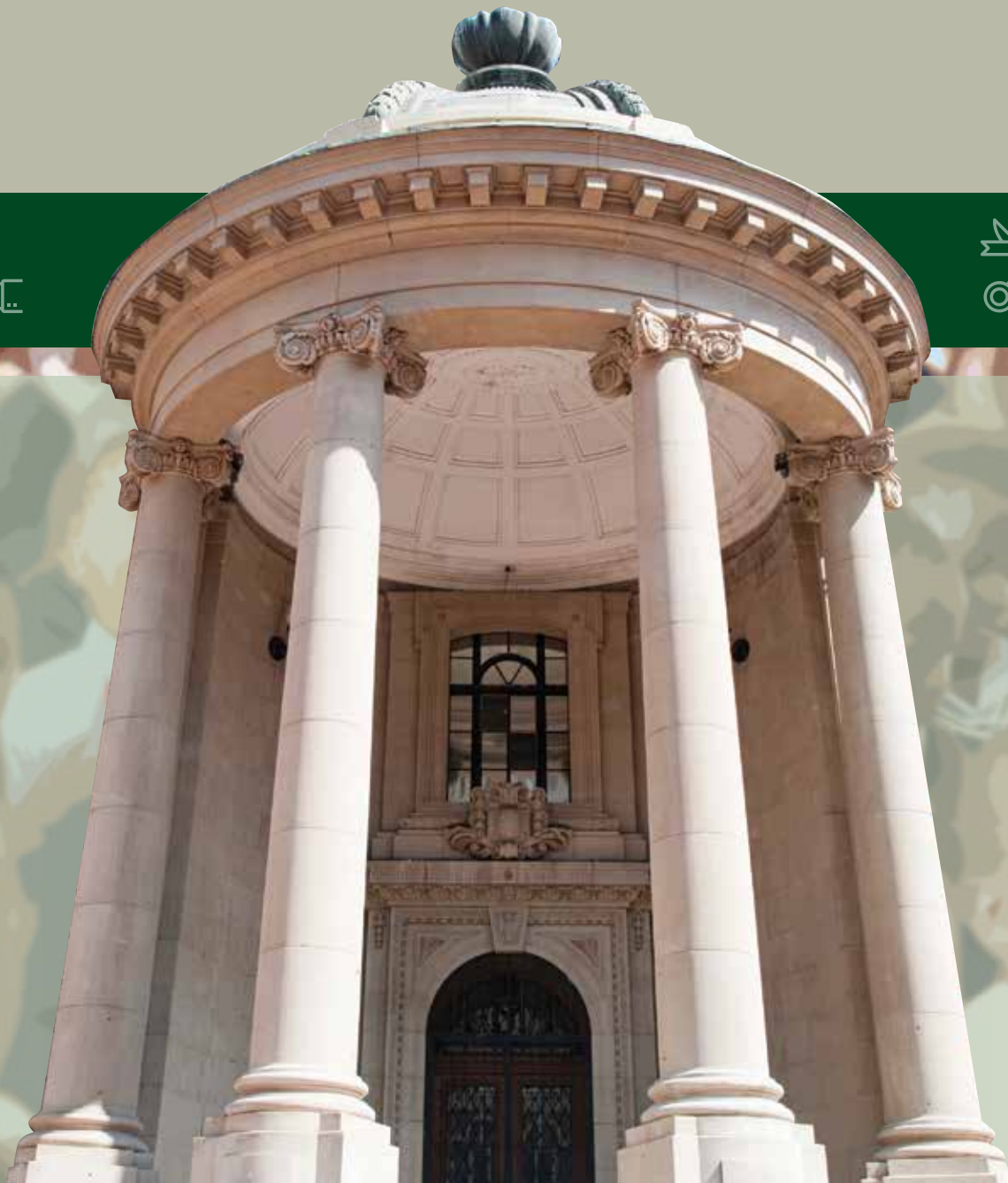
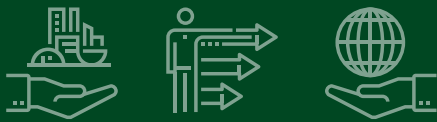




GAUTENG
LEGISLATURE
Your View — Our Vision

ANNUAL REPORT
2015 / 16



The People Shall Govern: Public Participation Beyond Slogans





GAUTENG

LEGISLATURE

Your View ~ Our Vision



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

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



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YOUR VIEW ~ OUR VISION



PART A

LEGISLATIVE INFORMATION





ACRONYMS

PART A: LEGISLATIVE INFORMATION

AFS	Annual Financial Statements	ECC	Events Co-ordinating Committee
AGSA	Auditor-General of South Africa	EEA	Employment Equity Act
APPs	Annual Performance Plans	EFT	Electronic Funds Transfer
ARC	Audit and Risk Committee	EMS	Emergency Medical Services
ARG	Audit, Risk and Governance	ERM	Enterprise-wide Risk Management
ATCR	Announcements, Tabling and Committee Reports	ERP	Enterprise Resource Planning
AV	Audio Visual	EU	European Union
BBBEE	Broad-Based Black Economic Empowerment	EULSP	European Union Legislature Services Programme
BCM	Business Continuity Model	FMPPI	Framework for Managing Programme Performance Information
BCP	Business Continuity Plan	FMPPLA	Financial Management of Parliament and Provincial Legislatures Act
BEE	Black Economic Empowerment	FIS	Focused Intervention Studies
BSC	Balanced Scorecard	FPC	Fraud Prevention Committee
CBO	Community Based Organisation	GDF	Gauteng Department of Finance
CCTV	Closed Circuit Television	GEYODI	Gender, Youths and Persons with Disability
CFO	Chief Financial Officer	GPG	Gauteng Provincial Government
CI	Constitutional Imperatives	GPL	Gauteng Provincial Legislature
CIO	Chief Information Officer	GRAP	Generally Recognised Accounting Practice
COSO	Committees of Sponsoring Organisations of the Treadway Commission	GSF	Gauteng Speakers Forum
COVAC	Committees Oversight and Accountability Framework	IA	Internal Audit
CPOF	Capital Projects Oversight Forum	IAPP	Institutional Annual Performance Plan
CPA	Commonwealth Parliamentarians' Association	IC Act	Integrity Commissioner's Act
CPC	Commonwealth Parliamentary Conference	ICT	Information and Communications Technology
CPS	Centre for Policy Studies	IPMS	Integrated Performance Management System
CRC	Citizen Responsibility Campaign	ISDs	Institutions Supporting Democracy
CRM	Customer Relations Management	King III	King III Code of Corporate Practices and Conduct
CSOs	Civil Society Organisations	KMP	Knowledge Management Practices
CSU	Committee Support Unit	LAC	Legislature Adjudication Council
CWP	Commonwealth Women Parliamentarians	LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersexual
DMS	Document Management System	LSB	Legislature Services Board
DRP	Disaster Recovery Plan	LSS	Legislative Sector Support
EAP	Employee Assistance Programme	M&E	Monitoring and Evaluation
ED	Executive Director	LIMS	Legislature Information Management Systems

ACRONYMS

PART A: LEGISLATIVE INFORMATION

LSA	Legislature Service Act	PSOM	Public Service Oversight Model
MAC	Members Affairs Committee	PSTN	Public Switched Telephone Network
MAD	Members Affairs Directorate	PwD	Persons with Disabilities
MECs	Members of Executive Councils	RIF	Register of Interest Forms
MoA	Memoranda of Agreement	SALSA	Secretaries Association of Legislatures in South Africa
MPLs	Members of the Provincial Legislature	SANGONET	South African Non-Governmental Organisation Network
MPAC	Municipal Public Accounts Committee	SAP	Systems Applications Processes
MPWC	Multi-Party Women's Caucus	SALS	South African Legislative Sector
MTEF	Medium-Term Expenditure Framework	SAPS	South African Police Services
MSS	Management Self-Service	SAQA	South African Qualifications Authority
NACH	National Anti-Corruption Hotline	SCM	Supply Chain Management
NCOP	National Council of Provinces	SCOPA	Standing Committee on Public Accounts
NCSL	National Conference of State Legislatures	SDA	Skills Development Act
NDP	National Development Plan	SETA	Sector Education and Training Authority
NEHAWU	National Education Health and Allied Workers Union	SLA	Service Level Agreement
NIA	National Intelligence Agency	SLIS	Special Libraries and Information Sector
NICSA	National Interfaith Council of South Africa	SMART	Specific, Measurable, Achievable, Relevant, Time-bound
OCOC	Office of the Chairperson of Committees	SMMEs	Small, Medium and Micro-sized Enterprises
OCPOL	Oversight Committee on the Office of the Premier and the Legislature	SMS	Senior Management Services
OHS	Occupational Health and Safety	SOCATT	Society of Clerks at the Table
PEBA	Programme Evaluation and Budget Analysis	SOM	Sector Oversight Model
PI	Performance Information	SOPA	State of the Province Address
POs	Presiding Officers	STOR	Specifications and Terms of Reference Committee
PPF	Public Participation Forum	TEC	Tender Evaluation Committee
PPP	Public Participation and Petitions	TIDs	Technical Indicator Descriptors
PGO	Project Governance Office	ToR	Terms of Reference
PLOs	Parliamentary Liaison Officers	TMALI	Thabo Mbeki African Leadership Institute
PSC	Public Service Commission	TMFP	The Transvaal Mainstreaming Focal Point
PSETA	Public Service Sector Education and Training Authority	UJ	University of Johannesburg
RMC	Risk Management Committee	UNISA	University of South Africa
SADC	Southern African Development Community	VoIP	Voice over Internet Protocol
SAHRA	South African Heritage Resources Agency	Wits	University of Witwatersrand



YOUR VIEW ~ OUR VISION

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

The GPL is located in a province characterised by a rapid process of transition, growth and development. South Africa's 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 Government should deliver on its promises through effective governance and efficient service delivery. In line with this expectation, it is the strategic choice of the GPL to be more visible and active in its role as the voice of the people. The GPL has chosen to assert its role as a key institution of democracy.

To achieve this, it has to among other tasks:

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

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

VISION STATEMENT

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

MISSION STATEMENT

In observing its constitutional obligations, the GPL:

- is a modern and dynamic African Legislature of the 21st Century;
- is a caring, responsive, activist and transformative legislature;
- reflects the values, aspirations and cultures of the South African people;
- is the most competent, accessible, transparent and accountable legislature;
- fosters ethical and good governance;
- attracts, develops and retains skilled and professional staff; and
- recognises staff contributions, rewards their achievements and provides a stimulating working environment.

VALUES

We believe and strive for:

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



PREAMBLE TO THE CONSTITUTION

*“We, the people of South Africa,
Recognise the injustices of our past;
Honour those who suffered for justice and freedom in our land;
Respect those who have worked to build and develop our country; and
Believe that South Africa belongs to all who live in it, united in our diversity.*

We therefore, through our freely-elected representatives, adopt this Constitution as the supreme law of the Republic so as to:

*Heal the divisions of the past and establish a society based on democratic values, social justice
and fundamental human rights;*

*Lay the foundations for a democratic and open society in which government is based on the will of the people
and every citizen is equally protected by law;*

Improve the quality of life of all citizens and free the potential of each person; and

*Build a united and democratic South Africa able to take its rightful place as a sovereign state
in the family of nations.*

*May God protect our people.
Nkosi sikelel' i-Afrika. Morena boloka setjhaba sa beso.
God seën Suid-Afrika. God bless South Africa.
Mudzimu fhatutshedza Afurika. Hosi katekisa Afrika.”*







YOUR VIEW ~ OUR VISION

PART B

THE YEAR
UNDER REVIEW





SECTION I



Hon. Lentheng Ntombi Mckgwe, Speaker

FOREWORD BY THE SPEAKER

“...we continuously prove our commitment to ensuring that all people of this province are included in our governance processes, thereby giving full effect to the first clause of the Freedom Charter “THE PEOPLE SHALL GOVERN!”

It is indeed an honour and privilege to introduce the annual report of the GPL for the 2015/16 financial year to the people of Gauteng. This annual report provides a detailed account of our achievements during the year under review, in the implementation of the GPL Five Year Strategic Plan for 2014-2019.

We present the report during the year when the South African nation is celebrating 22 years of freedom and democracy. To this end, the report becomes an important yardstick to measure the progress we have registered as a nation to build a non-racial, non-sexist, prosperous and democratic society. This is, in particular, with respect to the role of the Legislature as a custodian of democratic governance and representation in the province.

The annual report is presented during the year when we have witnessed an upsurge in racially-based conflict and confrontations. These actions, whether committed by groups or individuals, have the potential to destroy the very fabric of unity that we pride ourselves in. As such, we are committed to strengthening nation building, promoting social cohesion and stand against forces such as racism in every way possible. We can never allow such destructive forces to undo our gains that we have registered in making ours a “Rainbow Nation”.

These debates are also reflective of the role of the South African Legislative sector, and the GPL in particular, in providing adequate and meaningful democratic space for people to participate in debates of social cohesion towards ensuring that we give full effect to “South Africa belongs to all that live in it”.

The Presiding Officers (POs) have identified priorities against which to develop the Institutional Strategic Plan 2014-2019. These priorities have been developed into six pillars which are closely aligned with the Transformation, Modernisation and Re-Engineering imperatives, the GPL mandate as well as its strategic goals and objectives.

These six pillars of an activist and transformative legislature have been identified as:

1. Transformation of the legislature governance processes.
2. Modernisation of Legislature business of oversight, public participation and law-making practices.
3. Re-engineered public participation beyond slogans.
4. Transformation of the legislative sector in the context of Integrated Global City-Region and connected government.
5. Transformation of the law-making processes.
6. Consolidating oversight practices of the Legislature.

During the year under review, the GPL has made important strides towards implementing its mandate of law-making, public participation and oversight. We have embarked on an ambitious task to re-engineer our public participation processes to further innovate and build on the gains we have recorded to-date. Our public participation process has begun to diversify in its approach and reach to ensure that all groups and sectors in society have an equal and meaningful say in legislative matters. In this regard, we have reached out and convened dialogues with all sectors including the religious sector, LGBTI sector, commercial sex workers’ sector, youth and women. In this regard, we continuously prove our commitment to ensuring that all people of this province are included in our governance processes, thereby giving full effect to the first clause of the Freedom Charter “The People Shall Govern”.



Speaker, Premier and MPLs at the Children’s Parliament



Our public participation processes have made it possible for the people of Gauteng to make inputs on laws that are being considered by the Legislature. This ensures that legislation passed in Gauteng is inclusive and considerate of the views and inputs of the people they are meant to serve. Public participation in the GPL includes receiving complaints and concerns from members of the public, and referring them to the relevant bodies to resolve. The GPL Petitions System allows citizens of Gauteng to submit their concerns with regard to various governance matters, including issues of service delivery, thereby enabling the people of Gauteng to be part of processes of holding their government to account.

The annual report for the period under review proves that our oversight role over the Executive is achieving the desired results of ensuring that government is held to account on its commitments, plans and budget expenditure. The accountability of Government is achieved through direct questions on service delivery during House Sitzings; presenting quarterly and annual performance reports for scrutiny by the Legislature and implementing the resolutions of the House that are aimed at improving the capacity of government departments to deliver services. There are additional mechanisms that were introduced to strengthen the oversight work of the Legislature, including an increased number of unannounced oversight visits to service delivery sites such as hospitals and schools, and conducting hearings on critical service delivery issues. The Committee Inquiries Process and Focused Intervention Studies (FIS) are some of the areas that the GPL uses to dig deep into the analysis of executive service delivery.

Despite notable achievements, we are the first to say that there is always room for improvement when it comes to service delivery and addressing the needs of the people. We constantly acknowledge important lessons from our work during the year under review, and the Members of the Provincial Legislature (MPLs) and the entire staff are committed to ongoing improvements in the way we deliver services and discharge our responsibilities, to ensure that the Legislature is always responsive to the needs of the people of Gauteng.

To create an activist and transformative legislature that puts people first means that the GPL is constantly adapting, moulding and re-engineering its processes and procedures to respond to the changing needs of the people as well as to the changing dynamics of the province, the country and the world.



Public Participation in the Legislature

In this regard, our Members have spent much more time in conversations with the people who elected them into power in order to develop programmes and plans of action to respond thereto. We can never rest in the complacency of achievements as we always need to strive for more and aim higher, putting people first. “The People Shall Govern” is not a party line or a cheap slogan. It is an aspiration and a commitment that we have worked hard to achieve, and for which we will continue working relentlessly to achieve, maintain and sustain.

We have, during the period under review, made impressive strides in reaching out to communities at grassroots levels through strengthening our working relationships between provincial and local level. Working with the Gauteng City-Region, as well as with the Premier’s Ntirhisano Programme, we will ensure there is one government working for the same people. Through these improved relations, we will develop better provincial laws that are responsive to the needs of the people of Gauteng. We will also ensure that the involvement of the people in all organs of public participation is meaningful and leads to improving public confidence in democracy. We will ensure our oversight processes are radical, robust and innovative and ultimately that all our efforts and energies are synergised and focused on creating a better life for all. We will continue to build sustainable partnerships, working with various sectors of society as we cannot do this work alone.

HON. L N MEKGWE
SPEAKER OF THE GAUTENG LEGISLATURE
 YOUR VIEW ~ OUR VISION



OFFICE BEARERS 2014-2019

Presiding Officers



Hon. Lentheng Ntombi Mekgwe
Speaker



Hon. Uhuru Moiloa
Deputy Speaker



Hon. Nomantu Nkomo Ralehoko
Chairperson of Committees



Hon. Mike Madlala
Deputy Chairperson of Committees

Chairpersons of Portfolio Committees



Hon. Sochayile Khanyile
Community Safety Committee



Hon. Mohatla Alfred Tseki
Co-operative Governance, Traditional
Affairs and Human Settlements
Committee



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



Hon. Joe Mpisi
Education Committee



Hon. Sakhiwe Khumalo
Finance Committee

Leaders of Political Parties



Hon. Brian Hlongwa
ANC



Hon. John Moodey
DA



Hon. Mandisa Mashego
EFF



Hon. Nomantu Nkomo Ralehoko
Chairperson of Committees



Hon. Lentheng Ntombi Mekgwe
Rules and Programming Committee



Hon. Uhuru Moiloa
Privileges and Ethics
Committee

Chairpersons of Standing Committee



Hon. Bonginkosi Dhlamini
IFP



Hon. Philip Van Staden
FFP



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



Hon. Jacqueline Mofokeng
Committee on the Scrutiny
of Subordinate Legislation



Hon. Refilwe Mogale
Petitions Committee



Hon. Mbongeni Radebe
Public Accounts
Committee

Leader of Government Business



Hon. Barbara Creecy

Chairpersons of Portfolio Committees



Hon. Nompoti Nhlapo
Health Committee



Hon. Lindiwe Lasindwa
Infrastructure Development
Committee



Hon. Jacob Khawe
Roads and Transport
Committee



Hon. Thuliswa Nkabinde
Social Development
Committee



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

Whips of Political Parties



Hon. Brian Hlongwa
Chief Whip
ANC



Hon. Thoko Magagula
Deputy Chief Whip
ANC



Hon. Maggie Tlou
ANC



Hon. Busisiwe Mncube
ANC



Hon. Mike Moriarty
Chief Whip
DA



Hon. Fred Nel
DA



Hon. Janet Semple
DA



Hon. Glenda Steyn
DA



Hon. Kate Lorimer
DA



Hon. Hoffinel Ntobeng
EFF



Hon. Lindiwe Dzimba
EFF



OFFICIAL OPENING OF THE LEGISLATURE

FEBRUARY 2016



Front row from left: Hon. Jacob Mamabolo MEC Infrastructure Development; Hon. Sizakele Molobane-Nkosi MEC Community Safety; Hon. Ismail Vadi MEC Roads and Transport; Hon. Qedani Mahlangu MEC Health; Hon. Panyaza Lesufi MEC Education; Hon. Paul Mashatile MEC Human Settlement and Local Government; Hon. David Makhura Premier; Hon. Lentheng Mekgwe Speaker of the Legislature; Hon. Uhuru Moiloa Deputy Speaker; Hon. Lebohang Maile MEC Economic Development; Hon. Barbara Creecy MEC Finance; Hon. Faith Mazibuko MEC Sports, Arts, Culture and Recreation; Hon. Nandi Mayathula-Khoza MEC Agriculture, Conservation and Social Development and Hon. Brian Hlongwa ANC Chief Whip.

Middle row from left: Mr Peter Skosana Secretary to the Legislature Guest; Hon. Caroline Ranoka MPL; Hon. Bonginkosi Dhlamini IFP Party Leader; Hon. Thokozile Magagula ANC Deputy Chief Whip; Hon. Sakhiwe Khumalo Chairperson: Finance Portfolio Committee; Hon. Nompzi Nhlapho Chairperson: Health Portfolio Committee; Hon. Jacqueline Mofokeng Chairperson: Committee on the Scrutiny of Subordinate Legislation; Hon. Joe Mpsi Chairperson: Education Portfolio Committee; Hon. Daisy Hana Mashego MPL; Hon. Thuliswa Nkabinde Chairperson: Social Development Portfolio Committee; Hon. Sochayile Khanyile Community Safety Portfolio Committee; Hon. Errol Magerman Chairperson: Economic Development Portfolio Committee; Hon. Lindiwe Lasindwa Chairperson: Infrastructure Development Portfolio Committee; Hon. Joyce Pekane Chairperson: Sports, Arts, Culture and Recreation; Hon. Mphatla Alfred Tseki Chairperson: Human Settlement Portfolio Committee; Hon. Lindiwe Maseko former Speaker; Hon. Busisiwe Veronica Mncube MPL; Hon. Molebatsi Bopape MPL Guest and Hon. Glenda Steyn DA Whip.

Back row from left: Hon. Solomon Chabalala MPL; Hon. Paul Willemburg MPL; Hon. Mafika Mgcina MPL; Hon. Michelle Clarke MPL; Dr. Neil Campbell MPL; Hon. Janet Semple MPL; Hon. Jahno Engelbrecht MPL; Hon. Jacob Khawe Chairperson: Roads and Transport; Hon. Solly Msimanga MPL; Hon. Frederick Nel MPL; Hon. Ashor Sarupen MPL; Hon. Graham Gersbach MPL; Hon. Mpapa Kanyane MPL; Hon. Lebohang More MP Guest; Hon. Valentine Mbatha MPL; Hon. Mbongeni Radebe Chairperson: SCOPA and Hon. Godfrey Tsotetsi Chairperson: OCPOL.



Launch of the 20 Years of Democracy Legacy Products



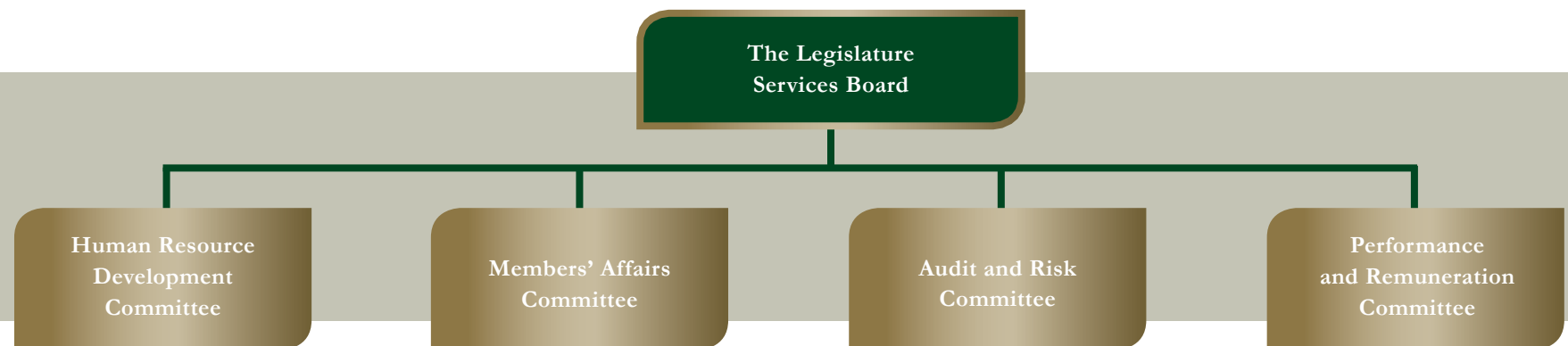
LEGISLATIVE OVERVIEW

CORPORATE GOVERNANCE STATEMENT

BACKGROUND

The Legislature Services Board (LSB) was established in terms of the Legislature Services Act (Act No. 5 of 1996), the Public Finance Management Act (Act No.1 of 1999), and the recommendations of the King III Code of Corporate Practices and Conduct (King III), the Protocol on Corporate Governance for Public Entities. The Board of Directors is appointed in terms of section (4)1 of the Legislature Services Act and comprises the Speaker of the Legislature, who acts as Chairperson of the Board, the Deputy Speaker, Chairperson of Committees, Leader of the Democratic Alliance, Leader of IFP, Leader of the ANC, two independent members nominated as per the recommendation of the Governance Review Audit, the Chairperson of the Audit and Risk Committee (ARC), and the Secretary to the Legislature. To ensure efficient operation and in compliance with best practices and legislative requirements, the LSB has a Board Secretary, who assists it in carrying out its mandate. The LSB has four sub-committees as depicted below:

THE GOVERNANCE STRUCTURE OF THE LSB



COMPLIANCE TO THE FINANCIAL MANAGEMENT OF PARLIAMENT AND PROVINCIAL LEGISLATURES ACT, 2009

In executing its mandate, the Board has an obligation to formulate strategic, annual and operational plans; to allocate resources for the implementation of those plans and to monitor and report the results. The Financial Management of Parliament and Provincial Legislatures Act, 2009 (FMPPLA) provides guidance with respect to the preparation of the strategic and annual performance plans (APPs), and on reporting on the achievement of those plans.

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

The Act replaced the Gauteng Legislatures compliance to the Financial Management of Gauteng Provincial Legislature Act, 2009 (FAMLA) since it was constitutionally declared null and void. During the financial year of 2014/15, the Legislature started to comply with the provisions of the FMPPLA, and continued in this regard in the 2015/16 financial year.

THE ROLE AND FUNCTIONS OF THE LSB

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

- ensuring that appropriate systems and procedures are in place to enable the GPL to conduct its business in an honest, ethical and responsible manner;
- ensuring that effective systems of internal controls, risk management, good governance and compliance measures are in place;
- reviewing, assessing and guiding management in setting group strategy and business plans;
- reviewing and approving strategic plans, policies and operating budgets as well as monitoring financial performance and expenditure; and
- ensuring accurate, concise, transparent and timely reporting.

The LSB executes its responsibility by delegating its monitoring and oversight role to the LSB sub-committees, who then report progress to the LSB. Management is held accountable by the LSB sub-committees, on behalf of the Board. The functions of the LSB sub-committees are described comprehensively in the Charters of these sub-committees. Powers delegated to management are prescriptive and controlled through Delegations of Authority to include only limited financial decision-making capacity without prior approval by the LSB.

