at raising awareness around health and fitness • Employee Satisfaction Survey concluded and results presented to Secretariat and Extended Secretariat	• None	• The revision of the policies will lead to improved and uniform application leading to confidence in the governance processes of the GPL and Sound working environment • Healthy workforce • The employee satisfaction had provided management with an understanding of hygiene issues and relevant interventions to employ in order to have sustained healthy labour relations

ADMINISTRATION UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Administration	• Management of contracts and renewals	• Satisfied stakeholders	• Time and quality	• 100% performance on time and material against SLA	- Contracts for the canteen and the Mobile Business Tools were put in place at the beginning of the financial year - The Hygiene Tender was finalised just before the end of the financial year (Contract commencing in the new financial year) - The insurance cover was revised to ensure that all assets and staff of the institution were adequately covered	• None	- The putting together of contracts has ensured that value for money was derived from contracts with service providers - Revision of the cover has ensured that there is adequate cover for both staff and assets of the GPL insured
	• Management of assets	• Updated asset register	• Accuracy	• 100% of assets accurately recorded	2 asset counts were conducted in the year in line with policy (September and February) - Newly acquired assets were recorded in the asset register within stipulated timeframes as per policy Reconciliations were performed (in conjunction with Finance) between the Asset Register and the General ledger - The policy on assets was revised and presented to the HRD Committee as well as Members Affairs Committee for consideration and Approval	• None	- The asset count as well as the recording of assets in the asset register has ensured that assets of the institution are safeguarded and accounted for This contributed to the achievement of an unqualified Audit - The revision of the policy on assets will contribute to effective management of assets and better accountability by those entrusted with the custody of assets

	Transport service to members and staff	Safe and timely transportation	% Reliability	100%	- A total of 2896 transport requisitions were serviced in a safe manner and with minimal complaints around service standards - The relationship with G-fleet was formalised and more prominence was given to the G-fleet service to reduce reliance by the GPL on many external transport service providers and to bring about uniformity and to reduce transport costs whilst meeting the ever increasing demand for transport service without a commensurate increase in capacity in the Administration Unit - The Administration Unit has also sensitised staff and members on the transport policy in order to curb abuse of GPL vehicles and the transport facility in General	None	- The provisioning of a safe, timely and reliable transport services to members and staff has contributed to the execution of the mandates of the GPL - The communication of policy to staff and members has contributed to responsible use of GPL vehicles and the transport facility
	Maintenance of legislature vehicles	Maintained Vehicles	Frequency	Servicing of vehicles after 10 000km	Vehicles were serviced at 10 000 KM intervals as per policy In other instances, maintenance work was carried out in line with manufacturers' specifications	None	The servicing of vehicles has led to a safe and reliable transport service offering contributing to the execution of the GPL mandates
	Provision of Cleaning and Hygiene Services	Clean and Hygienic Environment	No of complaints	0	The main GPL building, 1066 building and the Cape Town NCOP offices were kept in a clean and hygienic condition during the course of the financial year There was a noticeable reduction in the number of complaints associated with the cleanliness of the GPL buildings	None	The cleaning of the GPL building has contributed to a conducive working environment

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Providing Business Tools/ facilities	Optimal business tool/ facility and uptime	% uptime	100% Uptime	- All members and staff were provided with Mobile Business Tools in line with policy A new contract was entered into with the service provider - Controls were put in place to ensure that recoveries are made against staff members and members who had exceeded their limits - Payments of Mobile Business Tools are in line with Policy	None	The provisioning of business tool has contribute to improved communication and response times thereby contributing to effective execution of the mandates of the GPL
	Administration and maintenance of the debit card system	Satisfied canteen and coffee bar patrons	% Availability of utility	100%	Not operational in the year under review	The Debit card system was not operational during the year due to payment disputes with the service provider	Reliance on cash transactions for the purchase of meals and refreshments in both the canteen and the coffee Bar leading to increase risk due to the handling of cash
	Furniture/ office equipment and decor provision	Timeous supply of furniture/ office equipment and decor requirements	Time	Within 8 weeks of requisition date	- All new and replacement furniture was provided to both members and staff in line with approved institutional policy - The Asset Policy was improved to include Punitive Measures in cases of Breach of Policy, especially those attributable to unauthorised movements and negligent loss or damage to GPL assets	None	- The allocation of furnisher to members and staff has ensured that GPL staff is adequately equipped to ensure that they are not hampered in the execution of strategic objectives - The improvement of the assets policy has ensured that there is responsible use and better accountability for the assets of the GPL

	Transport service to members and staff	Safe and timely transportation	% Reliability	100%	- A total of 2896 transport requisitions were serviced in a safe manner and with minimal complaints around service standards - The relationship with G-fleet was formalised and more prominence was given to the G-fleet service to reduce reliance by the GPL on many external transport service providers and to bring about uniformity and to reduce transport costs whilst meeting the ever increasing demand for transport service without a commensurate increase in capacity in the Administration Unit - The Administration Unit has also sensitised staff and members on the transport policy in order to curb abuse of GPL vehicles and the transport facility in General	None	- The provisioning of a safe, timely and reliable transport services to members and staff has contributed to the execution of the mandates of the GPL - The communication of policy to staff and members has contributed to responsible use of GPL vehicles and the transport facility
	Maintenance of Legislature vehicles	Maintained Vehicles	Frequency	Servicing of vehicles after 10 000km	Vehicles were serviced at 10 000 km intervals as per policy In other instances, maintenance work was carried out in line with manufacturers' specifications	None	The servicing of vehicles has led to a safe and reliable transport service offering contributing to the execution of the GPL mandates
	Provision of Cleaning and Hygiene Services	Clean and Hygienic Environment	No of complaints	0	The main GPL building, 1066 building and the Cape Town NCOP offices were kept in a clean and hygienic condition during the course of the financial year There was a noticeable reduction in the number of complaints associated with the cleanliness of the GPL buildings	None	The cleaning of the GPL building has contributed to a conducive working environment



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Interior Plants services	Conserved interior plants	Frequency	Conserved interior plants on a weekly basis	- Interior plants were serviced on a weekly basis - The contract was, however, terminated in October due to financial constraints	None	The provisioning of plants in Offices contributed to the Creation of an environment conducive to heightened productivity
	External Courier services	Timely and precise courier service	Time	Relevant deliveries within 24 hours of request	Courier services were utilised as per institutional requirements throughout the year	None	Efficient an Effective flow of correspondence/ Documentation to stakeholders in support of the work of the GPL
	Preservation of art works and internal decor	Preserved art works and internal decor	Frequency	Preservation of art works and decor on a quarterly basis	- The Artworks of the GPL were preserved throughout the year - There artworks were on occasion loaned out to stakeholders for exhibition purposes	None	The maintenance and preservation of artworks has contributed to creating a conducive working environment
	Pest control services	Satisfied staff and members	Frequency	Control of pests on a monthly basis	Pest control services were rendered during throughout the year	None	Contribution to a healthy working environment
	Providing uniform for staff	Satisfied stakeholders	Time	Within 8 weeks of requisition date	Not provided in the year under review	Uniforms could not be purchased in the year due to budget constraints	Providing uniform for staff

	Effective Financial Management	Effective Management of financial resources in line with the budget	Time, % and Quality	Quarterly Tracking of budget performance per projections and continuous review of projections	Some payments for transport service providers relating to the previous financial year were only effected against the current year budget resulting in inevitable budget overruns	- Budget constraints which were necessitated by insufficient allocations not in line with the GPL base line budget resulted in the Administration Unit not being able to fully service delivery expectations as per the business plans - Services effected by the budget constraints were - Transport Services; - Plant services; - City hall refurbishments; - Telephone services; - Postponement of the PABX system upgrade; and - Asset replacements	Effective Financial Management
	Efficient Human Capital Management	- Management of ISS staff through: - IPMS - Training and development - Mentoring and coaching - Career and succession planning	Quality, Time, Cost	Quarterly reviews of job descriptions, PPMS, work-plans and Development programmes	- Performance reviews were conducted in line with policy throughout the year. Some complaints were received from staff members who did not qualify for awards as they perceived their line managers to be unfair in their rating - No formal coaching or mentoring processes were undertaken - Not done	- None - Target not met - No framework provided	The conducting of performance assessments of ISS staff in the year has contributed to the measurement of and improvement of institutional performance



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				TARGET	ACTUAL		
	Stakeholder Management	- Meetings with stakeholders - Feedback reports from internal stakeholders on service delivery quality - Service Delivery Impact assessment reports from outside stakeholders	Frequency and Quality	- Quarterly meetings with identified internal stakeholders - Quarterly stakeholder satisfaction surveys - Quarterly service delivery impact assessment with external stakeholders	- The Admin Manager was a participant in the following structures : - Events Coordinating Committee, - Safety and security, Finance , - ICT and Heritage Committee, - Risk Management Committee , - Human Resource Development Committee, Members Affairs Committee and the - Policy Committee - Whilst there were minimal complaints relating to various service offerings in the unit there was a decline in the Customer Satisfaction survey rating - Negative reports were received from the Auditors emanating from failure to renovate the City	- None - The dissatisfaction largely stems from the inability to meet all service requirements due to budget constraints which impacted negatively on transport offering, termination of the plant services, failure to purchase uniforms for staff - The renovation and furnishing of the City Hall project was postponed due to budget constraints	Improved integration contributing to effective implementation of strategic objectives
Reason for major variances The budget constraints imposed on the unit has led to deficiencies in meeting service standards, in the revamping of the City Hall The situation was exacerbated by payments relating to the previous financial year, being effected in the year under review and thus resulting in over- expenditure							



OPERATIONAL SUPPORT SERVICES

MANDATE

The Operational Support Services Directorate is mandated to provide the following services to the institution – ICT, Safety and Security, and Building and Maintenance.

The provision of technology, both information and communication and technical technology rests with the ICT Unit. This service covers the provision of all business systems and the processes that the GPL requires, in order to perform its mandates and to achieve its goals and objectives.

The Security and Safety Unit is tasked with the responsibility of providing a safe and secure GPL that includes its staff, documents, and information security. Health promotion and hazard elimination also form part of this unit's responsibilities. The fitness centre is core to the wellness programme for members and staff.

The Building and Maintenance Unit has the responsibility of providing members and staff with the necessary building accommodation to enable the business' functions to be performed. The maintenance level of the GPL building is consistently maintained at a very high standard to present a welcoming atmosphere to the stakeholders and public alike.

STRATEGIC OBJECTIVES

- To provide an all-encompassing support service to the business requirements of the institution in the fields of information, audio, video, and technical technology. The provision of security cover and protection to the GPL building and the users, and finally, the maintenance and serviceability functioning of the building in all respects;
- To upgrade the audio visual facilities in the committee rooms, the Secretary's Boardroom, the Auditorium, the CFOs Boardroom, the system in Selbourn Hall, and an LCD screen in the Speaker's Office. This has been an emerging priority;
- To complete the LIMS project and handover thereof;
- To upgrade the SAP platform;
- To integrate the Security Project;
- To upgrade the 3rd and 4th floors of the West Wing to offices and meeting rooms;

- To upgrade the Mayivke Rooms in the West Wing, to venue standards;
- Post Office Project (subject to sale of building to the GPL);
- To provide effective leadership, development, employee satisfaction and retention; and
- To oversee stakeholder service provision.

PERFORMANCE STATEMENT

The following outputs were achieved:

- Partial upgrading of the audio visual installations. The full achievement fell short as a result of the budget constraints of the GPL's budget in October/November 2009, resulting in all projects under implementation being stopped; the ICT Unit was an emerging priority and focused on the employment considerations of in-house staff versus external contractors. The availability of suitable personnel has also been a consideration;
- The scope of work upgrade of the NCOP communications, an emerging priority, was not completed, but this was the subject of the budget constraints as above;
- A new anti-virus system was installed during the reporting period;
- The basis support in SAP was initiated but not completed due to the budget constraints;
- The LIMS Project was completed and handed over to Core Business;
- The GPLs protection services, an ongoing priority, was successfully executed during the year under review making use of the following services internal security, SAPS, NIA, Metro Police, emergency services, and contracted security service;
- Operationally, the Health and Safety and Wellness programmes have both proved very beneficial and have been well supported by the members and staff alike. External health events were well supported, the gym membership has remained encouraging, and the safety committee and teams are fully functional and trained;
- The 3rd and 4th Floors of the West Wing were identified for additional office and meeting room space. Plans and budget were drawn up for the rehabilitation process but due to budget constraints the project was shelved. The same occurred for the Mayivuke Rooms adjacent to the City Hall in the West Wing;



- Removal of the Beyers Naude Square's Structures was an opportunistic emerging priority. Following an approach to the Johannesburg Development Agency (JDA), to fund the removal of the unsightly and dangerous structures that occupied the boundaries of the square, the JDA very kindly agreed to the request and contributed the resources to complete the project. The resultant square has now been considerably enlarged and the areas occupied by the structures returned to gardens and parkland;
- City Hall Organ Project: This project has been launched as a public/private initiative by the Austrian Ambassador. As a result, the Embassy arranged the visits of an authoritative organ repair specialist from Austria, to carry out extensive surveys and to report back on the organ's state. In addition the Friends of the Organ Committee has been formed, the Speaker of the House, the Honourable Lindiwe Maseko, is Patron, the Provincial Secretary, and the director; Operational Support Services are both members and, represent the GPL. Several meetings have been held, exploring fund raising for the surveyed repairs required to the organ. Finally, the Johannesburg Philharmonic Orchestra has offered to host fundraising performances, and has also indicated their desire to return to the City Hall as their original home; and
- Post Office. The Post Office has remained in the ownership of the City Council and is controlled by Johannesburg Property Company (JPC). It has long been seen as additional office accommodation for the GPL, but unfortunately, the financial requirement for funding a purchase and rehabilitation, has just not been achievable. The JPC however, decided to develop the restoration of the building for the GPL to ultimately lease from the City Council. Tragically, in the interim period after this decision, the Post Office suffered two fires. The second one totally gutting the building in early November 2009. The survey of the building by a building structural engineer is underway.

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Operational Support Services	• Effective strategic management	• 1 annual review and planning session • 3 monitoring, review and re-prioritising sessions • Review Reports	• Review and planning sessions held and effective plans developed in accordance with the OSS strategic plan	• Achievement of outputs	• The outputs were achieved up until budget constraints	• A number of plans and projects were not achieved due to sudden budget constraints at Treasury level	• Improve operational effectiveness
	• Efficient and Effective Financial Management	• Allocation of resources and spending accordingly • Monthly financial statements	• The funding resources were planned for adequately, as per the strategic projects specified by the directorate	• Achievement to 3% under-spend	• Spend process was in line with plans until budget constraints	• The financials were completely removed from the directorate in October/November 2009, due to Treasury restrictions	• Effective financial management
	• Effective Human Capital Management	• PPMS Reviews • Training and development plans • Personnel records	• Performance reviews held quarterly; Training in accordance with PPMS requirements; Personnel records updated with the relevant information	• Achievement of outputs	• All IPMS achieved Training was in line with plans	• Training suffered from mid year due to budget recall (Reason for deviation contradictory) They are saying that and that training was in line with plans and thus there is no deviation	• Increased job satisfaction; • Improved self confidence; and • Improved range of performance

	Effective monitoring and evaluation	- Monthly monitoring and evaluation reports - Quarterly and annual evaluation reports	Submission of monthly and quarterly reports against the strategic plans and projects with evaluations covering achievements and non-achievements	Report submissions on time and in line with requirements	Reporting was delivered as per requirements	Budget recall limited the directorate's performance deliverables from October/November 2009	Effective and efficient implementation of decisions
	- Execution of Project Plans - Rehabilitate West Wing of City Hall - Upgrade the East Wing to safety compliance - Rehabilitate Risik Street Post Office (subject to sale agreement) - Health and Safety program (Ongoing) - Handover of LIMS - Upgrade SAP platform - Implement Electronic Security System	- Completed Project Plans and costs equal to budget allocations - Time and milestone schedules established - Correct resources allocated - Regular reporting - To conform to OHASA - Acceptance by Core Business - System upgrade delivered - Plans in place and conform to NIA specifications	- Projects to conform to the outcomes of the plans for the GPL as detailed in the projections for the year and the quarterly achievements - Building to be in conformance with SAHRA standards - To conform to the OHASA - Acceptance of project by Core Business; and - System operational and users trained - Project installed and commissioned - Users trained	- Project deliverables to be in line with objectives - As per project design	- Limitations in deliverables were impacted by budget constraints - Maximum members and staff - ICT part of project received by Core All IT design of systems completed and functioning to specification - Project limited due to budget constraints	- Plans formulated but budget removed from projects - Post Office sale withdrawn - Delays experienced in application and payments - Budget cut Project re-scheduled for 2011/2012	- West Wing Progress limited to maintenance; and - The West Wing projects were the subject of budget constraints - East Wing is 95% fire compliant; and - Outstanding aspects require engineering re-construction when total refurbishment is eventually done - Post Office reverted back to ownership of and rehabilitation by City Council - Health and safety is fully compliant with OHASA - team members; current certificates and trained; and - Self audit function in use - LIMS fully completed and delivered - Cannot store and retrieve information in real time - Security system not fully reliable and effective



INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• ICT UNIT	- Upgrading Selbourn Hall, committee rooms, and the Auditorium - To ensure that technical services are provided for in the House and committee business	- Updated AV technology in the committee rooms; - Technical services in relation to the operations of the House; and - The routing system was enhanced and video component installed	- Upgrade Technical Infrastructure - Upgrade audio systems in committee rooms - Upgrade audio visual system in House to include: - Video project - Voting - DMS	Completed, tested and installed a fully functional Digital Audio Visual Conference System in Auditorium and committee room A	- ICT initiatives this year included completion and installation of audio visual and presentation aids for: - Small committee room - Secretary's Boardroom 2nd Floor main boardroom 1066, Projector, screen and conference system - Installation of LCD Screen in Speaker's Office - The unit has completed the migration of the Selbourn Hall core systems services from the main network, to run on its own domain, with its own anti-virus system	The Auditorium upgrade project was reprioritised for 2010/2011 Financial Year	Digital compression of audio and video streams in real time
Reasons for major variances: Budget reprioritisation							
• ICT UNIT	Network design in alignment with the outcome of the OD (emerging priority)	Network structure and business applications are in alignment with the OD and design within best practice and standards	Realigned systems to conform with the increased electronic traffic, and the new organisational structure of the GPL	Network redesigned to reflect the outcome of the OD	- All plenary, scoping and design of the new network structure in line with the OD outcomes were completed; - ICT Security Policy was revised and aligned to standard requirements and amongst others, the control of 3G remote access. The draft copy is current being looked at; and - Change management procedures and guidelines were developed and completed	Budget reprioritisation	Providing high quality, reliable service, and support to members and users
Reasons for major variances: This project has been reprioritised for 2010/2011 Financial Year and will start in quarter 1							

ICT UNIT	Technology Unit Restructuring (emerging priority)	The establishment designed to best effect the network structure and business applications in alignment with the OD and design in best practice and standards	- To maximise operational efficiencies and restructured IT support so it can be well poised to provide seamless support to members, the House and all the new business streams within GPL - This project came as the result of the OD	Improved customer satisfaction through a professional approach to service delivery	- To this end the structure and business analysis processes for best value to the GPLs business operation has been completed - The outcome will be addressed in the new fiscal year	GPL has undergone a vigorous transformation through the implementation of the Turn-Around Strategy and in addition there were changes in the organisational structure Though the Core Support is still completing its own OD, there is a support standard which needs addressing in the new fiscal year	ICT Unit not aligned to the new organisational structure(OD)
Reasons for major variances: The period of time in finalising the OD within the institution							



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				TARGET	ACTUAL		
ICT UNIT	Maximum System Availability (Operational)	- Network availability - Support for existing business solutions in place - Firewall with content filtering software in place - Approved Security and VRAS Policy - Access rights control matrix document - Minimum encryption standards - Risk assessment schedule	- Network has been stable and fully operational It has been necessary to upgrade the security restrictions but it has had no impact on the ability of users to undertake their work - Security restrictions have been put in place but do not impact on the ability of users to undertake their work - New Anti-Virus Solution has been implemented - Quality of encryption documents - In Place - Weekly, Monthly and quarterly	100 % Availability - Incidents of hacking and virus attacks - Incidents of internal controls violation - Encryption standards in place - Minimised risk tolerance levels	- The availability was not guaranteed at 100% as the projected - Actual % performance of the network has been around 96 - 99% - Network Systems was badly affected by the virus attack and became intermittently unstable - No incidents of internal controls violation - Security Policy has been revised and implemented due to the emergency conditions of a virus attack It is currently awaiting approval - Encryption standards in place - The Risk Control Measures report is in place and constantly being assessed ; - Weekly meeting with staff and monthly reporting - Performed weekly, monthly and quarterly - Performed weekly, monthly and quarterly	- There were 3 incidents that may have impacted on this target: - Files that were destroyed during the virus attack; - Power Problems; and - Cable breaks due to work outside the building - Virus attacks that were brought by user's laptops that was used outside the protective domain in the net and was remotely connected to the GPLs system - This continuously and repeatedly re-infecting the network	- Network unavailability affected operations - Inaccessibility to critical information; and - Down time detrimental to operations - Network Systems were intermittently unstable, slow or sometimes not available due to the virus attack - The system has been purged but has been stabilised and is reliable again - Minimised risk - Risk Management Plan

	• Provide the hardware infrastructure to support the network backbone and business systems • (Operational)	• Network switches, fibre interlinks • UTP office points, satellite communication links • Server infrastructure	• Quality of hardware infrastructure • Efficiency of the network backbone • Efficient load balancing plan in place	• Functional control measures for temperature, performance and traffic monitoring in place • Streamlining of Server room and rack mount all servers • Efficient load balancing plan in place	• Functional control measures for temperature, performance and traffic monitoring in place • All Servers and laptops have been redesigned for a rapid restore function to enable the optimum recovery from a malicious attack or similar incident • Efficient load balancing plan in place	• None	• Storage, servers, switching, and routing devices all in place and performing at premium • Securing access to the GPL network and maintaining data integrity
	• Technical and end-user support	• Maximum utilisation of computer facilities • Portal deployment environment • SLA with acceptable standards for service delivery	• Time (Turn-Around time) • Quality of support • Efficiency of support service • Quality and acceptance of Service Level Charter	• Enhancing efficiency and effectiveness of support operations	• Enhancing efficiency and effectiveness of support operations • Not yet deployed • ICT support: 54 – down 1 point from 2008/2009	• None • LIMS utilisation and maturity levels are being achieved • Expanding infrastructure due to OD • Increase in service demands and limited number of support technicians	• Providing seamless support to committees
	• Basis support for both SAP R3 systems landscape • (Strategic)	• Load support packs, client copies • Job scheduling	• Quality of application and systems administration • Efficiency and improvements to the system • Efficient systems operational parameters • Backup and restore strategy • Resolving user problems and queries	• On-going Basis and maintenance support to SAP R3 systems • Keeping business modules in current support pack • Time (Turn-Around time) • In Place • Quality of advice	• Ongoing Basis and maintenance support to SAP R3 systems • In Place	• The Application of SAP Patches to SAP systems was not completed due to budgetary constraints • In Place • ICT support: 54 – down 1 point from 2008/2009	• Improved system support; and • Improved custom development

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Research, evaluate and prepare for the implementation of various business applications	- Technical advices - Best practises	Quality of advice	Provide technical framework and successful advice for GPL business solutions	Business analysis processes in relation to outsourcing versus in sourcing report	None	Improved business analysis processes in relation to outsourcing versus in-sourcing
	Information Management System – LIMS (Strategic)	Integrated and operational Information Management Systems	% Completion, time, effectiveness, reliability of system and performance	50% Customisation adjustment rollout and training	- Completed and handed over to business System has been customised to Core Business's requirements The design is flexible enough to allow adjustments System rolled out during the year - Core Business has commenced training modules	None	Contributing to improved information management systems
	Providing audio visual equipmen (Operational)	- PA systems setup - Conference facilities - Audio and recording equipment - Sound quality - Video conferencing - Broadcast cameras - Video projector mobile and roof mounted	Timing, efficiency, reliability and systems set up at venues	Efficiency and effectiveness of AV technical support operations	- Debating Chamber audio system has had the odd technical problem This is due to power instability; and - The software is to be upgraded - In Place - AV facilities exist in all committee rooms, including the Speaker and Secretary's - Boardrooms; and - All are fully functional - Acoustics engineering has been installed	None	Inefficient Audio Technical support

	Effective Financial Management	Monitoring and controlling budget based on Treasury Regulations (PFMA)	- Efficiency and compliance to Treasury Regulations - Defining the business vision to be implemented through the budget cycle - Defining the business plan to inform the budget and financial management	Monthly projections effective and authorised spending in line with the strategic objectives of the unit	Monthly Finance projections	In an effort to support the cost-cutting measures- and, access to the budget, the unit was strictly controlled by finance and projects as a whole was restricted	Monthly projections effective and authorised spending in line with the strategic objectives of the unit up to the finance cut in the second half of the year
	Effective Human Capital Management	Compliance with Labour Relations Regulations	Efficiency and compliance with Labour Relations Regulations	- Work plans and quarterly progress review submitted within timeframes provided by HR - Conducting training needs analysis and PPMS	This section should be specific to the target	Business analysis processes is being undertaken in relation to outsourcing vs in-sourcing report	There were some performance gaps due to limited resources and staff within the unit



SAFETY AND SECURITY UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Safety and Security	Integrated Electronic Security project (Strategic)	- Design specifications and installation plan with costs, - tender and construction	Specifications and terms of reference	- Design report - Tender specifications - Tender evaluation - Construction, installation and upgrade of Close Circuit Television cameras and extension of CCTV cameras to all floors and perimeter outstanding - Introduction of turnstiles at public entrance - Construction of new control room outstanding and - Upgrade of access control system outstanding	- Design drawn according to specifications - Tender, advertised and evaluated - Project budget cut - Construction and installation not done	- Target not met - Project cut after tender evaluation - The project is to be carried over to fiscal 2011/2012	Target not met

	• GPL Protection Services Protection (Operational)	• Implementation of security policy • Provide protection for members, staff, visitors and House sittings • Investigation of theft • Access control	• Visitor management and ushering • Theft deterrence	• New ID cards • Visitors cards • Laptop declaration on exit points	• No breaches of security and no incidents • New ID cards were also introduced to enhance visitor management and to assist in checking how many visitors are still in the building in case of an emergency • All laptop theft occurred outside GPL • The unit received 68% in the stakeholder survey – 3 points up from 2008/2009	• None	• Increased safety and protection
	• Effective facilitation of safety and security in events to political members and visiting delegations (Operational)	• Allocation of resources, monitoring and spending accordingly	• Safety and security plan	• Safety and security plan accurately implemented for all events • No incidents • Safe venue • Guests vetted	• In the reporting period there were two GPL official openings After the elections in Kiptown and at GPL: • No incidents • Safe venue • Guests vetted • All events successful due to the very good relations the institution has with other security agencies e.g SAPS, NIA, JMPD, EMS • Safety and security plan accurately implemented	• None	• Enhanced safety and security events without incidents and food poisoning
	• Health and Safety of members and staff (Operational)	• Well functioning Health and Safety Committee • Quarterly Safety Audits • Fully equipped sickbay • Fully equipped first aid boxes • Trained health and safety staff, fire fighters and first aiders • Evacuation drills	• Certificates, safety audit reports • Health and Safety Committee minutes • 1 evacuation drill per annum	• Safety Audits, quarterly • Health and Safety Committee meetings quarterly • Minimise injuries on duty	• Quarterly • Safety audit queries reported to the Risk Management Committee • All health and safety representatives, first aiders, fire fighters have been trained • Fully equipped sick bay with basic life-saving equipment • Evacuation drill conducted It took 8 minutes to evacuate everybody in the building	• None	• Minimised the risk of injuries on duty • Enhanced emergency preparedness, • Well equipped sick bay with basic life-saving equipment



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
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	Private security contract management (Operational)	- Theft deterrence - Provide security protection in the GPL precinct - Reception and ushering services in the GPL and 1066 building	- No theft in the building - No incidents during events - Proper access control	- Deter theft - Usher visitors - Screen visitors - Security at City - Signed contract	Achieve a theft free building, with security conscious members and staff	None	- Improved security - Reduced theft
	Wellness Opportunities Management (Operational)	- Full gym utilisation - Monitoring of gym members - Evaluation of fitness levels for new members	- Time - Quantity and number of memberships	- Increased gym utilisation - Increased participation on external walks and marathons	- Full participation by members and staff in group training sessions - Increased participation in the following annual walks/runs: 702 Walk the Talk - Nedbank - City to City - Ladies Spar - Soweto Marathon - The fitness centre scored 81 in the stakeholder satisfaction survey 8 points up from 2008/2009	None	- Contributing to members and staff's wellness - Contributing to reduced stress levels
	Information security management (vetting of staff and contractors) (Operational)	Screening of companies Vetting of staff who have access to secret information	Security clearance certificates	- Vetting of security company and consultants - Approved security policy	- The private security company that was contracted by GPL was vetted - The security consulting company was also vetted - All 3 companies shortlisted for the integrated electronic security project were vetted - Security policy which allows for the vetting staff approved late in the fiscal year	- Target met - Security policy which allows for the vetting staff approved late in the fiscal year	- Improved risk management - Competent officials - Reduced fraud

	• Parking Management (Operational)	• Allocation of parking bays to members, staff and visitors in GPL and 1066 Building	• Full compliance to security procedures	• Correct booking of visitors • All members and staff to have allocated bays • Availability of private security	• All members and staff have a parking bay in Harry Hofmeyr Parking and 1066 building • All visitors accommodated	• Target met • 24 hour availability of parking	• Improved Safety and secure parking for members, staff and visitors
	• Effective Human Capital Management (Operational)	• IPMS Reviews	• Time	• Delivery as planned, within stipulated timeframes, and within budget	• All the unit performance management reviews for the 4 quarters were submitted to Human Resources, on time	• None	• Effective performance management to meet the strategic goals of the directorate
Reasons for major variances: 1 The Integrated Electronic Security project has been deferred to 2011/2012 Financial Year due to financial constraints 2 Vetting of staff deferred to the next fiscal year due security policy approval late in the fiscal year							

BUILDING AND MAINTENANCE UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Building-Management	• Maintenance of the building (Operational)	• Routine maintenance performed, e.g painting, cleaning, and dry-walling • Repairs to the building • Service contracts exist	• Response times conformed to laid down standards • Contractors conform to SLAs and stakeholders requirements	• East and West Wings of GPL, and Precinct (Piazza and pavements) • East and West Wings of GPL, and Precinct (Piazza and pavements)	• Routine Maintenance was done on a self-help basis using the maintenance team • Only big project work was outsourced • East Wing: • Repairs to building components such as electrical lights and fittings, Painting of offices, Plumbing work and General • West Wing: • Routine Maintenance on equipments and facilities in the City Hall and Harry Hofmeyr Parking, Minor repairs to lights, Plumbing, Roller doors, Roof leaks and <i>etcetera</i> • Repairs to the air-conditioning system in the main building; and • Repairs of the GENSEC generator in the main building • Repair of the leaking roof adjoining chambers Conformed to SLA • All contracted work is based on a scope of work, Specification and Terms of Reference and key deliverables indicated on the service level agreement	• No deviation • There are no deviations, as all contracted work is based on a scope of work, Specification and Terms of Reference and key deliverables indicated on the service level agreement • There are no deviations, as per routine maintenance, preventative and planned maintenance is essential for the functionality of the equipments	• Improved response times due to adequate planning and improved service delivery to all stakeholders • Creating a modern and safe building for the staff and members of the GPL • Improved service delivery for the GPL staff and members



MEMBERS AFFAIRS DIRECTORATE

MANDATE

The Members Affairs directorate, is responsible for providing and administering facilities for members as determined by the LSB to provide a strategic insight into the running of the directorate through policy development initiatives, process enhancement, development of skills and co-ordination of service delivery areas through stakeholder relationship building activities and providing sustainable programmes aimed at ensuring that members are best equipped to fulfil their constitutional obligations.