LEGISLATURE SERVICES BOARD MEMBERS

LSB MEMBERS COMPRISE



Ntombi Lentheng Mekgwe
Non-Executive Member
and Chairperson



Nomantu Nkomo Ralehoko
Non-Executive Member



Jack Bloom
Non-Executive Member



Uhuru Moiloa
Non-Executive Member



Bonginkosi Dhlamini
Non-Executive Member



Brian Hlongwa
Non-Executive Member



John Davis
Independent
Non-Executive Member



Sandile Luthuli
Independent
Non-Executive Member



Hlaleleni Dlepu
Independent
Non-Executive Member



Peter Skosana
Secretary to the Legislature

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

MEMBERS OF THE BOARD SUB-COMMITTEES

PERFORMANCE AND REMUNERATION COMMITTEE

Non-Executive Members: Ntombi Lentheng Mekgwe (Chairperson), Uhuru Moiloa, Thokozile Magagula, Joyce Pekane, Nomantu Nkomo Ralehoko and Mpapa Kanyane.
Independent Non-Executive Members: Zola Fihlani, and Given Sibiyi and Peter Skosana (Secretary to the Legislature).

HUMAN RESOURCE DEVELOPMENT COMMITTEE

Non-Executive Members: Uhuru Moiloa (Chairperson), Nomantu Nkomo-Ralehoko, Siphwe Mgcina, Phillip Van Staden and Joyce Pekane.
Independent Non-Executive Members: Tshokolo Nong, Siphelele Zulu and Peter Skosana (Secretary to the Legislature).

MEMBERS' AFFAIRS COMMITTEE

Non-Executive Members: Ntombi Lentheng Mekgwe (Chairperson), Uhuru Moiloa, Brian Hlongwa, Nomantu Nkomo Ralehoko, Mike Madlala, Thokozile Magagula, Pinkie Mncube, Maggie Tlou, Mandisa Mashego, Phillip van Staden, Fred Nel, Mike Moriarty, Glenda Steyn, Kate Lorimar, Janet Sample, Bonginkosi Dhlamini and Peter Skosana (Secretary to the Legislature).

AUDIT AND RISK COMMITTEE

Independent Non-Executive Members: John Davis (Chairperson), Roy Mnisi, Nandipha Madiba and Japie du Plessis.
Non-Executive Members: Lindiwe Lasindwa and Mike Madlala.

CHARTERS

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

STATEMENT OF COMMITMENT TO KING III

The Board recognises the need to lead the organisation in accordance with the principles of the King III. These principles include discipline, independence, responsibility, fairness, social responsibility, transparency, and the accountability of directors to all stakeholders. A number of these principles are entrenched in the organisation's internal controls, policy and procedures governing good and ethical conduct. The Board is satisfied that every effort has been made in the financial year to 31 March 2016 to comply in all material aspects with King III.

APPOINTMENT AND INDUCTION OF LSB AND LSB SUB-COMMITTEE MEMBERS

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

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

FEES FOR NON-EXECUTIVE MEMBERS

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

EVALUATION OF THE LSB

The LSB carries out a self-evaluation process on an annual basis and a governance review is conducted once every two years by outsourced internal auditors. The evaluation focuses on whether the LSB is fulfilling its mandate as contained in the Board Charter as well as reviewing the effectiveness of the LSB. The conclusions from the evaluation are reviewed by the LSB and, where appropriate, best practice recommendations are implemented.

GOOD GOVERNANCE

In exercising good governance, the LSB has led the administration towards effective leadership based on an ethical foundation. Compliance, as any other business activity, took place within the context of strong leadership and sound governance principles. The Board has strived to ensure its alignment with the FMPPLA and the King III report on principles of good governance and improved accountability. The LSB ensures that the GPL complies with all applicable laws and policies, and adheres to codes and standards. All these compliance responsibilities are very onerous, especially where the State is involved. This is exacerbated by the fact that different single provisions in laws, policies, codes and standards cannot be read in isolation, but need to be interpreted in the context of the entire scope of compliance applicable to the GPL.

INTERNAL CONTROL, RISK MANAGEMENT AND GOVERNANCE

The specialist intervention of managing risk is handled by an internal sub-programme: Audit, Risk and Governance. A strategic risk register is developed, approved by the LSB and the implementation of action plans to mitigate the risk are monitored by the ARC and reported to the LSB. The risk register features as a standard agenda item of the ARC, LSB and senior management meetings. Internal audit develops an internal audit plan aligned to GPL's risk profile and conducts adequacy and effectiveness reviews, and ultimately provides assurance to the LSB that controls are working as intended. A Governance Framework was developed in the period and will help to guide GPL to improved governance processes which should also promote a good ethical culture and environment.

TECHNOLOGY GOVERNANCE

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

DELEGATION OF AUTHORITY

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

MEETING ATTENDANCE

The Board Charter stipulates that the committee should meet at least four times per annum. Five meetings were held during the 2015/16 financial year, as detailed below.

LEGISLATURE SERVICES BOARD MEETING ATTENDANCE

Legislature Services Board Members details and attendance

#	Member Name	Membership Category	Current Term commencement date	Number of meetings attended
1	Lentheng Mekgwe (Chairperson)	Non-Executive MPL	01 April 2015	4
2	Uhuru Moiloa	Non-Executive MPL	01 April 2015	4
3	Nomantu Nkomo Ralehoko	Non-Executive MPL	01 April 22015	3
4	Jack Bloom	Non-Executive MPL	01 August 2015	4
5	Brain Hlongwa	Non-Executive MPL	01 August 2015	2
6	Bonginkosi Dlamini	Non-Executive MPL	01 April 2015	3
7	Sandile Luthuli	Independent	01 April 2015	3
8	Hlaleleni Dlepu	Independent	01 April 2015	2
9	John Davies	Chairperson: Audit and Risk Committee	1997	3
10	Peter Skosana	Secretary to the Legislature	2008	4

AUDIT AND RISK COMMITTEE MEMBERS

#	Member Name	Membership Category	Current Term commencement date	Number of meetings attended
1	John Davis (Chairperson)	Independent	01 April 2013	5
2	Alwyn Martin	Independent	01 April 2013	3 *
3	Roy Mnisi	Independent	01 April 2013	2
4	Japie du Plessis	Independent	01 August 2015	2 #
5	Nandi Madiba	Independent	01 August 2015	3 #
6	Mike Madlala	Non-Executive MPL	01 April 2015	2
7	Lindi Lasindwa	Non-Executive MPL	01 April 2015	3

Legend

#	Symbol	Explanation
1	*	Member resigned from the Committee in December 2015
2	#	Members were only appointed to the Committee on 01 August 2015

HUMAN RESOURCES DEVELOPMENT COMMITTEE**Human Resources Development Sub-Committee Members details and attendance**

#	Member Name	Membership Category	Current Term commencement date	Number of meetings attended
1	Uhuru Moiloa (Chairperson)	Non-Executive MPL	01 April 2015	3
2	Nomantu Nkomo Ralehoko	Non-Executive MPL	01 April 2015	2
3	Siphiwe Mgcina	Non-Executive MPL	01 April 2015	2
4	Philip Van Staden	Non-Executive MPL	01 August 2015	1
5	Joyce Pekane	Non-Executive MPL	01 August 2015	3
6	Siphelele Zulu	Independent	-	1
7	Tshokolo Nong	Independent	01 April 2015	1

PERFORMANCE AND REMUNERATION COMMITTEE**Performance and Remuneration Sub-Committee Members details and attendance**

#	Member Name	Membership Category	Current Term commencement date	Number of meetings attended
1	Lentheng Mekgwe (Chairperson)	Non-Executive MPL	01 April 2015	5
2	Uhuru Moiloa	Non-Executive MPL	01 April 2015	4
3	Nomantu Nkomo Ralehoko	Non-Executive MPL	01 April 2015	4
4	Thokozile Magagula	Non-Executive MPL	01 August 2015	4
5	Joyce Pekane	Non-Executive MPL	01 August 2015	3
6	Mpapa Kanyane	Non-Executive MPL	01 August 2015	3
7	Given Sibiya	Independent	01 April 2015	2
8	Zola Fihlani	Independent	01 April 2015	2

Legend

#	Symbol	Explanation
1	*	Member resigned from the Committee in December 2015
2	#	Members were only appointed to the Committee on 01 August 2015

MEMBERS AFFAIRS COMMITTEE

Attendance Register

#	Member Name	Membership Category	Number of meetings attended
1	Hon Ntombi Mekgwe – Chairperson	Member	4
2	Hon Uhuru Moiloa – Deputy Speaker	Member	3
3	Hon Nomantu Ralehoko	Member	3
4	Hon Doreen Senokoanyane	Member	2
5	Hon Brian Hlongwa	Member	3
6	Hon Thokozile Magagula	Member	4
7	Hon Pinkie Mncube	Member	3
8	Hon Maggie Tlou	Member	3
9	Hon Mandisa Mashego	Member	2
10	Hon Phillip Van Staden	Member	3
11	Hon Fred Nel	Member	2
12	Hon Mike Moriarty	Member	2
13	Hon Glenda Steyn	Member	3
14	Hon Kate Lorimer	Member	2
15	Hon Janet Semple	Member	2
16	Hon Bonginkosi Dhlamini	Member	3
17	Peter Skosana	Executive	4



A Delegation from Uganda
benchmarking at the Legislature



Nomantu Nkomo Ralehoko, Non-Executive Member

OVERVIEW OF COMMITTEES' WORK

INTRODUCTION

The Office of the Chairperson of Committees is the third of five sub-programmes in Programme 1 (Leadership and Governance) of the GPL. The Chairperson of Committees is accountable for strategic management of the GPL standing and portfolio committees' business in so far as it relates to oversight, public policy discourse, law-making processes, public participation and stakeholder management, as well as ensuring that the committee programmes are adhered to in line with GPL strategic goals and by extension with global, national and provincial priorities.

ROLE OF THE CHAIRPERSON OF COMMITTEES

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

The OCoC monitors the impact of committee oversight initiatives and in addition, ensures that committees drive their work in line with the objectives and programme of the Legislature. The OCoC also ensures that there is a qualitative approach to oversight and scrutiny, stakeholder management, as well as law-making and policy development.

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

FOCUS OF OFFICES OF THE CHAIRPERSON OF COMMITTEES AND DEPUTY CHAIRPERSON OF COMMITTEES

Oversight

Oversight over the Provincial Executive is one of the core mandates of the GPL and is driven by the OCoC. The OCoC conducts its oversight over the Executive in line with the other core mandates of the institution, i.e. public participation, law-making and good governance. The GPL uses as an instrument of assessment the Sector Oversight Model (SOM) of the South African Legislative Sector. The SOM, being a sector-wide model, is largely based on the GPL Programme Evaluation and Budget Analysis (PEBA) methodology. It empowers House committees to scrutinise the performance of the Executive by endorsing the APPs and associated budgets and then evaluating the actual performance and associated expenditure. One of the key responsibilities of the OCoC is therefore to manage oversight and accountability between committees and the Executive in a controlled and ordered manner, as well as to obtain reports/submissions from the Executive as they account to the GPL.

During the period under review, the OCoC continued with the implementation of SOM through oversight focus areas of the Committees Oversight and Accountability Framework (COVAC). The oversight processes are developed and aligned to the GPG's ten Priority Pillars, the key prescripts of the National Development Plan (NDP) as well as to the 'TMR Imperatives', i.e. Transformation, Modernisation and Reindustrialisation, thereby ensuring that oversight is aligned with national drivers and development imperatives.

In this regard, committees of the GPL have recorded substantial progress towards the achievements of the goals they set out to accomplish in their APP for the 2015/16 financial year. Committees have been hard at work in conducting oversight over the Provincial Executive and they have actively promoted public participation in their activities. The provincial Bills, and the National Council of Provinces' (NCOP) Bills were processed. Good co-operative governance was encouraged in all committee activities and processes.

With regard to oversight and scrutiny, and thereby holding the Executive to account, committees have considered and scrutinised quarterly and annual performance reports of the relevant departments. They have also considered the Budget Vote submissions, as well as the financial performance reports of the GPG, in order to establish the ability of the APP to deliver the strategic objectives and priorities of the government, and in turn the ability of budgets to facilitate and enable execution of the APPs. The Committees Inquiry Act was invoked for detailed and in-depth oversight while FIS were conducted for performance verification. There were also unannounced visits by committees to service delivery sites to assess, on a first-hand basis, the delivery of service on a day-to-day basis in the province.

In the ongoing commitment to meaningfully involve the public in the business of the Legislature, committees embarked on stakeholder engagement sessions, public education programmes and outreach programmes. Stakeholders were also invited to committee meetings and Bua Le Sechaba (Talk to the People) campaigns were successfully executed.

With respect to law-making, the COVAC Framework encourages law-making and policy development based on oversight and public participation processes to ensure that laws and policies are better aligned and that they respond to the needs of the people of Gauteng. Committees have also considered and reported on Votes of the Schedule of the Provincial Appropriation Bill 2015/16, which were formally referred, in terms of the GPL's Rule 153. In addition, committees processed the Provincial Appropriation Adjustment Bills for the 2015/16 financial year; the Division of Revenue Bill 2015/16, and the Division of Revenue Adjustment Bill for the 2015/16 financial year.

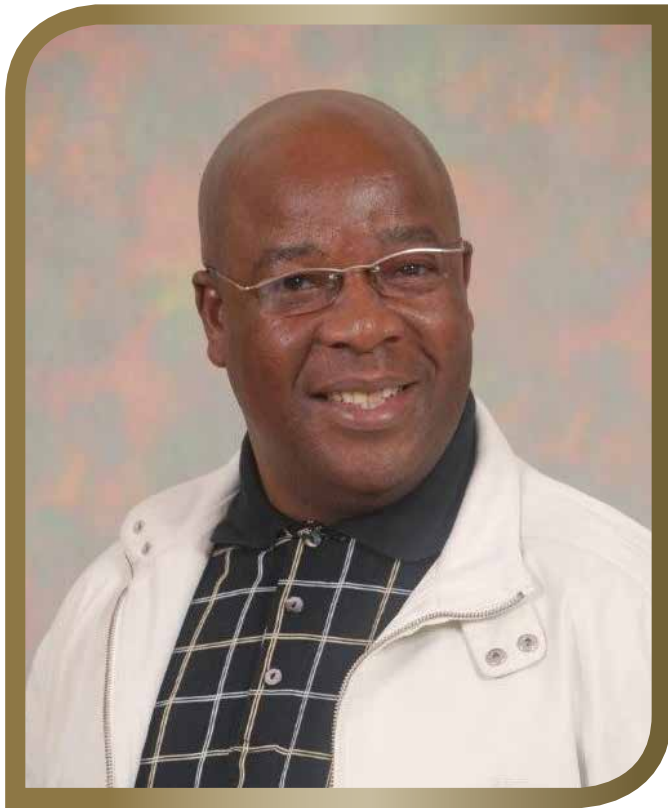
With respect to fostering co-operative governance, committees invited and collaborated with both national and local spheres and have actively collaborated with Chapter 9 and Chapter 10 Institutions with respect to oversight, public participation and law-making. The committees' APP assessments are progressing well. These assessments are based on the rationale that effective oversight over the Executive emanates from, and is strengthened by, well-functioning House committees. They allow for quarter-on-quarter performance analysis to translate to strong growth and improvements in performance by House committees.

Another great milestone is the leadership role played by the OCoC in strengthening support services to committees. This leadership and guidance has ensured that oversight practices are implemented positively and with a collaborative and non-punitive and non-adversarial attitude. In addition, through strong strategic liaison, the OCoC has also continued to sustain constructive working relationships with external oversight institutions such as the Auditor-General of South Africa (AGSA) and the Public Service Commission (PSC), where there is ongoing collaboration on oversight and best practice issues. It is such relationships of proactivity, constant collaboration, improved oversight and the relentless quest for enhanced service delivery that have contributed to the positive audit outcomes for both GPL and GPG.

The Standing Committee of Chairpersons undertook study tours to Sweden and Mauritius for the purposes of learning and sharing best practices. Key lessons on auditing of performance information, the importance of full separation of powers, and the value of integrated public transport have been learnt. While South Africa is a relatively new democracy of just over two decades, it ranks favourably with long developed democracies in terms of executive accountability and scrutiny of performance.

The committee shared GPL's work on sector parliaments with its foreign counterparts and the institution was commended for being inclusive in its approach to meaningfully involving the public. The Swedish government has thus informed the committee that it will be using examples and lessons from the Gauteng case on sector parliaments.

This shows that GPL not only learns and infuses global best practices, but through its robust committee work and processes, has immense lessons to offer to other provinces, and to the rest of the world.



Hon. Mike Madlala, Deputy Chairperson of Committees

ROLE OF THE DEPUTY CHAIRPERSON OF COMMITTEES

The Office of the Deputy Chairperson of Committees (O-Dep-CoC) is the fourth of five sub-programmes in Programme 1 (Leadership and Governance). It is tasked with mobilising civil society to participate in the work and business of the GPL, especially public participation programmes and ensuring implementation of the Re-engineering of Public Participation, including the Stakeholder Management Strategy for POs.

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

PUBLIC PARTICIPATION AND STAKEHOLDER MANAGEMENT

The O-Dep-CoC has been tasked by the POs to perform political leadership and oversight on re-engineering of public participation processes of the GPL. During the period under review, the Public Participation Forum, as a sub-committee of the POs, has been providing the Deputy Chairperson of Committees with a platform for performing leadership and oversight on public participation processes.

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

Committees of the Legislature have increased the posture of an activist legislature by not only providing space for people to make inputs during committee meetings but by also going out into communities to interact with the people in the places where they live; and there has been increased engagement with stakeholders by both the committees and the POs. This has been made clear by the increased number of sector parliaments held per annum. Furthermore, more efforts have been put into exploring additional opportunities for public participation through innovations. In this way, the GPL has offered opportunities for the people of the province to raise their issues with their public representatives. In addition, the GPL has used public participation to improve oversight and to ensure that it is informed by the experiences of ordinary people on the ground.

The GPL has also continually involved the people of Gauteng in the annually-held events to mark, commemorate and celebrate key national and international days. This includes convening the passing of motions on important occasions such as the 16 Days of Activism against Women and Child Abuse. In this way, the GPL has increased its profile as an activist legislature that is in touch with the issues of the day. There was also an implementation of the advocacy work on behalf of the people of Gauteng through committees raising public policy issues on behalf of communities.

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

With respect to working with the National Council of Provinces, the Deputy Chairperson of Committees is tasked by the POs to ensure strategic co-ordination of GPL committees with NCOP processes. In this regard, the Deputy Chairperson of Committees provides political leadership on matters relating to the GPL's interaction with NCOP activities. The GPL, through the O-Dep-CoC, regularly interacts with the NCOP on the Provincial Week, Taking Parliament to the People, Negotiating Mandates on the Bills, participation at NCOP workshops and seminars, as well as public hearings on NCOP Bills.

There has been strong participation in the NCOP workshops and seminars, as well as in the Negotiating Mandates on the Bills. Through supporting the NCOP programmes, it is evident that the co-ordination and alignment of programmes with the NCOP has drastically improved and it is envisaged that this improvement will grow further.





SECTION II

EXECUTIVE SUMMARY

“...ensuring that the institution is acting in the interest of the public at all times, the governance framework was developed as a game changer to improve good governance”

The 2015/16 GPL annual report demonstrates significant gains made in the period under review and reflects on the contributions made by the Legislature in implementing its mandate of oversight, law-making, public participation and co-operative governance. The year under review is characterised by significant improvement in key areas such as strategy, planning, budgeting, reporting, monitoring and evaluation (M&E). The institution was also capacitated with the important functions of transversal mainstreaming and M&E which will enable the GPL to further improve its planning and execution of projects.

The continuously increasing Gauteng population, as a result of migration in search of opportunities, has presented unique challenges related to how the GPL approaches stakeholder management. In its oversight and public participation processes, the GPL has to find innovative ways to deal with issues of racism, xenophobia, political and other intolerances. The GPL has succeeded in building stronger collaborative relationships and in the process, also addressed stakeholder concerns and needs. The improved planning and execution in the programmes, adequately supported the House and its committees, has contributed to more relevant public participation to inform decision-making, resulting in vigorous oversight.

In ensuring that the institution is acting in the interest of the public at all times, the governance framework was developed as a game changer to improve good governance and good performance at the GPL. This, among others, will enable the institution to pursue its vision effectively with strategies and mechanisms for audit and risk, human resource development, and performance and remuneration.

Peter Skosana, Secretary to the Legislature

ACHIEVEMENTS

STRENGTHENING OVERSIGHT AND SCRUTINY TO ENHANCE ACCOUNTABILITY FOR SERVICE DELIVERY

All SOM imperatives were achieved through committee work and support to the House thereby realising the GPL's strategic objective on 'Improved Accountability by the Executive to the Legislature in respect of service delivery'. The GPL continues to streamline the effectiveness of its internal processes in support to the House and its committees. In supporting the House Sittings, the GPL has successfully convened procedural briefing meetings prior to every House Sitting and this has ensured the successful convening of House Sittings for the period under review. In addition, co-ordination of the institutional programmes placed an emphasis on ensuring alignment of the House and the institutional programme. The Programming Committee and technical task team meetings were convened to consider and adopt GPL Term Programmes. Furthermore, the House Sittings were convened to debate committee reports including questions for oral reply and motions from various political parties in holding the Executive accountable. This was also to improve the implementation of service delivery to the people of Gauteng.

With reference to improving the performance of the committees, the project to standardise performance information in Gauteng laid the foundation for effective oversight and reporting by the GPG to the Committees of the House. Additionally, the Legislature, through the OCoC, has conducted quarterly performance assessments of committees and reported the findings to the Standing Committee of Chairpersons Review Sessions. This is linked to the strategic management of committee business which plays a critical role as an internal mechanism to ensure efficiency and effectiveness of the role of committees including the overall management of committee programmes in the GPL.

On the other hand, the implementation of the oversight imperatives was attained through the work done by committees on engagements with the people of Gauteng. Amongst others, the 'Committee Inquiry on Taxi Permits and Licencing' by the Roads and Transport Portfolio Committee was conducted. In addition, in pursuit of realising the GPL's strategic objectives on 'Improved Accountability by the Executive to the Legislature' and 'Improved meaningful involvement of the public in legislature business', committee inquiries, Bua le Sechaba feedback sessions, CRC activities, committee stakeholders sessions, petitions hearings, committee public hearings and indabas, were successfully implemented.

Continuous support was also provided to reporting structures such as the POs' strategic and ordinary meetings, LSB and its sub-committees, office bearers, Standing Committee of Chairpersons' Review Sessions, the Capital Project Oversight Committee, PPP Forum meetings, the Executive Authority including OCPOL, Finance Portfolio Committee meetings, and the Standing Committee on Public Accounts (SCOPA). The Secretariat and its sub-committees continued to direct the integration of the GPL Programmes to ensure reporting and accountability in line with the GPL 2014-2019 Strategy and the 2015/16 APP.

PROMOTING MEANINGFUL INVOLVEMENT OF THE PUBLIC IN THE BUSINESS OF THE LEGISLATURE

The GPL has increasingly sought innovative ways for effective implementation of its constitutional mandate on promoting public access and involvement in the processes of the institution. This has included creating various platforms for public participation, such as sector parliaments, public education programmes and taking the Legislature to the people of Gauteng. The people of Gauteng were also mobilised to participate in various GPL processes, including oversight visits, sector parliaments, public hearings and Sittings of the House, which also served as a feedback mechanism. In ensuring optimal implementation of the Public Participation Strategy, and to respond to the recommendations of the POs, the GPL re-engineering beyond slogans project continued to make progress with the ultimate aim to increase the visibility of elected public representatives in Gauteng communities; increase the involvement of the people of Gauteng in the planning and implementation of public participation initiatives; empower the people of Gauteng to ensure meaningful public participation; conduct evidence-based public participation to inform meaningful decision-making in the Legislature's processes; and to align GPL strategies, policies, processes and systems to support public participation.



Moreover, sector parliaments and events were successfully implemented and were preceded by public education workshops targeting relevant stakeholders for each event. Assessment on the work of the sector parliaments was conducted, which covered a narrative that detailed a number of innovations in the past four years including the conceptualisation of the sector parliaments; the political leadership of public participation through the Deputy Chairperson of Committees Office; the role of the Public Participation Forum; confirmation of the lead committees; and programming of the dates, regions and venues for the sector parliaments and stakeholder management.

On the other hand, the re-engineering project rationale and critical assumptions underpinning the project initiative were processed by the Secretariat. This further detailed a high level plan of action, aligning POs' priorities to the game changers and key activities. The activities on this project were to integrate into the Implementation Committee Term Programme aimed at integrated co-ordination support to the House and committees. In addition, a high level action plan, project charter and the research agenda were processed.

Significantly, the GPL respectively hosted the childrens' and commercial sex workers' sector parliaments, and recommendations that came out of these sessions were documented for implementation by relevant GPG departments. Parliaments for youth; persons with disabilities; Lesbian, Gay, Bisexual, Transgender and Intersexual (LGBTI); senior citizens; and women were successfully implemented. Furthermore, a number of activities were conducted as part of mainstreaming public participation across the institution, including among others: sector meetings with Albinism Society (Beauty by Nature), a prayer session with Soweto Interchurch group, Education Africa, Reform and Restitution Movement, One Voice of all Hawkers Association and NICSA – Tshwane.

Similarly, the GPL continued spearheading the Citizen Responsibility Campaign (CRC) Campaign and has collaborated with the Moral Regeneration Movement, Constitution Hill, City of Tshwane and Valued Citizens Initiative on the implementation of the CRC campaign, among other. Through its Voter Education and Registration Programme, the GPL commenced and completed planning for the 2016 Local Government Elections' Voter Education Campaign. In addition, dialogues and information exhibitions in institutions of higher learning were carried out with students in Tshwane (TUT Ga-Rankua and TUT Main Campus) as well as the Information Expo in TUT Main Campus. Accordingly, external stakeholder groupings and the "Hlwekisa Campaign", in partnership with the City of Tshwane, CoGTA, Delta, etc. were successfully launched and implemented, including facilitation of the launches of Thand' uMzansi Campaign and the Youth in Conversations Programme.

INCREASING THE RESPONSIVENESS OF LAWS TO MEET THE NEEDS OF THE PEOPLE OF GAUTENG

In support of the Legislature's key mandates on oversight and law-making, the GPL conducted a workshop on questions and developed 'the very first' GPL Questions Booklet. Accordingly, the law-making for Parliamentary Liaison Officers (PLOs) was conducted as well as a successful hosting of the review of the Standing Rules. Through the provision of administrative, procedural, research and legal support, the introduction, consideration and adoption of the Second Provincial Appropriation Bill 2015/16 financial year as Act No. 1 of 2016 was realised; a workshop for the drafting of the Repeal Bill of the FAMILA (Act) was successfully hosted; and the Petitions Act Regulations and the Legislature Services Act were reviewed.