STRATEGIC OBJECTIVES

The main responsibilities of the directorate include:

- To improve facilities to ensure efficiency and effectiveness in support of party caucus;
- To develop a comprehensive policy base, as well as review, monitor and evaluate to ensure relevance;
- To initiate wellness programmes for members to inculcate the culture of wellness;
- To manage risks through audit processes of internal controls to ensure responsibility around matters pertaining to corporate governance;
- To train and develop members and political support staff of party caucuses for informed decision-making and lifelong learning;
- To conduct annual institutional stakeholder surveys and to monitor service level within the institution;
- To build relationships with the legislative sector and to share information and knowledge; and
- To increase public awareness of the role of the institution in society by supporting needy and charitable organisations as a social investment exercise.

PERFORMANCE STATEMENT

The following were the achievements of the directorate in the year under review:

- The directorate participated in the institutional strategic planning budget session and thereafter, compiled business plans and budget projections for the year under review to appropriately reposition directorate resources and respond accordingly to the institutional objectives. Performance reports were submitted on a quarterly

basis. The directorate has demonstrated marked improvement on operational plans for the period under review. These improvements are attributed to the focus and a more proactive alignment of projects to institutional strategic projects and standard outputs;

- The directorate has a governing structure, the Members Affairs Committee under the leadership of the Deputy Speaker. The primary objective of the committee is to recommend matters pertaining to political party caucuses. During the year 2009/2010, 4 meeting and a special meeting were held for planning and establishing the fourth term of the GPL. 7 policies were reviewed and amended in anticipation of the Fourth Legislature. As a result, effective and efficient service was provided to the Members of the Legislature and party caucuses enabling the execution of their duties;
- The directorate interacted and engaged with internal and external stakeholders to improve service delivery to Members of the Legislature. Relationship was built with institutions of higher learning within the province to provide training for the members of the GPL and party caucus staff. Generic training involving all members and cutting across all parties according to development plans, committee training was also offered for portfolio committees addressing portfolio training needs and caucus training. Political party-specific training was provided on request. The attendance of all the above training had a 95% attendance rate for the period under review. The training and development programmes were evaluated for relevance and a good rating was received for the programmes;
- To further improve the service provided to members and party caucuses, the directorate has strategic alliance with external stakeholder to share information and knowledge. The directorate has maintained good working relationship with counterparts and had several interlegislature visits to KwaZulu-Natal Legislature, Free State Legislature, Mpumalanga Legislature, Johannesburg City Council, and the National Assembly. These activities have led to developments of staff in their own areas of expertise and furthermore, provided continuously evolving developments in basic practices and providing new solutions in supporting members of the GPL;
- A panel of external auditors was appointed to ensure appropriate controls and compliance. A comprehensive set of procedures also exists to further provide the necessary checks and balances for the economical, efficient and effective use of resources. The reports submitted by external auditors indicated adequate and efficient functioning of these key controls. A clean interim audit statement has been achieved;



- In the year 2009/2010, a satisfaction survey was conducted to determine levels of services rendered to the members. The results of the survey indicated a mean rating of 71% reflecting a 7% increase in satisfaction level. The target set by the institution is to increase the satisfaction level to 80% as members of the GPL are our primary stakeholders;
- During the year under review, the Members Affairs Directorate continued with social responsibility initiatives, and the activities of the project have grown significantly. Three important areas were identified for the year 2009/2010. Redundant assets that were no longer in use were donated to needy institutions. Waste paper from the institution has been donated for recycling and the proceeds thereof given to identified needy organisations. Food donations have been provided to identified charitable organisations on a weekly basis. Relationships have been built with beneficiaries, and the institution has taken a proactive role in the neighbouring communities; and
- The directorate has put a number of mechanisms in place to strengthen their unique role, namely; improving services provided to members, and this has been achieved by completing strategic projects and operational plans for the year 2009/2010.

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Office of the Director: Members Affairs	• Directorate strategic planning processes	• Coordinate directorate strategic planning processes	• Time and quality • Strategic plans	• Quarterly and annually	• Directorate Strategic planning session was completed • Directorate business plans compiled • Completed and implemented directorate strategic objectives and operational plans	• None	• Directorate strategic plans and projects were implemented • Aligned strategic operational plans to institutional goals supporting members
	• Effective strategic management	• Two strategic management reviews • 3 monitoring, review and plans were aligned with institutional objectives • Performance-based budget • Non-Financial Reporting	• Time and quality • Quality • Bi – annual budget review • Time and Accuracy	• 1 strategic planning session and 3 monitoring and review sessions • Develop 3 review plans • Budget projections • And variance • Monthly and quarterly reports submitted	• Participated in the institutional strategic planning session • Bi-annual planning • Quarterly reviews • 1 strategic planning session completed • 3 monitoring review sessions were conducted • 3 plans were completed according to prescribed formats • Monitored and evaluated the institutional budget process • Bi-annual, quarterly projections and virement assessments completed • Monthly reporting on planning (12) • Quarterly reporting on achievements, challenges and planning reports submitted (4)	• None	• Directorates strategic plan aligned to the institutional goals and objectives • Alignment of plans to ensure relevancy to institutional priorities • Enhanced internal control • Effective and enhanced internal budget control • Effective Monitoring and evaluation of the directorate business plan

	• Effective Financial Management	• Optimal allocation of resources and spending accordingly • Monthly expenditure projections • Monthly expenditure variation reports • Expenditure budget review bi-annual • Staff Performance management	• Accurate budget plans • Quality expenditure projections • Accurate expenditure and variation reports • Quality expenditure reviews • Quarterly reviews conducted	• Development of the expenditure and budget plan • Optimal use of the monthly expenditure projections • Monthly expenditure statements to enable monitor variations and plot projections • Development of the expenditure review and budget plan • 4 quarterly review sessions	• Expenditure and budget plan developed and implemented according to plans • Monthly financial tracking meetings • Financial tracking meetings conducted monthly • Monthly 12 expenditure budget reports submitted and bi-annual projection 2 tracking reports submitted • Expenditure review and budget plan developed and implemented according to plans • 4 quarterly and financial review sessions conducted for political support staff and directorate staff	• None	• Enhanced decision-making on financial matters • Effective systems in place • Financial expenditure tracking of the budget • Effective monitoring of expenditure • Contribution to good corporate governance • Enhanced internal control • Improved staff performance in the directorate
	• Effective Human Capital Management	• Training and development of staff • Management of relations • Human Resource administration plan for Political Party support staff	• Training sessions attended by staff • Quality and time • Training sessions attended for political party support staff	• Annual training plans • Conducive work environment • Training plans for political support staff	• Annual training sessions attended by staff • Directorate meeting • Management meetings • Unit meeting • Party Whips monthly and quarterly meetings • Induction for Political Support staff • Integrated performance management system • Training of accounting officers on financial management	• None	• Improved directorate and organisational capacity • Enhanced relations with internal and external stakeholders • Improved the relationship between Political support staff and the administration



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Effective Stakeholder Relations Management	- Planned stakeholder meetings for the year - Feedback reports from internal stakeholders on service delivery quality - Service Delivery Impact assessment reports from external stakeholders	- Planned quality stakeholder meetings - Quality feedback report mechanism using the customer relationship system - Continuous service improvement	- Quarterly meetings with primary internal stakeholders - Improved service relations and continuous monitoring of stakeholder survey action plans - Bi-annual service delivery impact assessment with external stakeholders	- Quarterly meetings conducted with Party Whips - Annual stakeholder survey and action plans completed - Continuous improvement based on feedback achieved from the institutions of higher learning - Annual assessments conducted and feedback received from external stakeholders	None	- Corrective plans for identified service gaps developed to enhance efficient service - Improved service relations and continuous monitoring of stakeholder satisfaction - Improved and effective service to external stakeholders
	Management of facilities provided for Parties	Members facilities managed according to policy, budgetary resources, legislation and good governance	Relevant and quality service provided	Monthly, Quarterly and Annually within budget allocation	- Completion of annual audits for political parties - Policy, processes review - System enhancement	None	Enhanced members capacity to fulfil their Constitutional obligations
	Implementation of an enabling policy environment that ensures efficient delivery of service	- Enabling policy environment to give effect to the Institution's strategic objectives - Enhancements of policy processes	- Enabling policy framework - Quality and time	8 Policies were due for review 5 Policies identified to be developed	8 policies were reviewed for relevancy 5 policies were developed	None	- Contribution to good corporate governance - Contribution to good corporate governance

	Co-ordination of service delivery across the GPL through the service centre a 1-stop shop for members	- Co-ordination of logged request and cases for members - Management of the service according to the charter - Periodic feedback on calls reported - Undertaking surveys through external service providers	- Time - Quality - Quality and relevant service charter - Calls registered reported timeously - Quality and time	90% of Service areas improved through tracking of cases - Updated and review service charter - Monthly and quarterly feedback coordinated annually	80 % of cases logged to be monitored and tracked were resolved - Updated and reviewed service charter - Quarterly report on feedback mechanism developed) - Directorate reports of the annual stakeholder survey were distributed	- Non-achievement due to budget constraints - None	- Improved query resolution and improved service delivery for members - Effective and efficient service offered to members - Improved resolution of queries logged - Effective and efficient service is provided and monitored
	Development of member's wellness programmes	- Optimised members Executive Wellness Programme - Enhancement of Sporting activities for members	- Quality wellness programme plan - Quality sporting events	- Annual members Executive wellness Programme - Quarterly sporting activities and events	34 members attended Executive Wellness Programme - Two Wellness programmes as per plan	None	- Effective implementation of member's wellness programme and promotion of member's wellness health - Promoted conducive work environment

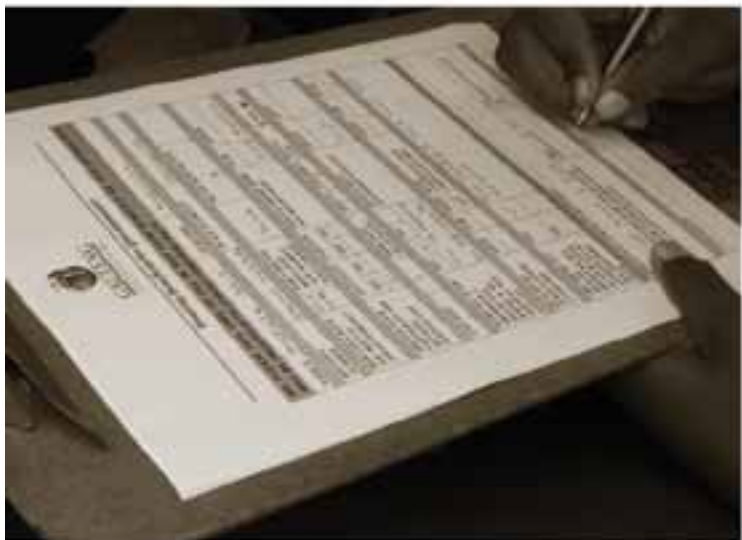


SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Members Facilities and Support Unit	Effective planning processes	Completed plans in line with GPL priorities	Quality strategic plans	Approved 1 and 4 quarter strategic plans	1 and 4 quarter strategic plans developed and approved	None	Contribution to good corporate governance
	Management in accordance with Legislation and governance requirements	Management of service to members does not contravene legislation	Compliance to the legislative framework	Monthly, quarterly and annually legislative compliance	Optimal adherence and compliance to legislation	None	Contribution to good corporate governance
	Sound and effective management processes	Efficient and effective management of directorate resources	Quality and Costs	Quarterly as per standards and formats agreed upon	- Process mapping and process enhancement - Review of the service manual for relevancy	None	Good corporate governance and accountability
	Sound financial management	Management of financial resources in line with the budget in compliance with GPL policies	Quality reports	Monthly, quarterly and annual financial reports compiled	Optimal utilisation of the budget according to business plan	None	Enforced accountability and enhanced decision-making on financial matters

	• Effective management and development of people	• Provision of IPMS • Training and development for members • Training and development for political support staff • Mentoring and coaching • Career and succession planning • Performance monitoring of systems, procedures and policies • Implementation of EU project activities	• Relevant programmes • Enhanced procedures, processes and policies • Project on European Union (EU) project capacity building for members	• Monthly, quarterly and annually within budget allocation • Implementation of members Skills • Reviewed processes, procedures and policies • Quality and Time	• Skills development strategy plan completed • Introduction of the integrated Performance Management Systems (IPMS) for political support staff • Support processes to PEBA, Ministerial Accountability and legislative Imperatives scrutiny via training interventions • Coaching and mentoring of party support staff and Party Whips in completing IPMS processes • Monthly, quarterly and annually within budget allocation • Implementation plan and registration of members to pursue their career	• None • The following policies were implemented and approved • Capacity building for members • Constituency allowance policy • Disability policy • Subsistence and travel policy • Travel policy • Review of the constituency allowance • Allocation for members • Support EU legislative sector initiatives was completed • Support legislative imperatives such as PEBA, NCOP, ministerial accountability training	• Improved HR systems and processes • Enhanced members capacity
	• Capacity building for members	• Effective performance of duties by members	• Quality, Time and Relevancy	• Quarterly and annually training within budget allocation	• Due to budget cut and financial constraints; and • Most training scheduled was deferred to next budget	• None	• Skilled and developed members

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	- Management of facilities provided for Parties - Remunerated members and staff	- Members facilities provided to enable service delivery - members and party staff paid timeously	Time and Quality	15 and 25 of the month respectively - Monthly, quarterly and annually within budget allocation	- On monthly basis the constituency allowance was paid - Travel requisition for members were executed - Political party funding was managed and audited - Training for party caucus, committee and individual training was conducted as per training plan - Remuneration according to the expected period without any deviation	None	- Improved members and parties ability to fulfil their mandates - Skilled and developed members - Paid and satisfied members
Stakeholder Relations Unit	Management of the Service Centres	Service centre managed efficiently	Improved services offered to members	Service Charter updated quarterly	80 % of the queries are tracked, resolved and feedback provided - Satisfaction level of the institution has increased to 70%	None	Improved service centres and satisfied stakeholders on service level
	Marketing of the Service Centre	Service centre marketed successfully	Time and Accuracy	Quarterly campaigns	Courtesy visits were conducted on a quarterly to build relations	None	Increased awareness of service offering
	Manage and monitor Customer services	Service centre monitored and evaluated	Service charter utilised to measure service standards	Quarterly Reports on service levels	- Revised service charter - Annual stakeholder survey conducted to measure satisfaction level - Workshops held to deliver the reports and create awareness of areas of weakness and strength	None	Common service standards promoted

	Integrated CRM (Customer Relationship Management) system	Customer service systems integrated	Management of Stakeholder service	Effective and efficiency service offering	- Monthly reports were compiled to monitor and evaluate service level - Reports were distributed to the various units and directorate for information	None	Transparency and accountability in the institution
	Stakeholder Relations	Stakeholder relations managed	Promotion of consistent and quality service delivery	Quarterly courtesy visits to members	- Monthly and courtesy visits were carried out as planned - Queries raised from the courtesy visits were resolved accordingly	None	Relationships building maintained
	Members Biographies	Members biographies compiled	Members booklet	Annual review	71 biographies were completed - Biographies have been uploaded on the internet - There are two outstanding biographies	None	Promotion of transparency and awareness of Public Representatives to the various constituencies
	Social Responsibility	Formalised social responsibility	Implementation of projects	Quarterly projects to be implemented	- Implementation of the recycle paper project - Distribution of non-perishable goods to charity organisations	None	- Increased level of awareness on the role of the members of the GPL and the institution - Enhanced public knowledge about the institution
Reasons for major variances: Due to financial constraints the revitalisation of the Customer Relationship Manager (CRM) was not completed							



 **GAUTENG PROVINCE**

RE BUA LE SECHABA
“Taking Parliament to the People”

The Gauteng Provincial Legislature Social Transformation Cluster cordially invites community members to attend a public meeting to discuss service delivery on issues related to: Safety in schools, Management of HIV/AIDS and Healthy Lifestyles.

VENUE: Kaitleng DH William Hall
DATE: 01 September 2008
TIME: 4:30pm

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

“Your view ~ Our vision”





PROGRAMME 4: CORE BUSINESS

MANDATE

The GPL's Turn-Around Strategy was implemented in the 2008/2009 Financial Year. One of the results of the study was the creation of the Core Business stream, bringing together the directorates, Information and Liaison; Parliamentary Operations; and a unit from the Operational Support Directorate (Documents and Services) under 1 umbrella of support to the core business.

The stream's main purpose is to provide strategic direction to the following functions at the core of the GPL:

- The Information and Knowledge Management Directorate (Documents and Services; Hansard and Languages and Information Centre) is responsible for the promotion of information and knowledge exchange to support GPL business processes; retention of institutional memory; and embedding knowledge management to business processes that support the GPL mandates;
- The Communications Directorate (Public Participation and Petitions (PPP) and Communications) is responsible for building GPL branding, promotion and enhancement; and
- The Parliamentary Business Directorate (NCOP and Legal; Research services; Committees and Proceedings) is responsible for the administration; co-ordination and management of services to the committees of the House; procedural advice to committees and Presiding Officers; accurate content advice and research services to committees and Presiding Officers.

STRATEGIC OBJECTIVES

The stream consists of the following areas, namely: Communications, Parliamentary Business and Information and Knowledge Management. The key objectives of the stream are:

- To hold the Executive accountable through: rigorous oversight methodology;
- To rigorously implement the oversight methodology, the Programme Evaluation and Budget Analysis;
- To provide a strong and effective committee system;
- To provide an effective M and E system;
- To strengthen Research Services to reflect a new agenda;
- To renew citizen and stakeholder participation as part of committee work;
- To improve co-ordination with the NCP;
- To implement additional oversight projects such as Committee Inquiries and Ministerial Accountability;
- To constantly align *Standing Rules* to enhance oversight;
- To identify gaps in government policy and make recommendations;
- To improve resolution-tracking mechanisms;
- To create a space where the public can get involved in the democratic processes used to govern Gauteng, through:
 - a comprehensive and mainstreamed public participation process;
 - the promotion of advocacy and constituency work by the MPLs in their communities;
 - monitoring the responsiveness and timeous service delivery; and
 - an ongoing programme of Taking Parliament to the People.
- To ensure Gauteng people's access to quality services;
- To improve the quality of life of the people of Gauteng through the creation of laws which are both just and responsive to their needs by:
 - actively participating in facilitating and providing valueadding input to law-making, and policy development processes in relevant institutions, that contribute towards deepening democracy and nation building;
 - creating laws that contribute towards building the developmental activist state;
 - reviewing and tracking the efficacy and impact of laws passed by the GPL in respect of quality, relevance and adherence to the principle of transparency and participation;
- To promote a leadership culture that will motivate people to act towards achieving common goals;



- To strive for, and maintain the most competent, transparent and accountable GPL;
- To create a conducive and enabling environment to release the potential of staff; and
- To provide support to members, committees of the GPL and the Secretary in their obligation towards external stakeholders.

PURPOSE

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

SUMMARY OF ACHIEVEMENTS

The stream successfully performed in line with the key GPL mandates of oversight, law-making and public participation. The following can be attested to:

- **Implementation of the Turn-Around Strategy:** Participation and implementation of the Turn-Around Strategy initiatives of the GPL. The stream developed and workshopped its policies, addressed identified gaps and adopted the policies for implementation with amendments;
- **Oversight and law-making:** The stream provided effective administration, co-ordination, procedural, research and management services to 235 committee meetings and held more than 28 House sittings;
- **Oversight information:** The continued implementation of the research agenda, a strengthened collaboration with the Information Centre and the use of other sources of data resulted in improved quality of oversight information being supplied to the House committees;
- **Oversight:** The recommendations of the PEBA efficacy studies have been implemented, resulting in improved committee reports, SMART resolutions, increased number of FISs and a more qualitative public participation in committee business;
- **Oversight:** The review of the resolution-tracking mechanism was concluded during the year under review. The revised system is ready for roll out during the 2010/2011 Financial Year. The revised resolution system is envisaged to expedite the responsiveness of the Executive when attending to resolutions of the House;
- **Law-Making:** Supported 76 NCOP mandates and 4 provincial laws;
- **Legislative Programme:** The revised programme has resulted in fewer days for the execution of the Legislative Programme whilst the administrative team continues to provide effective service to the committees and the House without compromising on quality;
- **Leadership:** The members of the management team have enrolled in the Covey Leadership Programme as part of building a leadership practice for the effective implementation of the directorate's business plan;
- **Rules:** House rules have been revised to incorporate additional oversight and public participation processes such as the Ministerial Accountability manual, Committee Inquiries process and recommendations of the PEBA Efficacy Studies. The rules are ready for House adoption and roll out during the 2010/2011 Financial Year. The new rules will amongst others, improve the level of House debates, improve the levels of ministerial accountability and strengthen the role of the GPL;
- **LIMS:** Legislative Information Management System (LIMS) project aimed at improving the core business processes of the institution was completed, launched and deployed, commencing with electronic petitions to enhance public participation;
- **Knowledge Management:** An Institutional Memory DVD covering key business process within the core business with a view to securing institutional memory was developed. As part of the retention of institutional memory, the shadowing methodology was piloted and a shadowing manual developed;
- **SALSA participation:** The stream played a leading role in the Executive Committee and task teams of the Knowledge Management Forum of SALSA and crafted the Sector Knowledge Management Framework and strategy;
- **ECC:** Terms of reference for the Events Coordinating Committee (ECC) were developed and implemented. The stream facilitated 15 Events ECC for the year that led to the implementation of successful institutional events;
- **Events:** The stream successfully facilitated the execution of the following events:
 - The closing of the GPL before the National Elections;
 - Networking session with the media to profile the newly-elected Presiding Officers;
 - Africa Day celebrations in response to the xenophobic attacks in the country, particularly in Gauteng;
 - Official Opening of the GPL, First Session of the Fourth Legislature



in an external venue, which ensured massive public participation by taking Parliament to the people in Kliptown;

- Responded to the national call made by the State President, to celebrate and honour the Great Icon, Dr Rolihlahla Nelson Mandela, by dedicating 67 minutes of community work by volunteering at Community-Based Care Organisations in Merafong and Kungwini regions;
 - Amazwi Abesifazane, a project jointly coordinated with National Parliament and partly funded by the Commonwealth of Nations, the week-long workshop was aimed at tackling challenges faced by women, hence it coincided with the 16 Days of Activism against women and children abuse;
 - World Aids Day celebration; and
 - Opening of the Second Session of the Fourth Legislature; Commonwealth Day.
- **Effectively organised key GPL events:** The Stream is mandated and delegated to manage the ECC of the GPL. The target set for the year was 4 quarterly ECC meetings and 2 special ECC meetings, 15 ECC meetings were held.
 - **Financial management of the Stream:** The Stream developed a Risk Register and contract management template for financial reporting. This template was adopted and will be implemented in the 2010/2011 Financial Year, and is an emerging output. This will enhance the effective utilisation of financial resources;
 - **Effective strategic management:** An emerging output that was adopted included 1 quarterly management meeting as a target. The Stream managed to convene 3 management meetings. The outcome of discussions from the meetings was to optimise operational efficiency. In addition, another output emerged, that was the convening of an annual staff meeting during quarter 1;
 - **Facilitated the stream report to LSB, Presiding Officers and the Secretariat:** The Stream coordinated the submission, quality checking and reporting outputs to the above forums;
 - **Convened stakeholder result workshops for the stream:** A stakeholder results corrective action plan was developed and formatted by the Stream for workshops scheduled in 2010/2011;
 - **Coordinated activities and outputs of the stream:** The Stream developed an annual calendar for the 2009/2010 Financial Year in line with its target;

- **Further strengthened stakeholder relations with other legislatures:** The Stream attended 5 SALSA-related activities during the reporting period where papers were delivered. The stream as a whole participated in all the set forums which will be reported on in the Stream overview;
- **Facilitated the development of the Public Participation and Petitions strategy:** The Stream facilitated the development of the first draft of the PPP Strategy by providing project management services as delegated by the Accounting Officer and presented to the Secretariat and Presiding Officers; and
- **Established the Fourth Legislature (induction manual):** The Stream managed a delegated project on the development of an induction manual for new members of the GPL in quarter 1 of the 2009/2010 Financial Year.

FINANCIAL MANAGEMENT

This programme reflects actual expenditure of R69.1 million against an adjusted appropriation of R75 million. The under-spending of R5.9 million emanates primarily from vacant positions created through the organisational development process that were not filled during the year. The under-spending under this programme was utilised to defray excess expenditure under Programme 3. This resulted in 100% utilisation of the adjusted budget as reflected in the Appropriation.



OFFICE OF THE EXECUTIVE DIRECTOR

CORE BUSINESS

MANDATE

The Core Business Stream consists of the following directorates:

- Information and Knowledge Management Directorate (Documents and Services; Hansard and Languages and Information Centre);
- The Communications Directorate (PPP and Communications); and
- The Parliamentary Business Directorate (NCOP and Legal; Research services; Committees and Proceedings).

The Office of the Executive Director (ED): Core Business is mandated to provide strategic leadership of the stream in the above areas. The purpose of the Core Business stream is to implement the Vision, Mission and goals of the GPL as they relate to oversight, law-making and public participation.