FOSTERING A COHERENT AND CO-ORDINATED LEGISLATIVE SECTOR

The GPL co-ordinated and participated in the National Speakers Forum and SALSA fora and co-ordinated and participated in the Gauteng Speakers Forum (GSF) and GSF Technical Task Team meetings. Globally, the GPL convened and participated in the Commonwealth Parliamentarians' Association (CPA) branch Exco meetings and was also responsible for the co-ordination and participation in the fourth CWP Gender Advocacy Workshop for the Southern Africa Subregion. Furthermore, The GPL and Chinese Consulate collaborated on a social responsibility programme wherein donations were made to Emdeni High School and hosted the Kenyan delegation (Committee of the Parliamentary Service Commission of Kenya on Information and Public Communication), as well as the Welsh delegation. The institution participated in the Commonwealth Women Parliamentarians Africa Region Sensitisation Workshop and the Young African Leaders Initiative – Mandela Washington Fellowship for Young African Leaders' Southern Africa Regional Conference as part of knowledge creation, information sharing and the exchange of lessons in advancing parliamentary democracy. The CPA Exco AGM was also convened to nominate a new executive committee.

In addition, initiatives led by the Department of Education and the City of Johannesburg during the June 2015 Youth Parliament held at Nasrec Expo were conducted. There was also collaboration with Constitution Hill during the 2015 Children's Parliament, whereby participants were allowed free entry and tours at Constitution Hill. Furthermore, partnerships were fostered with Mogale City Local Municipality in the West Rand Region during the 2015 Women's Parliament at Munsieville.

During the period under review, there were established collaborations between the GPL and other state organs namely, the Independent Electoral Commission (IEC), Co-operative Governance and Traditional Affairs (CoGTA), Gauteng Department of Education (GDE), Department of Home Affairs (DHA), Constitution Hill, representatives from the South African Union of Students (SAUS) and the Department of CoGTA's Governance, and IGR Directorate, to enhance the responsiveness to petitions referred by the Petitions Committee to the municipalities in Gauteng.

ENHANCING PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE

The GPL continues to improve good governance and good performance at the GPL. In enhancing its accountability and performance, the Legislature continued to implement decisions emanating from the LSB, POs and oversight reporting structures. Accordingly, in improving fiscal discipline and financial management, cash flow and planned activities were monitored and evaluated on a monthly basis and activities were increasingly aligned and managed to promote good governance. This enhanced a continuation of economic, efficient and effective utilisation of resources for the achievement of the GPL's objective. The GPL implemented adopted cost cutting measures with greater control on expenditure; identifying areas where savings could be realised and ensuring that the limited allocated resources were optimally and efficiently utilised. This also included implementation of revenue generation measures and strategy for implementation in the new financial year. Austerity and cost cutting measures were continuously implemented to realise savings. To this end, the governance framework for the GPL was developed to ensure that GPL will act in the interest of the public. This will further enhance GPL's strong commitment to integrity, ethical values, rule of law, openness and comprehensive stakeholder engagement.

During the period under review, the GPL advanced continuous improvement with regard to compliance to policies and legislation that govern the work of the Legislature. Thus, the Information and Communications Technology (ICT) Policy was developed and approved by the LSB. This is a new policy that encompasses several areas that were covered under separate policies. The purpose of this policy is to document the practices of provisioning, managing, securing and supporting GPL information and audio-visual assets. Similarly, the Risk Management Policy was also adopted by the LSB. It includes the identification and evaluation of actual and potential risk areas as they pertain to GPL in totality, followed by a process of either avoidance, termination, transfer, tolerance/acceptance, exploitation, or mitigation/treatment of each risk, or a response that is a combination or integration.

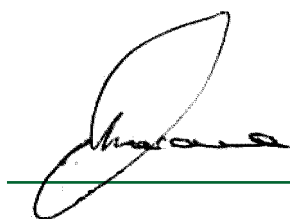
In ensuring ethical conduct, members declared their interests and the Register of Members' Interests was compiled and published. The declaration of interests ensured openness and accountability by members and staff. Similarly, the GPL Code of Conduct and ethical framework for GPL employees is implemented continuously. Previously, this was used as a mechanism to ensure that senior management declared their interests and it was extended to all GPL employees to comply with. Additional measures were introduced in the period under review in order to strengthen the accountability and governance role played by monitoring, evaluation and reporting in the institution. Notably, was the introduction of Indicator Protocol Development (IPD) for all programmes, where indicator protocols were developed for the 2015/16 and 2016/17 financial year and this practice will be institutionalised going forward. A baseline study was also commissioned, to establish a scientific baseline on the implementation of the GPL 2014-2019 Strategic Plan, to inform relevant target setting going forward.

MODERNISING BUSINESS PRACTICES TOWARDS SUPPORTING THE FUNCTIONS OF THE LEGISLATURE

The modernised business practices towards supporting the functions of the GPL aims to streamline/integrate all business systems, processes and solutions with the goal of effectively and efficiently supporting the core mandates of the Legislature. This will enhance the business of the Legislature with the ultimate goal of increasing performance and productivity, and build an institutional culture that sets a solid foundation and prepares the environment to embrace new innovations. To this end, the project's terms of reference and Charter have been approved and the scope has been developed. Additionally, the GPL has realised a value-add of an e-Legislature by continued reduction of paper usage. This is measured through less printing of documents for meetings and more utilisation of electronic documentation in fulfilling the paperless priority as set by the POs.

CONCLUSION

The GPL will continue to be accountable to the people of Gauteng and will on an annual basis reflect on its achievements in implementing its mandate of oversight, law-making, public participation and co-operative governance, in enhancing service delivery.



PETER SKOSANA
SECRETARY TO THE LEGISLATURE
 YOUR VIEW ~ OUR VISION



SECTION III



Gauteng Speakers' Forum
in session

STATEMENT OF RESPONSIBILITY FOR PERFORMANCE INFORMATION BY THE ACCOUNTING OFFICER

I hereby confirm that the Performance Information of the GPL has been submitted to the AGSA's office for auditing in terms of the Financial Management of Parliament and Provincial Legislatures Act.

I acknowledge my responsibility for the accuracy of the accounting records and fair representation of the Performance Information and confirm to the best of my knowledge and belief that both are true and correct in that:

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

The GPL is responsible for keeping proper accounting records for purposes of disclosure with reasonable accuracy at any time and to ensure that the accounts comply with the Financial Management of Parliament and Provincial Legislatures Act. The GPL is also responsible for safeguarding its assets and for taking reasonable steps to prevent and detect fraud and other irregularities.

PETER SKOSANA
SECRETARY TO THE LEGISLATURE



STRATEGIC OUTCOME-ORIENTED GOALS

STRATEGIC GOAL:

To be a responsive legislature that fosters public confidence.

STRATEGIC OBJECTIVES:

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



Children's Parliament in session



PROGRAMME PERFORMANCE INFORMATION (NON-FINANCIAL REPORTING)

PROGRAMME 1: LEADERSHIP AND GOVERNANCE

PURPOSE

The purpose of the Leadership and Governance Programme is to provide strategic leadership and overall management to the institution, thereby enabling the institution to exercise its constitutional responsibility of conducting oversight over the Provincial Executive, making and passing laws for the province, meaningfully involving the people of Gauteng in all institutional processes, and facilitating co-operative governance. The programme consists of five sub-programmes namely, Office of the Speaker, Office of the Deputy Speaker, Office of the Chairperson of Committees, Office of the Deputy Chairperson of Committees, and the Legislature Services Board. The programme is also responsible for the alignment of institutional processes to the strategic plan for the term 2014–2019. The strategic political management of POs and Office Bearers, as well as the strategic management of committees to ensure achievement of the provincial priorities, is also given effect through this programme.

KEY FUNCTIONS

The programme, being responsible for the strategic leadership and overall management of the institution, is responsible for a number of key functions. It is responsible for the development and implementation of the institutional strategy and budget, oversight on capital projects as well as the development and implementation of the legislature programme. The programme is also responsible for ensuring that the business of the House functions optimally, that the Standing Rules of the House are developed and implemented and that the LSB functions optimally in accordance with good co-operative governance codes.

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

The programme is further responsible for the strategic management of committees and their respective programmes to ensure the strategic co-ordination of the NCOP; ensuring that the Legislature provides effective and efficient services to members and the implementation of a training and development programme for members. The Leadership and Governance Programme also ensures the optimum functioning of the Office of the Integrity Commissioner; promotion of ethical governance, the performance assessment of senior management as well as responding to public policy issues. The development and maintenance of relations between local and international partners also falls within the key responsibilities of this programme, which includes strengthening of relations with the Leader of Government Business.

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

SUMMARY OF ACHIEVEMENTS

During the year under review, in addition to the achievements recorded in line with the APP targets, the programme has recorded the following operational achievements as highlights:

GPL INTERNAL BUSINESS PROCESSES

With respect to GPL internal business processes, the programme convened successful procedural briefing meetings prior to every House sitting and this ensured the successful convening of House sittings for the period under review. With respect to the institutional programme, the programme convened and actively participated in the Programming Technical Task Team meetings. These sessions ensured the successful convening of Programming Committee meetings and Special Programming Committee meetings to consider and adopt GPL term programmes.

In addition, the programme successfully convened a number of other fora and strategic meetings to ensure the smooth leadership and governance of the institution. Key among these were the convening and participation in the Rules Committee meetings to consider the amendment of rules and in order to ensure that strategic and political direction was provided to the institution, the programme successfully convened and participated in Office Bearers meetings, convened and participated in the monthly financial management reporting meetings, convened and participated in the POs Strategic Planning meeting, and in the Quarterly POs meetings. The programme also participated in the Secretariat, Extended Secretariat and Special Secretariat sessions.

To ensure that the GPL complied with its oversight and reporting obligations and responsibilities, the programme participated in the Interpretation of the Audit Report and the Induction to AGSA Gauteng Office Workshop, the workshop on Financial Management of Parliament Amendment Act, Party Funding Act and policies applicable to party caucus. It also presented respective performance reports to relevant oversight bodies as required and requested. The programme convened successful Strategic Projects Oversight meetings and developed quarterly oversight reports in this regard.

The programme developed Quarterly LSB Reports and associated reports as well as quarterly governance reports that were tabled to the LSB and POs meetings. The quarterly meetings of the Performance and Remuneration Committee and Members Affairs Committee were successfully convened.

MATTERS OF SOUND EMPLOYEE AND LABOUR RELATIONS

With respect to GPL's consideration of matters of sound employee and labour relations, the programme convened and participated in robust strategic meetings with GPL's labour unions. It arranged a media briefing to discuss allegations of corruption and nepotism in GPL and convened regular sessions with the Office of the Integrity Commissioner. In addition, it convened successful Privileges and Ethics Standing Committee meetings and adopted reports by the Integrity Commissioner, as well as quarterly Human Resource Development (HRD) meetings.

GPL AS AN IMPORTANT PLAYER IN THE SOUTH AFRICAN AND GLOBAL LEGISLATIVE SECTOR

With respect to GPL as an important player in the South African and global legislative sector on the local front and in the local legislative sector, the programme co-ordinated and participated in the National Speakers Forum, the GSF Technical Task Team meetings, as well as in the GSF. The programme attended and assumed Chair at the National Speakers Forum Reference Group for Law-making. It also participated in the National Speakers Forum reference Group for Public Participation.

Globally, the programme convened and participated in the CPA Branch Exco meetings. It was responsible for the co-ordination and participation in the fourth CWP Gender Advocacy Workshop for the Southern Africa Sub-region. The programme co-ordinated and participated in the GPL and Chinese Consulate General's Social Responsibility Programme wherein donations were made to Emdeni High School, and it hosted the Kenyan delegation (Committee of the Parliamentary Service Commission of Kenya on Information and Public Communication) as well as the Welsh delegation. The programme participated at the Commonwealth Women Parliamentarians Africa Region Sensitisation Workshop as well as in the Young African Leaders Initiative – Mandela Washington Fellowship for Young African Leaders' Southern Africa Regional conference. It convened a CPA Exco AGM to nominate a new executive committee.

ACTIVE CITIZENRY

The programme is spearheading the CRC and has met with Moral Regeneration Movement, Constitution Hill, City of Tshwane and Valued Citizens Initiative on the implementation of the CRC. Through its Voter Registration Programme, the programme had commenced and completed planning for the 2016 Local Government Election's Voter Education and Registration Campaign. In this regard, the following were recorded as achievements:

- **MEDIA CAMPAIGN**
 - Print media: placement of adverts in 10 community newspapers and two commercial newspapers;
 - Outdoor media: placement of 20 billboards;
 - Broadcast media: carried out interviews with SABC's Morning Live show, Kaya FM and SA FM; and
 - Digital and social media: established a solid presence on the following social media platforms: Facebook, Twitter, Instagram and YouTube and completed the development of a campaign website.
- **ACTIVATIONS**
 - A total of 30 activations were carried out in all five municipalities in Gauteng. The following areas were targeted through the Activations Programme: Taxi ranks, railway stations, leisure spots, sports activities, places of worship, shopping and centres/malls.
- **DIALOGUES AND INFORMATION EXPOS IN INSTITUTIONS OF HIGHER LEARNING**
 - Dialogues with students of Tshwane (TUT Ga-Rankua and TUT Main campuses) were held, as well as the Information Expo at the TUT Main Campus.

PUBLIC PARTICIPATION

The programme co-ordinated and participated in the Youth Sector Parliament as well as in the Children's Sector Parliament. A number of sector meetings were convened as outlined below:

- Albinism Society (Beauty by Nature);
- Education Africa;
- Land Reform and Restitution Movement;
- One Voice of all Hawkers Association;
- NICSA – Tshwane; and
- a prayer session with Soweto Inter-churches group.

The programme reached out to over 13 external stakeholder groupings. It successfully launched and implemented the “Hlwekisa Campaign” in partnership with the City of Tshwane, CoGTA, Delta, etc. It also facilitated the launch of Thand' uMzansi Campaign and the Youth in Conversations Programme.

COMMITTEE WORK

With respect to committee work, the programme is busy with a project to standardise Performance Information in Gauteng. The programme, through the Office of Chairperson of Committees, conducts quarterly performance assessments of committees and reports the findings at the Standing Committee of Chairpersons Review Sessions. The programme also reports on the strategic management of committee business including the committees' programme and committee travel. The current Committee Travel Policy and the accompanying manual were revised.

GENDER MAINSTREAMING

With respect to gender mainstreaming, the programme participated in the launch of the 16 Days of Activism against Gender Based Violence, the briefings on the GPL Multi-Party Women's Caucus Door-to-Door Campaign in Eikenhof as well as participation in the GPL Multi-Party Women's Caucus Strategic Planning Session.

PROGRAMME PERFORMANCE INFORMATION

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the legislature in respect of service delivery	Number of reports on implementation of the Sector Oversight Model	4 x Reports to monitor the implementation of SOM (quarterly)	Target partially (50%) achieved	Although all 4 reports were produced, they were not inclusive of all required information	The APPs for 2016/17 and 2017/18 will be reviewed for SMART indicators and targets. In addition: going forward, the Sub-Programme will ensure that it consolidates the information received from a number of stakeholders to produce a complete and comprehensive SOM implementation report
	Number of reports on implementation of the Standardisation of Performance Information in Gauteng	4 x Reports on Phase 1: Development of the final draft Terms of Reference (ToR), scope and parameters of the Standardisation of Performance Information in Gauteng (quarterly)	Target Fully Achieved: 4 x Reports on Phase 1: Development of the final draft ToR, scope and parameters of the Standardisation of Performance Information in Gauteng have been prepared	No deviation	Though the target was fully achieved, there were challenges experienced during the year under review in that the relevant Stakeholders were not co-operative and as such the GPL had to prepare the draft ToR in isolation. While this is beyond the control of the GPL, it has consistently raised these challenges in the Quarterly Reports. Going forward, interventions have already been made with some of the Stakeholders and where the challenges persist, further interventions will be made to ensure that these are resolved timeously
	Number of assessment reports on Committee Performance	4 x Assessment reports on Committee Performance (quarterly)	4 x Assessment reports on Committee Performance have been prepared (quarterly)	No deviation	N/A
	Number of reports on Strategic Management of Committee Business, including the Committees Programme and Committee Travel	4 x Reports on Strategic Management of Committee Business, including the Committees Programme and Committee Travel (quarterly)	4 x Reports on Strategic Management of Committee Business, including the Committees Programme and Committee Travel have been prepared (quarterly)	No deviation	N/A
Improved meaningful involvement by the public in Legislature business	Number of reports on compliance with the revised integrated Public Involvement Strategy	4 x Reports on monitoring the implementation of the re-engineered Public Involvement Strategy (quarterly)	4 x Reports on monitoring the implementation of the re-engineered Public Involvement Strategy have been prepared (quarterly)	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Increased responsiveness of laws to meet the needs of the people of Gauteng	Number of reports on level of compliance to the revised integrated law-making framework	4 x Reports on monitoring compliance to the revised integrated law-making framework (quarterly)	4 x Reports on monitoring compliance to the revised integrated law-making framework have been prepared	No deviation	N/A
Fostered coherent and co-ordinated legislative sector	Number of reports on level of implementation of the GSF Five Year Plan	4 x Reports on Phase 1: Roll Out of revised GSF Five Year Plan, as per the implementation plan (quarterly)	Not achieved	Though the reports were produced, these were not accepted as being in the correct format	The APP 2016/17 and 2017/18 will be reviewed again to factor in the SMART indicators and targets. In addition, control measures are in place to ensure that GSF produce detailed quarterly reports as per the 5 Year Implementation Plan. Reporting structure of GSF will be improved and reports from task teams will be produced timeously and in an agreed upon format
	Number of reports on level of compliance with the inter-institutional relations strategy	4 x Reports on Phase 1: Implementation of inter-institutional strategy (quarterly)	4 x Reports on Phase 1: Implementation of inter-institutional strategy have been prepared (quarterly)	No deviation	N/A
	Number of reports on level of compliance with the CRC Five Year Strategy	4 x Reports on Phase 1: Implementation of the CRC Five Year Strategy as per the implementation plan (quarterly)	Target Fully Achieved: 4 x Reports on Phase 1: Implementation of the CRC Five Year Strategy as per the implementation plan have been submitted and evidence has been produced and submitted to the AGSA	No deviation	The APPs for 2016/17 and 2017/18 Financial Years (FY) will be reviewed for SMART indicators and targets. In addition, the Programme/Project Co-ordination capacity will be reviewed and augmented accordingly in line with the campaign strategy requirements to avoid recurrence and to ensure that the project plan is duly achieved

Strategic Objectives	PLANNED PERFORMANCE		ACTUAL PERFORMANCE		
	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Number of reports on % implementation and evaluation of the strategic plan for Privileges and Ethics Committee in compliance with the GPL Governance Framework	4 x Reports on Phase 1: 50% implementation of the strategic plan for Privileges and Ethics Committee as per the implementation plan, in line with the GPL Governance Framework (quarterly)	4 x Reports on Phase 1: 50% implementation of the strategic plan for Privileges and Ethics Committee as per the implementation plan, in line with the GPL Governance Framework (quarterly)	No deviation	N/A
	Number of reports to the LSB and PO on monitoring compliance to good governance as per the GPL Governance Framework	1 x Annual report (comprising four quarterly assessment reports) to the LSB and PO on monitoring compliance to good governance (quarterly)	1 x Annual assessment report, comprising of 4 x quarterly reports to the LSB and PO on monitoring compliance to good governance was prepared and adopted	No deviation	N/A
	Number of Reports on the capacity training needs for board members in line with the GPL Governance Framework	4 x Quarterly reports on the capacity training needs for Board members in line with the GPL Governance Framework (quarterly)	While the governance framework is awaiting approval processes, capacity training needs for the Board were met and 4 x quarterly reports in this regard were prepared and adopted by the Board	No deviation	N/A
	Number of reports on the implementation of the revised charters of the Board, in line with the GPL Governance Framework	1 x Annual report on the implementation of the revised charters of the Board (first quarter)	1 x Annual report on the implementation of the revised charters of the Board was prepared, tabled and adopted by the LSB. The implementation of the charters are illustrated through sub-committee meetings subsequent to the revisions	No deviation	The APP 2016/17 and 2017/18 will be reviewed for SMART indicators and targets. In addition there will be a standing item on the LSB agenda which will cover/ discuss the monitoring of the implementation of the Charter. The agenda item together with other items will be minuted and produced/serve as evidence
	Number of reports on the capacitation of the LSB Unit, in line with the GPL Governance Framework	1 x Annual report on the capacitation of the LSB Unit (first quarter)	1x Annual report on the capacitation of the LSB Unit was prepared	This indicator and target were duplicated, thus the same evidence was produced for the duplicated targets	The APP 2016/17 and 2017/18 will be reviewed to remove duplicate indicators that leads to the provision of duplicate evidence

Strategic Objectives	PLANNED PERFORMANCE		ACTUAL PERFORMANCE		
	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Number of reports on the implementation of the developed framework, in line with the GPL Governance Framework	1 x Annual report on the implementation of the developed framework (first quarter) and 3 x monitoring reports on the implementation of the Consolidated GPL Governance Framework (quarters 2, 3 and 4)	Target not achieved	The governance framework is awaiting approval processes	The framework has since been developed and implementation will commence after approval by the LSB in 2016/17
	Number of LSB meeting to receive reports on Oversight over Administration, in line with the GPL Governance Framework	6 x LSB meetings to receive reports on Oversight over Administration as follows: <ul style="list-style-type: none"> • 4 x Ordinary LSB meetings (first quarter) • 1 x Meeting to consider Budget adjustment (quarter 2) • 1 special LSB Meeting to consider the APP (quarter 3) 	While the governance framework is awaiting approval processes, oversight on governance process was achieved through various activities, including: 6 x LSB meetings were conducted to receive reports on Oversight over Administration and the reports were tabled and adopted by the LSB as follows: 4 x ordinary LSB meetings were convened quarterly 1 x Special LSB meeting was held to consider Budget adjustment 1 x LSB meeting was conducted for the tabling of the APP	No deviation	N/A
	Number of MAC meetings to receive reports on oversight of the administration, in line with the GPL Governance Framework	4 x MAC meetings to receive reports on oversight of the administration (quarterly)	4 x meetings of Members Affairs were conducted quarterly, to receive reports on oversight of the administration and the reports were tabled and adopted	No deviation	N/A
	Number of performance and Remuneration meetings to receive reports on monitoring of performance by the institution, in line with the GPL Governance Framework	4 x Performance and Remuneration meetings to receive reports on monitoring of performance by the institution (quarterly)	4 x Performance and Remuneration meetings were convened quarterly to receive reports on monitoring the performance of the institution	No deviation	N/A

PROGRAMME 2: OFFICE OF THE SECRETARY TO THE LEGISLATURE

PURPOSE

The Office of the Secretary serves as the custodian of the development and implementation of the GPL strategy, and provides administrative leadership to the achievement of the institutional mandates of oversight and scrutiny, law-making, public participation and co-operative governance. Consequently, the office has the responsibility to deliver on all directives of the LSB and the POs, in line with the GPL business model.

KEY FUNCTIONS

The key functions of the Office of the Secretary include the provision of effective administrative support to the House and its committees, the Executive Authority, the GPL and sector-related oversight structures. The office also provides leadership to the effective management and oversight on the development of the GPL Strategy and the implementation thereof, as well as monitoring the implementation of administrative services and governance practices, including budgeting, reporting, and M&E. The office plays a central role in facilitating transversal mainstreaming in the business of the legislature across all business units in the execution of the institutional mandates.

SUMMARY OF ACHIEVEMENTS

GOVERNANCE PROCESSES

As per practice, following the development of the GPL's five Year Strategy for the fifth term, the GPL embarked on an annual strategic planning session where APPs were revised to respond to the emerging priorities from the POs. As such, the Office of the Secretary led this governance process in the current reporting period, including implementing diligent quality assurance processes for the revised plans. Subsequently, oversight was provided in the implementation of the APPs, which included analysis of reported performance information and guiding the institution on Specific, Measurable, Achievable, Relevant, Time-bound (SMART) and result-based planning and reporting. Support was also provided effectively for the implementation of various institutional governance processes such as financial management, risk, contract and project governance, resulting in the institution acquiring a clean audit in the reporting period.

The annual report for the financial year, which shows gradual improvements on quality each year, was compiled from this Office. The report was published in a simplified citizens' version in six languages namely, Xitsonga, Sesotho, Sepedi, isiZulu, English and Afrikaans. It was also printed in Braille. The GPL annual reports are posted on the institution's website, in an effort to promote transparency and to increase access to information for the people of Gauteng.

The office provided leadership, oversight and quality assurance in the implementation of support services to the House and its committees, in order to discharge the mandates of the GPL, i.e. oversight and scrutiny, law-making, public participation and co-operative governance. In this regard, all imperatives of the Sector Oversight Model and other oversight innovations were implemented successfully, as well as the law-making processes, public participation interventions and co-operative governance processes. Furthermore, an assessment of the effectiveness of sector parliaments was concluded during the reporting period, which included the number and quality of innovations in the past four years.

The Office of the Secretary executes its leadership and oversight role in providing administrative services through the Secretariat, amongst other decision-making structures, where monitoring of the quality of support services provided to the House and its committees is conducted and decisions are taken on the effective support to the political leadership of the institution. The governance processes outlined above contribute to effective oversight and ultimately, improved service delivery.

MONITORING AND EVALUATION

During the current reporting period, the Office of the Secretary established two new functions in an endeavour to improve support services to the House and its committees. They are the M&E Unit and the Transversal Mainstreaming Focal Point. The M&E Unit successfully embarked on strengthening the institution on matters pertaining to the result-based planning and reporting including summarising and disseminating the GPL M&E Framework to management; guiding the revision of performance indicators in the Institutional Annual Performance Plan to strengthen the development of measurable indicators;

and providing quality analysis of quarterly and annual reports to enhance the integrity of reported performance information. Furthermore, the unit supported the institution to complete the indicator protocols for all programmes' APPs, and initiated the Baseline Assessment Study, which is intended to establish a scientific baseline from which the GPL may measure its performance. The M&E Committee continued to provide oversight and ensured seamless planning, budgeting, M&E, and reporting throughout the year under review.

TRANSVERSAL MAINSTREAMING

The Transversal Mainstreaming Focal Point (TMFP) was established to enhance inclusiveness in governance processes. On its establishment, the TMFP developed the five year Performance Indicators for the institution, which were incorporated into the GPL Performance Plan, with guidance from the M&E Unit. The TMFP further developed the structure and function of the unit to focus its work on the support of the House and its committees. To further strengthen governance processes in the GPL, the Office of the Secretary, through the TMFP, supported the establishment of the GPL Multi-Party Women's Caucus, which is a political structure that sets the agenda and oversees the implementation of transversal issues in the institution.

To establish a strong basis for transversal mainstreaming in the GPL, the terms of reference for implementing a transversal mainstreaming audit and training of management and members were developed for implementation in 2016/17. The audit is intended to establish a baseline for measuring institutional performance for transversal mainstreaming as well as developing GPL specific training materials and training to increase capacity for transversal mainstreaming in the institution. Furthermore, input on transversal mainstreaming was made to the House Rules that are currently being revised. This is envisaged to ensure that transversal mainstreaming is also governed by House Rules for mandatory implementation.



PROJECT GOVERNANCE

The Office of the Secretary provides leadership, oversight and monitoring of the implementation of institutional projects. In this regard, institutional projects were processed through the Secretariat and Project Steering Committee meetings, where guidance was provided on standard project management principles and monitoring of project milestones, as well as the quality of project outputs. Key institutional multi-year projects implemented in this financial year include:

- **RE-ENGINEERING OF PUBLIC PARTICIPATION PROJECT**

The motto for this project is ‘public participation beyond slogans’, which is an emphasis on overhauling public participation interventions in the GPL such that they add-value to access and involvement of the people of Gauteng in the business of the Legislature. While this is a multi-year project, the Secretariat processed various progress reports by monitoring the quality and the achievements of planned milestones.

- **20 YEARS OF INSTITUTION BUILDING AND DEMOCRATIC CONSOLIDATION PROJECT**

This project marked the commemoration of 20 years of democracy in South Africa. Legacy products that recorded the history and performance of the GPL in the 20 years of democracy were launched as the project closed in the reporting period. These included the 20 Years of Democracy Coffee Table Book, the 20 Years of Democracy Report, the Members Encyclopaedia, and the 20 Years of Democracy Documentary.

- **BUSINESS ENHANCEMENT PROJECT**

The Business Enhancement Project was initiated to modernise the business processes of the GPL, in pursuit of efficiency in providing support to the House and its committees. This multi-year project is an innovation that seeks to integrate all business solutions, with the aim to support the core mandates of the Legislature, and increase performance and productivity.

- **PERCEPTION SURVEY PROJECT**

The GPL is a representative of the people of Gauteng, therefore, public confidence is key to the vision of the institution. To this end, a Public Perception Survey was completed. It assessed public awareness of the legislature and its functions as well as public perceptions on the effectiveness of the Legislature. The survey provided essential recommendations that inform improvements in the work of the Legislature.



COGTA Bua Le Sechaba

SUMMARY OF INSTITUTIONAL PROJECTS

Each year, the GPL implements various projects to improve its operational processes and to effectively discharge its mandates. The table below shows a list of completed and ongoing institutional projects during the reporting period:

Project	Project Type		Project Status	
	Capital	Operational	Completed	In Progress
GPL Baseline Assessment		•		•
Draft Money Bills Amendment Procedure and Related Matters Act		•		•
Petitions Regulations		•	•	
GPL Governance Framework		•		•
Voter Education and Registration		•	•	
GPL Feasibility Study		•		•
Disaster Recovery Plan		•	•	
Library Replacement System	•		•	
SAP Upgrade		•	•	
Replacement of the GPL Main Building UPS	•		•	
Occupational Hygiene Service		•		•

POLICY DEVELOPMENT

Policy development is key in regulating the standard operating processes, compliance and good corporate governance. The Office of the Secretary provides leadership in the development of institutional policies and in the reporting period, the following policies were developed:

1. Job Evaluation Policy – to provide guidance and prescripts for the job evaluation process. The policy is in the final approval stage.
2. Risk Management Policy – to adopt a comprehensive, all-inclusive and common approach to the management of risk. The policy was adopted.
3. ICT Policy – to document the practices of provisioning, managing, securing and supporting GPL information and audio-visual assets. The policy was adopted.
4. Reviewed Policy on International Studies, Conference Attendance and Inter-legislative Visits by Committees – to outline the procedure and guide the process of undertaking official travels by committees. The policy is in the final approval stage.
5. GPL Code of Conduct and Ethics Framework – to promote and encourage a high level of ethical conduct amongst GPL employees. The policy was adopted.
6. Integrity Commissioner's Act – to create a uniform and standardised framework for the administration and implementation of ethics. The development of the Act has commenced for completion in 2016/17.
7. GPL Staff Funeral Policy – the policy is under review.

All GPL policies are subjected to different oversight structures for consultation, which include the Policy Committee, Secretariat and the LSB.

COMPLIANCE, RISK AND INSTITUTIONAL INTEGRITY

Compliance with the internal and external legislative environments ensures good governance processes in the Legislature. Similarly, risk management has formed the integral part of the day-to-day operational processes in the institution. As such, the GPL has successfully monitored compliance with legislation that governs the work of the institution, and a register of risks and their respective action plans was updated regularly throughout the reporting period.

The Register of Members' Interest for 2015/16 was published in April 2016 and included the declarations of all Members of the Legislature. The Disclosure of Registrable Interests by Members was in accordance with the requirements as stipulated in the Code of Conduct and Ethics for Members. In terms of this Code, members are required to submit their declarations to the Integrity Commissioner within 30 days after the official opening of the Legislature. By virtue of the role of members as public representatives, there is a high level of expectation that members should be transparent and be held accountable for their actions, hence the main purpose of the register is to promote a culture of openness and accountability, and to create a platform to ensure the public scrutiny of members' interests. The register continues to be the cornerstone in the management of conflicts of interest that might arise in relation to the role of members as public representatives.

During the year under review, the Code of Conduct was reviewed. The primary aim of the review exercise was to enhance the substantive quality of the Code, in order to promote a culture of openness and transparency and high standards of ethical conduct by Members of the Legislature. The review process was underpinned by extensive research, and internal and external stakeholder consultations. It is envisaged that the revised Code of Conduct will be adopted by the Legislature in the first quarter of the coming financial year.

Investigations in relation to the complaints lodged against the MPLs were conducted. These were mainly investigations on complaints submitted to the Integrity Commissioner by Members of the Legislature. Completed investigation reports were submitted to the Privileges and Ethics Committee for consideration. The committee tabled its recommendations and reports to the House in accordance with its mandate and functions, as prescribed in terms of the Standing Rules.

The Office of the Integrity Commissioner continues to subscribe to the "Who owns Whom" and Experian research products. The office uses these research tools to scrutinise the declaration forms submitted by the members. The scrutiny of the Register of Members' Interest is important as it serves to enforce and promote prevention-based approaches adopted by the Office of the Integrity Commissioner in terms of dealing with potential conflict of interest situations. Once a potential conflict has been identified, the Integrity Commissioner initiates an advice and counselling session with the respective member in an attempt to address and manage the conflict. Furthermore, the GPL Senior Management complied with the requirement to submit declarations of interest. In accordance with the approved Code of Conduct, the Disclosure of Financial Interest Framework was implemented in April 2016.

INTERNAL AND EXTERNAL STAKEHOLDER MANAGEMENT

Stakeholder management is key to the effective implementation of the constitutional mandates of the Legislature, promoting co-operative governance, knowledge sharing, benchmarking of current practices in the sector as well as promoting a coherent legislative sector, nationally and internationally. Thus, the Legislature continued to engage stakeholders in their diversity, which included the people of Gauteng, experts and practitioners in the legislative sector, different spheres of government, as well as partners such as the Institutions Supporting Democracy (ISDs). Other engagements included participation in the Commonwealth Parliamentary Association (CPA), Commonwealth Women Parliamentarians (CWP), the Joint Committee on Ethics and Members' Interest, Secretaries Association of Legislatures of South Africa (SALSA), the National Speakers Forum, the GSF, the M&E Forum of the Legislature Support Services, the National Council of Provinces, the Society of Clerks at the Table (SOCATT), as well as the National Conference of State Legislature (NCSL) Reference Group Forum, in enhancing implementation of inter-governmental co-operatives.

Experts such as Deloitte and Touché were engaged on the development of the business continuity strategy and plan. The Joint Planning Committee meeting was also convened in compliance with the National Key Point Act (NKPA). The AGSA was engaged in relation to the audit outcomes matters and the required improvements in audited performance information.

The Office of the Secretary was instrumental in providing assistance to the co-ordination of hosting the Kenyan delegation. The Integrity Commissioner continues to liaise with the National Parliament's Registrar of Members' Interest, the National Parliament's Joint Committee on Ethics and Members' Interest, and the provincial legislatures. The Legislature continues to contribute to diversifying the GPL stakeholder pool, particularly the progressive inclusion of the marginalised groups in the GPL processes through sector parliaments for women, youth and persons with disabilities, and discussions such as the LGBTI Dialogue.

Internal stakeholder management, in contributing to good governance and stakeholder relations, was achieved through presiding over governance structures such as the Secretariat and the M&E Committee, as well as reporting to the GPL oversight structures such as the POs, LSB and its sub-committees, the Office Bearers, the Standing Committee of Chairpersons and Oversight Committee on the Office of the Premier and the Legislature (OCPOL), among others. The Secretariat also receives reports of the Programme Implementation Committee (PIC), which serves as a central co-ordination point for operational processes in support of the House and committees. These internal stakeholder management structures ensure strategic alignment and integration in the provision of administration support services.

The media centre was launched as part of the mechanisms to promote transparency in the business of the Legislature, particularly access to the House proceedings and other platforms for public participation.

HUMAN CAPITAL

The GPL operates on the belief that human capital fit for purpose yields performance excellence. Thus, through strategic planning processes, the Secretariat ensures that the identified human capital needs of the institution are funded in the budget of the institution. The institution has, therefore, filled various vacant positions and advertised others, and continues to identify relevant skills that will take the institution to its desired performance excellence.

The internship programme was implemented successfully, where all programmes and sub-programmes of the GPL have interns, as part of contributing towards upskilling young people in Gauteng and preparing them for to access job opportunities. Oversight on the implementation of the human resource (HR) value chain was provided to the GPL to ensure that the HR operating model is adhered to.

Training and development is one of the key principles of the GPL, which ensures that human capital has the required competencies and skills to effectively support the House and its committees in discharging the mandates of the institution. In addition to the various training opportunities afforded to the staff in the Legislature, the institution provides bursaries to its employees. In the current reporting period, 75 bursaries were approved for members and staff, some of whom are pursuing post-graduate studies. Through the Members Affairs Directorate, Members of the Legislature were also exposed to various training interventions aimed at strengthening their capacity to execute the mandates of the GPL. These interventions included refresher courses on the Sector Oversight Model.

Employee wellness is another key principle of the Legislature. Thus, the institution implemented its comprehensive employee wellness programme, which is administered by Healthi-Choices. The programme includes health awareness, testing as well as both curative and preventive measures.



Education Committee Indaba

PROGRAMME PERFORMANCE INFORMATION

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature in respect of service delivery	Level of monitoring of the implemented oversight mechanisms	Implementation of Oversight Model and oversight mechanisms 100% monitored (quarterly)	Implementation of the Oversight Model and oversight mechanisms was monitored through evaluation of progress reports by the Secretariat, Extended Secretariat, Planning and M&E Committees, and support was provided to the GPL Multi-Party Women's Caucus' social responsibility initiatives	No deviation	N/A
	Level of monitoring of the implemented recommendations of the 5- and 20-year reports	Implementation of the recommendations of the 5- and 20-year reports 100% monitored (quarterly)	Implementation of the recommendations of the 5- and 20-year reports was monitored through progress reports evaluated by the Secretariat, namely, the perception survey report and the re-engineering of public participation project, and implementation and assessment of sector parliaments	No deviation	N/A
	Level of compliance with the Code of Conduct and Ethics for MPLs	100% compliance with the Code of Conduct and Ethics for MPLs (quarterly)	Quarterly and annual reports were submitted to the Privileges and Ethics Committee	No deviation	N/A



GPL Multi-Party Women's Caucuses
Strategic Planning Session

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature in respect of service delivery	Level of awareness of transversal mainstreaming to support accountability for service delivery by the Executive	One awareness session for senior management	Not achieved	This was an emerging project arising from the newly established transversal mainstreaming focal point. However, the scarcity of service providers in this area of work led to the deference of this project to 2016/17	The project timeline was extended to accommodate the sourcing of scarce services in this area of work
		One awareness session for middle management and selected staff	Not achieved	This was an emerging project arising from the newly established transversal mainstreaming focal point. However, the scarcity of service providers in this area of work led to the deference of this project to 2016/17	The project timeline was extended to accommodate the sourcing of scarce services in this area of work
	Level of capacity to mainstream transversal issues to support accountability for service delivery by the Executive	One transversal mainstreaming capacity-building session for senior management	Not achieved	This was an emerging project arising from the newly established transversal mainstreaming focal point. However, the scarcity of service providers in this area of work led to the deference of this project to 2016/17	The project timeline was extended to accommodate the sourcing of scarce services in this area of work
		One capacity-building session for middle management and selected staff	Not achieved	This was an emerging project arising from the newly established transversal mainstreaming focal point. However, the scarcity of service providers in this area of work led to the deference of this project to 2016/17	The project timeline was extended to accommodate the sourcing of scarce services in this area of work

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement by the public in Legislature business	Level of monitoring of the implemented PPP Strategy and 20-Year Report recommendations	100% achieved	Implementation of the PPP Strategy and 20-Year Report's recommendations was monitored through progress reports on the sector parliaments and on the re-engineering of public participation, and through reporting to PPP and POs fora	No deviation	N/A
	Number of registers of Members' Interest published	One publication of the Register of Members' Interest (by the end of quarter 4)	The Register of Members' Interest for 2015/16 was completed. The register will be published during April 2016, in accordance with the provisions of the Code of Conduct and Ethics for Members, also due to consultation processes	No deviation	N/A
	Level of involvement by Gender, Youths and Persons with Disability (GEYODI) participants in the business of the Legislature	40% GEYODI participants were involved in the business of the Legislature	A report was completed indicating over 40% involvement by GEYODI participants in various businesses of the Legislature, including sector parliaments, public hearings, 'Taking the Legislature to the People' and other GPL public participation interventions	No deviation	N/A
Increased responsiveness of laws to meet the needs of the people of Gauteng	Percentage of monitoring of the implemented law-making imperatives	Implementation of the revised integrated law-making imperatives 100% monitored (quarterly)	Implementation of law-making imperatives was monitored through progress reports to the Secretariat, including reporting on proposed legislation	No deviation	N/A
	Quality of the Integrity Commissioner's Act	100% quality of the Integrity Commissioner's Act (quarterly)	Not achieved	Although the Integrity Commissioner's Act (IC Act) is still to be finalised, the current Operational Plan of the Programme contains a number of activities which constitute the principles and foundation of the contents of the Act. Quarterly progress reports on those activities were submitted on a quarterly basis	The implementation plan will be revised in line with the process to finalise the IC Act. In line with GPL Standing Rules and revised Members' Code of Conduct, the Programme will continue to implement components of the principles and foundation of what will constitute the content of the Act

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Increased responsiveness of laws to meet the needs of the people of Gauteng	Level of capacity to mainstream transversal issues into law-making processes	One transversal mainstreaming capacity-building session for management to support law-making	Not achieved	This was an emerging project arising from the newly established transversal mainstreaming focal point. However, the scarcity of service providers in this area of work led to the deference of this project to 2016/17	The project timeline was extended to accommodate the sourcing of scarce services in this area of work
Fostered coherent and co-ordinated legislative sector	Number of contributions to knowledge-sharing initiatives in the legislative sector on transversal mainstreaming	One contribution to knowledge-sharing initiatives in the legislative sector	In contributing to knowledge sharing in the sector, we participated in the Commonwealth Women Parliamentarians (CWP) Regional Workshop where knowledge and experiences were shared on women's participation in the electoral system, which took place in Tanzania in January 2016. A presentation on women's participation in the legislative sector was also made to the delegation from the National Assembly of Wales	No deviation	N/A
	Percentage of inter-governmental co-operative mechanisms implemented	Inter-governmental co-operative interventions 100% implemented (quarterly)	Intergovernmental co-operative interventions were implemented through sector co-ordinated activities	No deviation	N/A
	Percentage of inter-governmental co-operative interventions integrated	Inter-governmental co-operative interventions 100% integrated quarterly	Inter-governmental co-operative interventions were integrated through progress reports, sector meetings and the Gauteng Speakers' Forum	No deviation	N/A
	Number of GPL fora to support transversal mainstreaming	Three consultation sessions on the establishment of the forum	Consultations were conducted, and the GPL Multi-Party Women's Caucus was established in the second quarter in response to a political directive	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Quality of the GPL Governance Framework developed	100% of quality governance framework developed (by end of quarter 4)	Development of the GPL Governance Framework was completed	No deviation	N/A
	Percentage of the Institutional Annual Performance Plan implemented	Institutional Annual Performance Plan 100% monitored (quarterly)	Implementation of the Institutional Annual Performance Plan (IAPP) was monitored through quarterly reports submitted to the Office of the Secretary and tabled with the Secretariat, Extended Secretariat and Planning Committees	No deviation	N/A
	Percentage of the Risk Management Strategy implemented	Implementation of the Risk Management strategy 100% monitored (quarterly)	Implementation of the Risk Management Strategy was monitored through submission of quarterly reports to the Secretariat, and monitoring of the GPL's strategic risk register and action plans	No deviation	N/A
	Percentage of internal control environment mechanisms implemented	Implementation of internal control environment mechanisms 100% monitored (quarterly)	Implementation of internal control mechanisms was monitored through submission of quarterly reports to the Office of the Secretary	No deviation	N/A
	Percentage of monitoring of the implemented Business Continuity Plan	Implementation of the Business Continuity Plan 100% monitored (quarterly)	Implementation of the business continuity plan was monitored, and the business continuity strategy and implementation plan were adopted	No deviation	N/A
	Percentage of monitoring of the implemented financial management strategy	100% monitoring achieved	Financial reports were monitored through submission of quarterly reports to the Office of the Secretary, and reports on monthly financial management meetings to the Speaker	No deviation	N/A
	Percentage of monitoring of the court matters, institutional risk and contract registers	100% monitoring of court matters, institutional risk and contract management registers (quarterly)	Court matters, contract register and contract management registers were monitored through contract management reports, a and court register was submitted to the Risk Management, and ARCs	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Percentage of monitoring of the implemented Stakeholder Management Strategy	100% achieved	Implementation of the Stakeholder Management Strategy was monitored through submission of quarterly reports to the Office of the Secretary	No deviation	N/A
	Percentage of monitoring of the implemented Change Management Framework	100% achieved	Draft Change Management Framework was implemented at different levels in the institution and monitored	No deviation	N/A
	Percentage of the revised M&E Framework implemented	100% of the M&E framework implemented by end of quarter 4	Revised M&E framework was implemented, including awareness creation	No deviation	N/A
	Level of monitoring of the implemented HR value chain	100% monitoring of the implemented HR value chain (quarterly)	Implementation of the HR value chain was monitored through submission of reports to the Office of the Secretary and the Secretariat	No deviation	N/A
	Level of monitoring of the implemented institutionalised leadership practice	100% implementation of institutionalised leadership practice (by the end of quarter 4)	Institutionalised leadership practice was monitored, and leadership and management practices policy was developed	No deviation	N/A
	Level of implementation and compliance with the Conflict of Interest Framework for GPL staff	100% Compliance with the Conflict of Interests Framework for GPL staff (by end of quarter 4)	Code of Conduct and Conflict of Interest Framework for employees were approved. Implementation will take place in the first quarter of 2016/17	100% compliance with the GPL's Conflict of Interest Framework. Declaration forms submitted by GPL senior management: 2014/15	N/A
	Level of transversal mainstreaming in governance processes	50% transversal mainstreaming in governance processes	50% mainstreaming of transversal issues in GPL's governance processes was achieved through the revision of House Rules and the Institutional APP to include the transversal mainstreaming indicators, the development of indicator protocols and reporting templates for transversal mainstreaming in the GPL, as well as quarterly and annual reporting on transversal mainstreaming	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Quality of transversal mainstreaming in governance processes	One assessment of transversal mainstreaming in governance processes	A report was completed, indicating the quality of transversal mainstreaming in GPL governance processes, including the establishment of the GPL Multi-Party Women's Caucus (MPWC), development of an APP for the MPWC, implementation of the MPWC agenda, as well as the revision of various governance documents to integrate transversal mainstreaming issues	No deviation	N/A
	Number of transversal mainstreaming audits in the GPL	One audit	Not achieved	This was an emerging project arising from the newly established transversal mainstreaming focal point. However, the scarcity of service providers in this area of work led to the deference of this project to 2016/17	The project timeline was extended to accommodate the sourcing of scarce services in this area of work
	Number of transversal mainstreaming policies adopted in the GPL	One policy developed	Not achieved	A draft policy was produced; however, it was not completed due to the emerging work of the GPL-MPWC	A motivation will be put forward for Human Resources to support the implementation of the MPWC priorities
	Number of GPL transversal mainstreaming functions established	One GPL transversal mainstreaming function established	The function was established, including the development of its structure, programmes, performance plans and indicator protocols for measuring its performance	No deviation	N/A
	Level of PGO functionality	100% PGO functionality (quarterly)	The Project Governance Office successfully upgraded the Epic project management system	No deviation	N/A
	Level of implementation and monitoring of compliance with the Code of Conduct and Ethics for MPLs	100% implementation and monitoring of compliance with Code of Conduct and Ethics for MPLs	Quarterly and annual progress reports on compliance with the Code of Conduct and Ethics for MPLs were submitted to the Privileges and Ethics Committee	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Modernised business practices towards supporting the functions of the Legislature	Quality Business Enhancement Strategy developed	100% quality of strategy (by quarter 4)	Not achieved	The project team comprehensively developed the project scope, and work on the development of the strategy is in progress	A joint workshop with the re-engineering project team to be scheduled to align the scope of the business enhancement project team to assist in drafting the strategy
	Percentage of the e-disclosure for members and GPL staff developed	100% development of the e-disclosure for members and GPL staff (by the end of quarter 4)	Not achieved	E-disclosure project has been integrated into the Business Enhancement Project and progress reports on its development submitted periodically	Implementation plans will be revised in line with milestones of Business Enhancement Project, specially related to e-disclosure
	Level of integration of transversal issues into GPL e-solutions	30% integration of transversal issues into GPL e-solutions	30% integration was achieved through the development of indicators and a format for integrating transversal issues into GPL e-solutions	No deviation	N/A



PROGRAMME 3: CORPORATE SUPPORT SERVICES

PURPOSE

The purpose and core mandate of the Corporate Support Services (CSS) Programme is to provide strategic, tactical and operational services to internal stakeholders pertaining to Human Resources; Information, Communications and Technology; Safety and Security; Building Management; and Administration and Transport Logistics, through provision of systems, policies and processes that enable and facilitate service provision in the most effective, efficient and professional manner. The programme interacts and works with external stakeholders in varied ways that seek to strengthen the provision of such services to internal stakeholders with the ultimate aim of contributing to the fulfilment of GPL's constitutional mandate of law-making, oversight, public participation and co-operative governance.

KEY FUNCTIONS

The programme provides the necessary services through the following key functions:

- **Members Affairs Directorate:**

The composition of the directorate includes Members' Facilities and Members' Relations. The directorate is responsible for managing the interface between members and the rest of the GPL staff in terms of all service areas which are facilitated on behalf of members. In addition, service levels across the institution are monitored, evaluated and reported from the Directorate.

- **Institutional Support Services:**

The composition of the directorate includes the Administration, Human Resources as well as the Transport and Logistics Units. The directorate provides a variety of services namely, telecommunications function, fleet management, air travel, venue management, stationery and refreshments, remuneration, talent attraction, talent development, wellness, employee relations and HR administration.

- **Operational Support Services:**

The composition of the directorate includes Safety and Security Unit, Health as well as Building and Maintenance Units. The directorate provides for Occupational Health and Safety services as well as Security services of a National Key Point standard. The Building and Maintenance Unit provides the physical infrastructure needed by the members and staff to conduct business.

- **Information, Communications and Technology:**

The composition of the directorate includes the Audio-Visual and IT Units. Overall, the directorate is responsible for the provisioning, managing, securing and supporting information and audio-visual assets. The Audio-Visual Unit plays a critical role in ensuring law-making, oversight and public participation activities are supported by provisioning audio-visual services to the Chamber, committee boardrooms and internal and external public events. The Information, Communications and Technology Unit provides information technology infrastructure to the institution and ensures that information assets are secured and protected from data loss and malicious attacks.

SUMMARY OF ACHIEVEMENTS

The 2015/16 Programme budget was expanded in compliance with legislation. To this effect, political party audits, funding and constituency allowances were executed. Workshops were conducted to enhance the understanding of audit processes amongst political parties. The programme participated and concluded on institutional strategic planning sessions and ensured compliance to the M&E processes with quarterly monitoring and reporting of the programme's performance. Supply Chain Management (SCM) processes implemented and successfully appointed and processed payments within policy prescripts. Demand Plans were completed and submitted.

Contracts were managed according to agreed-upon service level agreements and quarterly meetings held with all service providers. The implementation of the Programme Contract Register yielded positive results in terms of the programme's delivery and engagement with service providers. Internal and external audit processes were fully supported and audit recommendations were effectively implemented.

Institutional Risks were identified for Programme 3 and action plans were developed to mitigate risks. Control measures were put in place to improve the rating profile of identified audit and strategic risks as reflected below:

- ineffective and inefficient support services to the institution;
- business practices which are not effectively supporting the functions of the Legislature;
- human capital which is not aligned to the GPL mandate and operations;
- inadequate and ineffective performance management; and
- poor internal control environment.

Internal control measures were implemented to ensure accurate record keeping of leave management, performance management, development and general human resource queries. The following audit areas were contained in the programme and engagements with the internal auditors were regularly held:

- Human Resources Management (probation period, leave management, performance management, recruitment, segregation of duties between HR and Finance); and
- IT Audit (SAP and IT network management).

The programme participated in the institutional strategic sessions; Annual Financial Management and SCM workshops; Franklin Covey Leadership workshop; Competency-Based Assessment session; Review of the Institutional Balanced Scorecard and Budget Council processes. The following policies were developed, reviewed and tabled:

- Job Evaluation Policy;
- Risk Management Policy;
- Asset Management Policy;
- ICT Policy; and
- Policy on International Studies, Conference Attendance and Inter-legislative Visits by Committees.

The following policies were approved by the board for implementation:

- Risk Management Policy;
- ICT Policy; and
- Policy on International Studies, Conference Attendance and Inter-legislative Visits by Committees.



GPL Dialogue with Media

The programme conducted a policy awareness workshop for Party Caucus support staff during the period under review. The programme's Operational Plans were successfully developed and implemented. Planned delivery of venue hire, insurance, business tools, telecommunication, refreshments, stationery, canteen and coffee bars, transport and logistics, office space, safety and security, cleaning, technology and audio services were implemented as per the approved plans. Vodacom was appointed to provide effective mobile communication tools and service to the GPL. Mobile tools were successfully rolled out to members, senior managers, managers and staff. The programme and Institutional Moderating Committees were facilitated and bonuses approved and paid out to qualifying employees.

Salary increases were successfully negotiated and implemented for administrative staff. Increases for senior managers were approved and implemented by the board. Salary increases and Integrated Performance Management System (IPMS) awards for Political Office Bearers and Political Support Staff were successfully implemented. Further benefits were secured for members in terms of funeral covers. Training interventions were successfully undertaken for members and administrative staff in the financial year under review, as per the agreed Personal Development Plans. The internship programme was successfully implemented and managed for the year under review.