STRATEGIC OBJECTIVES

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

- To hold the Executive accountable through rigorous oversight methodology;
- To rigorously implement the oversight methodology, the PEBA;
- To provide a strong and effective committee system;
- To provide an effective monitoring and evaluation system;
- To strengthen research services to reflect a new agenda;
- To renew citizen and stakeholder participation as part of committee work;
- To improve co-ordination with the NCOP;
- To implement additional oversight projects such as Committee Inquiries and Ministerial Accountability;
- To constantly align *Standing Rules* to enhance oversight;
- To identify gaps in government policy and make recommendations;
- To improve resolution-tracking mechanisms;
- To create a space where the public can get involved in the democratic processes used to govern Gauteng, through:
 - ensuring that public participation is comprehensive and mainstreamed;
 - promoting advocacy and constituency work by MPLs in their communities;
 - monitoring the responsiveness and timeousness of service delivery;
 - providing ongoing support for the "Taking Parliament to the People" Programme;
 - ensuring citizen access to quality information on GPL work; and
 - tracking the effectiveness and impact of our public participation process (resolution-tracking), standard process followed.
- To improve the quality of life of the people of Gauteng through the creation of laws which are both just and responsive to their needs by:
 - actively participating in facilitating and providing value-adding input to law-making and policy development processes in relevant institutions, to contribute towards deepening democracy and nation-building;
 - creating laws that contribute towards building the developmental activist state; and
 - reviewing and tracking the efficacy and impact of laws passed by the GPL in respect of quality, relevance and including the adherence to the principle of transparency and participation.
- To promote a leadership culture that will motivate people to act towards achieving common goals;
- To strive for, and maintain the most competent, transparent and accountable GPL;
- To create a conducive and enabling environment to release staff's potential; and



- To provide support to members, committees of the GPL and the Secretary in their obligation towards external stakeholders.

The Office of the ED is responsible for driving these key objectives, and as such, developed emerging objectives during the revision of its business plan during the 2009/2010 Financial Year.

PERFORMANCE STATEMENT

- **Facilitate the report on the annual performance of the GPL:** The office project-managed the development, printing and circulation of the GPL Annual Report during the 2009/2010 Financial Year. The target set was 1 audited Annual Report which was achieved with an outcome of effective oversight and scrutiny, and to be held accountable and responsible. A citizen's version of the Annual Report was also published in 6 official languages including Braille, and was circulated during the reporting period.
- **Undertake team building sessions:** This emerging objective was deferred to the 2010/2011 Financial Year due to financial constraints.
- **Financial management of the office:** The office developed a Risk Register and contract management template for use by the Core Business Stream for financial reporting. This template was adopted and will be implemented in the 2010/2011 Financial Year, and is an emerging output under this adopted objective. This will enhance effective utilisation of financial resources.
- **Effective strategic management:** An emerging output under this adopted objective was the inclusion of the quarterly management meetings with a target of 1 quarterly management meeting. The office managed to convene 3 management meetings. The 1 planned for quarter 3 could not take place due to the nature of the business of GPL Annual Report process and the December holiday season. The outcome of this emerging output related to optimising operational efficiency. A further output that emerged was the convening of an annual staff meeting during quarter 1.
- **Effectively organise key GPL events:** The office is mandated and delegated to manage the ECC of the GPL. The target set for the year was 4 quarterly ECC meetings and two special ECCs. The target was exceeded with 15 ECC meetings having taken place, including evaluation sessions. This is due to the innovation of holding formal evaluation sessions on each event and producing reports with clear corrective action and implementation plans. The outcome of ECC is therefore accountability of the Executive through co-ordination for optimal service delivery; integration in planning and optimal operational efficiency. As part of the sub-committees of the ECC, the Office of the ED facilitated the Women's Dinner in June 2009 as well as the Women's Breakfast in August 2009.

- **Facilitate the stream report to LSB, Presiding Officers and the Secretariat:** The office coordinated the submission, quality checking and reporting of stream outputs to these forums. A draft standards document for reporting was developed during the reporting period for approval and implementation in the 2010/2011 Financial Year.

- **Convene stakeholder result workshops for the stream:** A stakeholder results corrective action plan format was developed by the office for workshops scheduled in 2010/2011 quarter 1 and quarterly tracking during the 2010/2011 Financial Year. This is in line with effective support and relations by the Core Business Stream, and alignment with the GPL stakeholder management strategy.

- **Co-ordinate activities and outputs of the stream:** The office developed an Annual Stream Calendar for the 2009/2010 Financial Year in line with its target. The calendar is updated quarterly with the clear intention of integrated, effective and efficient service delivery.

- **Further strengthen stakeholder relations with other legislatures:** The office of the ED in the person of the ED, attended 5 SALSA-related activities during the reporting period where papers were delivered. The stream as a whole participated in all the set forums which will be reported on in the stream overview. The ED is the project manager of the SALSA team responsible for the development of a Sector Oversight Model (SOM).

- **Facilitate the development of the Public Participation and Petitions strategy:** The Office of the ED facilitated the development of the first draft of the PPP Strategy by providing project management as delegated by the Accounting Officer, and presented to the Secretariat and Presiding Officers.

- **Establishment of the Fourth Legislature (induction manual):** The Office of the ED project-managed a delegated project on the development of an induction manual for new MPLs in quarter 1 of the 2009/2010 Financial Year.

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Office of the Executive Director Core Business	Effective strategic management	1 annual review and planning session 3 monitoring, review and reprioritising sessions - Review reports	Accurate reports completed, on time, and submitted	4 planning, monitoring and reviews per year 3 review sessions 4 review reports	1 Office of ED review session 3 directorate sessions; 1 annual stream session 1 Office of ED; 3 directorate business plans (4 review reports)	None	Effective implementation of the mandates of the GPL
	Efficient and effective financial management	- Allocation of resources, monitoring and spending accordingly - Monthly financial statements	Timing, accuracy and within budget	- Delivery as planned and within 2% of total budget - Monthly financial statements	- Source monthly and quarterly financial statements, assessed stream annual under and over-expenditure with CFO office - Monthly financial statements sourced from CFO office	None, although the SAP access does not allow timeous request and sourcing, still centralised	- Effective financial management; accountable GPL - Accountable stream
	Effective Human Capital Management	- PPMS Reviews - Training and development plans - Personnel records	- Time - Training plans	- Delivery as planned, within stipulated timeframes, and within budget - Minimal turnover - Regular personnel records	- IPMS reviews for two staff done for 3 quarters and 1 annually; delivery as planned and within stipulated time and budget - Deferred - Leave records and weekly leave reports submitted to HR (regular personnel records kept)	- None - No training due to financial constraints	- Performance of the staff and indirectly GPL enhanced, encouraging effective implementation of the GPL mandates of oversight, law-making and public participation - High performing and skilled staff to deliver effectively on the mandates of the GPL - Effective people management to achieve the outputs in line with GPL standards

	Effective monitoring and evaluation of Internal Processes	- Monthly plans and reports - Monthly monitoring and evaluation reports - Quarterly and annual evaluation reports	Time and accuracy	- Monthly and quarterly plans, reports, and evaluations - First day of the month, and at stipulated times after each quarter 4 Quarterly evaluation reports	- Monthly and quarterly performance plans received from directorates; weekly reports submitted to ED Core Business - Not done; this operational output has been deferred to the 2010/2011 Financial Year due to financial constraints and the absence of the Institutional monitoring and evaluation tool - Quarterly evaluation reports for the Events co-ordination Committee (ECC) done	None	- Effective and accountable management of resources and projects - Accountable GPL - Improved efficiency in internal processes
Major Reasons for variances No variances, except emerging objectives reported above whilst the business plan for 2009-2011 was revised in 2009							



PARLIAMENTARY BUSINESS DIRECTORATE

MANDATE

The mandates of the directorate is to lead and direct the following processes:

- Administration, co-ordination and management services to committees and the House;
- Procedural and legal advice to committees and Presiding Officers on parliamentary practice;
- Accurate content advice and research services to committees and Presiding Officers; and
- Organise and integrate appropriate support services and resources for the implementation of the core mandate of the GPL.

STRATEGIC OBJECTIVES

- To improve the resolution-tracking system and processes;
- To review House rules to include additional oversight and public participation imperatives;
- To improve relations with institutions supporting democracy;
- To improve research services;
- To review the committee system and services;
- To improve relations between the GPL, NCOP and local government;
- To improve co-operative governance;
- To revise the GPL programme;
- To study the impact of laws passed since 1994;
- To support the development, production and adoption of FAMLA and Evidence Act;
- To improve business processes, and procedures to ensure operational efficiency; and
- To promote a leadership culture that motivates people to act towards common goals.

PERFORMANCE STATEMENT

In the second year of its existence, that is the year under review, the directorate registered considerable progress towards implementing its mandates. At a strategic level, the directorate was mandated to implement 6 projects, namely; (1) Review of House Rules; (2) Review of Committee Systems; (3) Enhance Co-operative Governance; (4) Study the impact of laws passed since 1994; (5) Review of the resolution-tracking mechanism and (6) Prepare for the roll out of the Committee Inquiries process.

The highlights include the successful revision of House rules. The rules have incorporated additional oversight and public participation processes such as the use of the *Ministerial Accountability* manual, Committee Inquiries process and recommendations of the PEBA Efficacy Studies. The rules will be rolled-out during the 2010/2011 Financial Year upon adoption by the House. The new rules are aimed at, amongst others, improving the level of House debates and ministerial accountability, and to strengthen the role of the GPL. Furthermore, the review of the resolutions tracking mechanism was concluded and will be rolled out during the 2010/2011 Financial Year.

It is envisaged that the revised resolution system will expedite the responsiveness of the Executive in attending to the resolutions of the House. During the year under review, the GPL commenced with the implementation of the following provisions for the system of: (1) SMART resolutions being produced for House and the quality of committee reports that go to the House has improved; (2) In the 2010/2011 Financial Year, the electronic resolution-tracking system will be implemented as the remaining provisions of the resolution-tracking system is rolled out; and (3) the base report and a Memorandum of Understanding (MoU) framework for improving relations between the GPL and local municipalities were completed.

The directorate could not successfully deliver on certain strategic projects due to financial constraints which the institution was facing during the year under review. These include: the Review of the Committee system; the Study of the Impact of Laws Passed since 1994; the Implementation of the Pilot study on the Committee Inquiries process; as well as the implementation of the two Bua le Sechaba campaigns. These projects will be implemented during the 2010/2011 Financial Year.



At an operational level, the directorate continues to improve the efficiency of its support services to committees and the House in the following areas:

- **Oversight and law-making:** The directorate has provided effective administrative, co-ordination, procedural, research and management services to 235 committee meetings and more than 28 House sittings;
- **Oversight information:** The continued implementation of the research agenda, a strengthened collaboration with the Information Centre and the use of other sources of data have resulted in improved quality of the oversight information that is supplied to the House and committees;
- **Oversight:** The recommendations of the PEBA Efficacy Study have been implemented resulting in improved committee reports, SMART resolutions, increased number of FISs and more qualitative public participation in committee business;
- **Law-Making:** Supported 76 NCOP mandates and 4 provincial laws;
- **Legislative programme:** The revised programme has resulted in fewer days for doing legislative work, and yet the administrative team has continued to provide effective service to committees and the House without compromising quality; and
- **Leadership:** Members of the management team have enrolled in the Covey Leadership Programme as part of building a leadership practice for the effective implementation of the directorate's Business Plan.

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Office of the Director Parliamentary Business	• Effective strategic management	• 1 annual review and planning session • 3 monitoring, review and reprioritising sessions • Review Reports	• Accurate reports completed, on time, and submitted	• 1 planning, monitoring and review per year	• Convened 1 annual review and 1 planning session • Convened 4 quarterly review sessions to align and reprioritise where necessary • Submitted 12 monthly review reports	• None	- Developed and implemented directorate business plan in line with GPL strategy - Business plan implemented in accordance with plan Progress monitored and interventions implemented to ensure effective implementation of the business plan - Effective monitoring and alignment of the business plan implementation
	• Efficient and effective financial management	• Allocation of resources, monitoring and spending accordingly • Monthly financial statements	• Timing, accuracy and within budget	• Delivery as planned and within 2% of total budget	• Submitted monthly and quarterly finance reports as per PFMA requirements • Submitted 12 monthly financial reports	2% variance could not be achieved due to non-approval of adjustment budget of the GPL - None	- Ensured that the directorate spends in accordance with budget and variances explained - Achieved accountability and good governance
	• Effective Human Capital Management	• PPMS Reviews • Training and development plans • Personnel records	• Time	• Delivery as planned, within stipulated timeframes, and within budget • Minimal turnover	- Performance reviews of all staff submitted to Human Resources Unit every quarter 70 staff members trained in various areas 17 bursaries approved 0 staff turnover rate	None	- Effective performance management and improved staff morale - Improved staff morale and capacity to deliver the business plan of the directorate

	• Effective monitoring and evaluation of Internal Processes	• Monthly plans and reports • Monthly monitoring and evaluation reports • Quarterly and annual evaluations reports	• Time and accuracy	• Monthly and quarterly plans, reports, and evaluations • First day of the month, and at stipulated times after each quarter	• 12 directorate management meetings were convened to monitor and report on the business plan implementation • 12 monthly performance reports produced • 4 quarterly performance review reports produced	• None	• Effective and accountable management of resources and projects • Improved accountability of the directorate • Improved accountability of the directorate
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HOUSE PROCEEDINGS UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Proceedings Unit	• House Publications	• House publications processed timeously and distributed Order Paper, ATC, Question paper Minutes of Proceedings etc/etera	• Time, accuracy	• Published within stipulated timeframes	• All House publications were processed within the given timeframes	• No deviation	• Effective oversight, law-making and smooth running of House sittings
	• Effective Law-Making	• Informal/formal referrals • Legislative analysis • Legislative Planning Committee meetings and reports • Amendments Schedules produced	• Time, compliance and Quality	• Planning and co-ordination levels 100 % • Amendments to schedules 100 % accuracy	• 100% achievement for all the referrals that were registered • All the Amendments to schedules were produced as expected • Committee amendments for the Bills were captured and amended	• None	• Properly processed legislation in terms of the <u>Standing Rules</u> • Correctly amended and captured • Maximum participation by other units in processing legislation • Correctly captured amendments
	• House Plenaries	• House papers • Procedural advice to Presiding Officers and members	• Time and accuracy	• Quality of House sittings 100%	• All House papers were provided for all sittings • Procedural advice was provided for all House sittings	• None	• Effective and smooth running of House sittings • Effective and smooth running of House sittings
	• Procedural services	• Procedural Research Papers, with 1 paper focussing on application of new rules and emerging trends	• Time and quality	• Two proactive research paper each quarter	• Two procedural research papers and legal opinion were produced	• None	• Correct application of the <u>Standing Rules</u> in line with emerging trends

	- Effective committee support: - Rules Committee	Procedural advice and research papers on parliamentary practice	Accuracy and quality	Quality of all preparations 100 %	Procedural advice and research papers were delivered as planned	None	Effective law-making and review of the <u>Standing Rules</u>
	Functional Programming Committee	- Scheduling meetings: - Documents for meetings - Procedural Advice and Briefs for meeting	Quality, accuracy and time	Quality of all preparations 100%	All the required meetings were scheduled in support of the programming meetings	None	Programme of the GPL that promotes proper oversight, law-making and public participation
	Functional Privileges and Ethics Committee	Co-ordination of meetings with committees	Accuracy and quality	Quality of all preparation 100 %	Meetings were jointly coordinated with the committees	None	Effective oversight of the adherence by members to the Code of Conduct for members
	Support to the Office of the Integrity Commissioner	- Co-ordination of meeting with members - Administrative support - Research - Publication	Time and Quality	Quality of support 100%	100% support and co-ordination of meetings with members was achieved - The Unit provided administrative support to the office of the Integrity Commissioner at all material times - The unit provided research and professional support to the Office of the Integrity Commissioner	None	- Informed members that declare their interest and Assets in compliance to the Code of Conduct and <u>Standing Rules</u> - Effective Integrity Commissioner - The support enabled the Office of the Integrity Commissioner to make informed decisions
	Rulings Booklet	Capturing and compilation of rulings		- Quarterly compilation of Rulings 100% quality	Rulings were captured and complied as scheduled	None	Smooth running of the House
	- Analysis of external Reports - External Reports	- Examine, scrutinise and process external reports - Referrals	Accuracy and time	Committee reports	External reports were scrutinised and processed accordingly	None	Effective oversight over the Executive

NCOP AND LEGAL UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
NCOP and Legal Unit	Effective strategic management	Annual Review and Planning with Compliance with Constitutional Imperatives re: Law-making, Public Participation and Oversight	- Business plan and budget of the unit approved 3 monitoring, review and reporting sessions - Review Reports	1 planning and 3 monitoring reviews per year - Plans are 100% aligned with institutional objectives - Non-financial reports submitted on stipulated dates	- Convened 1 annual strategic review session and 3 quarterly review sessions in line with the annual target - Convened 4 quarterly review sessions to monitor and review business plan implementation - Submitted 12 monthly performance reports in accordance with PFMA	None	- Business plan of the unit aligned to the GPL goals and accordingly a budget allocation that is aligned to the business plan - Effective provision of procedural legal advice to the GPL processes and qualitative NCOP Co-ordination - Improved corporate governance culture and accountability
	Effective Financial Management	- Unit Budget aligned with the directorate Budget and PFMA prescripts - Monthly and Quarterly Expenditure projections - Monthly expenditure variation reports - Corrective action reports on identified risk areas - Aligned unit budget approved by directorate	- Non-Financial Reporting - Allocation of resources and spending accordingly - Monthly expenditure variation reports	- Non-financial reports submitted on stipulated dates - Submission of expenditure projections and variation reports on stipulated dates	- Submitted 12 monthly financial reports in accordance with PFMA - Produced unit's specific risk management plans and action plans implemented accordingly - Variance reports submitted together with monthly financial reports - Expenditure projections submitted in January 2010	None	- Improved corporate governance culture and financial accountability - Effective use of GPL resources - Efficient utilisation of allocated resources

	• Effective Human Capital Management	• Monthly and quarterly reports on Human Capital Management • PPMS (IPMS) Reviews and Work plans aligned to business plan • Management of Employee Relations and well being	• Corrective action reports on identified risk areas • IPMS Reviews • Training and development plans • Personnel records	• Submission of monthly and quarterly reports on Human Capital Management • Performance Reviews and Appraisals as planned, within stipulated timeframes, • Quarterly meetings with all Unit staff	• Quarterly and 12 monthly reports submitted on Human Capital Management • 3 quarterly and 1 annual IPMS reviews and appraisals submitted • All quarterly meetings with unit staff held • Unit staff personal records updated	• None	• Effective implementation of HR strategy • Effective performance management that led to improved service delivery by the unit • Management of Employee Relations • Highly capacitated unit staff to execute mandates • Proper records of unit staff kept
	• Effective Stakeholder Relations Management		• Meetings with stakeholders • Feedback reports from internal stakeholders on quality and efficiency of service delivery	• Quarterly meetings with identified internal stakeholders • Quarterly stakeholder satisfaction surveys	• Quarterly meetings with identified internal stakeholders were held in addition, 1 meeting with all Chairpersons on the Unit Service provision, two meetings with GPL Permanent Delegates on improving Unit Service Provision, 1 meeting with Office of Chairperson of Committees on Interface with unit on NCOP Co-ordination, two Assessment meetings with Office of Chairperson of Committees on unit service provision • Queries of stakeholders resolved in time, participated in 1 annual stakeholder satisfaction survey conducted by Members Affairs • Tools for stakeholder satisfaction surveys and action responses by individual staff members developed	• None • The new mandates of the unit has not been communicated properly and thus leading to confusion amongst stakeholders	• MPLs supported in the work and assisted to be effective public representatives • Improved understanding of the needs of stakeholders within the Unit



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Effective NCOP Co-ordination	- Tracking documents and parliamentary programme updated fortnightly - Quality Laws for the province - Quality Reports on NCOP Oversight visits - Quality Laws for the province	- Tracking parliamentary programme (updated programme) - Effective support to Special delegates- Support in terms of administrative (logistics) and legal (Analysis and Opinions) 100% accuracy of resolutions drafted - Effective support to Permanent delegates Administrative Support - Support to Office Bearers and other Political stakeholders - Preparation of Referrals of National Bills - Resolutions of the House on NCOP matters	100% accuracy 100% accuracy of information and quality of interpretation 100% quality of information	100 % Parliamentary programmes tracked, updated and communicated to GPL Stakeholders 100% support to special delegates through administrative, logistics, legal and procedural services - Permanent delegates supported with 100% qualitative and accurate information 1 NCOP Provincial Oversight visit and reports thereof produced, 1 Taking Parliament to the People supported and report produced - Political stakeholders supported with qualitative and accurate information through: - Office Bearers briefings on Parliamentary Programme, and Programming Committee briefings 100% qualitative and accurate information re: Referrals on National Bills (Sec 74, 75, 76 and 77) 100% qualitative and accurate Resolutions of the House on NCOP matters	None	- Office Bearers, MPs kept abreast of Parliamentary activities - GPL programme aligned to Parliamentary programme - Qualitative participation in parliamentary (that is law-making) activities by GPL delegation - GPL views reflected in National Legislation - Informed Policy formulation for Gauteng on Service Delivery - Improved Service Delivery in province - Office Bearers and political stakeholders informed and abreast with parliamentary developments - Qualitative participation in parliamentary (that is law-making) activities by GPL delegation - GPL views reflected in National Legislation - Qualitative participation in parliamentary (that is law-making) activities by GPL delegation - GPL views reflected in National Legislation

	Effective Legal Services	Qualitative legal analysis and opinion that can withstand Constitutional scrutiny	Provision of Legal Opinions	100% quality of legal opinions provided	Qualitative and accurate (29) legal analysis and opinions produced in the financial year	None	Enhanced Stakeholder capacity in executing Mandate Improved Service Delivery
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RESEARCH UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Research Unit	Informed decision-making by committees	- Research for portfolio committees that includes: - Budget vote analysis - Inputs into "Focus Intervention Studies" - Analysis of Quarterly Reports - Analysis on Executive <u>Annual Reports</u> - Analysis of Legislation	Quality input to committee work	160 quarterly and annual quality assessment of reports	- A total of 119 report analyses were produced and divided as per the below deliverables 14 Budget vote analyses produced - All (17) FIS inputs and reports were produced - All (33) analyses of quarterly reports were produced 52 <u>Annual Report</u> analyses were produced 3 requests were received and processed - Provided analyses of all requests	The analyses are dependent on the number of quarterly and <u>Annual Reports</u> submitted 119 reports were received and analysed	- The analyses produced assisted committees to make informed decisions and to undertake FIS to address priority matters - The budget vote analyses produced led to improved oversight by committees - The FIS inputs assisted committees to address concerns raised during committee meetings - The quarterly reports enhanced the committees' oversight role - The analysis produced led to improved oversight by committees - The analyses contributed towards the production of quality legislation
	Enhanced understanding of subject areas by researchers	Proactive research on critical issues	Enhancement of the efficiency of oversight activity	6	11 Proactive papers produced	None	The papers produced contributed towards profiling the GPL
	Optimal array of policy options before Office Bearers for the exercise of their duties	Research conducted on behalf of Office Bearers	Quality of decision-making	Variable quantity of outputs (demand driven)	23 research papers were completed and delivered	None	The papers contributed towards informed decision-making by Office Bearers

	Available specialist knowledge for all committees	Committees complete work effectively, to schedule	Quality of oversight activity	6	The actual output for this aspect cannot be quantified	None	Advise provided resulted in effective and efficient completion of the committees work
	Expose members and staff to a wide range of policy perspectives	Decision-making within an appropriate governance framework	Informed and timeous decisions	4	6 policy briefs, 8 brown back sessions and 1 seminar were delivered	None	Among other activities, the policy briefs and continuous discussions with members of staff has exposed members to good governance
	Enhance the GPLs administrative capacity for decision-making	Detailed description of capacity requirements	- No backlog indecision-making - No rework as a result of decision-making	1	- The unit has contributed towards the development of the draft IPMS system - No deviation nor backlog was registered	- No deviation or backlog was registered - None	- Administrative capacity for decision-making was effectively enhanced since there were no backlogs in decision-making - Administrative capacity for decision-making was effectively enhanced since there were no requests for reworking of documents
	Promote the services of the Research Unit	Promotional copy in Publications and opinion Editorials	Number of referrals internally and externally for the Unit	6	6 Policy briefs produced 4 Editorial opinions published in local newspapers	None	- Delivered as expected and contributed in promoting the Unit and GPL at large - The opinion editorial contributed towards profiling the GPL
	Network the research community	Collect and export best practice and cutting edge information	Best Practice Contributions to GPL business and reputation	12	Researchers attended two public lectures and attended a total of 14 conferences	None	Networking with peers through active participation at research related- matters contributed to members of staff collecting and sharing best practice from various disciplines



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Develop the capacity of the GPL to effectively oversee the Government's delivery against 5-year priorities	- Assessment reports completed and disseminated on: - Poverty and unemployment alleviation - Safe, secure and sustainable communities - Deepening of democracy - Enabling faster economic growth and job creation - Skilled and healthy communities - Comprehensive database of sectoral issues	Comprehensive insight into the Government's 5-year priorities which positively impacts on Government's delivery record	3 - Insights Report	- As quantified in the above sections through the total number of analyses produced - All the analyses, proactive papers, opinion editorials and <i>ad hoc</i> research papers have contributed into the insights reports - All the analyses, proactive papers, opinion editorials and <i>ad hoc</i> research papers have contributed into the insights reports - Contributed towards the development of the Public Participation strategy - All the outputs have contributed into the insights reports - All the outputs documented above have contributed to this insight 1 data base was maintained	None	- Support provided to committees through various analyses has contributed to insight into the 5-year priorities - All the outputs documented above have contributed insight into the various reports produced - All the outputs documented above have contributed insight into the various reports produced - All the outputs documented above have contributed insight into the various reports produced - The development of the Public Participation strategy adds to the notion of deepening democracy - All the outputs documented above have contributed insight into the various reports produced - The maintenance of the database

COMMITTEES SUPPORT UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Committee Support Unit	• Effective committee meetings	• Scheduling of meetings • Notices and agendas • Minutes of proceedings • Provision of procedural and professional advice to committees • Drafting of qualitative committee reports	• Time • Time and Accuracy • Time and Quality • Quality and Time	• 4 Schedules per annum updated regularly • Notices of meetings out 7 days and agenda 3 days before meeting date • Minutes ready two days after meetings • 100 % quality • Procedural and professional advice dispensed during and between meetings • Committee resolutions accurately captured and followed up monthly	• Produced 4 schedules of committee meetings that were continuously updated based on amendment requests from chairpersons • Notices and agendas were issued within the set timeframes • Minutes of meetings were prepared within two days after meetings • 100% Provision of procedural and professional advice before and during all committee meetings • Quality committee reports were drafted for committees during budget, quarterly, FIS and <u>Annual Report</u> processes with all recommendations properly captured and recorded for adoption into resolutions	• There was no deviation from plans	• Well coordinated schedule of committee meetings that ensured delivery on GPL mandates by all committees • Effective participation by members as a result of timeous preparation resulting from timeous notification • Effective oversight over the Executive through consideration of the budget, <u>Annual Reports</u>, quarterly reports and Focussed Intervention Studies • Informed chairpersons and sound committee processes • Enhanced oversight over the Executive in the Gauteng province as a result of proper resolutions that were properly tracked
	• Effective Management of committee Business	• Chairpersons Committee meetings • Reports for Chairpersons meetings	• Time Quality	• Meetings take place in line with calendar • Quality preparations for all meetings	• 3 meetings of the Chairperson of Committees were scheduled for planning and reporting purposes in line with the calendar of chairpersons' meetings • Quality support and preparation for all meetings of chairpersons including distribution of quality packs and agenda	• None	• Well coordinated committees of the House with the Chairperson of Committees giving strategic guidance to all committees • Improved participation and input by chairperson in chairpersons meetings



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Monitoring of committee Plans	Implementation Review Reports	Time Quality	4 Quarterly Implementation Review Reports	The unit developed 4 planning reports for all terms of the financial year, clearly setting out tasks for each term and expected deliverables The unit also reported after the end of each quarter regarding achievements	None	Improved accountability for unit work, leading to enhanced support to committees



COMMUNICATIONS DIRECTORATE

The mandates of the directorate are primarily to build the GPL brand, promotion and enhancement. This is achieved through ensuring that the image, role as well as the programmes of the GPL are prominently and positively profiled through available Integrated Communications platforms (Internal Communication, Public Relations, Advertising, Electronic Communications, Media, Public Participation) using the Presiding Officers as spokespersons.

The directorate is also responsible for facilitating public participation in legislative and governance issues, and provides administrative support for the efficient and effective resolution of petitions. Effective participation is ensured through public education, maintaining and improving stakeholder relations and creating partnerships with civil society organisations.

STRATEGIC OBJECTIVES

The Strategic Objectives for the year under review are as follows:

- To profile the GPL and its programmes through:
 - The Speaker and Presiding Officers;
 - Well conceptualised and coordinated institutional events;
 - Review and implement the Communications Strategy; and
 - To raise awareness of the programmes and processes of the GPL.
- To develop and maintain systems for efficient information dissemination (Intranet/Website);
- To mainstream public participation across legislative processes;
- To develop a Public Participation Strategy;
- To provide and maintain an effective Petitions System in the GPL;
- To maintain and enhance Stakeholder Relations;
- To promote and facilitate public participation through public education and development of education materials; and
- To implement a people-centred Help Desk that ensures access to GPL services.

PERFORMANCE STATEMENT

The directorate made strides by effectively implementing projects which were aimed at attaining Strategic Goals of the GPL and positioning it as an Activist Legislature. The following have been recorded in the year under review:

- The closing of the GPL before the National Elections;
- Networking Session with the Media to profile the newly-elected Presiding Officers;
- Africa Day celebrations in response to the xenophobic attacks in the country, particularly in Gauteng;
- Official Opening of the GPL, First Session of the Fourth Legislature in an external venue, which ensured massive public participation by taking Parliament to the people in Kiptown;
- In response to the National call made by the State President to celebrate and honour the Great Icon of the struggle and the First Democratically elected President of the Republic, Dr Rolihlahla Nelson Mandela, of dedicating 67 minutes of Community Work, the institution celebrated the Mandela Day by volunteering at Community-Based Care Organisations in Merafong and Kungwini regions;
- Hosted Amazwi Abesifazane, a project jointly coordinated with National Parliament which focused on marginalised women from across all racial groups in Gauteng. The week-long workshop was aimed at discussing and finding solutions to challenges faced by women and coincided with "16 Days of Activism Against Women and Children Abuse";
- Delivered a well-executed and excellently profiled opening of the Second session of the Fourth Legislature;
- Hosted, for the first time ever, a Commonwealth Day which focused on persons with disabilities;
- Hosted all the Commemorative days as reflected on the GPL Calendar;
- Introduced local government, provincial departments and petitioners' hearings in order to achieve effective and efficient resolution of petitions;
- Continued with the development of an integrated petitions system through building capacity in local government with the aim of



building an efficient system for the resolution of petitions in Gauteng;

- Facilitated the development of the Annual Report of the institution for the 2008/2009 Financial Year;
- Reviewed the Communications Strategy with the view to monitor, track implementation progress, refine and align to the new strategic goals of the institution;
- Facilitated the development of draft one and two of the PPP Strategy aimed at enhancing public participation in the GPL through developing a project plan for the strategy, conducting focus group discussions with civil society organisations, drafting the action and resource plans and contributing to the write-up of the strategy document;
- Successfully recruited two Information Officers for the implementation of a people-centred Help Desk that ensures access to GPL services. The full implementation of this project will commence in June 2010;
- Implemented the rural outreach strategy through targeting rural communities in all public participation programmes;
- Formed strategic partnerships with the following stakeholders which resulted in lucrative deals for the institution and further ensured Brand Building and Promotion:
 - SABC;
 - Standard Bank;
 - Commonwealth Parliamentary Association; and
 - Gauteng Provincial Treasury.
- During the second quarter of the year under review, the institution was faced with financial constraints which inevitably resulted in 4 major institutional projects led by the Communications Directorate being cancelled. These are:
 - Youth Parliament;
 - Women's Parliament; and
 - People's Assembly.
- The development of the Project Plan for the Website Revamp

Project was successfully completed in the year under review but its implementation deferred to 2010/2011 due to financial constraints.

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Office of the director Communications	Effective strategic management	1 annual review and planning session 4 monitoring, review and reprioritising sessions 12 Review Reports	- Accurate reports completed, on time, and submitted - Accurate reports completed, on time, and submitted - Review reports completed, on time, and submitted	4 planning, monitoring and reviews per year 4 quarterly sessions per year 12 monthly review reports	- Convened 4 quarterly sessions as well as 12 monthly management meetings to track progress on the implementation of the business plan - Convened 4 quarterly sessions - Submitted 12 monthly review reports	None	- Effective implementation of the directorate mandates which is aligned to strategic goals of the Institution - Effective strategic management of the directorate - Reprioritisation of programmes as a result of the Communications Strategy review - Effective monitoring of programmes - Tracking progress made on the directorate business plan - Good governance and accountability
	Efficient and effective financial management	Allocation of resources, monitoring and spending accordingly	- Timing - Accuracy, within budgets	Delivery as planned and within 2% of total budget	Submitted monthly and quarterly finance reports as per PFMA (delivered within 2% of total budget)	None	- Effective monitoring of the directorate spending patterns - Good governance and accountability
	Effective Human Capital Management	- PPMS Reviews - Training and development plans	Time	- Delivery as planned, within stipulated timeframes, and within budget - Minimal turnover	- Delivered in accordance with the budget and the set timeframes - Developed and implemented training plans for minimal turnover	None	- Effective performance management of the directorate - Enhanced personnel efficiency and morale - Personnel development and career growth - Personnel efficiency



PUBLIC PARTICIPATION AND PETITIONS UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Public Participation and Petitions Unit	Inform public on legislative processes	- Public Participation workshops - Networking and Outreach workshops for committees - Budget Process workshops - Women's Workshops during August	- Number of public Participation workshops conducted - Number of briefing sessions and workshops about committee work - Number of Budget Process workshops conducted - Number of women's workshops conducted	100 Public Participation workshops - Depending on number of Bills to be processed by committees - Based on PEBA imperatives 40 Budget process workshops 20 women's workshops	121 workshops were conducted that included public education for CSOs, schools, youth and women's organisations 3 Briefing sessions on the Committee Inquiries, Financial Management Bill and of GPL as processed by the committees 6 Briefing sessions on the <u>Annual Report</u> 6 workshops on the Annual report as per the PEBA imperatives 6 Regional Budget process workshops conducted in partnership with the Gauteng Treasury 6 Regional Briefing sessions - A total of 25 workshops were conducted 60 women were mobilised to attend the 5 day long Voices of the women programme in partnership with the National Parliament	- Target exceeded - A target of 40 workshops was not met Instead, a regional approach selecting and targeting relevant stakeholders was implemented	- The people of Gauteng are well informed about legislative processes - Increased engagement with legislative processes - The people of Gauteng are well informed about legislative processes - Increased engagement with legislative processes - Quality submissions informing policy as well as verification of service delivery - Increased engagement with legislative processes - Stakeholders are informed and participate in the budget process - Increased participation on legislative processes - Inform, educate and enhance the capacity of women to participate in legislative and governance issues - Increased participation by women in political and socio-economic issues affecting them

Public Participation and Petitions Unit	Enhanced Public Participation in decision-making processes of the GPL	- Peoples Assembly is delivered as a project - Women's Parliament is delivered as a project - Youth Parliament is delivered as a project	- Preparatory workshops and a people's assembly main event - Preparatory workshops and the main women's parliament event	2 preparatory workshops and the main event	4 regional preparatory workshops conducted	- Target of 2 workshops exceeded but main event cancelled due financial constraints - Event cancelled due to financial constraints - Event not implemented due to programming challenges as a result of national elections and the Opening of the Fourth Legislature in June 2009	- Educate and inform targeted groups to participate in legislative and governance matters - Targeted stakeholders were not afforded the platform to participate in legislative processes - Inform, educate and enhance the capacity of women to participate in legislative and governance issues - Targeted stakeholders were not afforded the platform to participate in legislative processes - Inform, educate and enhance the capacity of youth to participate in legislative and governance issues - Targeted stakeholders were not afforded the platform to participate in legislative processes	- Enhanced profile of the GPL - The people of Gauteng informed about legislative processes
Public Participation and Petitions Unit	Inform Public on legislative processes	Road shows	Number of road shows conducted	14 road shows to profile the GPL	Only 8 road shows were conducted	Remainder of the road shows not conducted due to financial constraints		



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Public Participation and Petitions Unit	Enhance participation of organised formations in GPL processes	Stakeholder relations sessions	Number of stakeholder relations sessions	4 quarterly stakeholder relations sessions per annum between committees and organised formations	5 stakeholder relations session two with PCOs, 1 with PIOs, 1 with Chairperson of Committees' Office and National Schools Governing bodies Association and a seminar with traditional healers and the Social Development committee	Target exceeded	- Enhanced public participation in legislative processes - Improved relations with organised formations
Public Participation and Petitions Unit	Effective Resolution of petitions	Increased interaction with the petitions process	Number of resolved petitions	Resolution of 80% of petitions received	80% of petitions received were resolved	None	- Enhanced public participation in legislative processes - Improved relations with stakeholders

COMMUNICATIONS UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Communication Unit	- Review of the Communication Strategy per approved themes - Well conceptualised and coordinated events	- Themes (milestones) as per GPL programmes and calendar - Approved event concept and action plans	- Implementation of the approved themes - Implementation of the events	- Complete implementation of the communication strategy action plan - All institutional events	- The communication strategy action plan reviewed - Networking session with the media - Outside broadcasting with YFM and KAYA-FM radio stations during the official opening of the GPL - Exhibiting the GPL information at the Randshow - All institutional events as reflected in the Business plan and GPL calendar were implemented	None	- Monitoring and evaluation of the implementation of the Communication Strategy and its alignment to the current Institutional programmes - Updated strategy that ensures effective internal and external communication aligned to the GPL programmes - Well-executed Institutional events - Profiling of the institution through events
	• Marketing the GPL	• Comprehensive marketing plan	• Marketing campaigns aligned to Institutional programmes	• Approved marketing plans for all Institutional programmes	• All Institutional programmes had approved marketing plans	• None	- A well prominently and positively profiled GPL - Enhanced profile of the institution through brand building and promotion
	• Brand building and maintenance	• Development of branding material	• Up to date marketing material	- Procurement and distribution of Posters - GPL-branded banners - Mugs squeeze bottles - Scarves and ties	• All marketing and promotional material aligned to marketing campaigns were procured	• None	- A prominently and positively profiled GPL - Enhanced profile of the institution through brand building and promotion

	• Content development and management	• Print marketing material	• Number of print marketing material developed aligned to both marketing campaigns of the institution and the profiling of the Presiding Officers and the Chairperson of the Committees	• 5000 Z- cards featuring Presiding Officers and Chairpersons of Committees • 5000 Z-cards on GPL information • 2000 Office Bearers posters • 500 Institutional calendar • 10000 GPL-branded plastic bags • 5000 GPL-branded folders • 5000 GPL-branded paper bags • 2000 Budget process booklets • 5000 PEBA booklets • 5000 Petitions booklets • 5000 • Guide to the GPL booklets • 10000 Posters on the 3 sphere of government	• 5000 Z-cards printed and distributed • 5000 Z-cards printed and distributed • 2000 Office Bearers printed and distributed • 500 institutional calendar printed and distributed • 10000 plastic bag printed and distributed • 5000 folders printed and distributed • 5000 paper bags printed and distributed • 2000 budget booklets printed and distributed • 5000 PEBA booklets printed and distributed • 5000 petitions booklets printed and distributed • 5000 guide printed and distributed • 10000 posters printed and distributed	• None	• A well prominently and positively profiled GPL through Presiding Officers and Chairpersons of Committees as Spokespersons • Enhanced profile of the institution through brand building and promotion
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SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Raising awareness of the programmes and the processes of the GPL through the media	Media plans	Approved media plans aligned to institutional programmes and campaigns	- As per institutional programmes and campaigns - Advertisement of the GPL programmes in both print and electronic media - Radio promos on community and commercial radios in Gauteng as per all legislative campaigns - Media releases and press statements on the GPL programmes - Media networking session - Interviews by Presiding Officers and Chairpersons of Committees on the GPL programmes	Media plans developed and implemented according to all institutional programmes and campaigns	None	- A well prominently and positively profiled GPL through Presiding Officers and Chairpersons of Committees as media spokespersons - Enhanced profile of the institution through brand building and promotion

	• Redesign and maintain systems for efficient information dissemination	• Website • Intranet	• Fully functional electronic communication system	• Daily updated intranet • Daily uploading of GPL information on the website	• The intranet was updated on a daily basis, thereby uploading current information	• None	• Efficient internal and external information dissemination of GPL programmes • Increased awareness and access to the GPL's information and programmes
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INFORMATION AND KNOWLEDGE MANAGEMENT DIRECTORATE

MANDATE

The Information and Knowledge Management (IKM) Directorate is responsible for providing leadership to the GPL on matters of Information and Knowledge Management. The directorate comprises 3 business units, namely: the Documents and Services; Hansard and Languages; and Information Centre.

The mandates of the directorate are to promote information and knowledge exchange to support GPL business processes; retention of institutional memory; and embedding knowledge management to support the GPL mandates. With respect to service, the directorate provides document management services to the House and committees in the area of refreshments; printing; document registration; and Sergeant-at-Arms. The Hansard and Languages function provides services in interpreting; translation; terminology gathering and development; records development in the area of recording of House, committee and administration proceedings; archiving; and transcribing. The Information Centre provides information services and service support to GPL business.

STRATEGIC OBJECTIVES

The directorate strategic objectives for the year under review entail the following:

- To improve information services to enhance research, oversight, law-making and public participation;
- To improve information and knowledge sharing to support GPL business;
- To contribute to embedding knowledge management on parliamentary business processes;
- To coordinate the preservation and retention of institutional memory;
- To support parliamentary business through the provision of electronic solutions;
- To support the House and committees through effective and efficient interpreting, translation, sign language, and terminology development services;
- To improve House and committee recordings, transcribing and archiving through the implementation of a digital recording system;

- To improve document/records management;
- To distribute parliamentary papers for House and committee proceedings;
- To provide printing services;
- To coordinate access to information in line with the Promotion of Access to Information Act;
- To provide support services to the House and to committees;
- To improve the attendance register for members; and
- To provide Sergeant-at-Arms services to the House.

PERFORMANCE STATEMENT

For the year under review, the IKM directorate recorded major achievements aimed at attaining the vision and strategic objectives of the institution. These include:

- The Legislative Information Management System (LIMS) project, aimed at improving the core business processes of the institution, was completed and launched. Deployment commenced with electronic petitions being enhanced for public participation. The processes that have been automated through this project include the *Annual Report*, quarterly reports and Focused Intervention Studies. The Standing Committee on Public Accounts (SCOPA); National Council of Provinces; Ordinary Bills; Money Bills processes; and Budget Information Matrices processes also benefit from the system. The resolutions tracking system has been embedded on all processes mentioned. The Documents Management system has been delivered to serve as a central repository on which data flowing from all electronic processes can be stored, thus contributing to the retention of institutional memory. The full roll-out of the system will commence in 2010/2011, from which the institution will be able to derive maximum value;
- Through the Knowledge Management Pilot project, the directorate has managed to produce an institutional memory DVD covering key business processes within the core business, with a view to securing institutional memory. As part of the retention of institutional memory, the shadowing methodology has been piloted, and a shadowing manual developed. Knowledge management facilitators and shadowing couples were trained on the shadowing methodology.



Shadowing commenced and was completed in 3 identified areas in the Core Business stream in Hansard and Languages and Proceedings Units;

- To enhance public participation, staff in the Research and PPP Units were exposed to the community collaboration methodology which is a facilitation tool aimed at soliciting valuable information from communities. Identified staff members from these units were further taken to an Urban Renewal site in KwaZulu-Natal to see the methodology applied. Scenario planning workshops were also conducted with the aim of exposing knowledge management facilitators and management to this valuable foresighting tool/methodology. The scenario planning process maps for researchers was produced;
- One of the risk areas in the directorate, the Hansard publishing backlog, was removed. The Hansard record from 2006-2009, was published, thus ensuring a complete uptodate compliance with legislation. To continue supporting the oversight function of committees, the directorate provided independent information for verification from established sources to support the GPL's legislative mandates;
- To facilitate capacity building and to enrich the GPL's body of knowledge, relationships and partnerships were strengthened with the legislative sector; government departments; information centres and professional bodies;
- The directorate continued to provide excellent recording, transcribing, archiving, as well as interpreting and translation services for all House and select committee proceedings in the 4 official languages of the institution. Other official languages were catered for where applicable – this included sign language and Braille;
- To contribute to saving costs for the institution, the directorate produced GPL-branded water, the first of its kind in the history of the institution. This has cut costs by 50% per bottle; and
- The directorate continued to play a leading role in the Executive Committee and Task teams of the Knowledge Management Forum of the SALSA to amongst other things, craft the Sector Knowledge Management Framework and strategy. To this end, terms of reference for the development of the strategy and research guidelines were produced.

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Office of the director Information and Knowledge Management	Effective strategic management	1 annual review and planning session 3 monitoring, review and reprioritising sessions - Review Reports	Accurate reports completed, on time, and submitted	4 planning, monitoring and reviews per year	- Directorate met in each of the 4 quarters of the year to track progress with regard to annual plans 4 monitoring reviews were conducted by management and reprioritisation exercise undertaken 4 Quarterly reports were submitted, plans met and challenges addressed	None	- Successful Implementation of directorate plans and outputs according to the business plan - Effective strategic management to support GPL mandates - Reprioritised programmes - Effective and efficient monitoring of progress and prompt response to challenges identified - Easy tracking of progress made, challenges met and mechanisms put in place to respond to challenges - Good governance and accountability
	Efficient and effective financial management	- Allocation of resources, monitoring and spending accordingly - Monthly financial statements	Timing and accuracy within budget	Delivery as planned and within 2% of total budget	Monthly and quarterly financial reports submitted to finance on time and in line with legislative requirements	None	- Effective and efficient monitoring of spending pattern in line with business plans - Contributed to good governance and accountability
	Effective Human Capital Management	- IPMS Reviews - Training and development plans	Time	- Delivery as planned, within stipulated timeframes, and within budget - Minimal turnover	- All directorate performance management reviews for the 4 quarters were submitted on time to Human Resources - Training and conferences were attended as per the directorate reprioritisation plan	None	- Effective performance management to meet the strategic goals of the directorate - Contributed to staff development - Enhanced service delivery to stakeholders

	Promotion of co-operative governance	Report on the overall performance of the GPL	Accurate report completed with timeframes and budget	Approved GPL <u>Annual Report</u> tabled in House annually	Participated in the consolidation of GPL <u>Annual Report</u> that was tabled in the House	None	- Contributed to institutional accountability and governance - Compliance to legislative requirements (PFMA)
Reasons for major variances: None							

INFORMATION CENTRE UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Information Centre	To support Committee work, Committee Inquiries and Ministerial Accountability processes by providing supporting information	Subscription to media monitoring databases for media articles	Time – annual renewal	Annually	Renewed subscription to Parliamentary Monitoring Service and Monitoring South Africa for independent information and media articles on service delivery	None	Rigorous and effective oversight
	To provide information to support and enhance the research agenda by providing aligned information services	Subscription to journals for articles with research and statistical information	Time-Annual renewals	Annually	Renewed subscription to Jutastat, Africa Quarterly, Global Insight Regional Explorer, Econometrix, EBSCO to inform and enrich research outputs supporting various fields	None	Strengthened the quality research output by contributing to the body of knowledge that informs oversight, law-making and public participation
	To strengthen relations with Chapter 9 institutions and institutions that support democracy by facilitating access to information services and knowledge products	Membership to get commentaries from NGOs and research reports from Research Institutes, and Chapter 9 Institutes	- Time-Annual renewals - Quantity – number of memberships	8 Institutional memberships	9 institutional memberships were renewed to obtain commentaries, research reports and alert services that support research and committee work	Target exceeded	Enhanced oversight and law-making functions through networks and partnerships for knowledge sharing on matters pertaining to accelerated rate and improved quality of service delivery

	To support committee work, committee inquiries and Ministerial Accountability processes by providing required supporting information	Newly acquired books to support committee oversight work	Time-monthly	70% of new materials for committees	101 (70%) of all new books acquired during this period, supported committee work. These mainly covered socio-economic, political developmental and legislative studies	None	- New materials acquired to support House and committee work - Enhanced oversight work, law-making and public participation
	To provide information to support and enhance the research agenda by providing aligned information services	Provide information alerts to support research activities	Relevance Quality Time	Annual feedback	The Research Unit was supplied with relevant information proactively and reactively to support the research agenda. Feedback was continuously positive from stakeholders and there was an increase in demand for the alert service from the Research Unit	None	- Enhanced knowledge and information base - Strengthened and the quality research output - Contributing to the body of knowledge that informs oversight, law-making and public participation
	To provide information to support and enhance the research agenda by providing aligned information services	Participate in research site visits with relevant internal stakeholders and render required information and knowledge support service	Quarterly statistical reports – statistics of contacts made quarterly	Quarterly statistical reports Quarterly statistics	Information services were aligned to the research function. However, the unit did not participate in research site visits	The unit was refining and defining areas of knowledge management in collaboration with the Research Unit	Improved the practice of knowledge management
	To provide information to support and enhance the research agenda by providing aligned information services	Strengthen relations with researchers and research institutes specialising in specific fields for expanded networks and knowledge sharing	Quantity – statistics of contacts made quarterly	Quarterly statistics	Networked and obtained publications, reports, alert services, articles of interest, seminar/conference information and information on events hosted from 15 academic and research institutes	None	- Networks established with academic and research institutes for best practice benchmarking, innovation - Broadened knowledge base - Enhanced oversight and law-making functions



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	To provide information to support and enhance the research agenda by providing aligned information services	Provide information materials to support the new research agenda, pro-active research and community participatory research	Percentage material acquired – new information materials acquired monthly	25% of all new materials acquired	27 (25%) of all new books acquired during this period supported research	None	Expanded and applied body of knowledge to support the GPL mandates
	To support committee work, Committee Inquiries and Ministerial Accountability processes by providing required supporting information	Profile Committees undertaking enquiries and provide constant information alerts	Relevance quality and time	Annual feedback	Although there were no Committee Inquiries, relevant background information on best practice in processes informing Committee Inquiries were supplied on request	None	- Informed research for committees in providing a legal framework for Committee Inquiries - Effective application of the body of knowledge
	To support committee work, Committee Inquiries and Ministerial Accountability processes by providing required supporting information	Interact with NGOs and where required, undertake integrated site visits with relevant stakeholders	Number of visits	4 (1 quarterly)	Interacted with international Independent Bodies and Parliaments for relevant supporting information However there were no visits undertaken to assist in gathering and supplying information to support committee inquiries during the year under review	With the plan for Committee Inquiries to take place, verification visits would have been undertaken by committees and that the Information Centre would assume a collaborative information and knowledge management support to committees	- Strengthened partnerships with experts on best practice - Contributed to better capacitated members and staff

	To support constituency work by providing relevant information service to MPLs	Profile MPLs and provide constant relevant constituency information	- Relevance - Quality - Time	Annual feedback quarterly statistical reports	Daily local news was scanned and a selective dissemination of information service targeting members with their constituency related information was provided. The information requirements of MPLs were identified to maximise and align service to their constituency work. This resulted in a positive feedback from members.	None	- Improved representation of constituencies by members - Enhanced information on constituency-and service delivery
	To facilitate capacity building by developing and strengthening existing relationships and partnerships with relevant forums, professional bodies independent bodies	Provide independent information on government legislation and policies	- Relevance - Quality - Time	Annual feedback	Renewed subscription to databases and services that inform on legislation and government policies	None	- Improved committee and House debates - Improved scrutiny of government performance
	To embed knowledge management practices in GPL functions and processes	Acquire information resources to support Leadership and Corporate Governance needs	Acquired monthly	5% of total new books acquired	7 (5%) of all the new books acquired during this period supported leadership, corporate governance and knowledge management needs	None	- Improved and relevant information on leadership and corporate governance - GPL strategic goals, programmes and decisions supported and enriched with relevant broad based knowledge sources
	To provide for information needs of internal stakeholders	Inter-Library loans to support the information needs of members and staff	Number of materials borrowed Time	Quarterly statistics	Quarterly statistics were compiled. The activity decreased from 82 to 80 in this reporting period. Main areas requested were to support and enrich formal studies in public administration, political science, leadership studies, environmental studies, public finance and administration	Decrease was caused by reviewed restrictive policies from lending institutions	- Strengthened co-operative relationships with external stakeholders to expand knowledge base - Effectiveness in discharging the mandates of the GPL



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/ SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	To provide for information needs of internal stakeholders	Loaning of own material in support of information needs of individual members and staff	Number of materials borrowed Time	Quarterly statistics	Quarterly statistics were compiled The loans, however, decreased from 1218 to 985 during this reporting period Main areas requested were to support and enrich formal studies in public administration, political science, leadership studies, public finance and administration	- The number of stakeholders continuing to study formally could have been a factor in this regard - Another possibility could have been an increase in awareness and direct utilisation of access privileges to institutions to stakeholders are attached to	- Informed members and staff - Continuous improvement in strategic leadership, conducting research and debates
Reason for major variances: Committee Inquires and field research deferred to 2010/11							

LANGUAGES AND HANSARD UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Language and Hansard Unit	• Recording of Proceedings Committee meetings and sittings of the House	• Recorded proceedings: Sittings, committee, <i>ad hoc</i> and other meetings	• Quality	100% Quality recordings - All House sittings, committee proceedings and designated administration proceedings	100% quality House sittings, committee proceedings and designated administration proceedings were recorded as required	• None	- The record was developed in compliance with the Promotion of Access to Information Act (Act No 2 of 2000) - Contribution to institutional memory - Enhanced House and committee work
	• Transcription of recordings	• Transcripts of Sittings, committee, <i>ad hoc</i> and other meetings	• Time and Accuracy	100% accuracy of transcripts within stipulated time	100% accurate transcripts were provided to stakeholders on time	• None	- The record was developed in compliance with the Promotion of Access to Information Act (Act No 2 of 2000) - Contribution to institutional memory - Enhanced House and committee work
	• Archiving of recordings Archived data	• Sittings, committee, <i>ad hoc</i> and other meetings	• Quality	100% Quality of archived data	Quality archiving of 97% of proceedings was completed	The volume of recording work did not make it possible for the archiving work to be completed	97% of all recorded proceedings was archived in compliance with the National Archives and Records Service of South Africa Act (Act No 43 of 1996) - Contribution to institutional memory - Enhanced House and committee work
	• Publishing of Draft Speeches	• Draft speeches published on the T-drive	• Time Quality	Timeous publishing of speeches within 24 hours	100% quality draft speeches were provided within 24 hours	• None	- Quality draft speeches were provided in compliance with the Promotion of Access to Information Act (Act No 2 of 2000) - Enhanced House and committee work



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Publishing and Distribution of Hansard	Hansards edited, proof-read and published as per legislation	Time Quality Standardised terminology	Timeous publishing of Hansards i.e within 3 weeks of the sitting	100% quality Hansards were published on time using standardised terminology within the required 3 weeks	None	- Quality speeches were published in compliance with the Promotion of Access to Information Act (Act No 2 of 2000) and the National Archives and Records Service of South Africa Act (Act No 43 of 1996) - Contribution to institutional memory - Enhanced House and committee work
	Interpretation	Sittings and any other proceedings interpreted in provincial languages	Time Accuracy	100% quality and accuracy of interpretation	100% interpreting services were provided for all House sittings and designated committee proceedings	None	- Interpreting services were provided for all House sittings and designated proceedings in compliance with the National Language Policy Framework of 2002 - Enhanced House and committee work
	Translation	Translated Hansard and documents	Time Accuracy	100% quality of translations within stipulated time	100% all designated documents were accurately translated into applicable languages as required	None	- All designated documents were translated in compliance with the National Language Policy Framework of 2002 - Enhanced House and committee work
	Gather terminology	Terminology	Time Accuracy	100% accurate terminology	33% Sesotho sa Leboa terminology gathered	Training on terminology development and gathering was put on hold due to budgetary constraints	A terminology list in Sesotho sa Leboa was gathered in compliance with the National Language Policy Framework of 2002

	• Development of Terminology	• New terminology developed in all official languages of the province	• Accuracy	• 100% Accuracy of term equivalents	• No terminology was developed due to budgetary constraints	• Training on terminology development was put on hold due to budgetary constraints	• No terminology list due to budgetary constraints
	• Resource management	• Records of resources kept	• Time Accuracy	• 100% Accuracy	• Recording, archiving, and transcribing equipment records were managed in line with the asset management framework	• None	• Complied with GPL assets management policy • Efficient House and committee work
Reasons for major variances: Terminology was not developed due to budgetary constraints							

DOCUMENT AND SERVICES UNIT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Documents and Services Unit	• Provide Refreshment Services	• Refreshments for all approved activities	• Services: To standard On time To budget	• By end of 2009/2010	• Quality refreshments served timeously to all House sittings and committees meetings continuously during 2009/2010	• None	• Refreshments for the House and committees were provided
	• Provide Print Room Services	• In-house availability of printing and binding documents	• Cost Management of deadlines	• By end of 2009/2010	• Documents printed and bound on time for all sittings and committee meetings continuously during 2009/2010	• None	• Printed and bound documents were made available to the House and committees • Expedient and efficient House proceedings and committee meetings
	• Provide Registry Services	• Safeguarding of all GPL business records	• Compliance with Public Records Standards	• By end of 2009/2010	• Records were properly stored, deposited and archived according to standards continuously during 2009/2010	• None	• All House and committee reports were archived in line with National Archives Act • Contribution to institutional memory
	• Maintenance and updating of the MPLs Attendance Register	• Accurate accounting of attendance	• Register: Accurate On time Safely stored	• By end of 2009/2010	• All sittings and committees attendance accurately captured and recorded timeously continuously during 2009/2010	• None	• All members' attendance was properly recorded • Good governance and accountability
	• Service Support to meetings	• All meetings of the GPL appropriately supported	• Customer satisfaction ratings "high"	• By end of 2009/2011	• All House sittings and committees provided with appropriate support and feedback from customers were positive continuously during 2009/2010	• None	• Expedient and efficient House proceedings and committee meetings
Reasons for major variances: None							





PROGRAMME 5: OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO)

MANDATE

The mandates of the Office of the CFO are to provide professional financial, risk and supply chain management services to our stakeholders through service excellence in order to realise the institutional strategic goals whilst achieving an unqualified audit.