The Review of the Recognition Agreement with GPL union branches, i.e. NEHAWU and PAWUSA, commenced in the 2015/16 financial year. The Annual Skills Audit was successfully undertaken and the reporting of the GPL Workplace Skills Plan and the Employment Equity Plan was developed, approved and submitted to the Public Service Sector Education and Training Authority (PSETA) and Department of Labour, thereby satisfying all reporting requirements.

Safety and security services were provided at all GPL internal and external events during the reporting period. The 702 Walk the Talk, Vodacom Challenge, Soweto Marathon and Ladies Spar Marathon were successfully organised and carried out. The wellness contract with ICAS was effectively concluded. The new Health and Wellness Employee Assistance Programme service provider was appointed. A communiqué announcing Healthi-Choices as the new service provider was disseminated, culminating in the successful implementation of a Wellness Day. Awareness sessions to explain the service offering to GPL employees were conducted. The gym facility was adequately utilised with no injuries reported and all equipment serviced to ensure continuous utilisation of the gym offering.

The GPL Competency Framework was workshopped with senior management and it was adopted by the Secretariat. The Institutional Balanced Scorecard was successfully reviewed and adopted. The GPL Service Standards training materials were developed and a workshop on "Maximum Impact through Service Delivery" was piloted. Various information and awareness sessions were conducted for all GPL members and employees on Tax Reform for Pension and Provident Fund members as well as on Competency-Based Assessments.

Relocation of GPL employees from 1066 Building to Sage Building was successfully undertaken. Although operational challenges are experienced in the Sage Building, employees are able to perform their work whilst the challenges are being resolved with the relevant service providers. Air conditioning challenges in the main building were identified and plans to improve the service were approved and implemented.

Courtesy visits to political parties were successfully undertaken. Preparation and co-ordination of the Members Affairs Committee is effective with all planned meetings conducted. The distribution of members' corporate wear was successfully rolled out and the Members' Profile Booklet was successfully updated. Audio-Visual, Safety and Security and Cleaning Services provided effective support to the Official Opening of the Legislature, 2016, which was hosted in Sebokeng.

Madam Speaker's visit to Vita Nova Centre



PROGRAMME PERFORMANCE INFORMATION

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature in respect of service delivery	Level of involvement of CSS management staff in the engagement processes with Core Business Management on oversight model and mechanisms for uniformed understanding	Involvement of CSS management staff in the engagement processes with Core Business Management on oversight model and mechanisms for uniformed understanding 100% implemented by end of quarter 1	Involvement of CSS management staff with the engagement processes with Core Business on oversight was 100% understood and implemented. Attended and in-putted into programme meeting/workshop to gain an understanding utilising internal resources and developed their plan. Assisted with provision of support for 20-Years legacy project	No deviation	N/A
	Level of implementation plan of the support aspects of oversight model and mechanisms to enhance Executive accountability	Implementation plan for support on oversight model and mechanisms 100% developed by end of quarter 2	The implementation plan for support on oversight model and mechanisms were 100% developed by end of quarter 2	No deviation	N/A
	Level of understanding of the 5-year and 20-year reports that relate to oversight	5-year and 20-year reports that relate to oversight 100% understood by end of quarter 1	Partially achieved. CSS obtained information from Core Business that informed CSS's understanding of the 5-year and 20-year reports for the Programme's support plan. However the level of understanding could not be measured	Target immeasurability contributed to partial achievement	Operational matters have been removed from the APP to the Operational plan for 2016/17 APPs. The articulation of the indicators & targets will also be improved to be SMART and the Technical Indicator Descriptors (TIDs) will be revised accordingly to ensure measurability, reliability etc
	Level of implementation of the recommendations of the 5-years and 20-year reports that relate to oversight	Implementation plan 100% developed by end of quarter 1	Partially achieved. CSS developed an implementation plan addressing all requirements to support the implementation of the 5 & 20 Year reports, namely: Transport, Safety and Security, ICT, HR, Building and Maintenance and Admin services	Target immeasurability contributed to partial achievement	Quality assurance reviews by line management will be enhanced. The evidence will be made available as an audit trail
	Level of implementation of the recommendations of the 5-year and 20-year reports that relate to oversight	Agreed milestones 100% implemented by end of quarter 4	The agreed milestones was 100% implemented by the end of quarter 4	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement by the public in legislature business	Level of understanding of the re-engineering plan for public involvement	Understanding of the re-engineering plan for public involvement 100% achieved by end of quarter 3	Partially achieved. Core Business facilitated a workshop in the period to ensure CSS's understanding of their involvement in the Reengineering plan, for public involvement. CSS was then able to develop an implementation plan, monitored it quarterly and reported the progress in management meetings and to oversight structures quarterly. However the level of understanding could not be measured	Target immeasurability contributed to partial achievement	Operational matters have been removed from the APP to the Operational plan for 2016/17 APPs. The articulation of the indicators and targets will also be improved to be SMART and the TIDs will be revised accordingly to ensure measurability and reliability
	Level of implementation of support of the relevant aspects of re-engineering plan for public involvement	Implementation of support requirements for the re-engineering plan for public involvement as per planned milestones 100% implemented by end of quarter 4	Partially achieved. Training and development was provided to Members; Transport, Safety and Security, ICT, HR, Building and Maintenance and Admin services were also provided to the Reengineering Project Team. CSS attended the scheduled Reengineering Technical Task Team meetings to report on progress relating to their support role	Target immeasurability contributed to partial achievement.	Operational matters have been removed from the APP to the Operational plan for 2016/17 APPs. The articulation of the indicators & targets will also be improved to be SMART and the TIDs will be revised accordingly to ensure measurability and reliability

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Level of implementation of support requirements for the law-making imperatives	Implementation of support requirements for the integrated law-making imperatives as per planned milestones 100% reviewed by end of quarter 4	Partially achieved. Transport, Safety and Security, ICT, HR, Building and Maintenance and Admin services were provided to support the implementation of the integrated law-making imperatives	Target immeasurability contributed to partial achievement	The indicator was duplicated. Quality Assurance will be enhanced on the content of the APPs and OPP
Fostered coherent and co-ordinated Legislative sector	Level of awareness of inter-institutional relations strategy	Awareness of inter-institutional relations strategy 100% reviewed by quarter 1	Not achieved. The Inter-institutional relations strategy has not yet been finalised, thus this indicator should not have been included in the CSS APPs	Target immeasurability contributed to non-achievement	Going forward, the pervasive issues will be standardised and reported on centrally, with Programmes providing input towards the bigger institutional targets
	Level implementation of support requirements implementation of interinstitutional relations strategy	Implementation plan 100% developed by end of quarter 4	Not achieved. The Inter-institutional relations strategy has not yet been finalised, thus this indicator should not have been included in the CSS APP	Target immeasurability contributed to non-achievement	Going forward, the pervasive issues will be standardised and reported on centrally, with Programmes providing input towards the bigger institutional targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of input towards the development of the GPL Governance Framework	Input towards development of the GPL Governance Framework 100% achieved by end of quarter 4	Input towards development of GPL Governance Framework was 100% achieved	No deviation	N/A
	Level of development of an implementation plan to support requirements of the GPL Governance Framework	Implementation plan 100% developed by end of quarter 4	Not achieved. There was no implementation plan for 2015/16, since the Governance Framework was still to be developed	Target immeasurability contributed to non-achievement	The articulation of the indicator will focus on the CSS input towards the development of the framework

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of implementation of the GPL Governance Framework	100% implementation of agreed milestones according to the implementation plan by the end of quarter 4	Partially achieved. There are aspects of good governance practices that were implemented, namely revision of some ToR/Charters; GPL policy development and approval; approval of the Code of Conduct etc. The IT Policy was developed in the period, and was taken through the approval process, in preparation for the governance framework implementation. The ICT Governance Framework portion-being CSS's responsibility, was included in the whole encompassing framework, developed by 31 March 2016	Target immeasurability contributed to partial achievement	The articulation of the indicator and target will going forward focus on the CSS input towards the implementation of the framework. The implementation plan for ICT Governance Framework will be developed to monitor progress in 2016/17
	Level of integrated planning processes within the GPL	Integrated planning processes within the GPL 100% implemented achieved by end of quarter 2	Integrated planning processes within the GPL was 100% implemented and achieved by end of quarter 2	No deviation	N/A
	Level of development of resourcing plan	Resourcing plan 100% developed by end of quarter 1	The Resourcing plan was 100% developed by the end of quarter 1	No deviation	N/A
	Level of implementation of the resourcing plan	Resourcing plan 100% implemented quarterly	Partially achieved. The Resource Plan exists, however it is not specific on the actions to be implemented in the period. Vacancies continued to be filled in the period and this remains an on-going process	Target immeasurability contributed to partial achievement	The articulation of targets will be revised for measurability
	Level of development and implementation of leadership framework	Agreed milestones 100% implemented by end of quarter 4	Partially achieved. A workshop was held with the Extended Secretariat and engagements were held with all relevant stakeholders. The draft Policy was developed and is still under review. Training on leadership aspects was also provided by Franklin Covey	Target immeasurability contributed to partial achievement	The articulation of targets will be revised for measurability

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of implementation of the Stakeholder Management Strategy	Implementation of the Stakeholder Management Strategy 100% achieved by end of quarter 4	Partially achieved. Action plans for the stakeholder satisfaction survey were developed by Programmes and monitored through Members Affairs. The progress was reported to oversight structures. Quarterly courtesy visits were conducted to Political parties and Memoranda of Agreement (MOA) were signed with the former. Services rendered to parties were tracked through CRM and quarterly reports were presented to oversight structures. The Risk Management Committee agreed that clearer action plans for the Strategic Risk Register had to be developed to address the risk. GPL also agreed to revise the approach on the whole stakeholder satisfaction survey to achieve the objective	Target immeasurability contributed to partial achievement	The indicator has been revised for 2016/17, the stakeholder practices will be implemented in support of the stakeholder management
	Level of implementation of the Remuneration Strategy	Implementation of the Remuneration Strategy 100% achieved per the implementation plan quarterly	Partially achieved. Training was afforded to staff on Competency assessments, questionnaires were sent to staff for completion in the period to provide a 360 degree feedback. This process is still under way. Skills Audit was performed annually. Pay progression was partially implemented	Target immeasurability contributed to partial achievement	Operational matters have been removed from the APP to the Operational plan for 2016/17 APP. The articulation of the indicators and targets will also be improved to be SMART and the TIDs will be revised accordingly to ensure measurability and reliability
	Level of implementation of the Retention Strategy	Implementation of the Retention Strategy 100% achieved quarterly as per the implementation plan by end of quarter 4	Partially achieved. A 2.2% overall turnover target was achieved, versus the 5% turnover targeted. The target for women in Senior Management positions was exceeded at 54.17%, versus the 50% target. 2.2% of people living with disability target was achieved at 2.2% in the Programme, against a 2% target. 100% Female representation was achieved. 75% was achieved on demographic population groups. A 95 % achievement of Employment Equity requirements was achieved aligned to demographics of the province. The 20% deviation was due to a limited number of qualifying applicants in designated groups that meets the EE requirements	Target immeasurability contributed to partial achievement	The articulation of the indicator and target will also be improved to be SMART and the TIDs will be revised accordingly to ensure measurability, reliability etc.

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of revised GPL scorecard for enhanced institutional performance	GPL scorecard 100% revised by the beginning of quarter 1	Partially achieved. A workshop was held with the Extended Secretariat to revise the Institutional BSc in the period. Input was provided and the content revised, however this process has not yet been concluded	Target immeasurability contributed to partial achievement	The articulation of the indicators and targets will be improved to be SMART, the content will be revised to respond to the indicator
	Level of implementation of the scorecard imperatives	100% implementation of the scorecard achieved as per the implementation plan quarterly	Not fully achieved	While various elements of the scorecard were implemented, Target immeasurability contributed to partial achievement	The articulation of the indicators and targets will be improved to be SMART, the content will be revised to respond to the indicator
	Level of implementation of M&E	M&E 100% implemented quarterly	Partially achieved. The M&E quarterly reviews were conducted by the M&E function and feedback was provided to Programmes. The feedback was implemented accordingly by Programmes, however the level of implementation cannot be substantiated. The M&E function is responsible for the monitoring of remedial actions, among others	Target immeasurability contributed to partial achievement	The Programme will implement according to the M&E feedback on quarterly basis
	Level of input into the revised Business Continuity Plan	Business Continuity Plan reviewed 100% by end of quarter 1	The Programme 3 Business Continuity Plan was 100% reviewed by end of quarter 1	No deviation	N/A
	Level of implementation of the Business Continuity Plan (BCM)	100% Implemented according to the agreed milestones quarterly	Achieved. The Institutional BCM Strategy, Policy and Plan were developed in the period. The BCP was approved and the implementation thereof was monitored by Audit, Risk and Governance (ARG) and reported on accordingly. The BCP indicates that the Disaster Recovery Plan (DRP) needed to be developed separately and CSS implemented the development of the DRP accordingly. A BCP implementation plan was presented to the ARC and evidence exists to support this implementation	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of implementation of risk management strategy	Risk management strategy 100% implemented quarterly	Partially achieved. The articulation of this indicator was supposed to focus on CSS's implementation of the risk register action plans, not the risk management strategy. The progress on the action plan implementation is reported by ARG quarterly	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved to be SMART, the Programme will respond and implement according to ARG action plans
	Level of development of internal control mechanisms	Internal control mechanism 100% developed by end of quarter 2	The Internal control mechanism was 100% developed by end of quarter 2	No deviation	N/A
	Level of implementation of internal control mechanisms	Internal control mechanisms 100% implemented quarterly	Internal control mechanisms was 100% implemented quarterly	No deviation	N/A
	Level of compliance of financial management strategy	Financial management strategy 100% implemented quarterly	The financial management strategy was 100% implemented quarterly	No deviation	N/A
	Level of compliance to applicable legislation, regulations and policies	Applicable legislation, regulations and policies 100% complied with quarterly	Partially achieved. Internal policies and relevant legislation were complied with, however to a certain extent. Currently there is no mechanism other than audits conducted to verify 100% compliance. The compliance function within ARG is working on being able to measure the level of compliance to relevant acts, in the interim this target could not be verified	Target immeasurability contributed to partial achievement	The articulation of the indicator and target will be improved to be SMART and the TIDs will be revised to respond accordingly to ensure measurability, reliability etc
	Level of development of change management framework	Change management framework 100% developed by end of quarter 2	Partially achieved. ToR were developed in the period under review	Target immeasurability contributed to partial achievement	The articulation of the indicator and target will be improved to be SMART and the TIDs will be revised to respond accordingly to ensure measurability, reliability etc
	Level of implementation of the change management framework	Change management framework 100% implemented by end of quarter 4	Not achieved. The Change Management Framework was still to be developed	Target immeasurability contributed to non-achievement	The articulation of the indicator and target will be improved for alignment

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Modernised business practices towards supporting the functions of the Legislature	Level of input on the business enhancement strategy	100% input to the business enhancement strategy by end of quarter 4	100% input was provided to the business enhancement strategy by end of quarter 4	No deviation	N/A
	Level of implementation of the business enhancement strategy	Business enhancement strategy 100% implemented as per planned milestones by end of quarter 4	Partially achieved. The Business Enhancement Task Team drove the Business Enhancement implementation plan and CSS played a leading role in ICT modernisation. A number of initiatives were implemented by Programmes. Programme 3 implemented the plan through the modernisation of ICT infrastructure to support paperless initiatives, as outlined below: 1) Implementation of SharePoint Document Management infrastructure 2) Implementation of Onedrive cloud storage infrastructure 3) Implementation of Skype for Business video-conferencing infrastructure	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved for alignment
	Level of development of ICT plan	ICT plan 100% reviewed by end of quarter 1	The ICT plan was 100% reviewed by end of quarter 1	No deviation	N/A
	Level of implementation of the ICT plan	ICT plan 100% implemented as per agreed milestones by end of quarter 4	The ICT plan 100% implemented as per agreed milestones by end of quarter 4	No deviation	N/A
	Level of development of the Human Resources Plan	Human Resources Plan 100% reviewed by end of quarter 1	The Human Resources Plan was 100% reviewed by end of quarter 1	No deviation	N/A
	Level of implementation of Human Resources Plan	Human Resources Plan 100% implemented as per agreed milestones quarterly	Partially achieved. Efforts were made to meet the growing demand for Internships and Learnerships for the period. A Wellness awareness session was held in the period, to promote GPL's well-being. The recruitment of the Organisational Development Manager (Performance Management Specialist) commenced in the period. Other aspects of the Human Resources Plan were implemented, among others: leave was managed according to policy; payroll was effected accordingly; training and development was implemented; bursaries were allocated and managed and other Human Resources related services	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved to be SMART, the Programme will respond and implement according to the plans that can be measurable

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Modernised business practices towards supporting the functions of the Legislature	Level of development of the Administration Plan	Administration Plan 100% reviewed by end of quarter 1	The Administration Plan was 100% reviewed by the end of quarter 1	No deviation	N/A
	Level of implementation of Administration Plan	Administration Plan 100% implemented as per agreed milestones quarterly	Partially achieved. Telephone, catering, venue hire services were provided, however the level of implementation cannot be substantiated	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved to be SMART, the Programme will respond and implement according to the plans that can be measured
	Level of development of the Transport and Logistics Plan	Transport and Logistics Plan 100% reviewed by end of quarter 1	The Transport and Logistics Plan was 100% reviewed by the end of quarter 1	No deviation	N/A
	Level of implementation of Transport and Logistics Plan	Transport and Logistics Plan 100% implemented as per agreed milestones quarterly	Partially achieved. Transport and Logistics services were provided, however the level of implementation cannot be substantiated	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved to be SMART, the Programme will respond and implement according to the plans that can be measured
	Level of development of the Safety and Security Plan	Safety and Security Plan 100% reviewed by end of quarter 1	Safety and Security Plan was 100% reviewed by end of quarter 1	No deviation	N/A
	Level of implementation of Safety and Security Plan	Safety and Security Plan 100% implemented as per agreed milestones quarterly	Partially achieved. Safety and security services were provided, however the level of implementation cannot be substantiated	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved to be SMART, the Programme will respond and implement according to the plans that can be measured
	Level of development of the Facilities Plan	Facilities Plan 100% reviewed by end of quarter 1	Facilities Plan was 100% reviewed by end of quarter 1	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Modernised business practices towards supporting the functions of the Legislature	Level of implementation of Facilities Plan	Facilities Plan 100% implemented as per agreed milestones quarterly	Partially achieved. Facilities services were provided, namely cleaning services and building and maintenance. However the level of implementation cannot be substantiated	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved to be SMART, the Programme will respond and implement according to the plans that can be measured
	Level of development of the Members Support Plan	Members Support Plan 100% reviewed by end of quarter 1	Members Support Plan was 100% reviewed by end of quarter 1	No deviation	N/A
	Level of implementation of Members Support Plan	Members Support Plan 100% implemented as per agreed milestones quarterly	Partially achieved. Member support services were provided through payroll, leave management, training and development and maintaining Members and Political Support Staff Personnel files. The facilitation of service requests, facilitation of the MOA for political party funding according to the Act. However the level of implementation cannot be substantiated	Target immeasurability contributed to partial achievement	The articulation of the indicator and targets will be improved to be SMART, the Programme will respond and implement according to the plans that can be measured



16 Days of Activism against Violence against Women and Children



PROGRAMME 4: CORE BUSINESS

PURPOSE

The purpose of the Core Business Programme is to support the House and its committees to make laws for the Gauteng Province, conduct oversight over the Executive and facilitate co-operative governance for aligned decision-making in the province. Core Business also supports public participation in the operations of the Legislature by the people of Gauteng, through public participation initiatives, ensuring that platforms are created for their effective participation. The programme consists of four sub-programmes that play a central role in supporting the execution of the Legislature's constitutional mandates, by providing professional services to the House and committees, facilitating parliamentary business, communication, public participation and information and knowledge management.

KEY FUNCTIONS

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

All Sector Oversight Model (SOM) imperatives were successfully implemented through the programme's support of committee work, thereby realising the achievement of the GPL's Strategic Objective of 'improved accountability by the Executive to the Legislature in respect of service delivery'. The programme successfully reviewed and implemented the Research Agenda as planned, thus enabling it to strategically provide research support on the Legislature's key mandates of oversight and scrutiny, law-making, public participation and co-operative governance.

The successful hosting of the Official Opening of the Legislature for the year 2016 by the GPL, including the Sittings for debate and reply to the State of the Province Address (SOPA), involved external stakeholders, local government and participation by the public. This, therefore, made a positive contribution to realising the GPL's strategic objectives on:

- fostered a coherent and coordinated legislative sector; and
- enhanced public confidence in the governance and leadership of the Legislature.

In support of the Legislature's key mandates on oversight and law-making, the programme successfully supported a workshop on questions and it developed 'the very first' GPL Questions Booklet, supported a workshop on Law-making for PLOs, and also hosted a workshop which reviewed the Standing Rules. Programme 4 effectively supported the introduction, consideration and adoption of the Second Provincial Appropriation Bill 2015/16 FY as Act No. 1 of 2016. It also successfully hosted a workshop for the drafting of a Repeal Bill of the FAMLA (Act) and reviewed the Petitions Act Regulations and the Legislature Services Act.

The Programme successfully supported the implementation of the oversight imperative 'Committee Inquiry on Taxi permits and Licencing' by the Roads and Transport Portfolio Committee, in pursuit of realising the GPL's strategic objective of 'improved accountability by the Executive to the Legislature in respect of service delivery'. Through its support for the successful implementation of the committee inquiries, Bua le Sechaba feedback sessions, CRC activities, committee stakeholders sessions, petitions hearings, committee public hearings and indabas, among others, the programme contributed in the realisation of the strategic objective of 'improved meaningful involvement of the public in Legislature business'.

In pursuit of co-operative governance and a fostered, coherent and co-ordinated Legislative sector, the programme supported the successful implementation of relevant NCOP activities, such as the NCOP Provincial Week held in the province, as required during the period under review. As part of Programme 4 achievements, the Language Awareness Campaign was launched and implemented successfully, and generated huge interest in language issues. The exercise to capture the manual accession registers of library books received between 1994 and 2012 was completed and the weeding exercise of library materials and the new library system was implemented.

Programme 4 successfully hosted the Information Knowledge Management Open Day in February 2016 and the theme for the event was 'Optimising the Benefit of Records, Information and Knowledge Management through Modernisation'. The migration of records in different shared drives as well as implementation of the Amlib System as part of enhancing GPL business processes commenced successfully in the period under review.

PROFILING OF THE LEGISLATURE

In the period under review, the Legislature's profiling was intensified through continued implementation of the Integrated Communications Strategy. The Integrated Communications Strategy has resulted in a co-ordinated approach where communications efforts are combined using the various marketing tactics to reach GPL's internal and external stakeholders. The implementation of the strategy has resulted in increased reach of the people of Gauteng as well as targeted and intensified reach of internal stakeholders. These efforts to profile the Legislature combined greatly to enhance access and involvement of the people of Gauteng in the business of the Legislature. As such, public participation initiatives were enhanced through various communications platforms.

Through the events management function, the GPL was profiled throughout the regions of Gauteng and the people of Gauteng were involved in various GPL initiatives including, amongst others, programmes such as the Official Opening of the Legislature, Freedom Day, Youth Month, Mandela Day, Women's Month, 16 Days of Activism Against Women and Child Abuse and the Vita Basadi Awards, which was the first initiative of the newly revived GPL Multi-Party Women's Caucus, where women who provided outstanding community development services were recognised by the Speaker of the Legislature. This was another landmark programme that demonstrated the Legislature's commitment as an activist for women empowerment.

The GPL newsletter, published through corporate writing services, is one of the platforms through which the people of Gauteng are reached with information on the initiatives of the institution. The newsletter targeted various sections of society, including taxi ranks and community gathering zones throughout the Gauteng province, such as retail stores, cafés, hospitals, academic institutions, government departments and main shopping complexes. This approach proved effective in ensuring wider reach of the targeted audience.

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

The institution also gained momentum in mass communication through national and community radio which strengthened the contribution of the legislature in deepening democracy and facilitating constructive engagement between the Legislature and the people of Gauteng.

Finance Committee, Stakeholder Engagement Session



The current use of social media platforms such as Facebook, Twitter and YouTube, ensure real time communication between the Legislature and the people of Gauteng, with the direct outcome of this being that communities discuss and access information relating to the representational role of the Legislature.

Some of the activities geared towards profiling the legislature to encourage public participation included:

- branding, marketing and development of promotional material as well as media interviews for POs and Chairpersons during the Opening of the Legislature and other institutional initiatives;
- publicising sector parliaments, *Bua le Sechaba sessions*, public hearings, committee inquiries and other stakeholder engagement initiatives;
- issuing media statements on emerging topical issues in Gauteng, including matters relating to the M1 Bridge collapse, condemnation of xenophobic attacks, the Randfontein crash, the Wits students crash, and a back to school message;
- featuring POs, including the Speaker of the Gauteng Legislature in Drum and Move magazines;
- launching of the GPL Media Centre, hosting media and journalist briefing sessions and conducting the media monitoring exercises, all in an effort to promote transparency and access to the GPL; and
- intensifying internal communication to strengthen information dissemination within the GPL, for a common understanding of the daily operations of the institution.

Graphic design capacity was also bolstered, where much of graphic design for GPL products is now conducted internally, cutting the budget for outsourcing these services significantly, improving on turn-around time for the delivery of products, ensuring brand consistency, and that the GPL Corporate Identity standards are adequately adhered to. Audio-visual services ensure that all initiatives of the GPL are captured in print and electronically, with audio-visual material publicised on the GPL website for public access.

The front desk petition register promoted efficient submission, receipt and processing of petitions and improved tracking and follow-up with the relevant stakeholders. The tele-electronic platform, introduced on the GPL website as an alternative tool of communication with the GPL stakeholders, has maximised the communication with the public, mainly where queries and complaints are received by the front desk in relation to stakeholder access to the website. At least 203 queries and complaints were received by the front desk.

A marked increase of GPL website browsers and comments during GPL events was recorded in this reporting period, with a 96% increase from March to December 2015. In terms of GPL social media platforms, an average of 4 600 impressions per month on the Twitter account was recorded while the Facebook account showed a steady increase of 7.7% a week. Daily and weekly website uploads of GPL activities and events on the website calendar further assisted in engaging stakeholders of upcoming institutional activities and events. Overall, communications and public participation platforms in the GPL have ensured increased engagement with the people of Gauteng.

PUBLIC PARTICIPATION

One of the key concerns of the Legislature is to ensure that the people of Gauteng attend, witness and contribute to proceedings of the House Sittings. To this end, the public was mobilised and filled the galleries of the House during all the GPL House Sittings, which has brought about improved public submissions by stakeholders. These efforts are also complimented by public education initiatives that are conducted in all the regions of Gauteng, to disseminate information about the Legislature, with the aim of informing meaningful public participation. The public education programme ensures that stakeholders attend committee activities, to influence the work of the Legislature. Various sector parliaments which targeted previously marginalised people in society were implemented. They included the:

- Youth Parliament;
- Women's Parliament;
- LGBTI Parliament;
- Senior Citizens' Parliament;
- Commercial Sex Workers' Parliament; and
- Parliament for Persons with Disabilities.

Other efforts to engage stakeholders included engagement sessions with Workers' Federations such as COSATU, NACTU, FEDUSA, COSAS and CONSAWU as well as the LGBTI social group. Sector parliament feedback sessions were also conducted for the Interfaith, LGBTI, Persons' with Disabilities and Commercial Sex Workers sector parliaments.

PROGRAMME PERFORMANCE INFORMATION

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature	Level of leadership provided to the implementation of the SOM	100% leadership provided to the implementation SOM quarterly	Partially achieved. Leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the Executive Director will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of leadership provided to the implementation of Committee Inquiries System	100% leadership provided to the implementation of Committee Inquiries System quarterly	100% leadership provided quarterly to the implementation of Committee Inquiries System through provision of guidance, advice and monitoring of the finalisation of the Committee Inquiry process and subsequent adoption of the Ad-hoc Committee Inquiry report by the House	No deviation	N/A
	Level of oversight provided to the Management of Resolutions of the House	100% oversight provided to the Management of Resolutions of the House quarterly	Partially achieved-leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature	Level of leadership provided to the implementation of access and involvement by the people of Gauteng in oversight processes	100% leadership provided to the implementation of access and involvement quarterly	Partially achieved. Leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of oversight on the management of Motions and Questions posed by MPLs and the House	100% oversight on the management of Motions and Questions quarterly	Partially achieved-leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of leadership provided to the support of the Committees and the House in terms of influencing and amending GPG budgets	100% leadership provided to the support of the Committees and the House in terms of influencing and amending GPG budgets quarterly	Partially achieved-leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature	Level of oversight provided to the implementation of the Ministerial Accountability Manual	100% oversight provided to the implementation of the Ministerial Accountability Manual quarterly	Partially achieved-leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APP those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of Research, Legal, Procedural and Co-ordination support to Committees and the House with regard to the implementation of Sector Oversight Model (SOM)	100% Research, Legal, Procedural and Co-ordination support to Committees and the House with regard to the implementation of Sector Oversight Model (SOM) quarterly	100% Research, Legal, Procedural and Co-ordination support to Committees and the House achieved through the implementation of all SOM imperatives, i.e. budget, annual, quarterly and FIS reports/ documents	No deviation	N/A
	Level of Research, Legal, Procedural and Co-ordination support to Committees and the House in the implementation of Committee inquiries	100% Research, Legal, Procedural and Co-ordination support to Committees and the House in the implementation of Committee inquiries by end of the quarter 4	100% Research, Legal, Procedural and Co-ordination support to Committees and the House in the implementation of Committee inquiries achieved by preparing discussion documents, providing procedural advice, legal opinion and development of the Ad-hoc Inquiry Committee report on Taxi Permits and Licences as required	No deviation	N/A
	Level of Research, Legal, Procedural and Co-ordination support to Committees and the House in the processing and management of House Resolutions	100% Research, Legal, Procedural and Co-ordination support to Committees and the House in the processing and management of House Resolutions quarterly	100% Research, Legal, Procedural and Co-ordination support quarterly to Committees and the House in the processing and management of House Resolutions by developing, processing and tracking resolutions and producing analyses of departmental responses to resolutions as required	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature	Level of Legal, Procedural and Co-ordination support provided to MPLs and the House in the processing and management of Questions	100% Legal, Procedural and Co-ordination support provided to MPLs and the House in the processing and management of Questions quarterly	100% Legal, Procedural and Co-ordination support to MPLs and the House in the processing and management of Questions was achieved through providing legal advice, processing of questions and Executive replies and producing regular Question Papers as required	No deviation	N/A
	Level of Legal, Procedural and Co-ordination support provided to the House in the management of Motions	100% Legal, Procedural and Co-ordination support provided to the House in the management of Motions quarterly	100% Legal, Procedural and Co-ordination support to the House in the management of Motions was achieved by providing all required legal opinions, tabling of motions for selection by the Programming Committee and House debates	No deviation	N/A
	Level of Research, Legal, Procedural and Co-ordination support provided to Committees and the House in the implementation of budgetary oversight	100% Research, Legal, Procedural and Co-ordination support provided to Committees and the House in terms of the implementation of budgetary oversight quarterly	100% Research, Legal, Procedural and Co-ordination support to Committees and the House in terms of the implementation of budgetary oversight was achieved by preparing referrals of budget related Bills, providing legal opinions, socio-economic analyses, development of committee reports and co-ordination for consideration of the Bills by Committees and the House	No deviation	N/A
	Level of Research, Legal, Procedural and Co-ordination support provided to Committees and the House in the implementation of the Ministerial Accountability Manual	100% Research, Legal, Procedural and Co-ordination support provided to Committees and the House in the implementation of the Ministerial Accountability Manual quarterly	100% Research, Legal, Procedural and Co-ordination support to Committees and the House in the implementation of the Ministerial Accountability Manual achieved through preparation of referrals, reminder letters to the Executive, tabling of reports on all SOM imperatives in Order Paper and ATC and Revision of the Ministerial Accountability Manual	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature	Level of information, language, documents and co-ordination support to Committees and the House with regard to the implementation of SOM and other related Committee imperatives	100% information, language, documents and Co-ordination support to Committees and the House with regard to the implementation of SOM and other related Committee imperatives quarterly	100% information, language and documents services were provided to committees and the House in support of SOM and other imperatives in the form of recording, interpretation, translation, House and information services	No deviation	N/A
	Level of the functionality of the Resolutions Tracking System	100% functionality of the Resolutions Tracking System quarterly	The Resolutions Tracking System is 100% functional. All improvements proposed by the business have been completed. These were in the form of tracking and reporting facility and automatically generated letters	No deviation	N/A
	Level of Communications and Public Participation and Petitions (PPP) support to the SOM	100% Communication and PPP support provided to SOM quarterly	100% level of Communication and PPP support to SOM through stakeholder mobilisation, broadcast media advisories and co-ordinated interviews	No deviation	N/A
	Level of Communications and Public Participation Communication and PPP support provided to Committees and the House in the implementation of Committee inquiries	100% Communication and PPP support provided to Committees and the House in the implementation of Committee inquiries quarterly	100% Communication and PPP support provided to Committees and the House in the implementation of Committee inquiries as planned. This was achieved through capturing and archiving the GPL events for future researching, advertising and educational use, as well as capturing House Sitzings through internal communication platforms	No deviation	N/A
	Level of Communication and Public Participation support to Committees and the House in the Management of Resolutions	100% Communication and PPP support to Committees and the House in the Management of Resolutions quarterly	100% of communications and public participation services provided to support Committees and the House in the Management of Resolutions. Support was provided through stakeholder mobilisation, broadcast media advisories and coordinated interviews for House Sitzings and committees of the House	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature	Level of communication and PPP support provided to the House and committees with regard to access and public involvement in oversight	100% communication and PPP support provided to the House and committees with regard to access and public involvement in oversight quarterly	100% of communications and public participation services provided to the House and committees with regard to access and public involvement in oversight. Support was provided through public education; stakeholder mobilisation; internal communications; branding; broadcast media campaigns, print advertorials, media advisories and co-ordinated interviews for House Sittings and Committees of the House. Information placed on social media. Programmes of committees updated. Implementation of plans in support of all Committees of the House. Development of articles, media releases and other ranging content to profile the work of Committees. Media Advisories were issued for various Committees' oversight visits, informing the public on GPL oversight processes	No deviation	N/A
	Level of Communications and Public Participation support to Committees and the House in implementing Ministerial Accountability	100% Communications and Public Participation support to Committees and the House in implementing Ministerial Accountability quarterly	100% of communications and Public Participation services provided to Committees and the House in implementing Ministerial Accountability through public education; stakeholder mobilisation; internal communications; branding; broadcast media campaigns, print advertorials; media advisories and coordinated interviews	No deviation	N/A
	Level of Communications and Public Participation support provided to the House in the management of Motions	100% Communications and Public Participation support provided to the House in the management of Motions quarterly	100% of communications and Public Participation services provided to the House in the management of Motions as planned through stakeholder mobilisation; branding; broadcast media campaigns, print advertorials, media advisories and co-ordinated interviews	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved accountability by the Executive to the Legislature	Level of communications and PPP support provided to MPLs and the House in the management of Questions	100% communications and PPP support provided to MPLs and the House in the management of Questions quarterly	100% of communications and Public Participation services provided to MPLs and the House in the management of Questions through stakeholder mobilisation; branding; broadcast media campaigns, print advertorials, media advisories and coordinated interviews. Question Papers uploaded on website every Question Day	No deviation	N/A
Improved meaningful involvement of the public in Legislature business	Level of leadership provided to the re-engineering of public access and involvement processes in the GPL	100% leadership provided to the re-engineering of public access and involvement processes in the GPL quarterly	100% leadership provided to the re-engineering of public access and involvement processes in the GPL through the development of the project charter; high-level implementation plans presented to the Standing Committee of Chairpersons Review Session	No deviation	N/A
	Number of demographic profiles of the province of Gauteng	One demographic profile by the end of the quarter 4	Not achieved	The demographic profile is being developed as part of the re-engineering of the public participation project	Align planned re-engineering project.
	Functionality of the GPL stakeholder database	100% Functionality of the GPL stakeholder database by the end of the quarter 4	100% Functionality of the stakeholder database was achieved	No deviation	N/A
	Extent of execution of comprehensive public education programmes	70% execution of comprehensive public education programmes by the end of the quarter 4	Not achieved	This activity is executed and will be completed as part of the re-engineering of the public participation project	N/A
	Extent of execution of public mobilisation strategy	70% execution of public mobilisation strategy by the end of the quarter 4	Not achieved	This activity is executed and will be completed as part of the re-engineering of the public participation project	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement of the public in Legislature business	Number of reviewed and implemented research agenda that informs public access and involvement in GPL processes	One reviewed and implemented research agenda that informs public access and involvement in GPL processes by the end of the quarter 4	One reviewed and implemented research agenda that informs public access and involvement in GPL processes was produced as planned	No deviation	N/A
	Number of reviewed and implemented public participation strategies	One reviewed and implemented public participation strategy by the end of the quarter 4	Not achieved	This activity is executed and will be completed as part of the re-engineering of the public participation project	The targets will be reviewed for alignment
	Number of reviewed and implemented integrated communication strategies	One reviewed and implemented integrated communication strategy by the end of the quarter 4	Not achieved	Target alignment contributed to non-achievement	The review of the strategy was to take effect during the implementation of the public participation re-engineering project. The project is a multi-year project, and before the review of the strategy, research to inform the review should be conducted, starting from 2015/16. As a control measure, the review of the strategy will be aligned to the project implementation plan
	Number of impact assessments on public access and involvement interventions	0	Not targeted	No deviation	N/A
	Level of oversight provided to improve the strategic management of the public participation mandate	100% oversight provided quarterly	Partially achieved. Leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement of the public in Legislature business	Level of execution of the monitoring of efficacy of stakeholder management practices	100% execution and monitoring of the efficacy of stakeholder management practices quarterly	100% execution and monitoring of efficacy of stakeholder management practices through overseeing the development and management of GPL stakeholder database, submission of Mobilisation Plans for House Sittings and Committee Business for all oversight processes	No deviation	N/A
	Level of research, legal, procedural and co-ordination support in the re-engineering of public access and involvement processes in the GPL	100% research, legal, procedural and co-ordination support in the re-engineering of public access and involvement processes quarterly	100% research, legal, Procedural and co-ordination support provided in the re-engineering of public access and involvement processes through the development of the re-engineering of public access and involvement in high-level plan, concept documents and ToR for reviewing of Public Participation mechanisms, development and implementation of project charter	No deviation	N/A
		One reviewed and implemented research agenda that informs public access and involvement in GPL processes by end of the quarter 3	One reviewed and implemented research agenda that informs public access and involvement in GPL processes was produced as planned	No deviation	N/A
	Level of research, legal, procedural and co-ordination support in the impact assessments of public involvement interventions	100% research, legal, procedural and co-ordination support in contributing to the impact assessments of public involvement interventions by end of quarter 4	100% research, legal, procedural and co-ordination support in the impact assessments of public involvement interventions was achieved by developing concept document and ToR for reviewing of Public Participation mechanisms as per project plan	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement of the public in Legislature business	Level of research, legal, procedural and co-ordination support to sector work	100% research, Legal, procedural and co-ordination support to sector work quarterly	100% research, legal, procedural and co-ordination support to sector work was achieved through development of concept papers for LGBTI, Senior Citizens, Youth and Workers Parliaments and participation in the SALSA, Committees Staff Forum (CSF), Table Staff Forum and Legal Advisors Forum	No deviation	N/A
	Presence of Parliamentary Business processes plan that informs the integration of electronic solutions to further public involvement	One Parliamentary Business processes plan that informs the integration of electronic solutions to further public involvement by end of quarter 4	One Parliamentary Business processes plan that informs the integration of electronic solutions to further public involvement was not achieved	Development of Plan not finalised at the time of reporting due to other institutional priorities	Plan to be finalised by the end of second quarter of 2016/17 FY. The furthering of public access through electronic solutions is embedded in the work of the programme, in particular, through committee interaction with the public, through social media and electronic petitions
	Level of information and knowledge management support in the re-engineering of public access and involvement processes	100% information and knowledge management support in the re-engineering of public access and involvement processes quarterly	100% information and knowledge management support provided to the re-engineering of public access and involvement in the form of information services, draft layout charter for the re-engineering draft concept document on Project Management Office	No deviation	N/A
	Level of information, Language, documents and Co-ordination support towards operational efficiencies to support the public participation mandate	100% information, Language, documents and Co-ordination support towards operational efficiencies to support the public participation mandate quarterly	100% information, language and documents services provided towards operational efficiencies to support the public participation mandate in the form of recording, interpretation, translation, House and information services	No deviation	N/A
	Level of usage of electronic solutions to further public involvement	100% usage of electronic solutions to further public involvement quarterly	The petitions system is used 100%. The manual petitions resolution tracking document was migrated into electronic petitions system	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement of the public in Legislature business	Level of functionality of electronic solutions to further public involvement	100% functionality of electronic solutions to further public involvement quarterly	The electronic petitions system is 100% functional and all improvements requested by the business have been completed. These included tracking reports and automated letters	No deviation	N/A
	Level of Communications and Public Participation implementation of plans, with regards to the re-engineering of public access and involvement processes in the GPL	100% implementation of plans with regards to the re-engineering of public access and involvement processes in the GPL quarterly	100% communications and public participation support provided to the re-engineering of public access and involvement through the re-engineering of public participation. Development and editing of concepts in support of all programmes and activities that aim to increase public access and involvement in GPL processes	No deviation	N/A
	Percentage of the people of Gauteng that have access to GPL processes	20% of the people of Gauteng with access to GPL process quarterly	0.2% of the people of Gauteng have access and involvement in the GPL processes	Budgetary constraints render the target of 20% unreachable	The target will be reviewed in line with available financial and human resources
	Percentage of the people of Gauteng that are involved in GPL processes	20% of the people of Gauteng involved in GPL processes quarterly	0.2% of the 12,91 million people of Gauteng have access to GPL processes.	Budgetary constraints render the target of 20% unreachable	The target will be reviewed in line with available financial and human resources
	Level of implementation of the impact assessment with regard to access and public involvement interventions	Annual evaluation and 100% implementation of the impact assessment with regard to access and public involvement interventions quarterly	Quarterly assessment done on Sector Parliaments and support to Committees and House Sitzings	No deviation	N/A
	Level of communications and public participation support to improve operational efficiency of the public participation mandate	100% implementation of communications and public participation support to improve operational efficiency of the public participation mandate quarterly	100% implementation of Plans in support of all Committees of the House. Development of articles, media releases and other ranging content to profile the work of Committees	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement of the public in Legislature business	Level of communications and public participation support to improve operational efficiency of the public participation mandate	100% implementation of communications and public participation support to improve operational efficiency of the public participation mandate quarterly	100% implementation of Plans in support of all Committees of the House. Development of articles, media releases and other ranging content to profile the work of Committees	No deviation	N/A
	Level of communications and public participation support of sector work	100% communications and public participation support of sector work quarterly	100% support of the sector work by communication and public participation through participation by directorate staff. Sector work was supported and implemented through stakeholder mobilisation, public education; internal communications; branding; broadcast media campaigns, print advertorials, media advisories and co-ordinated interviews. Recording and viewing of footage and images of Sector Parliaments and opening of the GPL, in all GPL digital media platforms both internally and externally	No deviation	N/A
	Level of communications and public participation support of targeted groups through conducting public involvement interventions after hours	100% public participation support of targeted groups through conducting public involvement interventions after hours quarterly	100% communication and public participation support provided to afterhours public involvement interventions through Committees of the House engagement in <i>Bua le Sechaba</i> feedback sessions, roundtable discussions, stakeholder engagements and petitions external hearings (promotional material was provided). Created informative GPL AV and uploaded on various mediums to be accessible at any time of day by the public	No deviation	N/A
	Level of communication and public participation support to strategic management, i.e. Chairpersons and POs in their mandates	100% communication and public participation support to strategic management, i.e. Chairpersons and POs in their mandates quarterly	100% level of support provided to strategic management through report to the public participation forum and office bearers	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Improved meaningful involvement of the public in Legislature business	Level of implementation of the integrated communication strategy	100% implementation of integrated communication strategy quarterly	100% implementation of the integrated communication strategy as planned	No deviation	N/A
	Level of communication and public participation support to stakeholder management	100% communication and public participation support to stakeholder management quarterly	100% level of support achieved towards communication and public participation to stakeholder management as planned	No deviation	N/A
Increased responsiveness of laws to meet the needs of the people of Gauteng	Level of oversight provided towards supporting public involvement in law-making	100% oversight provided towards supporting public involvement in law-making quarterly	Partially achieved. Leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of oversight provided towards supporting the initiation of laws by MPLs and Committees	100% oversight provided towards supporting the initiation of laws by MPLs and Committees quarterly	Partially achieved. Leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of monitoring of awareness raising interventions on law-making processes and laws passed	100% monitoring of awareness raising interventions quarterly	Partially achieved. Monitoring was conducted through interventions such as public hearings and Bills that were processed, however, the level of monitoring could not be measured quantitatively	Target immeasurability contributed to partial achievement	The Programme will ensure that going forward targets are defined to allow accurate reporting and provision of evidence thereof

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Increased responsiveness of laws to meet the needs of the people of Gauteng	Level of oversight of Core Business participation in the NCOP	100% oversight of Core Business participation in NCOP quarterly	100% oversight was provided on quarterly plans for Core Business participation in NCOP through support to: <ul style="list-style-type: none"> • NCOP Plenary Questions and Motions; • NA and NCOP Joint Sitzings; and • NCOP Debates 	No deviation	N/A
	Level of monitoring of the efficacy of oversight on the implementation of laws passed	100% monitoring the efficacy of oversight on the implementation of laws passed quarterly	Partially achieved. Monitoring was conducted through support to the scrutiny of departmental quarterly and annual reports on the implementation of laws passed. However, this could not be measured quantitatively	Target immeasurability contributed to partial achievement	The Programme will ensure that from 2016/17 and outer years, indicators and targets will be defined through indicator protocols to allow accurate reporting and provision of evidence thereof
	Level of execution of impact assessments of laws passed	0	Not targeted	No deviation	N/A
	Level of monitoring of support to the Scrutiny of Sub-ordinate Legislation	100% monitoring of support to the Scrutiny of Sub-ordinate Legislation quarterly	Partially achieved. Monitoring of the quarterly plans for the support to the Scrutiny of Subordinate Legislation was achieved through providing guidance in terms of Section 2(1) of the Gauteng Scrutiny of Subordinate Legislation Act, 2011 (Act No. 2 of 2011) read with Rule 241(1) of the Standing Rules to the consideration of various. However, this could not be measured quantitatively	Target immeasurability contributed to partial achievement	The Programme will ensure that from 2016/17 and outer years, indicators and targets will be defined through indicator protocols to allow accurate reporting and provision of evidence thereof
	Level of research, legal, procedural and co-ordination support provided in the initiation and passing of laws by MPLs and Committees	100% research, legal, procedural and co-ordination support provided in the initiation and passing of laws by MPLs and Committees quarterly	100% research, legal, procedural and co ordination support in the initiation and passing of Laws by MPLs and Committees was achieved through the reviewing of Standing Rules to ensure that MPLs and Committees are enabled to initiate and amend Laws, conducting a workshop for Members on Legislative Drafting, providing legal opinions and socioeconomic analyses on Bills as required	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Level of research, legal, procedural and co-ordination support provided towards raising awareness on law-making processes and laws passed	100% research, legal, procedural and co-ordination support provided towards raising awareness on law-making processes and laws passed quarterly	100% research, legal, procedural and co-ordination support towards raising on laws passed was achieved through research field work undertaken in the implementation of the recommendations of the ‘Study of the Impact of Laws Passed’, co-ordination and support provided to Committees on pre- and post-public hearings as required	No deviation	N/A
	Level of research, legal, procedural and co-ordination support towards GPL’s participation in the NCOP	100% research, legal, procedural and co-ordination support towards GPL’s participation in the NCOP quarterly	100% research, legal, procedural and co-ordination support towards GPL’s participation in the NCOP quarterly was achieved through contribution to NCOP programme to ensure alignment with GPL Programme; production and implementation of Parliamentary Service plans quarterly to support NCOP processes; providing Legal Opinions and Research Support (environmental scanning and report writing) on NCOP activities; Coordination support to NCOP activities such as NCOP Provincial Week and other related activities as required; and Tabling of resolutions on the appointment of Special Delegates to Joint Sittings and development of Mandates to NCOP	No deviation	N/A
	Extent of research, legal, procedural and co-ordination support provided to ensure oversight on the implementation of laws passed	100% research, legal, procedural and co-ordination support provided to ensure oversight on the implementation of laws passed quarterly	100% Research, Legal, Procedural and Co-ordination support to ensure oversight on the implementation of laws passed was achieved through research field work undertaken in the implementation of the recommendations of the ‘Study of the Impact of Laws Passed’, co-ordination and support provided to Committees on pre- and post-public hearings as required	No deviation	N/A
	Level of research, legal, procedural and co-ordination support to the Committee of Scrutiny of Sub-ordinate Legislation (CSSL)	100% research, legal, procedural and co-ordination support to the CSSL quarterly	100% research, legal, procedural and co-ordination support to the Scrutiny of Subordinate Legislation was achieved by proving legal opinions and socioeconomic analyses on referred regulations and providing co-ordination and reporting services to the CSSL as required	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Increased responsiveness of laws to meet the needs of the people of Gauteng	Level of Information and Knowledge Management support towards law-making	100% Information and Knowledge Management support towards law-making quarterly	100% Information and Knowledge Management provided in support of law-making. These were provided in the form of recording, interpretation, translation, House and information services	No deviation	N/A
	Level of communications and public access and involvement support in law-making processes	100% support to Law-making processes quarterly	100% Communication and Public Participation services provided to ensure public access and involvement in support of law-making, i.e. Appropriation/ Division of Revenue Bill	No deviation	N/A
	Level of communications and public participation provided towards supporting the initiation of Laws by MPLs and Committees	100% of communications and public participation provided towards supporting the initiation of Laws by MPLs and Committees quarterly	100% communications and public participation support was provided to the initiation of Laws by MPLs and Committees, through communicating Committee engagements internally and externally, which encourages public participation	No deviation	N/A
	Level of communications and public access and involvement support to the initiation of Laws by MPLs and Committees	100% support with regards to public access and involvement in support to the initiation of Laws by MPLs and Committees quarterly	100% communications and public participation support was provided to the initiation of Laws by MPLs and Committees, through communicating Committee engagements internally and externally, which encourages public participation	No deviation	N/A
	Level of communication and public access and involvement support to raising awareness on law-making processes and laws passed	100% communication and public access and involvement support to raising awareness on law-making processes and laws passed quarterly	100% communication and public access and involvement support to raise awareness on law-making process and law passed achieved, i.e. GPL 20 year documentary is flighted at most of the GPL events such as the Official Opening of the Legislature and Sector Parliaments as it is a very informative video and covers all aspects and mandates of the GPL	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Increased responsiveness of laws to meet the needs of the people of Gauteng	Level of communications and public access and involvement support in the NCOP	100% communications and public access and involvement support in the NCOP quarterly	100% communications services were provided to the NCOP programme including internal and external communication on the programme's activities	No deviation	N/A
	Level of communications and public participation support in exercising oversight on the implementation of laws passed	100% communications and public participation support in exercising oversight on the implementation of laws passed quarterly	100% communication and public participation services provided to support awareness on law-making processes and laws passed through stakeholder mobilisation; public education; internal communications; branding; broadcast media campaigns, print advertorials, media advisories and co-ordinated interviews	No deviation	N/A
	Levels of communication and public access and involvement support to the assessment of the impact of laws passed	100% support to the assessment of the impact of laws passed quarterly	No impact of laws assessment was conducted during the financial year under review	Impact of laws study is planned for 2018/19 FY	Align target to the planned assessment of the impact of laws passed
	Level of communications and public access and involvement support to the Scrutiny of Sub-ordinate Legislation	100% support to the Scrutiny of Sub-ordinate Legislation quarterly	100% communication and public participation services to support the scrutiny of subordinate legislation achieved as planned. This was achieved through stakeholder mobilisation; public education; internal communications; branding; broadcast media campaigns, print advertorials, media advisories and interviews	No deviation	N/A
Fostered, coherent and co-ordinated Legislative sector	Level of monitoring of support provided to the coherence and co-ordination of co-operative governance in the GPL	100% support provided to the coherence and co-ordination of co-operative governance in the legislative sector quarterly	100% quarterly support provided by Core Business through procedural and legal advice to the House and its committees in implementing coherent, co-operative governance in the GPL	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Fostered, coherent and co-ordinated legislative sector	Level of participation in the learning and sharing of best practices in the legislative sector	100% participation in the learning and sharing of best practices in the legislative sector	100% participation in the learning and sharing of best practice in the legislative sector achieved through participation and sharing of best practices by Core Business with other similar legislative sectors such as the SALSA KM Forum	No deviation	N/A
	Level of monitoring of collaboration with municipalities	100% monitoring of collaboration with municipalities quarterly	100% Research, Legal, Procedural and Coordination support including support to the GSF Technical Committees on law-making and oversight. Support to the Municipal Councils through the Gauteng Speakers Forum task teams provided; Local Authorities and Municipal Councils were invited to the GSF meetings on Oversight, Law-making, Public Participation and Cooperative Governance. A support plan for interaction between the GPL and Local Councils was done in relation to the Official Opening of the Legislature and related Sittings on the debate and the reply to the State of the Province Address	No deviation	N/A
	Level of leadership to SOM implementation in the sector	100% leadership provided quarterly	100% leadership provided to quarterly plans for SOM implementation in the sector achieved through provision of guidance and legal advice and research work to help the House and its committees to improve public access and involvement in the processes/business of the GPL	No deviation	N/A