The office also has the responsibility to promote adherence to sound corporate practices, risk management processes and a culture of compliance. The programme comprises the following sub-programmes:

- Executive Office of the CFO (Incorporating Risk, Audit and Governance);
- Finance; and
- Supply Chain Management.

The Executive Office of the CFO provides strategic guidance and direction to the overall programme including managing the central budget. The Office of the CFO has a legislative mandates to promote the GPL's financial policy, manage the budget preparation and enforce transparency and effective management in respect of revenue and expenditure, assets and liabilities.

The mission of the Office of the Chief Financial Officer is to enhance the financial stability, accountability and integrity of the GPL. The Office strives to raise financial resources equitably and efficiently and to manage the financial assets and liabilities soundly.

The 2009/2010 Financial Year marked the second anniversary of the fully established Office of the CFO and is now fully recognised in the new GPL organisation structure. In order for the Office of the CFO to be effective completely, a number of key positions still need to be filled. This is to allow the office to continue to perform the high quality work that it has performed in the past whilst at the same time capitalising on its new stature, positioning and capacity to drive the office to new heights within the GPL.

PURPOSE

The purpose for the existence and the establishment of the Office of the CFO is to provide professional financial, risk and supply chain management services to our stakeholders through service excellence in order to realise the institutional strategic goals whilst achieving an unqualified audit.

STRATEGIC OBJECTIVES

- To execute financial, risk and supply chain management and administration according to the PFMA, Treasury regulations, provisions of *King Reports*, policies, regulations, and all applicable and relevant legislative sector financial management reforms;
- To improve financial management by developing and implementing sound policies and procedures on financial, risk and supply chain management;
- To develop the institutional budget that is informed by the institution's goals and objectives as expressed in the institutional strategic plan whilst applying effective control over financial resources;
- To ensure efficient procurement of goods and services in the most economic and effective manner, by ensuring value for money that will align preferential procurement with the aims and principles of BBBEE and PPPFA Acts;
- To pay timeously and appropriately, party facilities in line with relevant Acts and policies enhancing multi party democracy and utilised for purposes arising from their function as political parties;
- To ensure payment of salaries to members and staff in line with the Political Office Bearers Act and relevant HR policies;
- To ensure timeous and accurate settlement of institutional liabilities and commitments by processing payments to suppliers of goods and services in line with applicable Acts and policies;
- To provide informative and timeous financial reports to all stakeholders in line with PFMA and Treasury regulation requirements to influence effective and informed decision-making;
- To improve financial management capacity and risk management skills of Programme Managers by coordinating training and development programmes;
- To manage an effective, efficient and transparent system of risk management and internal control for the identification and avoidance of risk in order to realise institutional goals;
- To coordinate and prepare reports on the implementation of the institutional strategic plan and budget;



- To ensure that a 3-year Internal Audit Plan is approved by the Audit and Risk Committee and executed within the respective timeframes;
- To ensure that an annual External Audit plan is approved by the Audit and Risk Committee and External Audit reports are finalised within 5 months after the Financial Year end, in pursuance of an unqualified audit opinion; and
- To ensure that effective Fraud Prevention Plans are implemented through the implementation of the Anti-fraud and Corruption Policy.
- The draft strategic plan and the budget for 2010/2011 was presented to the Speaker's Budget Lekgotla and LSB for adoption, and subsequently submitted to Treasury;
- Prepared, completed and submitted Financial Performance Report (IYM) to Treasury, Provincial Secretary, Speaker, LSB and OCPOl for each quarter;
- Engaged with Treasury to discuss the 2009/2010 additional funding request and the 2010/2011 MTEF budget;

SUMMARY OF ACHIEVEMENTS

- The Audit Committee met on a quarterly basis and reviewed financial statements, monitored the appropriate accounting policies, as well as the systems of internal control and considered findings of Internal Audit. The committee also scrutinised the reports submitted by both internal and external auditors on compliance levels, materiality and the effectiveness of systems, and provided valuable support and oversight to the Office of the CFO in relation to financial management and accountability:
 - Managed and monitored the 2009/2010 internal audit process in line with the approved coverage plan and internal audit charter;
 - Executed Internal Auditable areas as per approved Internal Audit Coverage Plan;
 - Facilitated the external audit for 2008/2009 and responded to Auditor-General requirements as and when required. An unqualified audit opinion for the 2008/2009 Financial Year was achieved with No emphasis of matter items; and
 - Full preparation for the 2009/2010 External Audit. Reviewed and confirmed Audit Strategy to achieve an unqualified audit. The Audit Strategy task team was appointed. Weekly meetings exercised by the Audit Strategy task team to ensure strategy implementation;
- The final Audit Plan for 2009/2010 was presented to the Audit Steering Committee and Audit and Risk Committee for acceptance and approval; Finalised the preparation of the Annual Financial Statements for the 2008/2009 Financial Year and was adopted by the Audit Committee and the LSB;
- Finalised the preparation of the Annual Financial Statements of the Gauteng Political Party Fund for the 2008/2009 Financial Year. An unqualified audit opinion was achieved with two emphases of matter items;
- Facilitated, coordinated and finalised the 2010/2011 Strategic Plan for the institution;
- The Budget Statement Chapter and budget tables were updated to incorporate Treasury's 2010/2011 MTEF allocations. The Budget Statement was subsequently revised in line with final indicative allocations by Treasury;
- Budget Council meetings were conducted to consider emerging priorities and pressing issues for the adjustment budget. The proposed Adjustment Budget was presented to the LSB and approved for onward submission to Provincial Treasury. The Adjustment Budget was submitted to Treasury together with the institution's adjustment chapter;
- Conducted special Budget Council Meeting for LIMS project;
- Developed the terms of reference and appointed a service provider to conduct the audit on the LIMS project;
- Further engaged Treasury for additional funding request for Political Party Fund and other emerging priorities through the second Adjustment Budget;
- Reviewed and finalised business plans for 2010/2011 in line with revised strategic plan and MTEF allocations – facilitated signing off of business plans and refined the 2010 MTEF chapter;
- Cash flow was monitored and planned activities evaluated on a monthly basis. There was continuous interaction with programme managers to determine activities and projects that were realistic, relevant, capable of completion and necessary;
- Conducted daily cash flow monitoring and regular bilaterals with Treasury to ensure effective cash flow management and adequate cash flow resources;
- Regular meetings were held with Treasury whilst recognition of constitutional roles were respected;
- The Risk Management Committee met quarterly and reported accordingly to the Audit and Risk Committee, management, as well



as representatives of Internal Audit who served as members. The mandates of the committee is to oversee and coordinate the risk management process:

- The adopted Risk Management Strategy provided 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 affect the performance of the GPL adversely. The strategy is further used to direct internal audit effort and priority, and to determine the skills required of managers and staff to improve controls and to manage these risks;
- The GPL completed a comprehensive risk assessment process which was facilitated by the Internal Audit service provider to confirm the Top Ten material risks to which the institution was exposed, and evaluate the strategy for managing these risks. The process was formally documented and approved by the Audit and Risk Committee. The outcome of the risk assessment process together with issues highlighted by the Audit Committee formed the basis of the adopted Risk Register for the institution;
- The Risk Management Officer continuously engaged with management to update the Risk Register and report to the Risk Management Committee and Audit and Risk Committee on progress on implementing actions to mitigate risks and reduce risks to acceptable levels of tolerance;
- Reviewed Top Ten Risks for the GPL and updated the Risk Register accordingly. The Risk Register was presented at all Risk Management Committee and Audit and Risk Committee meetings. The Chairperson of the Audit and Risk Committee updated the LSB on progress and status of the Risk Register;
- Reviewed the Risk Management Strategy;
- Updated the Risk assessment register on implementation of corrective actions and mitigating controls – presented to Audit and Risk Committee and LSB; and
- The Risk Management Officer engaged regularly with all directorates and respective Programme Managers to address audit issues and update tracking reports on risk management.
- Fraud Prevention Meetings were held on a quarterly basis preceding Risk Management Committee meetings;
- The Fraud Prevention Plan (FPP) Operational Committee took responsibility for the implementation of the fraud prevention plan within the GPL. Satisfactory progress was made on the implementation of the fraud prevention plan. A fraud prevention workshop was conducted by the Gauteng Audit Services unit for both Members and Staff; and

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

- Asset Disposal Committee meetings were held to finalise the disposal of remaining assets;
- LAC meetings were held during February and March 2010 to accelerate Supply Chain Management matters;
- CFO directorate management meetings were held immediately after Board and Secretariat meetings to communicate decisions of the Board and Secretariat;
- Line Managers of the stream attended job profile training;
- Appointment of Executive Assistant to the CFO, Director Finance and Planning and Budget Manager positions;
- Reviewed and approved revised job profiles and associated job grading of the SCM Directorate;
- Orientation of Political Office Bearers – conducted presentation to Accounting Officers of parties on Accounting Officer responsibilities;
- Responses were duly prepared and submitted to oversight committees: GEYODI, OCPOL and SCOPA on specified times;
- Attendance of the CFO forum meetings and SALSA;
- Hosted the national CFO forum workshop to review and finalise the forum inputs for the FAMLA Bill as well as inputs for the strategic framework for the LSB;
- Conducted Phased development of the FAMLA regulations in conjunction with the CFO Forum of SALSA;
- Established a task team for the development of FAMLA Regulations;
- The CFO continued to participate as an Executive Member of the CFO Forum for Parliament and Legislatures;
- Conducted an Inter Legislature visit to KwaZulu-Natal and shared information on cost-cutting strategies;
- Prepared responses to questions and resolutions of oversight committees – SCOPA, GEYODI and SCOPA;
- Developed cost-cutting strategy and presented same to the Speaker's Budget Council and Presiding Officers meetings respectively;



- Implemented cost-cutting measures for the institution to improve efficiencies.
- A Phased Business Continuity Plan was developed and considered for presentation to the Secretariat;
- The Delegations of Authority was revised in line with the new Organisational Structure and approved by the Provincial Secretary; and
- Regular meetings were held with the Office of the Auditor-General and relations remain extremely cordial on a professional basis. In its assessment of the GPL as an Auditee, the AG rated the GPL a maximum 5 out of 5.
- The monthly financial reports were prepared by the 15 of each subsequent month and submitted timeously to Treasury. Quarterly financial reports were prepared within 15 days after each quarter as per formats prescribed by Treasury;
- Auditor-General management letters were reviewed with Finance staff; and
- The Finance Policy and Procedure manual contains all the important elements to ensure adequate internal controls and best business practice.

FINANCIAL MANAGEMENT

- The programme reflects actual expenditure of R11.8 million against an adjusted appropriation of R11.3 million. The over spending of R494 000 was as a result of prior year internal audit fees that were only settled in the current financial year, thus impacting on the current year's budget. The institution identified savings from programmes within the vote to defray the over-expenditure under this programme. This resulted in 100% utilisation of the adjusted budget as reflected in the Appropriation Statement of the Annual Financial Statements;
- The under pending on personnel expenditure is primarily attributable to filling newly approved positions emanating from the OD of the CFO stream. The specialist nature and scarcity of financial and risk management skills created difficulties in sourcing appropriate personnel, hence contributed to the under-spend in personnel expenditure;
- Financial performance and expenditure projections were monitored on a monthly basis and reported at directorate meetings for interrogation and scrutiny;
- The process of control over budgets and monthly reporting operated satisfactorily during the year. Projections were regularly compared to original budgets at monthly management meetings where programme managers were required to provide reasons for any deviations. This tool also allowed managers to identify gaps timeously and institute the necessary plans to achieve the identified objectives. However, some level of improvement is still required in this area as the financial results at year end reflected some variances from projections during the year. To this end, the Finance Directorate developed a model to map activities and associated costs linked to the business plan of each unit of the GPL. This will be effective in the new financial year;





SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
Executive Office of the CFO	Effective Strategic Planning for the directorate	Completed Strategic plans	Linkage to strategic plan and prescribed formats	Approved Strategic and Business Plan	The Strategic Plan for the Stream was completed and consolidated into the GPL Strategic Plan	None	- The Office of the CFO duly completed its Strategic and Operational Plans which were aligned to the GPL Strategic Plan - Goals and objectives of the CFO Stream were duly aligned to Political Goals and Objectives
	Strategic Financial Management Implementation of PFMA and Corporate Governance practices	- Effective Management of financial resources in line with the budget - Training and development of Programme Managers	- Number of training programmes - Relevance of training	1 Training programme for the year	- Training on Supply Chain Management processes for Bid Committee representatives conducted during the year - Special Training for LAC Committee representatives conducted during the year - Continuous interaction with Programme Managers to review actual and projected expenditure	None	- Limited Financial resources were managed to ensure spending within the budget - Operational efficiency realised through implementation of cost-cutting measures - Effective cash flow management to realise optimal and efficient utilisation of the budget - Effective management and utilisation of financial resources - Broader achievement of socio-economic goals by promotion of Broad Based Black Economic Empowerment service providers

	• Implementation of PFMA and Corporate Governance practices	• Drive and manage the external audit process	• Audit opinion by the AG	• 1 concluded external audit	• The external audit was satisfactorily conducted • An unqualified audit with No matters of emphasis was achieved for the Financial Year 2008/2009 • The AG rated the GPL 5 out of 5 in its assessment of the GPL as an auditee	• None	• Compliance to the provisions of the PFMA • Image and Integrity of the GPL upheld • Enhanced internal controls within the Institution • Assets of the institution are safeguarded
	• Formally communicate with Treasury for special budgetary requirements	• Securing additional funding for emerging priorities	• Adequately resourced GPL • Enabling the GPL to perform	• Quarterly stakeholder meetings with Treasury	• Quarterly stakeholder meetings held with Treasury • Facilitated meeting between Speaker and MEC for Finance to discuss GPL funding requirements • Met regularly with the Provincial Treasury to discuss funding requirements for the adjustment budget of 2009/2010 and budget proposal of 2010/2011	• The global economic meltdown posed serious financial challenges for the country resulting in a lower budget allocation to the GPL	• Due to limited funding, the GPL was compelled to defer key projects to the 2009/2010 Financial Year • Additional funding secured for GPL baseline in 2010/2011 • Relationship established for future funding requirements in line with FAMILA
	• Processes exist that guarantee activities happen as planned	• Finance and SCM policies and procedures	• Updated and relevant Policy and Procedure manual	• Reviewed Policy and Procedure Manual	• Financial Management of GPL Act (FAMILA) was passed during the 2009/2010 Financial Year • Draft FAMILA regulations were developed • The revised SCM Delegations of Authority were implemented effective 1st April 2009	• Finance policy and procedure manual to be reviewed after finalisation and approval of FAMILA regulations	• Activities of the CFO stream as outlined in the business plans were effectively executed • Effective financial management executed for the institution



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Effective Procurement systems and reforms	- Implementation of procurement reforms, BEE development and reporting enhancements - Oversight of management of Procurement Unit	Quality, Time, Cost	Monthly, Quarterly and Annually	- New SCM structure approved - Provision for the procurement reforms are embedded in the SCM policy - SCM performance reports were produced on a monthly basis and submitted to Provincial Treasury - Regular reporting was also made to GEYODI on promotion of Broad-Base-Black Economic Empowerment (BBBEE) - SCM performance reports were produced on a monthly basis	None	- Ensured business continuity and uninterrupted implementation of business plans and thus achieving the institutional strategic goals - Broader achievement of socio-economic goals by promotion of Broad Based Black Economic Empowerment service providers - Business Continuity - goods and services delivered within required timeframes to the business
	Strategic Risk Management	Risk Assessment Register	Risk Assessment workshops	1 High Level risk assessment	- High level risk assessment was conducted. It resulted to the identification and confirmation of the top 10 strategic risks of GPL - Current Controls were determined at the same time, shortfalls and gaps were identified and mapped onto the Risk Register for implementation and tracking - The Risk Register was presented to the Risk Management Committee and the Audit Committee for consideration	None	- Public confidence and pride in the GPL maintained - Good governance fostered - Ensured integrity in the processes of the institution - Internal controls measures implemented to promote transparency and accountability in the business process

	• Implementation of PFMA and Corporate Governance practices	• Management of Internal Audit Function	• Internal Audit coverage plan	• Implementation of coverage plan for the year	• The coverage plan was executed during the financial year • Progress on execution of coverage plan and its results were reported to Management, Risk Management Committee and Audit and Risk Committee	• None	• Public confidence and pride in the GPL maintained • Good governance fostered • Ensured integrity in the processes of the institution • Internal controls measures implemented
	• Implementation of King II	• Corporate Governance reviews	• Corporate governance review report	• Annual Review	• Included in the internal audit coverage plan • Executed at the beginning of the new financial year	• None	• Adherence to Corporate Governance • Effective LSB and sub-committees
	• Unqualified Audit	• Implementation of External/ Internal Audit recommendations	• Percentage of recommendations implemented	• 100%	• The recommendations of both external and internal auditors within the CFO were implemented • All findings were cleared except for the 1 that relates to payments of suppliers beyond 30 days	• Payment of suppliers within 30 days could not always be executed due to cash flow and funding challenges	• This resulted in enhanced internal controls within the Institution • Assets of the institution safeguarded
	• Fraud awareness	• Fraud workshops • FPP meetings	• No of workshops and FPP meetings	• 1 Fraud Prevention workshop • 4 times FPP Meetings	• 1 Fraud Prevention workshop was held and was attended by both members and staff • 4 Fraud Prevention Plan (FPP) Meetings were held during the financial year	• None	• Increased Fraud awareness • No recorded incidents of fraud • Assets of the institution safeguarded
	• Monthly Financial reporting to Treasury	• Monthly Financial reports	• Time and quality	• Within 15 days after month-end in line with Treasury formats	• The monthly reports were submitted to Provincial Treasury as per the requirement of Section 40(4) of the PFMA and to all relevant stakeholders • As part of the monthly reporting process, daily cash flow monitoring • Was conducted and planned activities evaluated on a monthly basis This resulted to the GPL achieving a 1 percent expenditure variance against budget in 2009/2010 Financial Year	• None	• Transparency ensured • Enhanced and effective decision-making on financial matters relating to the Institution • Ensured accountability on the implementation of the budget



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Quarterly Non-Financial reporting to treasury	Quarterly Non-Financial reports to ensure better executive analysis,	Time and quality	Within 15 days after each quarter in line with Treasury formats and requirements	The quarterly reports were submitted to the Speaker as Executive Authority, OCPOL as well as Provincial Treasury on the 15 of the first month of the new quarter as per the requirement of Section 40(4) of the PFMA	None	- Transparency ensured - Enhanced decision-making on the implementation of the strategic plan - Accountability ensured
	Submission of Annual Financial Statements to Treasury	Annual Financial Statements	Time and quality	60 days after year end in line with GRAP	The 2008/2009 Financial Year financial statements were finalised in May 2009 (within 60 days after year end) and in line with specified formats from Provincial Treasury The audit was concluded in August 2009 and the AG expressed an Unqualified Audit Opinion	None	- Adherence to PFMA requirement - Promotion of transparency - Compliance to governance issues and accountability - Upheld the image of the GPL
	Adherence to PFMA and Treasury regulations	Annual Budget and MTEF	Date and Quality	- As determined by Treasury - Per Treasury Format	- The GPLs annual budget and the budget statement two for 2010/11 Financial Year were presented to the LSB and submitted to Provincial Treasury - Regular bilateral conducted with Provincial Treasury - There was continuous interaction with Programme Managers to determine activities and projects that were realistic, relevant, capable of completion and necessary	None	- Financial allocations aligned to political goals and objectives as per the strategic plan of the institution - The GPLs budget and its spending plans published in the 2010/2011 budget statement two This promotes transparency and accountability

	• Adherence to PFMA, <u>King II</u> and corporate governance	• Audit Committee Meetings	• No of meetings	• 4 meetings every year with full agenda and task lists	• All 4 quarterly Audit Committee meetings were held	• None	• Adherence to Corporate Governance • Accountability ensured • Independent oversight ensured on the financial and risk management systems • The tracking of the implementation of risk management plan was intensified ensuring minimised risk exposure in the operational and strategic process
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FINANCE DIRECTORATE

MANDATE

The mandates of the directorate are to support the function of the GPL through professional, effective and efficient financial management practices and to ensure effective and efficient systems of internal control.

STRATEGIC OBJECTIVES

- Execute Financial Management and Administration according to the PFMA, Treasury Regulations, Policies, Regulations, and all applicable legislation;
- Provide informative and timeous Financial Reports to all stakeholders in line with PFMA and Treasury Regulation requirements;
- To continuously achieve an unqualified audit report;
- Develop and maintain Financial Management Policies and Procedures;
- Development of the institutional budget that is informed by the institution's goals and objectives as expressed in the institutional Strategic Plan and apply effective budgetary control over-expenditure;
- Processing payments that are valid, accurate and complete; and
- Execution of payroll for both members and staff.

PERFORMANCE STATEMENT

- Quarterly performance and financial reports were prepared on a quarterly basis and submitted to all relevant internal and external stakeholders;
- Expenditure reports were prepared for political parties on a monthly basis;
- Liabilities of the institution were settled timeously within available resources;
- Reviewed the Subsistence and Travel Policy for alignment with the new GPL structure and to cater for inflationary increases. This is for implementation in the new financial year;
- Revised Annual Revenue and Expenditure Projections for 2010/2011 in accordance with section 40 of the PFMA aligned to the revised business plans;

- Closer liaison with the Members Affairs Directorate was maintained to ensure service excellence to members. Monthly reports for parties were prepared and distributed at Members Affairs meetings;
- Business and Financial Planning – The Director, Finance and Planning, and Budget Manager, engaged regularly with all directorates and respective programme managers to finalise the budget for 2010/2011 as well as reprioritisation of projects for 2009/2010 in order to spend within available resources;
- Programme managers were continuously engaged to resolve their budget related matters. Scheduled meetings were also conducted to determine planned activities to inform expenditure projections. Guidance and feedback on budgetary matters were provided both on a formal and informal basis;
- Regular engagements with all directorates and respective programme managers were conducted to finalise expenditure projections;
- Courtesy calls to members travelling were made to ensure that all travel arrangements were satisfactory. A proactive approach was adopted to eliminate travel problems by having regular meetings with travelling candidates; and
- Captured the approved 2010/2011 budget on SAP.



FINANCE DIRECTORATE

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• Finance Directorate	• Remunerated members and staff in line with policy and Political Office Bearers Remuneration Act	• Payroll execution for members and staff	• Zero incidents of untimely and inaccurate remuneration of members and staff	• 15 and 25 of the month respectively	• Members and staff salaries paid on 15 and 25 of each month respectively, with zero incidents of inaccurate and untimely transactions	• None	- Members and staff were remunerated in line with policy prescripts - Contributed towards the promotion of sound employee relations - Continuous compliance to relevant legislation and policies
	• Processing of subsistence and travel claims (S and T)	• Payment of S and T claims for member and staff	• Percentage reduction in the number of complaints for late payments	1 day prior to departure for local travel 10 days prior to departure for international travel	100% of S and T claims processed as per policy prescript, with zero complaints received for late payments	• None	- Effective and efficient reimbursement of members and staff who were on official duty away from headquarters and home in the interest of the GPL - Members and staff expenses incurred or to be incurred in respect of personal subsistence and incidental costs were adequately funded

	• Payment of party and members facilities in line with approved policies and statute	• Research allowance • Constituency Allowance • Air travel • Training and development	• Percentage reduction in the number of complaints for late payments	• In April of each year • Monthly	• No research allowance payments were made to the Parties due to a political decision to discontinue same • Payments for constituency allowance were made monthly and as per policy prescript • Benefit tickets (air travel) payments were made promptly upon receiving invoices • Payment for Parties specific training and development were made promptly after receiving an invoice from service providers	• Research Allowances were discontinued during the 2008/2009 with the introduction of Party Political Funding Act	• Contributed towards enabling Political parties represented in the GPL to set up an infrastructure to serve the interest of constituency and enable its members to render a service to all their constituents • Ensured liabilities of the GPL were honoured • Members and Parties adequately resourced to participate effectively in legislative work of GPL and to do effective constituency work
	• Bank reconciliation	• Reconciliation of bank account with the GPLs financial system	• Accuracy of all transactions recorded in the bank account and general ledger	• Daily	• Daily bank reconciliations conducted	• None	• Confirmed the accuracy of all transactions recorded in the GPLs bank account and general ledger at the end of a particular period • No incidents of fraud on the bank account of the GPL
	• Ensure adequate cash in the bank account	• Request Transfer of funds from Provincial Treasury	• Sufficient cash in the bank account to meet the Institution's commitments	• Monthly	• Funds requisitions from the Provincial Treasury were done monthly	• None	• Ensured that expenditure for the month does not exceed cash allocated to the GPL • Ensured continuous compliance of PFMA in the prevention of over-expenditure
	• Settlement of accounts payable	• Payment of suppliers and service providers	• Reduction in number of complaints for late payments by suppliers and service providers	• Within 30 days from the date of receiving an invoice	• Majority of the suppliers were paid within 30 days of receipt of invoice This resulted to reduced number of complaints received for late payments by suppliers and service providers In instances where suppliers could not be paid within 30 days due to cashflow constraints, the affected suppliers were notified and payments arrangements were made with them	• A few suppliers could not be paid within 30 days due to cashflow constraints that were experienced by GPL in 2009/2010	• Sustained business relations with suppliers • Ensured liabilities of the GPL were honoured • Contributed in the reduction of unemployment and strengthening the Provinces Economy



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Monthly and quarterly financial reporting to Treasury	Monthly and quarterly financial reports	Readily availability of accurate financial data	Within 15 days after month-end for monthly report	All monthly financial reports were submitted to Provincial Treasury by the 15 of each month	None	- Transparent and accountable GPL - Enhanced decision-making on financial matters relating to the GPL - Ensured Accountability on implementation of budget
	Quarterly Non-Financial reporting to Treasury	Quarterly Non-Financial reports	Consistent compliance with the PFMA	Within 15 days after elapse of the preceding quarter	All non-financial performance report was submitted by the 15 of the first month of the new quarter	None	- Ensured accountability on the implementation of the strategic plan - Transparent and accountable GPL
	Co-ordination of Annual Financial Statement process	Accurate and complete set of Annual Financial Statements	Annual Financial Statements submitted in line with PFMA requirements	60 days after year-end in line with PFMA and Treasury regulations	Annual Financial Statement submitted on 30 May 2009	None	Presented a true and fair view of the GPLs financial performance, financial position, changes in net asset and cash flows that is useful to a wide range of users

	Co-ordination of the Institution's business planning and budget process	- Developed Institution's business plan - Developed annual performance plan - Compilation of the annual budget that aligned to business plans - Compilation of the budget statement chapter - Compilation of monthly projections	- Increased public awareness of the Institutions service delivery plans - Adequately resourced Institution - Increased public awareness of the Institutions service delivery plans - Alignment of expenditure with operational plans	- June of each year - March 2010 - Submission to Treasury of: 2nd draft in December 2009 - Submission of the chapter to Treasury in December 2009 - Submission of projection to Treasury in March 2010	- GPL 2010/2011 strategic planning and business process commenced in June 2009 to develop the 2010/2011 Strategic Plan - The draft 2010/2011 GPL Strategic Plan was developed and presented to the USB for adoption However, its sign-off by the Speaker and the Secretary could not be realised by end of March 2010 - The first budget submission was made to the Provincial Treasury on 28 August 2009 - The 2nd draft budget submission was made in the first week of December 2009 - The GPL 2nd draft budget statement chapter was made in the first week of December 2009 - The final draft of the budget statement chapter was finalised in February 2010 after receipt of the GPL final 2010/2011 allocation letter from the Provincial Treasury - The GPL projections were submitted to the Provincial Treasury in March 2010	The Strategic Plan document could not be finalised by end of March 2010 due to delays in finalising the reprioritisation process to align plans with the budget that was finally allocated to the Institution	- Clearly communicated GPL service delivery plans - Provincial Treasury allocated insufficient funding to GPL for the 2009/2010 and as a result major projects of the institution were deferred to the following financial year - Clearly communicated GPL service delivery plans - Alignment of the allocated budget plan with service delivery plans
	Co-ordination of the Adjustment Budget	- Compilation of the adjustment budget - Compilation of the adjustment budget chapter	- Emerging priorities adequately funded - Increased public awareness of the Institutions service delivery plans	- Submission of the adjustment budget to Treasury in August 2009 - Submission of the chapter to Treasury in September 2009	- The adjustment budget submission was made to the Provincial Treasury in September 2009 - This submission was made in accordance to Treasury's submission date - The draft adjustment chapter was submitted to the Provincial Treasury in October 2009 - This submission was made in accordance to the Provincial Treasury's submission date	None	- Provincial treasury allocated insufficient 2009/2010 adjustment budget, resulting to deferment of major projects - Clearly communicated GPL service delivery plans
Reasons for major variances: The Finance Directorate largely realised its goals and objectives for the year with no material or significant variances							



SUPPLY CHAIN MANAGEMENT DIRECTORATE

MANDATE

The mandates of the directorate are to support the function of the GPL through effective and efficient supply chain management services at the most economic manner whilst ensuring that HDIs are empowered by extending fair and equal treatment to our suppliers with the limited resources available to deliver the goods and services required by our customers within a specific time frame.