Interfaith Sector Parliament

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Fostered, coherent and co-ordinated legislative sector	Level of research, legal, procedural and co-ordination in the implementation of the co-operative governance framework	100% research, legal, procedural and co-ordination in the implementation of the co-operative governance framework quarterly	100% research, legal, procedural and co-ordination in the implementation of the co-operative governance framework was achieved through participation and support to the Legislative Sector, including in the review and drafting of the Regulations to the Financial Management of Parliament and Provincial Legislatures Act, providing technical support to the GSF technical Committees as well as providing inputs to the Guideline Document on Provincial Legislature Relations with the Local Councils; development of discussion documents on all committee interprovincial visits and study tours; Tabling Municipal reports in the ATC and Order paper and referral to the relevant committee/s for consideration	No deviation	N/A
	Level of research, legal, procedural and co-ordination in supporting engagements with municipalities for co-operation and collaboration	100% research, legal, procedural and co-ordination in supporting engagements with municipalities for co-operation and collaboration quarterly	100% research, legal, procedural and co-ordination in supporting engagements with municipalities for co-operation and collaboration achieved through development of concept documents and field work and co-operation with municipalities in the province. This included the development of the Guideline Document on Provincial Legislature Relations with the Local Councils. Collaboration was also achieved as evidenced by the Opening of the Legislature, amongst others, held in Sebokeng, support provided to Committee collaboration with municipalities during petition hearings, oversight activities and engagement sessions	No deviation	N/A
	Level of communications and stakeholder management in support of collaboration with municipalities to promote separation of powers	100% support of collaboration with municipalities quarterly	100% communication and public participation services to support collaboration with municipalities to promote separation of powers. This was achieved through stakeholder mobilisation; public education; internal communications; branding; broadcast media campaigns, print advertorials, media advisories and interviews	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of support and implementation of the institutional M&E framework	100% support and implementation of the institutional M&E framework quarterly	Provided 100% support to the institutional M&E Framework through Planning and Quarterly Reporting on the Core Business APPs	No deviation	N/A
	Level of co-ordination of Core Business operations in support of the GPL Programme	100% co-ordination of Core Business operations in support of the GPL Programme quarterly	100% co-ordination of Core Business operations provided through procedural, co-ordination, legal and communication support by Core Business to the House and its committees in ensuring effective execution of the GPL Programme	No deviation	N/A
	Level of efficacy of Core Business support to the GPL mandates	100% efficacy of Core Business operations by the end of quarter 4	100% efficacy of Core Business operations provided to the level of procedural, co-ordination, legal and communication support provided by Core Business to the House and its committees in ensuring effective execution of the GPL Mandate	No deviation	N/A
	Level of efficacy in change management	100% assessment of the efficacy in change management by the end of quarter 4	100% assessment of the efficacy in Change Management provided through quarterly monitoring reports and updates received about the progress on the implementation of Change Management Framework milestones	No deviation	N/A
	Level of efficacy of Core Business support to the GPL mandates	100% assessment of the efficacy in the managing by-project approach in Core Business by the end of quarter 4	100% assessment of the efficacy in the managing by-project approach was achieved through planning and execution quarterly of activities in line with the project management principles, including the actual management of projects such as contribution to: The 20-Year Project, the GPL Public Perception Survey, the Re-engineering of Public Involvement and Access; the Money Bills Project; Taking Parliament to the People and the Annual Report Process	No deviation	N/A
	Level of monitoring of the effectiveness of contract management	100% monitoring of the effectiveness of contract management quarterly	100% monitoring of the effectiveness of contract management through continuous assessment and oversight in relation to management of Third Party Contracts in line with the provisions of applicable policies and regulations	No deviation	N/A
	Level of oversight provided to the effectiveness of Intellectual Property Management	100% oversight provided to the effectiveness of Intellectual Property Management quarterly	100% oversight provided to the effectiveness of Intellectual Property Management through provision of guidance, advise, strategic direction and decision-making in relation to Intellectual Property Management	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Number of assessments of external stakeholders' perception of the GPL (including stakeholder satisfaction)	0	Not targeted	No deviation	N/A
	Level of satisfaction by internal stakeholders	75% satisfaction Levels by the end of the Quarter 4	Stakeholder satisfaction survey was not conducted during the reporting period	The internal stakeholder satisfaction survey is conducted once every two years and it was not conducted in 2015/16	Alignment of targets to planned internal stakeholder satisfaction survey
	Level of adherence and oversight to ethical conduct and practices	100% adherence and oversight to ethical conduct and practices quarterly	100% oversight to ethical conduct practices attained by adhering to the standards set (declaration, non-bridge of the conduct) in the code of conduct of the GPL	No deviation	N/A
	Level of implementation and oversight of thought leadership practices	100% implementation and oversight of thought leadership practices quarterly	100% implementation and oversight of leadership model was achieved through supervision, guidance and providing direction to the Core Business Operations to ensure attainment of APPs	No deviation	N/A
	Level of implementation and oversight of thought leadership practices	100% implementation and oversight of thought leadership practices quarterly	100% implementation and oversight of thought leadership practices was achieved through hosting Brown Bag Sessions and Production of Quarterly Policy Briefs, Development of Research Papers for conferences	No deviation	N/A
	Level of compliance and oversight over the implementation of policies and legislation that govern the work of GPL	100% compliance and oversight over the implementation of policies and legislation quarterly	Complied 100% towards implementation of policies and legislation applicable to the GPL	No deviation	N/A
		100% compliance to Human Resource management prescripts quarterly	Complied 100% to HR prescripts through submission of work plans, quarterly assessments of performance, training of personnel and leave management	No deviation	N/A
		100% compliance to SCM management prescripts quarterly	Complied 100% to SCM management prescripts by ensuring that all procurement processes are being followed	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of compliance and oversight over the implementation of policies and legislation that govern the work of GPL	100% compliance to Risk management prescripts quarterly	Complied 100% to Risk management prescripts through monitoring of risks and updating of the Risk Register	No deviation	N/A
		100% compliance to financial management prescripts quarterly	Complied 100% to financial management prescripts to ensure that the budget is utilised solely for its planned purpose	No deviation	N/A
		100% implementation and oversight over performance management quarterly	Complied 100% to implementation and oversight over performance management through submission of work plans and quarterly assessments of performance	No deviation	N/A
Modernised business practices towards supporting the functions of the Legislature	Presence of Core Business requirements plans that inform ICT planning	One Core Business requirements plan that informs ICT planning by the end of the quarter 4	The requirement plan constituted the following: human capital plans, project plans and procurement demand plans	No deviation	The Programme will ensure that from 2016/17 and outer years, operational targets will be excluded from the APPs
	Level of leadership provided to the integration of electronic solutions in Core Business	100% leadership provided quarterly	Partial achievement. The current report indicates the leadership, oversight and monitoring role of the office, through quality assurance of documents, management meetings and supervision of the work by the sub-programmes, which is demonstrated through the achievement of the sub-programmes	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs and for of the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of usage and oversight over the implementation of documents and records management systems	100% level of usage and oversight provided quarterly	Partially achieved. Implemented documents and records management systems in support of committees and the House, including the migration of documents from shared drives to EDMS, archiving of records and distribution of documents. However, usage could not be measured quantitatively	Target immeasurability contributed to partial achievement	The Programme will ensure that from 2016/17 and outer years, indicators and targets will be aligned and defined through indicator protocols to allow for accurate reporting and provision of evidence thereof
	Level of utilisation of information services to enhance the GPL business processes	100% utilisation of information services to enhance the GPL business processes quarterly	100% utilisation of information services to enhance GPL business processes was achieved. This includes circulation of books, distribution of email alert and handling of information requests	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Modernised business practices towards supporting the functions of the Legislature	Level of oversight provided to the development and use of historically marginalised languages	100% oversight provided to the development and use of historically marginalised languages quarterly	Partially achieved - oversight was provided through support to the implementation of the citizens' annual report project, which is published in seven marginalised languages, provision of sign language services to GPL events and interpretation in House proceedings. However, oversight could not be measured quantitatively	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Level of monitoring of the functionality and utilisation of Legislature Information Management Systems (LIMS)	100% monitoring of the functionality and utilisation of LIMS quarterly	Partially achieved-the LIMS system was functional throughout the year as shown by the system reports. However, monitoring could not be measured quantitatively	Target immeasurability contributed to partial achievement.	The Programme will ensure that from 2016/17 and outer years, indicators and targets will be aligned and defined through indicator protocols to allow for accurate reporting and provision of evidence thereof
	Level of oversight over the institutionalisation of Knowledge Management Practices (KMP)	100% oversight over the institutionalisation of KMP quarterly	Partially achieved-KMP's were implemented and institutionalised in line with the annual action plan compiled in the reporting period. These included identification of shadow subjects, compilation and signoff of KMP shadowing contracts, and learning sessions for shadowing. However, oversight could not be measured quantitatively	Target immeasurability contributed to partial achievement	Going forward the Programme will review its 2016/17 APPs those for the outer years, to ensure that there are no duplicate targets, and targets of the Office of the ED will be consolidated to be more strategic and relevant for the role and function of the office. The Programme will ensure that evidence specific to the target will be produced, as defined in the indicator protocols
	Percentage increase in use of digital communication platforms to optimise public engagement	100% implementation of plan for digital communication platforms to optimise public engagement quarterly	Partially achieved-observed increase in the use of digital communication platforms by the legislature, such as community radios, television, twitter and Facebook. These were not recorded in the implementation plan, thus increase couldn't be demonstrated quantitatively	Target immeasurability contributed to partial achievement	The Programme concedes that measures for the target were not well defined. Thus the Programme will ensure that from 2016/17 and outer years, indicators and targets will be aligned and defined through indicator protocols to allow for accurate reporting and provision of evidence thereof
	Level of communication and public participation support to the development and utilisation of historically marginalised languages	100% support to the development and utilisation of historically marginalised languages quarterly	Provided 100% support for the development and utilisation of historically marginalised languages	No deviation	N/A

PROGRAMME 5: OFFICE OF THE CHIEF FINANCIAL OFFICER

PURPOSE

The purpose of the programme is to provide professional financial, risk and supply chain management services to stakeholders for the realisation of the institutional strategic goals and objectives. The office strives to raise financial resources equitably to ensure adequate funding for the implementation of the institutional strategic plan whilst promoting effective financial management in respect of revenue, expenditure, assets and liabilities. The office promotes strong financial, supply chain and risk management practices through partnership processes with all programmes of the GPL. It provides effective and efficient management of all financial resources through the implementation of best business practices by linking strategic planning, budgeting and reporting. The office is also responsible to ensure continuous implementation of all relevant financial legislation to enhance the fiscal stability, accountability and integrity of the GPL.

KEY FUNCTIONS

OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO)

The Office of the CFO is responsible for strategic guidance and support to the institution on financial management, supply chain management and risk management processes.

FINANCIAL MANAGEMENT

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

SUPPLY CHAIN MANAGEMENT (SCM)

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

AUDIT, RISK AND GOVERNANCE (ARG)

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

SUMMARY OF ACHIEVEMENTS

Finance, supply chain and risk management activities were increasingly aligned and managed to promote good governance. This enhanced a continuation of economic, efficient and effective utilisation of resources for the achievement of the GPL's objectives. The programme continued with its objective of ensuring that the GPL achieves its stated objectives with limited resources, by implementing efficient measures and prioritising activities and projects. The programme was able to achieve this through consultative processes between the Speaker, the MEC of Finance, and the Gauteng Provincial Treasury to ensure that the GPL delivers effectively and efficiently on its mandate.

To ensure complete and timeous budget submissions to the Gauteng Provincial Treasury, the programme coordinated and finalised the 2016/17 budget for the GPL. The APPs and the budget for 2016/17 were presented to the LSB for adoption. The approved APPs were submitted to the Gauteng Provincial Treasury and subsequently aligned to the final allocation from Treasury, after certification by all Programme Managers. Bilateral discussions and engagements with Committee Chairpersons and relevant committee staff were undertaken to confirm APPs and associated budgets. Budgets determined and allocation letters were issued to Programme Managers, Political Parties and Chairpersons of Committees.

The programme provided strategic leadership during the annual budgeting process and ensured adequate costing and funding of the APPs within available resources as aligned to the strategic objectives of the GPL. The programme ensured that the necessary systems, processes and policies were in place to assist Programme Managers with their contributions to the budget compilation process. During the 2016/17 Adjustment Budget Process, meetings were conducted to consider emerging priorities and the adjustment budget was approved by the LSB for submission to the Gauteng Provincial Treasury. Discussions with the Head of the Gauteng Provincial Treasury led to the finalisation of the requirements for the 2016/17 Medium-term Expenditure Framework (MTEF) and Adjustment Budget.

In improving fiscal discipline and financial management, cash flow and planned activities were monitored and evaluated on a monthly basis. There was continuous interaction with Programme Managers to improve GPL's financial management. The programme conducted regular bilateral discussions with the Gauteng Provincial Treasury to ensure effective cash flow management and adequate cash flow resources. Liabilities of the GPL were settled timeously in line with policy and available resources.

The programme implemented adopted efficiency measures with greater control on expenditure, identifying areas where savings could be realised, to ensure that the limited allocated resources were optimally and efficiently utilised. It implemented revenue generation measures and strategy for implementation in the new financial year. Austerity and efficiency measures were continuously implemented to realise savings and optimise revenue.

In line with Section 51 of FMPPLA, financial reports were prepared on a monthly basis and submitted to both internal and external stakeholders within 15 days of each month. In addition, expenditure reports were prepared for Political Parties on a monthly basis. Within 30 days of the end of each quarter, the programme prepared consolidated GPL Performance Reports and submitted to relevant stakeholders. For improved financial management, the Financial Procedure Manual was revised and updated during the year, in line with GRAP requirements. In line with Section 33 of FMPPLA, all the liabilities of the GPL were settled. The programme prepared and submitted financial and non-financial reports to all monitoring and oversight structures. The financial year-end closure process was implemented effectively. Expenditure and activity projections for all programmes were developed by mid-March 2016, in line with FMPPLA requirements.

In reassuring a comprehensive budget and planning process, the programme facilitated the review and signing off of the 2015/16 MTEF Chapter. The Budget Statement Chapter and budget tables were updated to incorporate Treasury's 2015/16 MTEF Allocations and subsequently the final 2016/17 Budget Statement was submitted to Treasury. In ensuring improved expenditure management, the 2015/16 Tabled Budget was captured on the SAP system before the beginning of the financial year. Furthermore, the SAP system was aligned to the Generally Recognised Accounting Practice (GRAP) requirements and other SAP enhancements were implemented to improve transactional workflow.



Budgetary Powers Capacity Building Session

To enhance financial reporting and curb challenges faced in the preparation of the 2015/16 Financial Statements, Mid-Year Interim Financial Statements were prepared in line with GRAP and FMPPLA requirements. The programme prepared and submitted financial and non-financial reports to all monitoring and oversight structures. The financial year-end closure processes were implemented effectively. Expenditure and activity projections for all programmes were also developed by mid-March 2016, in line with FMPPLA requirements.

The programme engaged regularly with all programmes, subprogrammes and respective Programme Managers to finalise the 2016/17 Budget as well as reprioritisation of projects for 2015/16 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 on a formal and informal basis. Regular engagements with all programmes, sub-programmes and respective Programme Managers were conducted to finalise expenditure projections.

In improving the demand and supply value chain and ensuring improved facilitation of requisitions, demand plans for all programmes were prepared to facilitate requisitions for goods and services, for the 2015/16 FY. A response to the demand plans was facilitated by the programme to enable the GPL to deliver on its mandate. All approved requisitions were processed in line with the applicable Supply Chain Management (SCM) policies and procedures. The 2015/16 Delegation of Authority was revised and subsequently approved to ensure appropriate levels of delegation and to improve operational efficiencies.

All approved requisitions were processed in line with the applicable SCM processes. Non-relevant and expired requisitions were deleted from the system at year-end. All travel requisitions were processed and finalised in line with the SCM prescripts. All tenders were awarded within 90 days (i.e. within the validity period) or in line with any approved deviations. The GPL embarked on its milestone public tender process by adjudicating four tenders in the public domain. The Legislature Adjudication Council (LAC) convened and held its meeting in the Johannesburg City Hall in this regard. All contracts were accounted for in the contract register and monitored by the Risk Management Committee (RMC). Contract management remained a key aspect in managing service providers' performance in this respect and all contracts were accounted for in the Contract Register.

Vendor management for suppliers of goods and services was enhanced through the finalisation of the remaining milestones on the *Intenda* System. Furthermore, vetting of vendors on the GPL database was commenced. In meeting the demand for unforeseeable events, the programme facilitated the condonation of *Ex-post Facto*s. The SCM policy was reviewed and revised to elevate the provision of professional SCM services to the next level.

In response to the GPL imperative of taking the Legislature to the people, the programme reprioritised the allocation of business to local and township service providers. The Asset Management cycle was managed, from planning, acquisition, through to maintaining the asset throughout its use and finally disposing of it when required. The safeguarding of GPL's assets remained a priority, as prescribed by FMPPLA. The programme conducted the bi-annual asset counts to satisfy GRAP 21 requirements. The Asset Management Policy was also enhanced and revised in the period under review. Provision for the promotion of BBBEE is also made in the SCM policy to further emphasise the seriousness that is orchestrated by both the BBBEE and PPPFA Acts.

The LAC met to ensure adherence to SCM principles and to adjudicate on tenders evaluated by the Tender Evaluation Committee. Final recommendations on the awarding of contracts were made in line with the Delegations of Authority. Two workshops were conducted by SCM in conjunction with Gauteng Department of Economic Development. The workshops' purpose was to educate Vendors and SCM staff on 'Local Content' for designated goods as per the DTT's requirements.

The programme hosted and facilitated the Annual CFO workshop. This initiative created awareness around financial, supply chain and ARG processes, business continuity management as well as fraud risk management. The programme strived to improve and sustain relationships with all relevant stakeholders throughout the period. In line with this, partnership meetings were hosted with the national and provincial Treasury, AGSA and SARS.

Monthly partnership meetings were conducted with Programme Managers and Chairpersons of Committees. Quarterly expenditure and performance outcome discussions were held with the Gauteng Provincial Treasury. POs, programmes and sub-programmes were supported and guided through the planning and budgeting process.

The programme played a leading role in the National SALSA CFOs Forum, with the CFO of the GPL as the Chairperson of this forum. The CFOs Forum is the platform for CFOs and financial practitioners in the legislative sector where best practice, innovations that are relevant to the sector and challenges are addressed. Most significantly, the CFO shared and engaged with peers on some of the latest innovation in public finance management. In order to improve stakeholder relations, closer liaison with the Members Affairs Subprogramme was maintained to ensure service excellence to members and monthly meeting reports were prepared and distributed during Members Affairs meetings.

Meetings were also held with SARS to discuss tax matters affecting the GPL and members. Performance reports were prepared on a quarterly basis and submitted to all relevant internal and external stakeholders. Executive Management meetings were held subsequent to the LSB and Secretariat meetings, to communicate decisions of the LSB and the Secretariat. The tracking and monitoring of the Stakeholder Management Survey was conducted regularly, based on a developed action plan.

The 2015/16 Strategic Risk Assessment was conducted and a Strategic Risk Register was developed and presented to the RMC, Secretariat, ARC and the LSB for adoption. The implementation of action plans was tracked throughout the period and progress was reported to oversight structures for effective monitoring.

An Internal Audit (IA) service provider was appointed from 01 April 2015 to 31 March 2018 through a tender process. The 2015/16 Strategic Risk Register's emerging risks and priority areas informed the compilation of the 2015/16 Internal Audit Plan (IAP), which was approved by the ARC and implemented. The planned internal audit reviews were conducted during the reporting period and the outcomes were reported to management, oversight structures and the LSB. The recommendations raised by internal audit were implemented and progress was managed through the Audit Tracking Report, as recommended by the King Report.

In embedding risk management, the Risk Management Policy was approved and adopted by the LSB. The 2015/16 Institutional Risk Management Plan was implemented and its progress was tracked throughout the period and reported to oversight structures. The BarnOwl risk management system was used to capture insurance claims, for the first time in GPL, in an effort to curb abuse and negligence on the institution's assets.

RMC reports were revised, improved and aligned to the 2015/16 Strategic Risk Register, to enable the effective implementation of the Combined Assurance Model and Plan. Operational risk registers continued to be managed and updated. A project risk register was developed to enable project managers to monitor their projects' risks. In extending risk management services to political parties, the Audit Committee's role was presented to the ANC Caucus Audit Committee and a working relationship was established for future engagements. Reports were presented to the Secretariat, RMC as well as to the ARC for ongoing monitoring.

A Fraud Risk Management Strategy and Policy were developed and recommended for approval by the ARC. The Fraud RMC monitored the implementation of the Fraud Risk Management Plan to reduce fraud risk and it implemented a number of awareness initiatives to continuously educate and enlighten members and staff on the management of the fraud and corruption risk.

The development of the Governance Framework was embarked on to enhance good governance practices. The programme managed the project and provided input towards the actual development of the framework. Audit, Risk and Governance matters were presented in the LSB Induction Training workshop. The programme provided input towards the Code of Conduct content to enable the implementation of some of the good governance principles. The strategic planning and management processes were honoured and monthly and quarterly reports were submitted in line with requirements.

In order to continuously improve the internal control environment, control gaps were identified in GPL's processes and functions; potential improvements were identified and internal control enhancement plans were developed. The programme assisted management to implement some of the control enhancement initiatives as a value added service. The implementation of the plan was monitored throughout the period and new initiatives were developed quarterly and progress was reported to oversight structures quarterly.

The following policies were developed or reviewed by the programme during the year:

- the Inventory Management Policy and Procedure;
- the Business Continuity Strategy and the Business Continuity Policy;
- SCM Policy;
- Asset Management Policy; and
- Risk Management Policy.



Children's Sector Parliament

The Inventory Management Policy was approved by the Policy Committee to guide the management of inventory going forward. Internal controls continued to be enhanced and oversight provided through the facilitation of the inventory management function, observation of inventory counts and the commencement of a gradual handover to SCM, in preparation for centralisation.

The compliance function continued to be improved. GPL's regulatory universe was established. Compliance levels with applicable legislation and the applicability of sections per Act were evaluated through risk assessments, managed through the BarnOwl compliance module. Input on compliance to relevant legislation and regulations was provided on policies presented to the Policy Committee for consideration. In encouraging ethical conduct, a Gift Register was developed and introduced for implementation, to guide staff on the acceptance of gifts from service providers.

The Business Continuity Management (BCM) Strategy and Plan were adopted by the ARC and LSB. A simulation exercise on the Business Continuity Plan (BCP) was held in the period and the BCP was adopted for implementation. The Business Continuity Management Committee's Terms of Reference were incorporated into the ICT Strategic Committee's Terms of Reference, which were reviewed in the period. Risk management input was provided towards the Travel Policy for Study Tours to ensure continuity of operations for GPL.

The programme co-ordinated and facilitated the Risk Management and ARC meetings, with a complete agenda and reports. Audit Committee meetings were held on a quarterly basis in line with the Charter, with a full agenda preceding LSB meetings. Special meetings were held as and when required. Robust and constructive engagements were held in the meetings thus enhancing the oversight function. The Audit Committee reviewed financial statements, monitored the appropriate accounting policies as well as the systems of internal control and considered internal and AG findings.

The committee also scrutinised the reports submitted by both the internal and external auditors on compliance levels, materiality and the effectiveness of control systems. The ARC Charter was revised and the committee conducted a self-evaluation for the LSB's consideration. To enhance good governance, a Corporate Governance Review was included in the 2015/16 IAP. Reports to the LSB were also prepared on behalf of the Chairperson of the Audit Committee. Responses to House, RMC and ARC resolutions were prepared and presented to oversight committees to enable accountability and responsibility to be enforced.

Risk Management meetings were held in line with the terms of reference with full agenda preceding ARC meetings. Fraud RMC meetings were held on a quarterly basis preceding RMC meetings. The Fraud RMC monitored the implementation of the fraud risk management plan within the GPL.

The programme co-ordinated the following Secretariat's sub-committees to fulfil their mandate: Tender Evaluation; LAC; Budget Council; Asset Disposal; Fraud Risk Management; and Risk Management. Full agendas with the meeting information pack were prepared and availed to members within agreed timelines. Terms of Reference for LAC, Tender Evaluation Committee (TEC) and Fraud RMC were reviewed and approved. The Specification and Terms of Reference Committee (STOR) was established in the period to improve the quality of the GPL's terms of reference and to improve the turnaround time to develop, consider and approve the terms of reference for the acquisitions of goods and services. STOR Committee members were appointed and met in the period.

Asset Disposal Committee meetings were held and obsolete or redundant assets were identified and disposed of accordingly. The 'Terms of Reference' register was maintained to ensure that all Secretariat's sub-committees had valid and approved Terms of Reference and that they are reviewed annually, or as and when required.

Budget Council meetings were held to consider annual performance and financial plans for 2015/16 and for recommendation to the Speaker and the LSB. Meetings were also conducted to consider emerging priorities and pressing issues for the adjustment budget. The adjustment budget was presented to the LSB and approved for onward submission to the Gauteng Provincial Treasury.

The 2014/15 Annual Financial Statements and Performance Information reports were submitted to the AGSA, in line with FMPPLA. The 2014/15 AG Regulatory Audit was finalised within the prescribed timeframes. The 2014/15 Final Audit Report was issued before the end of July 2015 and the GPL once again achieved an unqualified audit opinion with no matters of emphasis. The programme also co-ordinated and facilitated the 2014/15 Political Party Fund audit by the AGSA, in line with the Gauteng Political Party Fund Act. The programme participated in the Annual Report Project Team and the development and timeous compilation of the 2014/15 Annual Report.

The programme facilitated, co-ordinated and conducted the Audit Strategy Review Session. The 2015/16 Audit Strategy was developed with line management to address improvement areas. An external audit strategy was developed to address the AG's reported findings. The implementation of the action plans was monitored and reported on throughout the period. The final Audit Plan for 2015/16 was presented to the Audit Steering Committee and ARC for acceptance and approval. The programme facilitated and co-ordinated the planning phase of the 2015/16 AG Audit. It co-ordinated the development of quarterly key controls and submitted to the AG, for continuous monitoring of controls.

Furthermore, the AGSA presented valuable information to management, on performance audit as a strategic tool to enhance GPL's performance. Meetings and continuous engagements were held with the Office of the AGSA, on a regular basis. The outsourced internal audit service provider was treated with the same courtesy. Relations with both these assurance providers remain extremely cordial and professional. The programme implemented the Business Enhancement Plan through the acquisition of voting tools, to modernise GPL's processes.

In supporting continuous learning and growth of staff, a number of training programmes were attended, to enhance the relevant skills and competency required to provide the professional service needed for GPL to deliver on its mandate. The programme capacitated the accounts staff with training on GRAP. Training on setting the risk appetite and tolerance levels was embarked on, in line with the risk management plan.

In addition, in striving to support the objectives and strategy of the GPL through more efficient staff and by creating an environment that encourages staff to develop their careers, some of the programme's staff were awarded bursaries to further their studies. Conferences were attended to remain abreast of the developments around the professional services provided by the programme to the GPL. Further workshops were conducted by the programme with management, to increase the understanding of their role and responsibility in adhering to relevant policies and procedures, for improved service delivery.