The Directorate, Supply Chain Management, renders a supply chain management service to the GPL. It is also responsible for ensuring compliance with the supply chain management processes with regard to demand and acquisitions management.

The directorate is further focused on refining tender processes that will largely contribute to the achievement of the set BEE goals as they encompass preferential procurement points that will benefit existing and emerging businesses managed and owned by HDIs, Women, Youth and PwDs.

STRATEGIC OBJECTIVES

- Efficient procurement of goods and services in the most economic and effective manner in ensuring value for money that will align preferential procurement with the aims and principles of BBBEE and PPPFA Acts;
- The identification of need assessments and linkage to the strategic objectives of the GPL, the drafting of specifications, invitations, evaluation and adjudication of bids and quotations;
- Ensuring compliance with the supply chain management policies and processes with regard to demand and acquisition management;
- The compilation and maintenance of a supplier database, supplier performance management and contract management;
- Responsible for the logistical management services that include the establishment of an effective logistical service that involves, amongst others, the issuing of orders, payments and stores; and
- Ensuring good corporate governance and transparency on Supply Chain Management processes.

PERFORMANCE STATEMENT

- Provision for the promotion of BBBEE is also made in our SCM policy to further emphasise the seriousness that is orchestrated by both the Acts. Status in relation to targets as at Financial Year end 2009/2010 were:

- Total spend on goods and services for the reporting year was R 60. 1 million;
- Total BEE spend was R 25.6 million equating to 42.6%;
- Total spend on women was R11.7 million equating to 19.48%;
- Total spend on youth was R 476 179 equating to 0.79%; and
- Total spend on people with disabilities was R 9 719 equating to 0.02%.
- Training course held during October 2009 for all Members of Bid Committees;
- Special Training on SCM processes for LAC Committee representatives were arranged and conducted; and
- Development of the revised Supply Chain Management Policy which is aligned with the Financial Management of GPL Act 2009, thus bringing the GPL into the 21st Century in terms of Supply Chain Management standards.



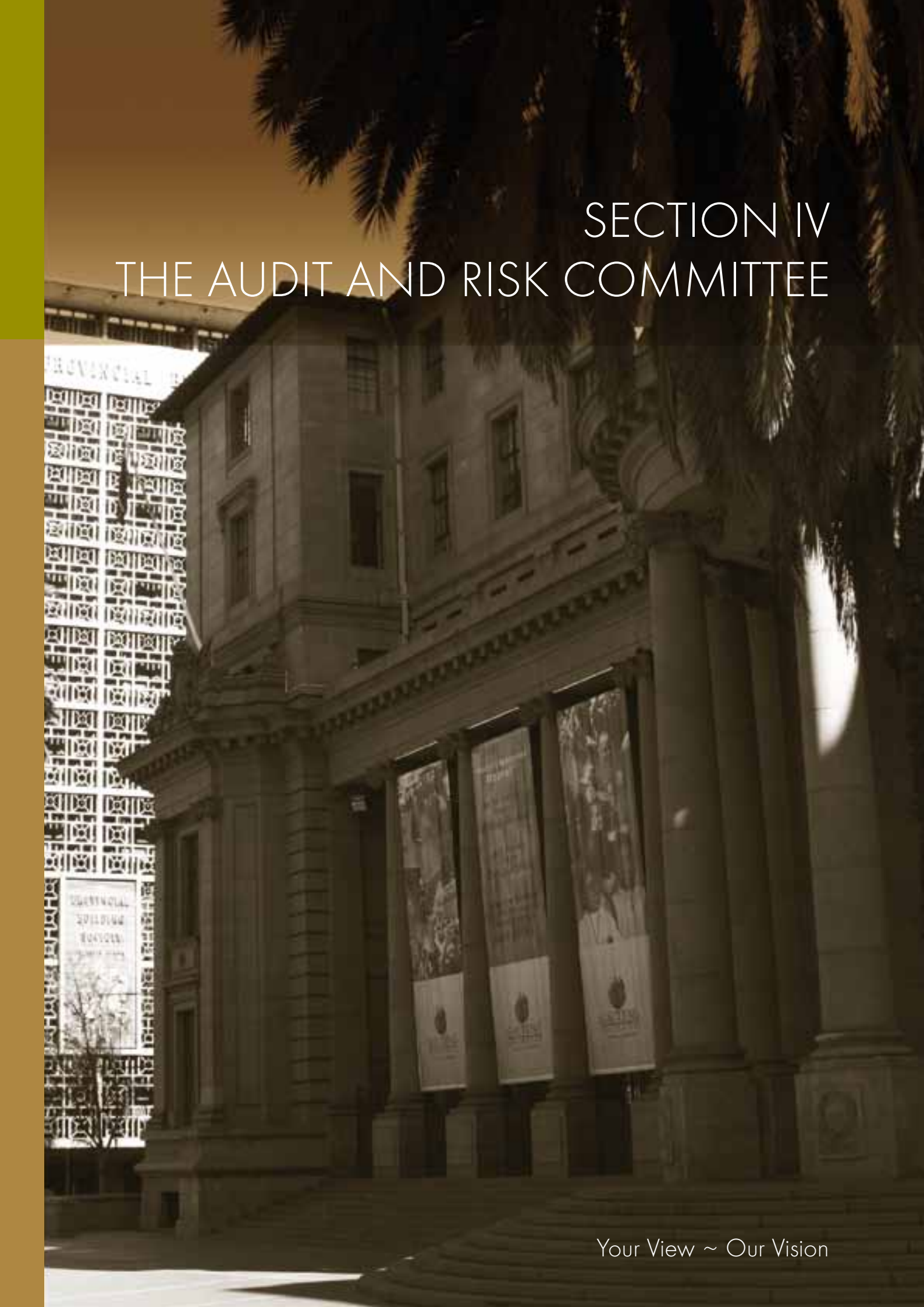
SUPPLY CHAIN MANAGEMENT

SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
• SCM	Effective and efficient Acquisition of Goods and Services in line with the policy and delegation of authority	Goods and Services Procured	Requisitions processed within 4 days	Requisitions processed within 4 days	100% processing of requisitions within required timeframes A total of 2248 purchase requisitions were received and 2059 purchase orders were successfully placed	None	- Objectives were realised through the services rendered and goods received - Goods and services delivered within required timeframes to the business - Ensured business continuity and uninterrupted implementation of business plans and thus achieving the institutional strategic goals
	Effective travel management – Air Travel, Accommodation and car hire done within the required timeframe	Air Travel, Accommodation and car hire booked	Requisitions processed and Booked within the given date	Requisitions processed and Booked within the given date	100% processing of travel requisitions within required timeframes A total of 442 GPL business, benefit tickets and international travel were successfully finalised	None	- Members and officials could all accomplish their respective job missions - Ensured business continuity and uninterrupted implementation of business plans and thus achieving the institutional strategic goals
	Effective tender management processes – tenders compiled and advertised	Contract Awarded	Contract awarded within 3 months	Contract awarded within 3 months	A total of 3 tenders were awarded However, all of them were awarded after the 3 months validity period had elapsed	Due to financial constraints, some contracts were awarded only after the 3 months validity period had elapsed as most tenders were pending obtaining additional funding	- Contributing to the provincial economic growth by outsourcing services to small and medium enterprises existing in Gauteng - Contributed to Government's efforts of reducing unemployment in the country

	• Submission and Recommendation of LAC	• Contract Awarded	• Contract awarded within 3 months	• Contract awarded within 3 months	• The Security Tender was considered by LAC for recommendation to the Provincial Secretary	• The appointment of the LAC members was made late in 2009, thus tenders were approved by the Provincial Secretary in the interim period	• Business continuity ensured
	• Effective contract management system	• Management of the contract register	• Submission of contractor batches to Finance prior to the 23rd of each month	• Contract awarded within 3 months	• All contract payments were honoured as per contractual agreements except for instances where invoices were not received timeously	• None	• Contract commitments honoured • Small and medium enterprises liquidity levels sustained thereby enabling them to honour their credit obligations
	• Effective contract management system	• Management of the contract register	• Accurate and complete contract register	• Contract awarded within 3 months	• The Contract Register was maintained in consultation with Office of the Provincial Secretary. Furthermore, to strengthen contract management in GPL, the directorate introduced a system that notifies Managers were notified in due course of contracts' expiry dates	• None	• Line managers were informed in advance to consider renewing or initiating procurement processes
	• Management of vendor database	• Effective management of the vendor database	• 100 % of vendors on database must be compliant to defined criteria	• 100 % of vendors on database must be compliant to defined criteria	• All the vendor database forms received during the financial year were successfully captured on the system except those not meeting the set requirements	• None	• The GPL does business with companies whose tax matters are in order • Ensured that business is given to legitimate suppliers • Imposed on suppliers to adhere to policies regulating the business environment • Encouraged suppliers to comply with statutory requirements



SUB - PROGRAMME	MEASURABLE OBJECTIVE	OUTPUT	PERFORMANCE MEASURE/SERVICE DELIVERY INDICATOR	ACTUAL PERFORMANCE AGAINST TARGET		REASONS FOR DEVIATION FROM TARGETS/ NON-ACHIEVEMENT OF TARGETS	OUTCOME AND IMPACT
				TARGET	ACTUAL		
	Promotion of historically disadvantaged Individuals	Production of BEE report	Submission of SCM reports to Treasury	Submission of SCM reports to Treasury	An indication of purchases for goods and services above R100 000 was submitted to Treasury as evidence of the allocation utilised	None	- Compliance with Treasury Requirements - Business extended to previously disadvantaged people thus ensuring empowerment - Contributed to the sustainability of businesses that are black and women owned
	Good corporate governance and transparency on SCM	Approval of tenders, deviations and ex post factor	Two meetings per month	Two meetings per month	1 meeting of the LAC took place in February 2010 to consider the Security Tender	- The appointment of the LAC members was made late in 2009, thus tenders were approved by the Provincial Secretary in the interim period - Recommendations to the Provincial Secretary however emanated from sound, transparent and prudent tender processes - The approval of ex-post-factors were deferred to the appointment of the LAC Members	Ensured business continuity and uninterrupted implementation of business plans and thus achieving the institutional strategic goals



SECTION IV THE AUDIT AND RISK COMMITTEE

Your View ~ Our Vision



GAUTENG PROVINCIAL LEGISLATURE

REPORT OF THE AUDIT AND RISK COMMITTEE

We are pleased to present our report for the financial year ended 31 March 2010.

AUDIT COMMITTEE MEMBERS AND ATTENDANCE

The Audit Committee consists of the members listed hereunder and should meet 4 times per annum as per its approved terms of reference. During the current year, 6 meetings were held.

Name of Member	Number of Meetings Attended
JL Davis (Chairperson)	6
AR Martin	6
V.P. Skosana	5
R. Letwaba	1
M. Madlala	3

AUDIT COMMITTEE RESPONSIBILITY

The Audit and Risk Committee reports that it has complied with its responsibilities arising from section 38(1)(a) of the PFMA. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit 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 GPL over financial and risk management is effective, efficient and transparent.

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

EVALUATION OF FINANCIAL STATEMENTS

The Audit and 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's management report and management's response thereto;
- Reviewed the Legislatures compliance with legal and regulatory provisions; and
- Reviewed significant adjustments resulting from the audit.

The Audit and Risk Committee concurs and accepts the Auditor-General's conclusions on the Annual Financial Statements, and is of the opinion that the audited Annual Financial Statements be accepted and read together with the report of the Auditor-General.

INTERNAL AUDIT

The Audit and Risk Committee is satisfied that the internal audit function is operating effectively and that it has addressed the risks pertinent to the department in its audit.

AUDITOR-GENERAL SOUTH AFRICA

The Audit and Risk Committee has met with the Auditor-General South Africa to ensure that there are not unresolved issues.

JL DAVIS
CHAIRPERSON OF THE AUDIT COMMITTEE

SECTION V
ANNUAL FINANCIAL STATEMENTS
(FOR THE YEAR ENDED 31 MARCH 2010)

Your View ~ Our Vision





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REPORT OF THE AUDITOR-GENERAL

TO THE GAUTENG PROVINCIAL LEGISLATURE ON THE FINANCIAL STATEMENTS OF VOTE
NO. 2: GAUTENG PROVINCIAL LEGISLATURE FOR THE YEAR ENDED 31 MARCH 2010

REPORT ON THE FINANCIAL STATEMENTS

Introduction

I have audited the accompanying financial statements of the Gauteng Provincial Legislature, which comprise the appropriation statement, the statement of financial position as at 31 March 2010, and the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information, and the accounting officer's report as set out on pages 200 to 242.

Accounting Officer's responsibility for the financial statements

The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting determined by the National Treasury as set out in accounting policy note 1.1 and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA). This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor-General's responsibility

As required by section 188 of the Constitution of South Africa and section 4 of the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), 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 and *General Notice 1570 of 2009* issued in *Government Gazette 32758 of 27 November 2009*. 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.

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 Legislatures 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 Legislatures 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.

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

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Gauteng Provincial Legislature as at 31 March 2010, and its financial performance and its cash flows for the year then ended in accordance with the modified cash basis of accounting determined by the National Treasury, as set out in accounting policy note 1.1 and in the manner required by the PFMA.

Emphasis of matters

I draw attention to the matters below. My opinion is not modified in respect of these matters:

Basis of accounting

The Legislatures policy is to prepare financial statements on the modified cash basis of accounting determined by the National Treasury, as described in accounting policy note 1.1.

Restatement of corresponding figures

As disclosed in notes 22 and 29 to the financial statements, the corresponding figures for 31 March 2009 have been restated resulting from applicability of Legislation discovered during 31 March 2010 in the financial statements of the Gauteng Provincial Legislature at, and for the year ended, 31 March 2009.



REPORT OF THE AUDITOR-GENERAL

TO THE GAUTENG PROVINCIAL LEGISLATURE ON THE FINANCIAL STATEMENTS OF VOTE
NO. 2: GAUTENG PROVINCIAL LEGISLATURE FOR THE YEAR ENDED 31 MARCH 2010

Accruals

Accruals which exceeded the payment terms of 30 days amounted to R1 303 000. This amount in turn exceeded the surplus reflected in the appropriation statement before taking into account any direct charges of R98 000 by R1 205 000. The amount of R1 205 000 would therefore have constituted unauthorised expenditure should the amounts due have been paid in time.

ADDITIONAL MATTER

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

Unaudited supplementary schedules

The supplementary information set out on pages 243 to 244 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

In terms of the PAA of South Africa and *General notice 1570 of 2009*, issued in *Government Gazette No. 32758 of 27 November 2009* I include below my finding on the report on predetermined objectives, compliance with the PFMA and financial management (internal control).

Findings

Predetermined objectives

No matters to report.

Compliance with laws and regulations

Public Finance Management Act, 1999 (Act No. 1 of 1999)

Non-adherence to legislation

The accounting officer did not always effect payments to creditors within 30 days from the receipt of invoices as required by section 38(1)(f) and 76(4) of the PFMA.

INTERNAL CONTROL

I considered internal control relevant to my audit of the financial statements and the report on predetermined objectives and compliance with the PFMA, but not for the purposes of expressing an opinion on the effectiveness of internal control. The matters reported below are limited to the deficiencies identified during the audit.

Leadership

No matters to report.

Financial and performance management

The financial statements were subject to material amendments resulting from the audit.

Governance

No matters to report.

Auditor - General

Johannesburg
30 July 2010



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

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

1. GENERAL REVIEW OF THE STATE OF FINANCIAL AFFAIRS

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

The global economic meltdown posed serious financial challenges for the country as the economic activities slowed down, resulting to a lower consolidated budget revenue projection for the State to fund current Government programmes. This prompted the Minister of Finance in his 2009 Mid-Term budget speech to highlight that “the recession requires us to make substantial changes to our fiscal projections and plans. It means that we have to achieve more, with less. We cannot spend money on wasteful extravagances, we cannot tolerate unnecessary bureaucratic structures, and we must achieve greater value for money in contracting for goods and services”.

Supporting efficient and sustainable financial management is fundamental to the promotion of economic development and good governance. The Financial Management of Gauteng Provincial Legislature Act mandates the Executive Authority to ensure transparency, accountability and sound management of the revenue, expenditure, assets and liabilities of the Gauteng Provincial Legislature.

In response to this call, the Office of the Speaker tasked the CFO's Office to embark on an in-depth expenditure analysis in an effort to identify areas of inefficiencies and potential of curbing extraneous costs. The findings and recommendation of this exercise were presented to Presiding Officers (POs) and the recommendations were adopted with immediate implementation. The recommendations were the outcome of the initial phase on strategies to curb expenditure. As trends and economic analysis are pursued further, it is inevitable that further areas will be identified with appropriate recommendations. This situation further compelled the GPL to prioritise and thus shift limited available resources to areas with critical need. The inadequacy of resources and its impact resulted in the deferment of a number of identified projects. This reality also emphasised the need to exercise more economy in the performance of day to day activities.

The situation demanded the exercising of greater control on expenditure with the introduction of cost saving measures, identifying areas where savings could be realised and to ensure that the limited allocated resources were optimally and efficiently utilised.

The development and implementation of the organisational development (OD) plan culminated in the Institution's new business model. To ensure that the model was adequately resourced to support the Institution's core mandates, the budget was revised to depict the newly adopted business model and financial resources were re-organised accordingly. The GPL significantly improved its organisational structure by increasing the number of personnel and associated resources in order to meet its capacity-related needs. The strategy of increasing capacity, both human and physical, will continue over the next few years.

Enhancement of Financial Management and Control Over Budgets

The effectiveness of the budget for control purposes is dependent upon the existence of a sound organisational structure. Accordingly, the authority and responsibilities of each individual manager were clearly defined and delegations of authority revised. The new organisational structure as well as the associated delegations and profiles were subsequently implemented on the SAP enterprise resource planning system.

The outcome of the organisational development (OD) intervention project determined new standards on staffing, capacity constraints and required to operate proficiently. It is envisaged that the revised structure would enable the Office of the CFO to effectively deliver on its mandates. The challenge nevertheless remains to fill the newly approved positions early in the new financial year. The Office of the CFO however ensured sound financial management based on legislative requirements, best practice and principles of good governance and provided financial expertise and direction in alignment with overall business strategies. Unqualified audit opinions have been achieved over the past few years. Sound financial planning and analysis resulting in the allocation (and reprioritisation where necessary) of financial resources, enabled delivery of the Legislatures strategic and business plans. The Office further provided financial, accounting management, accounting and procurement services and “partnerships” with business units. The overall strategy of the Programme is the progressive development of the capability to be a strategic partner and value creation enabler to the other Programmes.



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

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

The Gauteng Provincial Legislature identifies itself as a learning organisation which is performance driven. Accordingly, training of staff serving on various Supply Chain Committees was arranged during the year. This process was in line with the objectives of the Office of the CFO in ensuring that responsible managers are given the necessary skills required to optimise financial management and further enhance achievement of organisational objectives.

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

- The Office of the CFO developed a model to map activities and associated costs linked to the business plan of each unit;
- Actual expenditure were regularly compared to original budgets and original projections;
- Financial reports were produced and analysed on a monthly basis; and
- Building capacity on financial matters whereby programme and sub-programme managers are required to attend regular training on financial management.

Budget for 2009/2010

The GPL budget for the year under review amounted to R232.6 million representing a 11.9% decrease as compared to the final adjusted budget of R235.4 million for the previous financial year. In addition to the final appropriation, the GPL received an amount of R62.4 million

as a statutory appropriation in respect of remuneration for Political Office Bearers. The approach adopted to meet the additional funding requirements was first to identify savings and under-spending internally before requesting additional funds from Treasury. The GPL then submitted a further motivation to the Provincial Treasury requesting additional funding to finance the projected over-expenditure attributable to statutory, contractual obligations, accounts payables for services rendered as well as the shortfall on critical projects. The final appropriation included an additional amount of R22.1 million allocated through the adjustment budget process in respect of the following:

- Salary Adjustments - an additional amount of R3.05 million was allocated to finance the higher than anticipated costs of salary adjustment as per the wage settlement between government and unions;
- Official Opening of the GPL - this is an annual event that usually takes place within the GPL precinct. The Legislature was officially opened in February 2009. As a result of the 2009 general elections, a second opening was held in June 2009 whereby the newly-elected Premier delivered a state of the province address. This event was held at the Walter Sisulu Gardens, in Kliptown, Soweto in line with the spirit of taking government to the people. An additional amount of R2.5 million was allocated to cater for the additional costs incurred in this regard;
- Direct Charges Shortfall - an additional funding of R6.6 million was allocated through the second adjustment budget process to finance the budget shortfall in respect of remuneration of political office bearers; and
- Political Party Funding - an additional amount of R10 million was allocated to partially compensate for the shortfall emanating from the enactment of the Political Party Funding Act in the 2007/2008 Financial Year.

ECONOMIC CLASSIFICATION	BUDGET	BUDGET
	R'000	%
Compensation of employees	103,824	44.6%
Goods and services	100,677	43.3%
Transfers and subsidies (Party Funding)	22,000	9.5%
Capital expenditure	6,147	2.6%
TOTAL	232,649	100.0%



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

Expenditure in 2009/2010

The GPL spent R232.6 million of the total allocated budget. This represents 99.9% utilisation of the total voted funds for year. Under challenging conditions, the Institution operated within the available

limited financial resources with the implementation of strict financial management practices. Spending by economic classification is depicted in the table below:

ECONOMIC CLASSIFICATION	ACTUAL SPENDING R'000	% UTILISATION
Compensation of employees	103,824	44.6%
Goods and services	100,579	43.3%
Transfers and subsidies	22,000	9.5%
Capital expenditure	6,147	2.6%
TOTAL	232,550	99.9%

The total expenditure in the current financial increased by 8.5% when compared to the previous financial year total expenditure of R 214.3 million. An analysis of this spending reflects a spread through

various programmes and across various areas in respect of economic classification.

ECONOMIC CLASSIFICATION	ACTUAL SPENDING 2009/10 R'000	ACTUAL SPENDING 2008/9 R'000	% DIFFERENCE
Compensation of employees	103,824	81,037	28.1%
Goods and services	100,579	105,678	(4.8%)
Transfers and subsidies	22,000	20,000	10.0%
Capital expenditure	6,147	7,560	(18.7%)
TOTAL	232,550	214,275	14.6%

An analysis of the financial growth linked to the institutional strategy has revealed the following strategic growth areas:

- A notable geared increase in Members facilities, capacity building and funding allocation to parties
- Increased allocation for Commonwealth Parliamentary Association (CPA) activities
- Enhancement and emphasis on strategic planning processes
- Increase in allocation to Committees, Committees support and related activities, PEBA and Public Participation Programmes

- Investment in corporate governance processes and enhancement of business tools and processes; and

- Increased capacity in Research and Public Relations.

Virements within Main Divisions of the Legislature

In terms of section 43 of the PFMA, an Accounting Officer may utilise a saving under a main division within the vote to defray excess expenditure under another main division within the same vote, unless the relevant Treasury (Speaker) directs otherwise. The Institution conducted an in-depth exercise to identify savings within programmes to be utilised to defray over-expenditure within the vote. The table below reflects a summary of virements effected between programmes:



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

Programmes	Adjusted Appropriation R'000	Virements R'000	Final Appropriation R'000	Reason For Virements	Virements To / from Programme
Leadership and Governance	9,086	(507)	8,579	Under spending on vacant positions as well as cancelled CPA visits	To Office of the CFO and Corporate Services
Office of the Secretary	9,849	(693)	9,156	Under spending on vacant positions utilised to cater for the over-expenditure in Corporate Services	To Office of the CFO and Corporate Services
Corporate Services	127,312	6 677	133,989	To provide for payments of transport service providers, SAP configuration project as well as the provident fund settlement that was not budgeted for	From Leadership and Governance, Office of the Secretary and Parliamentary Operations (Core Business)
Parliamentary Operations (Core Business)	75,018	(5,971)	69,047	The under-spend incurred on vacant positions created through the Organisational Development process.	To Corporate Services
Office of the CFO	11,383	494	11,877	To provide for the settlement of over - spending due to 2008/2009 internal audit fees that were only paid in 2009/2010	From Leadership and Governance and Office of the Secretary
TOTAL	232,648	-	232,648		

2. UNDER / (OVER) SPENDING

As reflected on the annual financial statements, the primary under-spend was incurred on vacant positions created through the Organisational Development process. It is anticipated that these positions would be filled in the early part of the new financial year.

No other major variances occurred as limited resources required optimal utilisation. In certain instances an identification of a need during the financial year resulted in the movement of funds from less strategically important areas to areas of priority. A number of payments were however deferred to the new financial year in order to avert overspending on the budget.

3. CAPACITY CONSTRAINTS

The primary capacity constraint that faced the GPL was insufficient financial resources, which resulted in the deferment of identified projects and scaling down of less strategic activities.

As a result, cost reduction or curtailment measures were introduced to ensure the prevention of overspending at the end of the financial year. While implementing the cost reduction measures, care was taken to ensure that service delivery was not compromised. The GPL submitted a detailed motivation to the Provincial Treasury on the need

to review the baseline budget figures allocated to the GPL. There will be continuous engagements with the Provincial Treasury in the new financial year to realise the determined baseline budget.

4. CORPORATE GOVERNANCE

In the 2009/2010 Financial Year, the LSB continued to focus on improving corporate governance, and consolidating the effective operation of the Board. In line with the GPL's efforts to improve decision-making, meetings of the sub-committees of the board preceded the scheduled meetings of the LSB.

The GPL strives to adhere rigorously to the principles of good governance, accountability and ethics in all its undertakings. Adherence to these principles assures the GPL of more effective executive decision-making and allocation of internal resources. This requires not only that the GPL adheres to the prescriptive framework found in legislation and regulations, but also that the GPL's corporate governance structures are aligned with the *King II Report*. The GPL has adapted and applied, as far possible for a public sector institution, the principles contained in this second report of the King Commission where directors are held accountable and have a duty to perform at a highly ethical manner. The GPL has also positioned itself to meet the provisions of the proposed *King III* report once promulgated.



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

A consequential change was introduced at the administrative level to review and sequence the decision-making structures such as the Secretariat and its committees and the directorate meetings. A corresponding management system that linked the strategic management, operational activities and decision-making processes were introduced in order to align management systems to this method of work, namely:

- Quarterly plans and monthly/quarterly reports (financial and non-financial);
- Sequential meetings of the Secretariat, extended secretariat and directorate meetings; and
- Monthly and quarterly performance review sessions.

4.1 Audit & Risk Committee

The Committee continued to operate effectively in accordance with the written terms of reference as approved by the Legislature Services Board. The charter of the Committee is fully compliant with the PFMA and Treasury Regulations.

The Committee met on a quarterly basis and reviewed financial statements, monitored the appropriate accounting policies as well as the systems of internal control and findings of internal audit. The Committee reviewed the reports submitted by the external auditors on compliance with controls and the effectiveness of systems. The Committee also provided a supportive role in technical insight and advice on disclosures in the Annual Financial Statements. The Chairperson regularly reported to the Legislature Services Board. The Committee received regular reports on financial performance, risk management, internal and external audit, legal compliance, health and safety issues and the fraud prevention. In these meetings, the Accounting Officer and executive management were always represented. The Auditor-General is always invited to attend, ensuring that such meetings are as effective as possible.

4.2 Risk Management and Internal Audit

Risk Management

Risk management is an integral part of the Institutions activities to reduce risks to acceptable levels. During the financial year, The Audit, Risk and Governance Directorate was established primarily to develop the institutional risk policy and facilitate implementation of risk management.

The GPL completed a high level risk assessment process, which enabled the determination of the high level strategic risks to which the institution was exposed, and to evaluate the strategy for managing these risks. The outcome of this risk assessment was formally documented and approved by the Audit & Risk Committee and subsequently by the Board. The risks are analysed, evaluated, rated and action plans developed to mitigate these. In so doing weaknesses in operational controls are continuously identified.

The Risk Register was updated in line with the outcome of the high level risks 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 for all Programmes of the GPL. The Risk Register now features as a standard agenda item at the Audit & Risk Committee, LSB and Senior Management meetings.

In the coming year, risk management will be consolidated and amplified throughout the various streams and levels of business. All risks identified in operations by initiatives of the newly formed Directorate, internal and external audit findings, office compliance findings will in future be captured on the risk management software to be acquired in the new financial year.

The Risk Management Committee met four times during the financial year. The mandates of the Committee is to oversee and co-ordinate the risk management process. Management remain responsible for the identification, assessment and management of risk. The responsibility is not limited to the Secretariat but includes the total management structure within each Directorate.

Internal Audit

The Internal Audit function of the GPL continued to operate in line with the approved terms of reference and associated service level agreement based on the requirements of the PFMA and Standards for the Professional Practice of Internal Audit of the Institute of Internal Auditors.

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 of the GPL. This was accomplished mainly through regularity, performance, information technology and compliance audits. In pursuing this activity, the Internal Audit is guided by a fully functional Audit and Risk Committee at all times.



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

4.3 Fraud Prevention Plan

A fraud prevention plan has been adopted which is aligned to the risk management strategy. Both documents have been communicated to staff and also loaded on the Legislature intranet for awareness and reference purposes. Comprehensive progress has been made on the implementation strategy of the fraud prevention plan. A significant programme to contain and prevent fraud was developed and was supported by information sharing sessions to improve fraud awareness. A fraud awareness workshop was also held at the end of the financial year during which utilisation of the new fraud reporting hot line was strongly encouraged. Further workshops are planned during the new financial year.

4.4 Management processes to minimise conflict of interest

A register has been established for all members to disclose any conflicts of interest. Same will be extended to all staff in the new financial year. On evaluation of tenders, the register is cross referenced with the tender documents to ensure no conflict of interest exists.

4.5 Implementation of code of conduct

The GPL enjoyed a sound and stable relationship with the trade union over past year. In ensuring that there are good labour relations between the Union and Management, the GPL has formalised this through a recognition agreement in order to facilitate the term, manner and the scope of the relationship envisaged.

The code is a guideline that governs behaviour of the GPL and the union representatives and further provides information about the standards of integrity and conduct that the GPL expects. It expresses the GPL's core values and guiding principles. The objective of this code is to enhance accountability, transparency and public confidence of the stakeholders in the integrity, decision-making, and general conduct of employees of the GPL's and what the institution represents. The code of conduct has fully been implemented at the GPL's and is a standard item in the induction of employees. The code has recently been reviewed through the fraud prevention strategy initiatives and will be adopted in the new financial year.

The Legislature consistently strives at entrenching and enforcing ethical and moral behaviour throughout the institution and to building a corporate culture on a foundation of integrity.

4.6 Effectiveness of health, safety and environment issues

The level of hygiene within the Legislature is viewed as satisfactory. As regards safety, there has been no reported crime or instances of injuries to people within the GPL's precinct in the year. The GPL building is however in need of refurbishment. Plans have been prepared for the phased refurbishment and rehabilitation of the GPL building and its environment which has been included in the budget for the 2010/11 Financial Year.

5. NEW / PROPOSED AND DISCONTINUED ACTIVITIES / ACTIVITIES TO BE DISCONTINUED

Activities in the GPL continue to be carried out in terms of the constitutional and legal mandates of the GPL.

6. ASSET MANAGEMENT

An asset management policy has been developed and approved. The GPL manages its assets within the framework of the PFMA that obliges the GPL to exercise utmost care to ensure reasonable protection of its assets and records. As part of this duty of care, the Legislature is responsible to manage the safeguarding of its assets and has implemented and maintained an asset management system. The organisational culture is to value taxpayers' money and, as such, its assets. To that end, the GPL has put in place a working asset management system anchored in policies and standard operating procedures.

To ensure continued compliance with the PFMA, the GPL established an asset management unit under the SCM Directorate. This will be fully implemented in the new financial year. A concerted effort is under way to strengthen the overall control of assets and monitoring compliance on an ongoing basis through enhanced individual accountability for assets and regular physical counts of assets.

All assets are captured in the Asset Register. The Legislature will participate in the initiatives embarked upon by National Treasury to implement asset management in conjunction with the requirements of the PFMA.

7. PERFORMANCE INFORMATION

The primary focus of planning and performance monitoring was to standardise planning and performance measurements and ensure that the entire process is well-documented for consistency. Emphasis was given to the development, communication and introduction of tools,



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

procedures and structures for business planning and performance monitoring.

Various strategies have been put in place to ensure the GPL's broad objectives are achieved. Quarterly performance and financial reports were prepared for each quarter and submitted to relevant internal and external stakeholders. The reports seek to present the state of affairs of the GPL and its performance against predetermined objectives at the end of each reporting period. Programme performance is evaluated on a quarterly basis and reported to the Board.

8. IMPORTANT POLICY DECISIONS AND STRATEGIC ISSUES FACING THE GPL

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

- Building an effective and transformative GPL by focussing on the development of procedures, skills and resources for effective and continuous oversight as embedded in the Turn-Around Strategy.
- Emphasis on our oversight model, namely, Programme Evaluation and Budget Analysis (PEBA), and the role of committees, including our ability to involve the public in the processes of the GPL.
- Doing much more in respect of the execution of our constitutional mandates of law-making, public participation and oversight.
- Strengthening oversight work by rolling out PEBA to all Portfolio Committees as a model for oversight as well as implementing the recommendations of the *ad hoc* committee on Ministerial Accountability;
- Consolidation of law-making processes and a review of the efficacy of laws passed;
- Deepening of democracy by ensuring that the public is involved in the process of law-making and oversight,

- Locating public participation at the centre of the GPL processes and making the Legislature a tribune of our people;
- Continuing to put in place appropriate systems for Executive Accountability;
- Developing laws that create an enabling environment for a better life for the people of Gauteng;
- Improving the effectiveness of the Legislature Services Board by the application of principles of good governance;
- To operate efficiently and effectively to satisfy the strategic imperatives of the business by improving the efficacy of the existing structures, implementing new organisational structures following the OD exercise;
- Efficient, economical and effective utilisation of limited resources to our best ability in delivering on our constitutional mandate with due cognisance of the fiscal constraints and liquidity challenges facing the province;
- Allocative efficiency in terms of directing more resources towards the constitutional mandate and making the work of elected representatives more effective; and
- Maintaining effective, efficient and transparent systems of financial management, risk management, internal control and internal audit.

9. SCOPA RESOLUTIONS

The following resolutions were deemed necessary by SCOPA.



REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2010

SCOPA RESOLUTION	SUBJECT	PROGRESS
Gauteng Provincial Legislature did not comply with Section 38 (1) (f) of the PFMA and Treasury Regulations 8.2.3 which require that invoices be paid within 30 days of receipt. Resolution: Gauteng Provincial Legislature provides SCOPA with a report on the effectiveness of measures put in place to ensure compliance with applicable legislation by 7 February 2010.	Invoices to be paid within 30 days of receipt.	A report regarding the control measures was submitted to SCOPA by the stipulated date.
The Gauteng Provincial Legislature provide SCOPA with measures to be put in place to address the key governance responsibility finding by 7 February 2010.	Material adjustments to the financial statements.	A report containing measures to address the weakness was submitted to SCOPA by the stipulated date.

10. OTHER

The GPL solicited legal opinion on whether the Unemployment Insurance Contributions Act, (Act No. 63 of 2001) is applicable to MPLs and whether they are eligible to contribute towards the Unemployment Insurance Fund. The opinion was explicit that that MPL's do not meet the criteria of employees for the purposes of the Unemployment Insurance Act and that members would not qualify as employees of the GPL. Accordingly, administration applied the above and did not deduct UIF contributions from members.

During the current years audit, the AG informed the GPL of the applicability of UIF to members and indicated that the GPL must contribute to UIF from the date on which the legislation was promulgated, i.e. 2002 and that the GPL must disclose the UIF liability in the note on Employee Benefits. The GPL has accordingly made the required disclosure relating to the UIF contribution for members.

11. EVENTS AFTER BALANCE SHEET DATE

There were no events that occurred between the end of the financial year and the date of this report that requires further disclosure in the annual financial statements.

12. APPROVAL

The Annual Financial Statements set out on pages 207 to 244 have been approved by the Accounting Officer.

PETER SKOSANA
PROVINCIAL SECRETARY (ACCOUNTING OFFICER)
31ST MAY 2010



APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010

Programme		2009/10						2008/09		
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1	Leadership and Governance	9 086	-	(507)	8 579	8 579	-	100%	9 560	9 560
	Current payment	9 086	-	(507)	8 579	8 579	-	100%	9 560	9 560
2	Office of the Secretary	9 849	-	(693)	9 156	9 156	-	100%	12 007	12 007
	Current payment	9 849	-	(693)	9 156	9 156	-	100%	12 007	12 007
3	Corporate Services	127 312	-	6 677	133 989	133 892	98	100%	143 689	107 536
	Current payment	103 755	-	2 898	106 653	106 556	98	100%	106 536	99 886
	Transfers and Subsidies to	22 000	-	-	22 000	22 000	-	100%	20 000	-
	Expenditure for capital assets	1 557	-	3 780	5 337	5 337	-	100%	17 153	7 650
4	Parliamentary Operations (Core Business)	75 018	-	(5 971)	69 047	69 047	-	100%	66 691	63 440
	Current payment	75 018	-	(5 971)	69 047	69 047	-	100%	66 631	63 440
	Expenditure for capital assets	-	-	-	-	-	-	0%	60	-
5	Office of the CFO	11 383	-	494	11 877	11 877	-	100%	3 526	1 822
	Current payment	11 383	-	494	11 877	11 877	-	100%	3 226	1 822
	Expenditure for capital assets	-	-	-	-	-	-	0%	300	-
	Sub - Total	232 648	-	-	232 648	232 550	98	100%	235 473	194 365
3	Corporate Services									
	Direct Charges - MPL Remuneration	62 439	-	-	62 476	60 996	1 480	98%	47 729	47 071
	Political Party Funding	-	-	-	-	-	-	0%		41 000
	Sub - Total	62 439	-	-	62 476	60 996	1 480	98%	47 729	88 071
TOTAL		295 087	-	-	295 124	293 546	1 578	99%	283 202	283 436
Reconciliation with Statement of Financial Performance										
Add : Other receipts					2 019	-			3 037	-
Less : Outstanding receipt for direct charges - MPL remuneration					-	-			-	-
Less : Political Party Funding not expensed					-	-			-	(41 000)
Add : Local and Foreign aid assistance received and expensed					480	480			416	416
Actual amounts per Statement of Financial Performance					297 623	294 026			286 655	241 852

APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010

Economic classification		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Current									
	Compensation of employees	107 513	-	(3 689)	103 824	103 824	-	100%	84 228	81 037
	Goods and services	101 578	-	(901)	100 677	100 579	98	100%	113 732	105 678
	Interest and rent on land	-	-	-	-	-	-		-	-
	Transfers and subsidies to:									
	Non-Profit institutions	22 000	-	-	22 000	22 000	-	100%	20 000	-
	Payments fo capital assets	-	-	-	-	-	-		-	-
	Buildings & other fixed structures	134	-	(134)	-	-	-		1 002	143
	Machinery and equipment	1 380	-	3 153	4 533	4 533	-	100%	11 050	2 345
	Software and other intangibles	43	-	1 571	1 614	1 614	-	100%	5 462	5 162
	Total	232 648	-	-	232 648	232 550	98	100%	235 473	194 365

Direct charge against the Provincial Revenue Fund		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1	Provinces Equitable Share	232 648	-	-	232 648	232 550	98	100%	235 473	194 365
2	Direct charges - MPL Remuneration	62 439	-	-	62 476	60 996	1 480	98%	47 729	47 071
3	Political Party Fund Payments	-	-	-	-	-	-		-	-41 000
	Total	295 087	-	-	295 124	293 546	1 578	99%	283 202	282 436



APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010
PROGRAMME 1 - LEADERSHIP AND GOVERNANCE

Economic classification		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Current Payments									
	Compensation of employees	5 154	-	(262)	4 892	4 892	-	100%	4 237	4 237
	Goods and services	3 932	-	(245)	3 687	3 687	-	100%	5 323	5 323
	Total	9 086	-	(507)	8 579	8 579	-	100%	9 560	9 560

Programme per sub-programme		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Office of the Speaker									
	Current payment	9 086	-	(507)	8 579	8 579	-	100%	9 560	9 560
	Total	9 086	-	(507)	8 579	8 579	-	100%	9 560	9 560

PROGRAMME 2 - OFFICE OF THE SECRETARY

Economic classification		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Current Payments									
	Compensation of employees	5 544	-	(2 338)	3 206	3 206	-	100%	3 849	3 849
	Goods and services	4 305	-	1 645	5 950	5 950	-	100%	8 158	8 158
	Total	9 849	-	(693)	9 156	9 156	-	100%	12 007	12 007

Programme per sub-programme		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Office of the Speaker									
	Current payment	9 849	-	(693)	9 156	9 156	-	100%	12 007	12 007
	Total	9 849	-	(693)	9 156	9 156	-	100%	12 007	12 007



APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010
PROGRAMME 3 - CORPORATE SERVICES

Economic classification	2009/10							2008/09	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	38 570	-	509	39 079	39 079	-	100%	35 266	35 266
Goods and services	65 185	-	2 389	67 574	67 477	98	100%	71 270	64 621
Interest and rent on land	-	-	-	-	-	-	-	-	-
Transfers and subsidies to:									
Non-Profit institutions	22 000	-	-	22 000	22 000	-	100%	20 000	-
Payments fo capital assets									
Buildings & other fixed structures	134	-	(134)	-	-	-	-	1 002	143
Machinery and equipment	1 380	-	2 343	3 723	3 723	-	100%	10 989	2 345
Software and other intangibles	43	-	1 571	1 614	1 614	-	100%	5 162	5 162
Total	127 312	-	6 677	133 989	133 892	98	100%	143 689	107 536

Programme per sub-programme	2009/10							2008/09	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	42 814	-	(9 789)	33 025	33 025	-	100%	-	-
Members Affairs									
Current payment	41 099	-	(1 196)	39 903	39 903	-	100%	55 279	32 735
Institutional Support									
Current payment	22 021	-	7 424	29 445	29 347	98	100%	39 085	35 544
Operational Support									
Current payment	21 378	-	10 238	31 616	31 617	-	100%	49 325	39 257
Total	127 312	-	6 677	133 989	133 892	98	100%	143 689	107 536



APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010

PROGRAMME 4 - PARLIAMENTARY OPERATIONS (CORE BUSINESS)

Economic classification		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Current Payments									
	Compensation of employees	50 103	-	(1 200)	48 903	48 903	-	100%	40 876	37 686
	Goods and services	24 915	-	(5 582)	19 333	19 333	-	100%	25 755	25 755
	Payments fo capital assets									
	Machinery and equipment	-	-	810	810	810	-	100%	60	-
	Total	75 018	-	(5 971)	69 047	69 047	-	100%	66 691	63 440

Programme per sub-programme		2009/10							2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Management									
	Current payment	51 617		(2 578)	49 039	49 039	-	100%	39 278	36 684
	Parliamentary Business (Core Business)									
	Current payment	6 399		(2 083)	4 316	4 316	-	100%	12 737	12 737
	Information and Knowledge Management									
	Current payment	6 081		575	6 656	6 656	-	100%	5 152	5 152
	Communication									
	Current payment	10 921		(1 885)	9 036	9 036	-	100%	9 524	8 867
	Total	75 018	-	(5 971)	69 047	69 047	-	100%	66 691	63 440



APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010
PROGRAMME 5 - OFFICE OF THE CFO

Economic classification		2009/10						2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
	Current Payments								
	Compensation of employees	8 142	-	(398)	7 744	7 744	-	100%	-
	Goods and services	3 241	-	892	4 133	4 133	-	100%	3 226
	Payments fo capital assets								
	Software and other intangibles	-	-	-	-	-	-	-	300
	Total	11 383	-	494	11 877	11 877	-	100%	3 526

Programme per sub-programme		2009/10						2008/09	
		Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
	Management								
	Current payment	11 075	-	204	11 279	11 279	-	100%	-
	Finance Management								
	Current payment	112	-	264	376	376	-	100%	3 114
	Supply Chain Management								
	Current payment	196	-	26	222	222	-	100%	412
	Total	11 383	-	494	11 877	11 877	-	100%	3 526



NOTES TO THE APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010

1. Detail of specifically and exclusively appropriated amounts voted (after Virement):

Detail of these transactions can be viewed in note 1 (Charge to Provincial Revenue Fund) to the annual financial statements.

2. Explanations of variances from Amount Voted (after virement):

2.1 Per programme:

No.	Programme	Final Appropriation	Actual Expenditure	Variance	Variance	Explanations of material variances from Amount voted (after Virement)
		R'000	R'000	R'000	%	
1	Leadership and Governance	8 579	8 579	-	0%	No material variance, therefore no explanation provided.
2	Office of Secretary	9 156	9 156	-	0%	No material variance, therefore no explanation provided.
3	Corporate Services	133 990	133 892	98	0%	No material variance, therefore no explanation provided.
4	Parliamentary Operations (Core Business)	69 047	69 047	-	0%	No material variance, therefore no explanation provided.
5	Office of the CFO	11 877	11 877	-	0%	No material variance, therefore no explanation provided.
Total		232 648	232 550	98		

2.2 Per GFS Classification

Programme	Final Appropriation	Actual Expenditure	Variance	Variance	Explanations of material variances from Amount voted (after Virement)
	R'000	R'000	R'000	%	
Current expenditure					
Compensation of employees excluding Members remuneration	103 824	103 824	-	0%	No material variance, therefore no explanation provided.
Goods and services	100 677	100 579	98	0%	No material variance, therefore no explanation provided.
Payment for capital assets					
Machinery and equipment	4 533	4 533	-	0%	No material variance, therefore no explanation provided.
Software and other intangible assets	1 614	1 614	-	0%	No material variance, therefore no explanation provided.
Transfers and subsidies to:					
Non-Profit institutions	22,000	22,000	-	0%	No material variance, therefore no explanation provided.
Total	232 648	232 550	98		



STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 31 MARCH 2010

	Note	2009/10 R'000	2008/09 R'000
REVENUE			
Annual appropriation	1	232 648	235 473
Statutory appropriation	2	62 476	47 729
Other revenue	3	2 019	3 037
Local and foreign aid received	4	480	416
TOTAL REVENUE		297 623	286 655
EXPENDITURE			
Compensation of members and employees	5	164 820	128 108
Goods and services	6	100 579	105 678
Local and foreign aid	4	480	416
Total current expenditure		265 879	234 202
Non-profit institutions - Allocation to Political Parties	7	22 000	
Total transfers and subsidies		22 000	
Expenditure for capital assets			
Machinery and equipment	8	4 075	2 343
Buildings & structures	8	-	143
Software and other intangible assets	8	2 071	5 163
Total expenditure for capital assets	8	6 146	7 649
TOTAL EXPENDITURE		294 025	241 852
SURPLUS FOR THE YEAR	18	3 598	44 803



STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31 MARCH 2010

	Note	2009/10 R'000	2008/09 R'000
ASSETS			
Current assets		11 357	6 298
Unauthorised expenditure	10	2 637	2 637
Cash and cash equivalents	11	8 430	3 141
Prepayments and advances	12	290	520
Receivables	11	-	-
TOTAL ASSETS		11 357	6 298
LIABILITIES & NET ASSETS			
Retained income	18	6 157	2 559
Current liabilities		5 200	3 739
Voted funds to be surrendered	13	245	245
Payables	14	4 955	3 494
TOTAL LIABILITIES & NET ASSETS		11 357	6 298



STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED 31 MARCH 2010

	Note	2009/10 R'000	2008/09 R'000
Retained Income			
Opening balance		2 559	11 056
Surplus for the year		3 598	44 803
Voted funds surrendered for adjustment budget	17	-	(12 300)
Political Party Funding re-allocated to parties	19	-	(41 000)
CLOSING BALANCE	18	6 157	2 559
Political Party Fund			
Opening balance		-	-
Creation of Political Party Fund and approved allocations		-	41 000
Transfer to Political Parties	19	-	(41 000)
CLOSING BALANCE		-	-



CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010

	Note	2009/10 R'000	2008/09 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Annual appropriated funds received		232 648	235 473
Appropriation for unauthorised expenditure received		62 476	47 729
Legislature revenue received	4	2 019	3 037
Local and foreign aid received		480	416
		297 623	286 654
Net (increase)/decrease in working capital	15	1 690	(8 213)
Surrendered to Revenue Fund	17	-	(12 300)
Political Party Funding payments	18	-	(41 000)
Current payments		(265 879)	(234 203)
Transfers and subsidies paid		(22 000)	-
Net cash flow available from operating activities	15	11 434	(9 062)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets		(6 146)	(7 649)
Net cash flows from investing activities		(6 146)	(7 649)
Net increase/(decrease) in cash and cash equivalents		5 288	(16 711)
Cash and cash equivalents at beginning of period		3 141	19 852
Cash and cash equivalents at end of period	11	8 430	3 141



ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2010

The Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all aspects, unless otherwise indicated. However, where appropriated and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by act 29 of 1999), and the Treasury Regulations issued on terms of the Act.

1. PRESENTATION OF THE FINANCIAL STATEMENTS

1.1 Basis of preparation

The Financial Statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis ps accounting transactions and other events are recognised when cash is received or paid.

1.2 Presentation currency

All amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the Legislature.

1.3 Rounding

Unless otherwise stated all financial figures have been rounded to the nearest one thousand Rand (R'000).

1.4 Comparative figures

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

1.5 Comparative figures - Appropriation Statement

A comparison between actual and budgeted amounts per major classification of expenditure is included in the appropriation statement.

2. REVENUE

2.1 Appropriated funds

Appropriated and adjusted appropriated funds are recognised in the financial records on the date the appropriation becomes effective. Adjustments to the appropriated funds made in terms of the adjustments budget process are recognised in the financial records on the date the adjustments become effective.

Total appropriated funds are presented in the statement of financial performance.

In terms of Section 22(a) of the PFMA, the net surplus of all monies received from the 2000/2001 Financial Year is reflected as retained income on the statement of financial position of the Legislature and are accordingly not to be surrendered to the Provincial Revenue Fund. Surplus revenue and voted funds for the 2007/8 Financial Year has been applied as indicated above and is accordingly reflected as retained income. Unexpended voted funds for the years prior to 2000/2001 were surrendered to the Provincial Revenue Fund.

2.2 Statutory appropriation

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



ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2010

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

2.3 Legislature revenue

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

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

2.3.1 Sales of goods and services other than capital assets

The proceeds received from the sale of goods and/or the provision of services is recognised in the statement of financial performance when the cash is received.

2.3.2 Interest

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

2.3.3 Sale of capital assets

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

2.3.4 Financial transactions in assets and liabilities

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

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

2.3.5 Gifts, donations and sponsorships (transfers received)

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

2.4 Aid assistance

Aid assistance is recognised when the Legislature receives the cash from the donor(s).

The cash payments made during the year relating to local and foreign aid assistance projects are recognised as expenditure in the statement of financial performance. The value of the assistance expensed prior to the receipt of the funds is recognised as a receivable in the statement of financial position. Inappropriately expensed amounts using local and foreign aid assistance and any unutilised amounts are recognised as payables in the statement of financial position.

3. EXPENDITURE

3.1 Compensation of employees

Salaries and wages comprise payments to employees (including leave entitlements, thirteenth cheques and performance bonuses). Salaries and wages are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). Capitalised compensation forms part of the expenditure for capital assets in the statement of financial performance.

All other payments are classified as current expense.



ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2010

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

3.1.1 Short-term employee benefits

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

Short-term employee benefits that give rise to a present legal or constructive obligation are disclosed in the notes to the financial statements. These amounts are not recognised in the statement of financial performance.

3.1.2 Long-term employee benefits

3.1.2.1 Termination benefits

Termination benefits such as severance packages are recognised as an expense in the statement of financial performance as a transfer when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

3.1.2.2 Post employment retirement benefits

The GPL provides retirement benefits for its employees through a defined contribution plan for Legislature employees. These benefits are funded by both employer and employee contributions. Employer contributions to the fund are expensed when money is paid to the fund. No provision is made for retirement benefits in the financial statements of the Legislature.

The GPL provides medical benefits for members in terms of the Political Office Bearers Remuneration Act and its employees through defined benefit plans in terms of the remuneration policy. These benefits are funded by employer and member/employee contributions. Employer contributions to the fund are expensed when money is paid to the fund. No provision is made for medical benefits in the financial statements of the GPL.

3.2 Goods and services

Payments made for goods and/or services are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). The expense is classified as capital if the goods and services were used for a capital project or an asset of R5,000 or more is purchased. All assets costing less than R5, 000 will also be reflected under goods and services.

3.3 Interest and rent on land

Interest and rental payments are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). This item excludes rental for the use of buildings or other fixed structures. If it is not possible to distinguish between payment for the use of land and the fixed structures on it, the whole amount should be recorded under goods and services.

3.4 Transfers and subsidies

Payments made to Political Parties participating in the GPL on an equitable and proportional basis in terms of the Gauteng Political Party Fund Act, 2007. These payments are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system by no later than 31 March of each year.



ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2010

3.5 Financial transactions in assets and liabilities

Debts are written off when identified as irrecoverable. Debts written off are limited to the amount of savings and/or under-spending of appropriated funds. The write-off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts but amounts are disclosed as a disclosure note.

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

3.6 Unauthorised expenditure

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

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

3.7 Fruitless and wasteful expenditure

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

3.8 Irregular expenditure

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

3.9 Expenditure for capital assets

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

4. ASSETS

4.1 Cash and cash equivalents

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

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.

4.2 Prepayments and advances

Amounts prepaid or advanced are recognised in the statement of financial position when the payments are made. Prepayments and advances outstanding at year end are carried in the statement of financial position at cost.

4.3 Receivables

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party.

Receivables outstanding at year-end are carried in the statement of financial position at cost plus any accrued interest. Amounts that are potentially irrecoverable are included in the disclosure note.



ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2010

4.4 Investments

Capitalised investments are shown at cost in the statement of financial position.

Investments are tested for an impairment loss whenever events or changes in circumstances indicate that the investment may be impaired. Any impairment loss is included in the disclosure notes.

4.5 Loans

Loans are recognised in the statement of financial position at the nominal amount when cash is paid to the beneficiary. Loan balances are reduced when cash repayments are received from the beneficiary. Amounts that are potentially irrecoverable are included in the disclosure notes.

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

4.6 Inventory

Inventories on hand at the reporting date are disclosed at cost in the disclosure notes.

4.7 Capital assets

Assets are recorded in an asset register, at cost, on receipt of the item. Cost of an asset is defined as the total cost of acquisition. Assets procured in previous financial periods, may be stated at fair value, where determinable, or R1, in instances where the original cost of acquisition or fair value cannot be established. No revaluation or impairment of assets is currently recognised in the asset register. Projects (of construction/development) running over more than one financial year relating to assets, are only brought into the asset register on completion of the project and at the total cost incurred over the duration of the project.

Note 32.2 of the disclosure notes, reflect the total movement in the asset register of assets with a cost equal to and exceeding R5000 for the current financial year. The movement is reflected at the cost as recorded in the asset register and not the carrying value, as depreciation is not recognised in the financial statements under the modified cash basis of accounting. The opening balance reflected on note 32.1 will include items procured in prior accounting periods and the closing balance will represent the total cost of the register for capital assets on hand.

5. LIABILITIES

5.1 Payables

Recognised payables mainly comprise of amounts owing to goods and service providers. These payables are recognised as historical cost in the statement of financial position.

5.2 Lease commitments

Finance leases

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

Operating leases

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



ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2010

5.3 Accruals

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

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

5.4 Contingent liabilities

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

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

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

Contingent liabilities are included in the disclosure notes.

5.5 Commitments

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

6. NET ASSETS

6.1 Recoverable revenue

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

7. RELATED PARTY TRANSACTIONS

Related parties are parties that control or significantly influence the GPL in making financial and operating decisions. Specific information with regards to related party transactions is included in the disclosure notes.

8. KEY MANAGEMENT PERSONNEL

Compensation paid to key management personnel including their family members where relevant, is included in the disclosure notes.

9. COMPARATIVE FIGURES

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



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010

	Programmes	Final Appropriation 2009/10 R'000	Actual funds received 2009/10 R'000	Variance over/ (under) 2009/10 R'000	Total Appropriation 2008/09 R'000
1	Annual appropriation				
	1. Leadership & Governance	8 579	8 579	-	9 560
	2. Office of the Speaker & Secretary	9 156	9 156	-	12 007
	3. Corporate Services	133 989	133 989	-	143 689
	4. Parliamentary Operations (Core Business)	69 047	69 047	-	66 691
	5. Office of the CFO	11 877	11 877	-	3 526
		232 648	232 648	-	235 473
				2009/10 R'000	2008/09 R'000
2	Statutory appropriation				
	Direct charges - Remuneration for Members of the Legislature			62 476	47 729
				62 476	47 729
3	Other revenue			2009/10 R'000	2008/09 R'000
	Interest received			763	2 086
	City Hall income			321	264
	Sale of capital assets			62	53
	Insurance recoveries			393	32
	Revenue other			480	600
				2 019	3 037



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

			NOTES	2009/10 R'000	2008/09 R'000
4	Local and foreign aid received				
	Opening balance			-	-
	Revenue			480	416
	Expenditure			(480)	(416)
	Closing balance			-	-
	Local aid received from Standard Bank in respect of the opening of the Legislature on 22 February 2010.				
5	Compensation of members and employees				
5.1	Salaries & Wages				
	Appropriation to Executive and Legislature - Members remuneration			60 996	47 071
	Basic salary			84 975	59 863
	Performance award			4 708	2 729
				150 679	109 663
5.2	Social contributions				
5.2.1	Short-term employee benefits				
	Pension			6 948	12 233
	Medical			6 782	5 829
	UIF			411	383
	Insurance			-	-
				14 141	18 445
5.2.2	Post employment retirement benefits				
	Pension			-	-
	Medical			-	-
	Insurance			-	-
				-	-
	Total compensation of employees			164 820	128 108
	Standard number of Members paid by the Legislature			62	62
	Average number of employees			287	297



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		NOTES	2009/10 R'000	2008/09 R'000
6	Goods and Services			
	Access control consumables		17	9
	Advertising		1 555	3 588
	External Audit fees	6.1	869	1 127
	Bank charges		97	76
	Catering contract		1 559	912
	Cleaning contract		120	48
	Communications			412
	Computer consumables		361	312
	Conferences		1 188	5 051
	Constituency allowance		14 454	14 454
	Consultants	6.2	8 654	10 310
	EAP expenses		131	184
	Entertainment		4	56
	General equipment		40	3
	General stationary		390	282
	Hygiene services		139	237
	Insurance		393	308
	Interior décor			44
	Internal audit fees		1 902	296
	Interpretations		683	490
	IT outsourcing		2 895	2 753
	IT services	6.3	673	2 391
	Library reference books		17	117
	Licensing fees		1 457	3 820
	Maintenance & consumables - building	6.6	14	2 368
	Municipal services	6.6	3 760	2 386
	Official gifts & flowers		249	961
	Parking management fees		359	123
	Photocopier consumables		294	467
	Photographs - official		63	169
	Plant services		67	93
	Political Party Fund		-	-
	Postage & courier		184	123
	Print room rentals		191	928
	Printing general		895	1 363



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

			NOTES	2009/10 R'000	2008/09 R'000
	Professional services			3 560	232
	Public hearing venues			-	-
	Recruitment costs			1 863	2 240
	Refreshments			812	751
	Rent			4 198	3 604
	Repairs of equipment			1 551	-
	Research			-	2 001
	Security maintenance			4 648	4 714
	Special events closing			90	21
	Special events opening			3 915	821
	Staff bursaries			197	776
	Staff training			3 354	2 436
	Storage consumables		6.4	692	167
	Strategic planning			880	770
	Subscriptions			609	714
	Technical outsourcing			2 778	2 061
	Technical services			778	755
	Telephone			8 058	4 705
	Telephone system			235	118
	Translations			-	-
	Transport and shuttle			3 332	4 085
	Travel & subsistence		6.5	8 388	12 032
	Uniforms			2	-
	Workshops & functions			6 967	6 419
				100 579	105 678



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

			NOTES	2009/10 R'000	2008/09 R'000
6.1	External audit fees				
	Regularity and performance audits			869	1 127
				869	1 127
6.2	Consultants				
	Business and advisory services			8 654	10 310
				8 654	10 310
6.3	Computer services				
	External computer services			673	2391
				673	2391
6.4	Inventory (purchased during the year)				
	Public Relations & Memorabilia Consumables			692	167
				692	167
6.5	Travel and subsistence				
	Local			7 264	8 222
	Foreign			1 124	3 810
				8 388	12 032
6.6	Owned and leased property expenditure				
	Maintenance & consumables			14	2 368
	Municipal services			3 760	2 386
				3 774	4 754
7	Transfers and subsidies				
	Non-profit institutions - Allocation to Political Party fund.			22 000	-
				22 000	-
	Payment to Political Parties in terms of the Gauteng Political Party Fund Act, 2007. During the prior financial year the Political party fund allocation did not form part of the voted funds received from Treasury and was treated as equity. In the current financial year, this formed part of the voted funds from Treasury and was disclosed as transfers and subsidies.				



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		NOTES	2009/10 R'000	2008/09 R'000
8	Expenditure for capital assets			
	Tangible assets			
	Buildings and other fixed structures	8.1	-	143
	Machinery and equipment		4 075	2 345
			4 075	2 487
	Software and other intangible assets			
	Capital development costs		1 993	4 562
	Computer software		78	600
			2 071	5 162
	Total		6 146	7 649
	The following amounts have been included as project costs in Expenditure of capital assets			
	Goods and services		6 146	7 649
	Total		6 146	7 649
8.1	Capital building and structures expenditure analysed as follows:			
	Rehabilitation & maintenance - City Hall		-	143
			-	143
9	Financial transactions in assets and liabilities			
	Material losses through criminal conduct	9.1	84	103
			84	103
9.1	Material losses through criminal conduct			
	Theft of laptops and computer hardware	9.1	84	103
			84	103
10	Unauthorised expenditure			
	Unauthorised expenditure	10.1	2 637	2 637
			2 637	2 637



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

			NOTES	2009/10 R'000	2008/09 R'000
10.1	Reconciliation of unauthorised expenditure balance				
	Opening balance			2 637	2 637
	Unauthorised expenditure - current year			-	-
	Unauthorised expenditure approved by GPL - current year			-	-
	Unauthorised expenditure approved by GPL - expenditure for capital assets			-	-
				-	-
	Closing balance			2 637	2 637
	In terms of the Gauteng Unauthorised Act, an amount in excess of the prior years unauthorised expenditure of R2.637 million was recommended by the Public Accounts Committee and authorised by the GPL. This unauthorised expenditure will be written off upon receipt of funds from the Treasury.				
11	Cash and cash equivalents				
	Cash with commercial banks			8 424	3 135
	Cash on hand			6	6
				8 430	3 141
12	Prepayments and advances				
	Rent on building premises paid in advance			-	221
	Insurance paid in advance			-	299
	Professional fees paid in advance			290	-
				290	520
13	Voted funds to be surrendered to the Revenue Fund				
	Opening balance			245	245
	Transfer from income statement			-	-
	Voted funds not requested / not received			-	-
	Paid during the year			-	-
	Closing balance			245	245
14	Payables - current				
	Outstanding cheques			4 955	3 494
				4 955	3 494



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		NOTES	2009/10 R'000	2008/09 R'000
15	Net cash flow from operating activities			
	Surplus for the year (Prior to expenditure for capital assets)		9 744	52 451
	Net increase/(decrease) in working capital		1 690	(8 213)
	Voted funds surrendered		-	(12 300)
	Allocation to parties for political party funding		-	(41 000)
	Net cash flow generated by operating activities		11 434	(9 062)
15.1	Net increase / (decrease) in working capital			
	decrease(Increase) in prepayments and advances		230	(345)
	Increase/(decrease) in payables - current		1 460	(7 868)
			1 690	(8 213)
16	Reconciliation of cash and cash equivalents			
	Opening balance		3 141	19 852
	Cash receipts		297 623	279 005
	Disbursements		(287 046)	(295 716)
	Cash with commercial banks		(8 424)	(19 846)
	Cash on hand		(6)	(6)
			5 288	(16 711)
17	Appropriated funds and Legislature revenue surrendered			
	Appropriated funds surrendered	17.1	-	12 300
			-	12 300
17.1	Surplus of appropriated funds surrendered from prior year to facilitate a roll-over of funds for emerging priorities.		-	12 300
			-	12 300
	During the prior financial year, the above funds were surrendered to Treasury to facilitate additional funding for emerging priorities through the adjustment budget. The approval of adjustment budget was conditional that funds subject to adjustment budget would be utilised from retained income of the GPL.			-



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

			NOTES	2009/10 R'000	2008/09 R'000
18	Retained income				
	Opening balance			2 559	11 056
	Add : current year surplus			3 598	44 803
	Less: voted funds surrendered for adjustment budget			-	(12 300)
	Less: allocation to parties for political party funding			-	(41 000)
				6 157	2 559
	The current year surplus and other income is disclosed as retained income. Utilisation of retained income is subject to the approval of the Legislature Services Board and facilitated through the adjustment budget. The Allocation to Parties for Political Party Funding of R22 000 in the current 2009/2010 Financial Year is disclosed in the transfer and subsidies economic classification item in line with the approved budget structure. During the prior financial year the Political party fund allocation did not form part of the voted funds received from Treasury and was treated as equity. In the current financial year, this formed part of the the voted funds from Treasury and was disclosed as transfers and subsidies.				
19	Gauteng Political Party Funding				
	Allocation to parties			-	41 000
				-	41 000
	Funding of political parties participating in the provincial legislature on an equitable and proportional basis in terms of the Gauteng Political Party Fund Act, 2007 (Act No. 3 of 2007). These funds have classified as payments to non-profit institutions. The Allocation to Parties for Political Party Funding in the current 2009/2010 Financial Year is disclosed in the transfer and subsidies economic classification item in line with the approved budget structure. (refer to note 7)				



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

These amounts are not recognised in the financial statements and are disclosed to enhance the usefulness of the Annual Financial Statements.

			NOTES	2009/10 R'000	2008/09 R'000
20	Contingent liabilities and assets				
20.1	Contingent Liabilities				
	1. High Court Litigation matter between member Bloom and GPL . GPL potential liability: Legal Cost to Date R92 000 for Counsel(Advocate), likely further costs for Attorneys, Senior Counsel and Applicant should GPL losing the matter R300 000.				
	2. Labour Matter: GPL potential liability with regard to the reinstatement of an ex employee to her previous position. Compensation to the amount of R120 000 equivalent to 6 Months Salary. Further legal costs to the amount of R17 321 in respect of the respondent's attorneys. The potential liability for the applicant's attorney should GPL lose the matter on appeal cannot be determined.				
20.2	Contingent Assets				
	No contingent assets were recognised for the reporting period.				
21	Commitments				
	Current expenditure				
	Approved and contracted			1 117	4 157
	Approved but not yet contracted			-	2 502
				1 117	6 659
	Capital expenditure				
	Approved and contracted			-	22
	Approved but not yet contracted			-	2 105
				-	2 127
	Total Commitments			1 117	8 786
22	Accruals	30 Days	30+ Days		
	Listed by economic classification				
	Compensation of employees	186	-	186	6 649
	Goods and services	7 111	1 303	8 413	5 688
	Machinery and equipment	-	-	-	1 000
		7 297	1 303	8 599	13 337



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

			NOTES	2009/10 R'000	2008/09 R'000
	Accruals - continued				
	Listed by programme level				
	1. Leadership & Governance				666
	2. Office of the Speaker & Secretary			438	-
	3. Corporate Services			3 355	6 909
	4. Parliamentary Operations (Core Business)			1 038	3 774
	5. Office of the CFO			3 768	1 988
				8 599	13 337
	The prior year figures amounting to R1 063 000 relating to UIF in respect of Members were restated. This is disclosed as part of compensation of employees.				
23	Employee benefits				
	Leave entitlement			6 071	3 794
	Thirteenth cheque			626	1 643
	Performance awards			4 708	213
				11 405	5 650
24	Operation leases	Building and other fixed structures	Machinery & Equipment		
24.1	Operating leases				
	Old Mutual Life Company - Property Management				
	Not later than 1 year	3 440	59	3 499	3 009
	Later than 1 year and not later than 5 years	912	89	1 001	2 840
	Later than 5 years	-	-	-	-
	Present value of lease liabilities	4 352	148	4 500	5 849
	Operating Leases disclosed consist of Properly Leased from Old Mutual Life Company.				
25	Finance leases		Machinery & Equipment		
25.1	Finance leases				
	Technologies Acceptance & Vodacom				
	Not later than 1 year		1 820	1 820	943
	Later than 1 year and not later than 5 years		295	295	-
	Later than 5 years		-	-	-
	Present value of lease liabilities		2 115	2 115	943
	Finance lease disclosed consists of business tools from Vodacom and a contract on the lease printers.				



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		NOTES	2009/10 R'000	2008/09 R'000
26	Related party transactions			
	There no related party transactions to be disclosed in the financial statements.			
27	Key management personnel			
27.1	Remuneration			
	Political			
	Political Office Bearers			
	Speaker, Deputy Speaker and Members of the Legislature		60 996	47 071
	Administrative			
	Secretariat		4 002	6 540
	Extended Secretariat		10 597	12 258
			75 595	65 869
28	Inventory at year end			
	Memorabilia shop inventory		1	1
			1	1
29	Receivables at year end			
	UIF in respect of Members		93	531
			93	531
	The prior years figures amounting to R531 000 relating to UIF in respect of Members were restated.			
30	Irregular expenditure			
	Opening balance		-	-
	Add : current year		306	-
	Less: voted funds surrendered for adjustment budget		-	-
			306	-
	Analysis - awaiting condonation		306	-
	Current year		-	-
	Prior year		-	-
			306	-
	Irregular expenditure constitutes deviation from normal procurement procedure whereby officials obtained goods and services directly from service providers and where supply chain management was not involved in the acquisition of such goods and services unless acquired in line with accepted institutional practice. Transactions condoned during the financial period are not deemed irregular or disclosed as irregular.			



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		NOTES	2009/10 R'000	2008/09 R'000
31	Fruitless and wasteful expenditure			
	Reconciliation of fruitless and wasteful expenditure			
	Opening balance		-	-
	Fruitless and wasteful expenditure – relating to prior year		-	-
	Fruitless and wasteful expenditure – relating to current year		101	-
	Less: Amounts condoned		(101)	-
	Less: Amounts transferred to receivables for recovery		-	-
	Fruitless and wasteful expenditure awaiting condonement		-	-
	The Fruitless and wasteful expenditure was in respect of the cancellation cost paid to a service provider for the woman's dinner event that was postponed.			

		Opening Balance R'000	Additions R'000	Disposals R'000	Closing Balance R'000
32	Tangible Assets				
32.1	Capital Tangible Asset Movement Schedule for the Year Ended 31 March 2010				
	Building and Other Fixed Structures	37 652	-	-	37 652
	Other fixed structures	13 487	-	-	13 487
	Heritage assets	24 165	-	-	24 165
	Machinery And Equipment	22 002	3 239	(84)	25 157
	Transport assets	1 770	894	-	2 664
	Computer equipment	9 935	1 534	(84)	11 385
	Furniture and office equipment	2 303	812	-	3 115
	Other machinery and equipment	7 994	-	-	7 994
	Total Capital Assets	59 654	3 239	(84)	62 809
	The opening balance includes R5,9 million in respect of a fair value adjustment.				



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

			Cash R'000	In-kind R'000	Total R'000
32.2	Additions Movement Schedule For The Year Ended 31 March 2010				
	Building and Other Fixed Structures		-	-	-
	Other fixed structures		-	-	-
	Heritage assets		-	-	-
	Machinery And Equipment		3 239	-	3 239
	Transport assets		894	-	894
	Computer equipment		1 534	-	1 534
	Furniture and office equipment		812	-	812
	Other machinery and equipment		-	-	-
	Total Capital Assets		3 239	-	3 239

			Cost/Carrying Amount R'000	Cash R'000	Profit/(Loss) on Disposal R'000
32.3	Disposals Movement Schedule for the Year Ended 31 March 2010				
	Machinery And Equipment		84	-	(84)
	Transport assets		-	-	-
	Computer equipment		84	-	(84)
	Furniture and office equipment		-	-	-
	Other machinery and equipment		-	-	-
	Total Capital Assets		84	-	84



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		Opening Balance R'000	Current year adjustments to prior year balances R'000	Additions R'000	Disposals R'000	Closing Balance R'000
32.4	Capital Tangible Asset Movement Schedule for the Year Ended 31 March 2010					
	Building and Other Fixed Structures	36 144	(467)	143	-	35 820
	Other fixed structures	13 344	-	143	-	13 487
	Heritage assets	22 800	(467)	-	-	22 333
	Machinery And Equipment	24 204	(8 722)	2 343	(490)	17 335
	Transport assets	1 813	-	-	(43)	1 770
	Computer equipment	9 562	(1 414)	1 114	(150)	9 112
	Furniture and office equipment	5 135	(6 290)	501	(293)	(947)
	Other machinery and equipment	7 694	(1 018)	728	(4)	7 400
	Total Capital Assets	60 348	(9 189)	2 486	(490)	53 155

		Opening Balance R'000	Intangible Assets R'000	Heritage Assets R'000	Machinery Equipment R'000	Closing Balance R'000
32.5	Minor Assets for the Year ended 31 March 2010					
	Minor assets	9 184	-	-	836	10 020
	Total	9 184	-	-	836	10 020
	Number of minor assets	9 405	-	-	35	9 440
		9 405	-	-	35	9 440



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		Intangible Assets R'000	Heritage Assets R'000	Machinery Equipment R'000	Closing Balance R'000
32.6	Minor Assets for the Year ended 31 March 2009				
	Minor assets	34	467	8 722	9 223
	Total	34	467	8 722	9 223
	Number of minor assets	13	490	8 902	9 405
		13	490	8 902	9 405

		Opening balance R'000	Additions R'000	Disposals R'000	Closing Balance R'000
33	Intangible Assets				
33.1	Capital Intangible Asset Movement Schedule for the Year ended 31 March 2010				
	Computer software and capitalised development costs	22 342	2 071	-	24 413
	Total	22 342	2 071	-	24 413

		Cash R'000	In-Kind R'000	Total R'000
33.2	Additions Movement Schedule for the Year ended 31 March 2010			
	Computer software and capitalised development costs	2 071	-	2 071
	Total	2 071	-	2 071



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		Cost/Carrying Amount R'000	Cash R'000	Profit/loss on disposal R'000
33.3	Disposals Movement Schedule for the Year ended 31 March 2010			
	Computer software and capitalised development costs	-	-	-
	Total	-	-	-

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



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

		2009/10		2008/09
		Quantity	R'000	R'000
34	World Cup Expenditure	-	-	-
	Tickets acquired	-	-	-

		2009/10		2008/09
		Quantity	R'000	R'000
	Distribution of tickets	-	-	-
	Stakeholders	-	-	-
	SMS officials	-	-	-
	Non-SMS officials	-	-	-
	Family members of officials	-	-	-
	Other government entities	-	-	-
	Audit Committee members	-	-	-
	Other	-	-	-
	Total	-	-	-

		2009/10	2008/09
	Travel costs	-	-
	Stakeholders	-	-
	SMS officials	-	-
	Non-SMS officials	-	-
	Family members of officials	-	-
	Other government entities	-	-
	Audit Committee members	-	-
	Other	-	-
	Total	-	-



DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

	Quantity	R'000
Apparel acquired after year-end		
Bafana Jerseys	379	191
Outdoor Flags	32	13
Indoor Flags	6	8
Memorabilia	20	3
	437	215
Apparel acquired after year-end (31 March 2010)	437	215

	Quantity	R'000
Tickets acquired after year-end (31 March 2010)	-	-

	Quantity	R'000
Distribution of tickets acquired after year-end (31 March 2010)		
Stakeholders	-	-
SMS officials	-	-
Non-SMS officials	-	-
Family members of officials	-	-
Other government entities	-	-
Audit Committee members	-	-
Other	-	-
Total	-	-



ANNEXURE TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010

ANNEXURE 1 - STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED

Name of Donor	Purpose	Opening Balance	Revenue	Expenditure	Closing Balance
		R'000	R'000	R'000	R'000
Paid directly to suppliers of goods and services					
STD Bank	Opening of the Legislature	-	480	480	-
Total		-	480	480	

ANNEXURE 2 - STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED

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

ANNEXURE 3 - INTER-GOVERNMENT PAYABLES

Government Entity	Opening Balance	Confirmed balance outstanding	Unconfirmed balance outstanding	Total
	R'000	R'000	R'000	R'000
Office of the Premier	-	-	93	-
Total	-	-	93	-



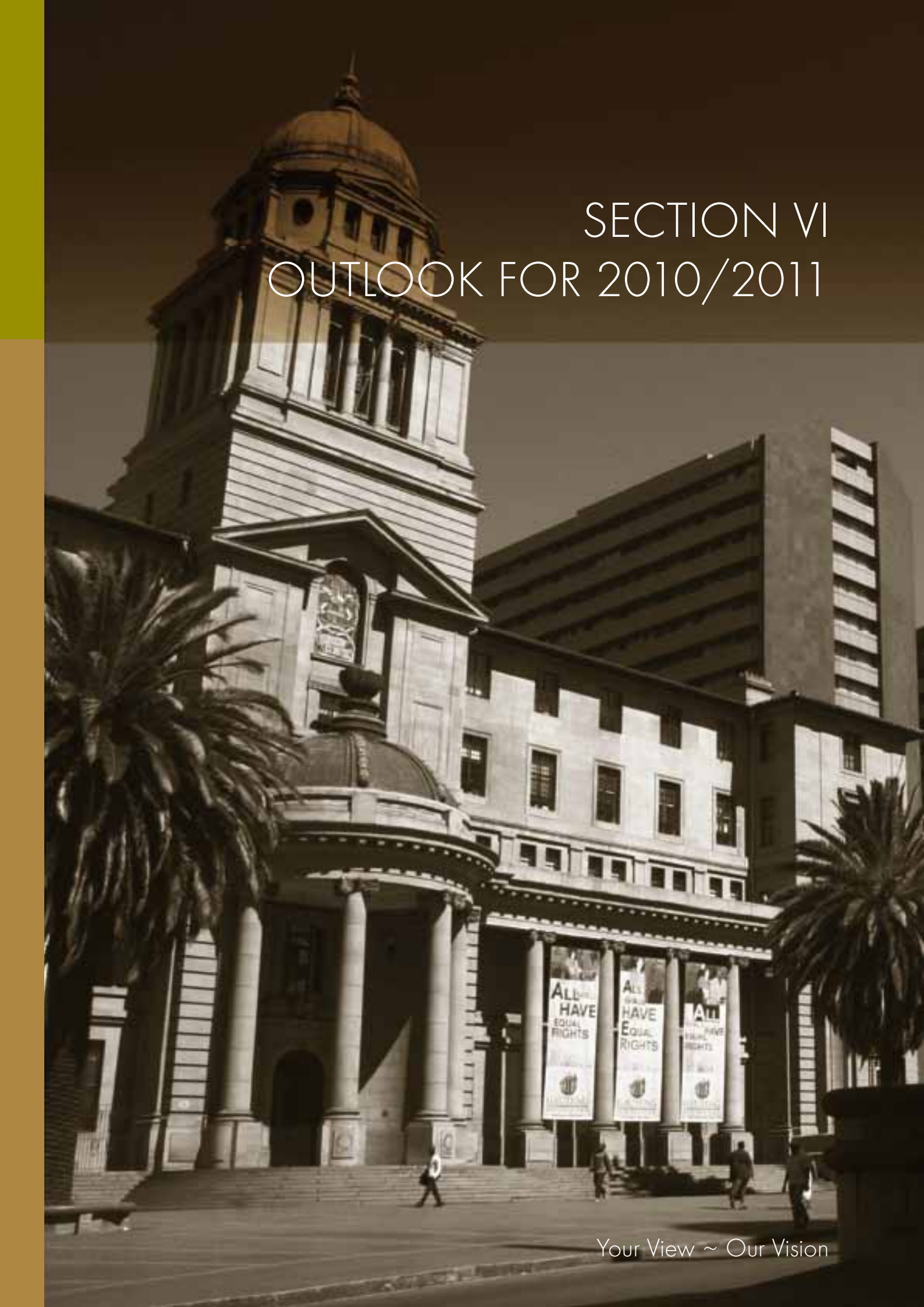
ANNEXURE TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010 - CONTINUED

ANNEXURE 4 - STATEMENT OF CONTINGENT LIABILITIES

Nature of Liability	Opening Balance	Liability Incurred During the Year	Liabilities Paid/Cancelled/Reduced During the Year	Liabilities Recovered	Closing Balance
1. Labour matter: GPL potential liability with regard to the reinstatement of an ex employee to her previous position. Compensation to the amount of R 120 000 equivalent to 6 months Salary. Further legal costs to the amount of R 17 321	137	-	(137)	-	-
2. High Court Litigation Matter between member Bloom and GPL.	-	392	(92)	-	300
Total	137	392	(229)	-	300





SECTION VI OUTLOOK FOR 2010/2011

Your View ~ Our Vision



OUTLOOK FOR 2010/2011

The following are the programmes and projects that GPL will undertake in 2010/2011

- Roll-out Ministerial Accountability and Committee Inquiry as additional oversight mechanisms;
- Build partnerships with Civil Society (corporate citizens, electorate, trade unions, NGOs, youth, women and organisations of people living with disabilities);
- To enhance oversight through the study of the impact of laws since 1994 on the lives of the people of Gauteng;
- Employment Equity Targets (compliance with set targets);
- Review the Integrated IPMS and develop Training Manuals, Management Processes and Procedures to improve institutional performance. Training of Line Managers and staff on IPMS will also be undertaken. Enactment of FAMLA and its implications on the GPL;
- Review the House rules to provide for new oversight and public participation and petitions;
- Foster effective sharing of Information and knowledge by embedding Knowledge Management practices in GPL and enhance level of innovation performance and quality decision-making processes;
- Review the Committee System to assess the extent to which Structural, Operational and Systems Changes have had an impact on the ability of the Committee Support Unit along with other immediate support structures of the House Committees to deliver as expected in the context of GPL;
- Process the Committee Inquiries Bill, and upon enactment, put in place appropriate processes for the roll out of the Committee inquiries process. Undertake a study tour to learn best practice on Committees Inquiries process focusing on the priority areas such as Education, Community Safety, Health and Social Development, Economic Development and Rural development and pilot Committee Inquiry in those Committees;
- Complete the audit of the LIMS project, refine the Business Process and alignment of Business Processes to the new Business Model of the GPL and to roll out the system within GPL;
- Provide information to support the new Research Agenda, Proactive Research and Community Participatory Research - Put in place research interventions recommended in the Research Agenda such as:
 - New Research Tools & Methodologies;
 - A regular Seminar Programme;
 - Affiliation and subscription to associated Research and Policy Institutes;
 - Ongoing Researchers Training; and
 - Independent verification of data.
- Implement the FAMLA and develop related regulations and policies;
- Implement GPL Monitoring and Evaluation Framework;
- Effective organisation of key GPL Events;
- Consolidate and maintain the institution's Stakeholder Database;
- Improve recording, archiving and transcribing system for the House and committees;
- Conduct research on Constituency Offices with a view to establishing resource requirements and how they are effectively utilised;
- Standardise support mechanisms for sub-committees of the Board to give effect to efficient running of the Board and its sub-committees;
- Standardise support mechanisms for sub-committees of the Secretariat to give effect to efficient running of the Secretariat and its sub-committee;
- Development of a strategy for partnerships with the Institutions of Higher Learning in order to design training curriculum based on the training and development needs of the GPL; and
- Develop an integrated approach of conducting courtesy visits to Parties on a quarterly basis on a formalised basis.

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Your View ~ Our Vision

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, typical of notebook or school paper. The background is white, and there are no margins, text, or other markings present.