PROGRAMME PERFORMANCE INFORMATION

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of participation in CFO forum	100% participation in CFO Forum quarterly	The CFO, as Chairperson, participated 100% in all Finance Forum, Exco and general meetings of the forum held during the year	No deviation	N/A
	Level of participation in the Governance Framework development	100% quarterly participation in the Governance Framework development, on the Programme's deliverables	100% participation in the development of the Governance Framework. The Programme managed the project, participated in interviews and provided input towards the development of the framework	No deviation	N/A
	% implementation of an updated Audit Strategy to achieve a clean audit	Updated Audit Strategy 100% implemented quarterly to achieve a clean, on the Programme's deliverables	An updated Audit Strategy was 100% implemented quarterly	No deviation	N/A
	Level of implementation of FMPPLA	FMPPLA 100% implemented quarterly, on Programme's deliverables	100% implemented during all quarters of the year	No deviation	N/A
	Percentage implementation of House resolutions, RMC and ARC resolutions, applicable to the Programme	100% quarterly implementation of House resolutions, RMC and ARC resolutions, applicable to the Programme	100% implementation of the House, RMC and ARC resolutions applicable to the Programme	No deviation	N/A
	Percentage implementation of effective financial management strategy	Effective financial management strategy 100% implemented quarterly, on Programme's deliverables	Financial management strategy 100% implemented quarterly	No deviation	N/A
	Percentage implementation of the Stakeholder Management Strategy	Stakeholder Management Strategy 100% implemented quarterly, on Programme's deliverables	100% stakeholder management strategy implemented quarterly	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Frequency of partnership engagements with GPL Programmes and Committees	Quarterly strategic partnership engagements	The Programme engaged monthly with all Programmes and Committees on the following: financial management; audit, risk management, governance and compliance matters; and SCM matters	No deviation	N/A
	Percentage implementation of M&E Framework	M&E Framework 100% implemented quarterly, on the Programme's deliverables	M&E Framework 100% implemented	No deviation	N/A
	Percentage compliance of APPs to results based planning methodology	Percentage compliance of APPs to results based planning methodology quarterly	The Programme achieved 100% compliance of the APPs to Results Based Planning Methodology quarterly	No deviation	N/A
	Level of compliance in the submission of Programme reports	Monthly and quarterly reports submitted	Monthly and quarterly reports were submitted to all identified internal and external stakeholders	No deviation	N/A
	Percentage compliance with applicable legislation, regulations and policies	Applicable legislation, regulations and policies 100% complied with quarterly	100% compliance with applicable legislation, regulations and policies quarterly	No deviation	N/A
	Percentage funded APPs	100% of performance plan funded annually	100% of the GPL's plans were funded	No deviation	N/A
	Percentage increase of revenue generated	10% annual increase of revenue generated	57% increase of revenue generated was achieved in the year	No deviation	N/A
	Level of implementation of the revenue budgeting model	100% annual implementation of the revenue budgeting model	100% implementation of the revenue budgeting model	No deviation	N/A
	Number of financial statements adopted within 60 days	Bi-annual and Annual financial statements adopted within 60 days	Bi-annual financial Statements were concluded within 60 days after mid-year. The 2014/15 annual financial statements were concluded, adopted and submitted to AGSA within 60 days after year end	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of results based budgeting competence	100% training on results based budgeting in quarter 2 and 3	100% training on results based budgeting was conducted in the second and third quarter	No deviation	N/A
	Percentage of financial plans meeting the parameters for results-based planning	100% of Financial plans meeting the parameters for results-based planning in quarter 1	100% of the GPL's Financial plans were developed in line with the parameters of results based planning	No deviation	N/A
	Percentage of reports in compliance with the Financial Management of Parliament and Provincial Legislature Act	100% compliance with the Financial Management of Parliament and Provincial Legislature Act quarterly	100% compliance with the section of the Act applicable to the Programme	No deviation	N/A
	Percentage of available funds to honour monthly financial obligations	100% available funds to honour monthly financial obligations	100% of funds were available in the GPL bank account, to honour financial obligations	No deviation	N/A
	Percentage of invoices paid within 30 days from receipt of invoice.	100% of invoices paid within 30 days from receipt of invoice.	All service providers' invoices received by finance were processed and paid within 30 days		
	Percentage of external functions catered for by community providers	20% of external functions catered for by community providers quarterly	More than 20% of external functions were catered for by local service providers for the period.	No deviation	N/A
	Percentage of procured goods and services acquired in line with the SCM policy	100% procured goods and services acquired in line with the SCM policy quarterly	100% of procured goods and services were acquired in line with the SCM policy for the period	No deviation	N/A
	Level of participation of targeted groups in procurement spend	60% HDI 30% Women 10% Youth 2% Persons with Disabilities (PwD) participation in procurement processes	66.85% HDI 38.46% Women 11.03% Youth 0.33% PwD	While three of the four targets were exceeded, the spend on PwD remains a challenge. However there has been improvement compared with the previous years	SCM sub-programme continues to vigorously target businesses owned by PwD for business opportunities. The Research Unit's Engagements with Office of the Premier and organisations of Persons with Disabilities will ensure that the target is met and exceeded

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Enhanced public confidence in the governance and leadership of the Legislature	Level of adherence and compliance to assets management policy	100% adherence and compliance to assets management policy quarterly	100% adherence and compliance to the assets management policy	No deviation	N/A
	Percentage compliant vendor database	100% compliant vendor database, quarterly	100% compliant vendors were maintained for all goods and services procured	No deviation	N/A
	Percentage Implementation of the annual asset acquisition plan translated into requisitions	100% implementation of the annual asset acquisition plan translated into requisitions quarterly	100% of assets in the annual acquisition plan were procured.	No deviation	N/A
	Level of centralisation of inventory management	40% centralisation of inventory management by end of quarter 4	40% centralisation of inventory management was achieved by 31 March 2016. Two asset and inventory clerks were appointed and conducted inventory counts in the period, inventory management was included in the Asset Manager's Job profile and the Inventory Management Policy was approved	No deviation	N/A
	Internal control environment assessment and development of the implementation plan	100% development of the internal control system implementation plan for identified areas quarterly	100% development of the quarterly internal control system implementation plan	No deviation	N/A
	Percentage Implementation of the Business Continuity Plan (BCP) level of rating of the report to RMC and ARC, measured by relevant stakeholders	BCP 100% implemented on the Programme's deliverables quarterly Stakeholder satisfaction rating of 3 or more, out of 5 on the quality of the report to RMC and ARC quarterly	A rating of 4.16 out of 5 on the quality of the report to RMC and ARC was achieved	No deviation	N/A
	Level of rating of co-ordination of the RMC and ARC	Stakeholder satisfaction rating of 3 or more, out of 5 on the quality of co-ordination quarterly	A rating of 3.95 out of 5 on the quality of the RMC and ARC co-ordination was achieved	No deviation	N/A

PLANNED PERFORMANCE			ACTUAL PERFORMANCE		
Strategic Objectives	Performance Indicator	Annual Target	Annual Achievement against Annual Targets	Reason for deviation from Planned Annual Targets	Mitigation for Non-achievement of Annual Targets
Modernised business practices towards supporting the functions of the Legislature	Level of Programme processes reviewed and documented	40% of Programme processes reviewed and documented annually	40% of Programme processes were reviewed and documented	No deviation	N/A
	Percentage implementation of the GPL Business Enhancement Strategy	100% implementation of the GPL Business Enhancement Strategy quarterly	Programme 5 had an operational target for 2015/16 for this five year indicator, which was to contribute to the development of the strategy. The Programme duly participated by preparing and submitting input to the strategy. The Programme participated in the Business Enhancement Task Team and fully implemented the allocated components, namely the implementation of the BarnOwl Voting tools as part of the elements of the Business Enhancement Strategy	No deviation	N/A



GPL Multi-Party Womens' Caucus



Taking the Legislature to the people of Gauteng





PART C

GOVERNANCE





SECTION IV

Launch of the 20 Years of Democracy Legacy Products



RISK MANAGEMENT AND INTERNAL CONTROLS

Continued improvement of internal controls, risk management and governance processes are essential to the achievement of GPL's adopted strategic goal and strategic objectives. The GPL recognises risk management and good governance as an integral part of responsible management and has therefore adopted a comprehensive approach to the management of risk. The adopted Risk Management Strategy provides a framework for Enterprise-wide Risk Management (ERM). GPL adopted the COSO framework (Committees of Sponsoring Organisations of the Treadway Commission) to identify, manage, control, reduce or eliminate business, financial and operational risks that may affect the performance of the GPL adversely.

The Risk Management Policy was adopted in the period and was implemented accordingly. The annual strategic risk assessment informs GPL's risk profile, the internal audit effort and priority areas. The significant risks and associated controls were communicated to the LSB through the Chairperson of the ARC. The identified risks and their mitigating controls were tracked continuously and the progress on the implementation of action plans in the risk registers is monitored and reported to oversight structures on a regular basis.

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

INTERNAL AUDIT

The Internal Audit function was outsourced to an independent service provider, Nexia SAB&T, who continued to operate in line with the approved terms of reference and associated service level agreement. The service is based on the requirements of the FAMLA and Standards for the Professional Practice of Internal Audit of the Institute of Internal Auditors. The ARC approved the Internal Audit Plan for the year under the review. The adequacy and effectiveness reviews on the internal control environment, risk management and governance processes were conducted accordingly.

The internal audit function provided an objective and independent assurance to management and the ARC on the adequacy and effectiveness of controls within the GPL. The reported findings were monitored through the tracking register and reported to the RMC, ARC and ultimately to the Legislature Services Board.

Key Activities of Internal Audit

Adequacy and effectiveness reviews were conducted by internal audit, in line with the approved internal audit plan. The progress against the 2015/16 Internal Audit Plan implementation is tabled below:

#	DEPRECIATION METHOD	AVERAGE USEFUL LIFE
1	Performance Audit	Carried over to 2016/17
2	Asset Management	Completed
3	Financial Management	Completed
4	Supply Chain Management	Completed
5	Human Resources Management	Completed
6	IT Audit – Procure to Pay	Completed
7	Audit of the 2014/15 Performance Information	Completed
8	Governance Review	Completed
9	Knowledge Management Review	Completed

INTERNAL CONTROL

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

- An internal control enhancement plan was developed in the period. Existing policies, procedures and processes were reviewed where necessary and initiatives to close control gaps identified were continuously implemented to improve the internal control environment.
- The Business Continuity Strategy and Business Continuity Plan were adopted and the Business Continuity Policy was developed.
- The compliance function was enhanced to ensure compliance to all applicable laws and regulations. Compliance risk assessments were conducted on a number of Acts impacting the regulatory universe.

FRAUD AND CORRUPTION

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

The Fraud Risk Strategy and Policy were developed. The Fraud RMC monitored the implementation of the fraud risk management implementation plan within the GPL. The committee reports progress on a quarterly basis to the various oversight structures. GDF submits a report with the Hotline cases reported for GPL periodically. This report is included in the Fraud Risk Management Report presented quarterly to the RMC, ARC and to the LSB. Fraud Risk Management awareness initiatives were implemented on a quarterly basis to educate members and staff and improve the overall management of fraud risks.

CODE OF CONDUCT AND MANAGEMENT OF CONFLICT OF INTEREST

In accordance with the adopted Code of Conduct and Ethics Framework for Employees of the GPL, all Senior Managers timeously submitted their declaration of Interest. The Code continues to serve as the cornerstone in the management of conflict of interest, which might arise in relation to the role individuals in their capacity as employees of the GPL and any competing private interest, hence the GPL places a high level of expectation on all employees to give effect to the imperatives outlined in the Code which amongst others promote the transparency and accountability of employees.

REPORT OF THE AUDIT AND RISK COMMITTEE

The Audit and Risk Committee is pleased to present its report for the financial year ended 31 March 2016. The report has been prepared in line with the FMPPLA.

AUDIT AND RISK COMMITTEE MEMBERS DETAILS AND ATTENDANCE

The ARC consists of the members listed hereunder. The committee's approved Charter stipulates that the committee should meet at least four times per annum. Five meetings were held during the 2015/16 financial year, as detailed below:

Relevant information on the audit and risk committee members

#	Member name	Qualifications	Membership category	Current term commencement date	Number of meetings attended
1	John Davis (Chairperson)	CA(SA)	Independent	01 April 2013	5 out of 5
2	Alwyn Martin	CA(SA)	Independent	01 April 2013	3 *
3	Roy Mnisi	LLB Degree	Independent	01 April 2013	2
4	Japie du Plessis	National Diploma: State Accounts and Finance	Independent	01 August 2015	2 #

#	Member name	Qualifications	Membership category	Current term commencement date	Number of meetings attended
5	Nandi Madiba	B Compt Hons, MSc in Financial Management: Part 1 (Post Graduate Diploma)	Independent	01 August 2015	3 #
6	Mike Madlala	Public Administration Degree Public Administration Post Graduate Diploma (University of Pretoria) MBA: 2 year Demont Fort University	Non-executive MPL	01 April 2015	2
7	Lindi Lasindwa	Certificate in Governance an Leadership, Advanced Certificate in Governance and Public Leadership	Non-executive MPL	01 April 2015	3

Legend

#	Symbol	Explanation
1	*	Member resigned from the committee in December 2015
2	#	Members were only appointed to the committee on 01 August 2015

COMMITTEE RESPONSIBILITY

The ARC reports that it has complied with its responsibilities arising from the Financial Management of Parliament and Legislatures Act.

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

THE EFFECTIVENESS OF INTERNAL CONTROL

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

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

There are some areas highlighted in the various reports of the AGSA and by the Internal Auditors during the year, where internal controls require improvement and some corrective action. The ARC has not only been instrumental in requesting that corrective actions are taken in this regard but also in providing guidance on necessary enhancements to these controls and processes that have an effect on GPL's control environment, compliance, risk management and governance processes. The involvement also included monitoring the performance and the responsibilities that GPL has to the People of Gauteng that it serves.

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

EVALUATION OF ANNUAL FINANCIAL STATEMENTS

The ARC has:

- reviewed and discussed the audited annual financial statements to be included in the annual report, with the AGSA and the Accounting Officer;
- reviewed the AGSA's management report and management's response thereto;
- reviewed changes in accounting policies and practices; and
- reviewed GPL's compliance with legal and regulatory provisions.

The ARC concurs with and accepts the AGSA's report on the annual financial statements, and is of the opinion that the audited annual financial statements should be accepted and read together with the report of the AGSA.

INTERNAL AUDIT

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

AUDITOR-GENERAL OF SOUTH AFRICA

The ARC has met with the AGSA to ensure that there are no unresolved issues.

CONCLUSION

The ARC would like to thank the LSB, the Secretary to the Legislature and management for their support.



MR JL DAVIS

Chairperson of the Audit and Risk Committee

DATE: 31 JULY 2016



PRIOR MODIFICATIONS OF AUDIT REPORTS

#	Nature of qualification, disclaimer, adverse opinion and matters of non-compliance	Financial year in which it first arose	Progress made in clearing / resolving the matter
1	N/A, Clean audit opinion achieved	2012/13	N/A
2	N/A, Clean audit opinion achieved	2013/14	N/A
3	N/A, Clean audit opinion achieved	2014/15	N/A
4	N/A, Clean audit opinion achieved	2015/16	N/A

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

DESCRIPTION AND NATURE OF HEALTH, SAFETY AND ENVIRONMENTAL ISSUES AND THEIR EFFECT ON THE INSTITUTION

The Occupational Health and Safety Act 85 of 1993 requires the employer to bring about and maintain, as far as is ‘reasonably practicable’ a work environment that is safe and without risk to the health of the worker. The employer must ensure that the workplace is free of substances, articles, equipment, processes, etc. that will or may cause injury, damage or disease. Where this is not possible, the employer must inform workers of these dangers, how to avoid them and how to work safely. Occupational Health and Safety (OHS) is part of every employer’s legal, moral and management obligation. It is an investment, a cost saver, productivity booster, skills retainer and sustainability insurer.

HEALTH AND SAFETY COMMITTEE

In terms of health and safety practices in the GPL, the Health and Safety Committee that serves for a term of three years was established. It consists of health and safety representatives as elected by GPL employees and employer representatives. The committee meets quarterly and recommendations are submitted to the GPL RMC management for implementation. The committee:

- may make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established;
- shall discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured, became ill or died and may, in writing, report on the incident to an inspector;
- shall ensure that GPL has trained fire fighters and health and safety representatives; and
- shall ensure that the GPL has trained first aiders.

OCCUPATIONAL WELLNESS CENTRE

The GPL appointed a resident Occupational Health Nurse assisted by an Occupational Health Doctor who provides the following support:

- health briefs that are circulated on a quarterly and monthly basis depending on a specific monthly health theme;
- medical examinations and doctor referrals;
- examination of injuries on duty and referrals; and
- advisory services on occupational health issues to GPL.

A wellness centre provides primary healthcare. No injuries on duty as a result of direct negligence by the employer occurred during the reporting period.

WELLNESS PROVISION

As part of wellness provision:

- the GPL has a gym facility with a membership of 130 (40 members and 90 employees);
- a total of 23 marathons were successfully organised and carried out. This included the 702 Walk the Talk, Vodacom Challenge, Soweto Marathon, Ladies Spar Marathon, Dischem Marathon, Johannesburg Zoo Marathon (Rockies), and Pick n Pay Marathon. A total of 130 members and employees participated in the marathons;
- no injuries were reported during the marathons or at the gym facility and all gym equipment was serviced;
- the contractual relationship with the Employee Assistance Programme (EAP) service provider, ICAS, was terminated at the end of November 2015. Healthi-Choices was appointed on 01 December 2015, culminating from an extensive SCM tender process. Healthi-Choices has been appointed to provide health and wellness assistance to members and employees alike;
- communiqué was sent to all members and employees to announce the appointment of Healthi-Choices;
- ICAS provided quarterly statistical reports (Quarter 1–3) to the GPL on its state of health and profiled employees based on statistic;
- Healthi-Choices submitted to the GPL its first quarterly report in concluding the 2015/16 FY;
- information sessions were held with employees on the service offering from Healthi-Choices;
- a wellness day was held; and
- the relationship with Alexander Forbes was beneficial in ensuring sound management of the medical aid schemes.

TRANSVERSAL MAINSTREAMING

INTRODUCTION

The Transversal Mainstreaming Focal Point (TMFP) was established in the second quarter of the 2015/16 FY, in the Office of the Secretary. As a newly formed unit, the TMFP presents its first annual report, outlining performance information on its mandate to support the GPL to effectively mainstream transversal issues in the business of the institution. The report is presented under the institutional scorecard dimensions of Internal Business Processes, Internal and External Stakeholder Management, Finance and Corporate Governance and Learning and Growth. In line with the mandates of the GPL, the work of the TMFP supports the achievement of inclusive service delivery in Gauteng.

INTERNAL BUSINESS PROCESSES

Following its establishment, the TMFP strives to establish systems for the effective business processes of the TMFP and by extension, of the GPL. In this regard, a structure and functions of the TMFP was developed, which guided the development of subsequent operational processes. These included the development of the TMFP Annual Performance Plan, implementation and reporting thereof, the incorporation of the transversal mainstreaming indicators in the Institutional Annual Performance Plan to facilitate implementation by the whole institution, as well as the development of transversal mainstreaming indicator protocols to facilitate SMART planning, implementation, M&E and reporting. Templates for reporting on transversal mainstreaming in public participation were also developed, and these will not only inform data disaggregation, but also electronic systems for retrieving information.

The GPL Multi-Party Women's Caucus (MPWC) was also established in the second quarter of 2015/16. The MPWC is a political structure that sets the agenda for and oversees the implementation of transversal mainstreaming in the GPL. In establishing the caucus, the governance documents to guide the operations of the caucus were developed. These included the concept document, the Constitution, the strategy document and the programme of action. Furthermore, these documents were operationalised through the development of an annual performance plan, operational plans and budget for the MPWC, which were duly implemented.

To further improve internal business processes for both the TMFP and the GPL at large, preliminary processes for conducting a transversal mainstreaming audit have been initiated, where terms of reference have been advertised to source services for the audit. The audit will inform the development of GPL specific material development and training of members and staff on mainstreaming transversal issues in the work of the Legislature. Furthermore, transversal mainstreaming was incorporated in the House Rules, to facilitate systematic implementation by the House and its committees.

INTERNAL AND EXTERNAL STAKEHOLDER MANAGEMENT

Stakeholder management is central to the effective implementation of the constitutional mandate of the Legislature. As such, participatory democracy may be fully expressed through engaging stakeholders in their diversity, including the people of Gauteng, experts and practitioners in the legislative sector – nationally and internationally – in different spheres of government as well as other partners such as Institutions Supporting Democracy (ISD). As such, the GPL engaged various stakeholders through activities of the MPWC, including the launch of the caucus, its strategic planning session and its outreach activities. Stakeholders engaged in these activities included multi-party caucus representatives of municipalities, who participated in the strategic planning session of the MPWC, in promotion of joint planning for coherent decision-making in the province. Others who were engaged included academia, non-governmental and community organisations. Grass-roots community members were also engaged through outreach programmes of the MPWC.

Transversal mainstreaming also manifested in the compilation and publication of the GPL 2014/15 Annual Report in six languages namely, Xitsonga, isiZulu, isiXhosa, Sepedi, English and Afrikaans, and it was also printed in Braille. The GPL report on its performance to the people of Gauteng, thus publishing the annual report in multiple languages ensures that the work of the GPL, is disseminated to diverse groups in Gauteng in order to widen the reach of stakeholders.

The GPL also fulfilled all its transversal mainstreaming reporting requirements to oversight structures in the institution, which served as consultation processes in the establishment of the TMFP unit. These included presentations on transversal mainstreaming to the MPWC, ANC Women's Caucus, the Secretariat, Planning Committee, Standing Committee of Chairpersons and Members Affairs Committee. The presentations included proposals for establishing the TMFP Unit, incorporation of Transversal Mainstreaming Indicators in the Institutional Annual Performance Plan, transversal mainstreaming in oversight processes and proposals for the transversal mainstreaming audit.



GPL Multi-Party Women's Caucus Strategic Planning Session

Madam Speaker Addressing the GPL Multi-Party Women's Caucus



A proposal has also been presented for the MPWC to pioneer an eDiscussion forum for the Commonwealth Women Parliamentarian forum. The forum, which will be moderated by experts in the field of parliamentary practices, will provide a platform for dialogue for women parliamentarians in the legislative sector. The proposed eDiscussion forum will benefit the sector in different ways, including:

- keeping alive the gender and human rights debate in the legislative sector, thus facilitating and easing the process of sharing resources, information, ideas and experiences;
- serving as a platform that will keep women parliamentarians *au fait* with developments in parliamentary practices across the commonwealth;
- facilitating standardised ways of conducting business, such as synchronised policies and strategies, as well as coherent strategic and operational goals;
- involving relevant experts in the gender and human rights dialogue across the commonwealth, through the expert moderation of the eDiscussion forum;
- serving as a platform that will allow for the analysis of dialogue and make conclusions that may emanate in new hypotheses, theories, research, publications, projects and innovative strategies of implementing the gender and human rights agenda in the sector;
- serving as a platform for sharing best practices across the commonwealth; as well as
- serving as a platform for robust stakeholder engagement in contribution to a coherent legislative sector.

The GPL is regarded as one of the international bench-marks in gender mainstreaming in parliamentary practices. A delegation from the National Assembly of Wales visited the GPL to learn best practices on transversal mainstreaming in the work of the GPL, and it received a presentation which included disaggregated data on the gender representation of Members in the GPL.



FINANCE AND CORPORATE GOVERNANCE

On the establishment of the TMFP function, all the necessary financial management exercises were implemented, including motivating for funds for the newly established TMFP and the MPWC. With regard to governance processes, the incorporation of transversal mainstreaming into the House Rules will ensure that transversal issues are efficiently considered in the House and committee work, including in the processes of oversight, law-making and public participation. The incorporation of transversal mainstreaming in governance processes such as planning and reporting, indicator protocols and the audit of transversal mainstreaming in the GPL, will promote effective and efficient implementation of the transversal mainstreaming agenda in the institution.

LEARNING AND GROWTH

As a newly established function, at this stage, proposals for capacity-development for Members and staff on transversal mainstreaming and terms of reference to appoint service providers for this project have been approved. A leadership orientation session for women members was conducted during the planning session of the MPWC. Governance documents of the MPWC were shared with municipal representatives who participated in the MPWC planning session. Planning document formats were also shared, as well as concepts on the development of SMART performance measures, as part of empowering stakeholders and standardising planning and reporting approaches in the legislative sector.

Presentations on various aspects of transversal or human rights mainstreaming were prepared and made available to various structures, including the Secretariat, Office Bearers, Standing Committee of Chairpersons, ANC Women's Caucus and the MPWC, as part of change management in promotion of transversal mainstreaming in the GPL.

OCPOL RESOLUTIONS

Process	Resolution	Response	Resolution Category	Committee Evaluation/ Assessment	Resolution Status
Budget Vote 2 for 2015/16 FY	The committee recommends that the GPL should provide the committee with a report on the deliverables linked to the budget for each sub-programme by 31 July 2015	The GPL submitted a report linking both financial and non-financial indicators	Internal	This resolution has been adequately responded to	Closed
Budget Vote 2 for 2015/16 FY	The committee hereby recommends that the GPL should provide the committee with a policy/strategy governing the use of consultants by 31 July 2015	The GPL submitted a report guiding the use of consultants. The GPL strives to satisfy the following minimum requirements: <ul style="list-style-type: none"> the highest standards of quality and efficiency obtaining unbiased advice 	Independent	This resolution has been adequately responded to but the committee will continue to monitor the use of consultants by the GPL on an ongoing basis	Not closed
First Quarterly report 2015/16 FY (GPL)	With respect to GSF the GPL should provide a report on the work that has been done thus far. A report to be submitted by 01 October 2015	A report detailing the account of the work that the Gauteng Speakers Forum has done since its inception was submitted to the committee	Internal	This resolution has been adequately responded to	Closed
First Quarterly report 2015/16 FY (GPL)	The GPL should provide a progress report on the re-engineering of public participation by 01 October 2015.	The GPL submitted the report on the re-engineering of public participation to the committee. The re-engineering project further seeks to strengthen the mainstreaming of public participation in the implementation of all the constitutional mandates of the legislature	Internal	This resolution has been adequately responded to but the committee will continue to monitor the performance of both units	Not closed
First Quarterly report 2015/16 FY (GPL)	The GPL should provide a report on capacitation of the Public Participation, Petitions and Proceedings Units. A report to be submitted by 01 October 2015	The GPL submitted a report on the capacitation of the PPP and Proceedings Units. In the Proceedings Unit two positions have been approved. Both will focus on the management and processing of questions as well as resolutions tracking. With regard to Petitions Unit, one Petitions Officer and Public Education positions were approved in the current financial year	Internal	This resolution has been adequately responded to	Closed



Departmental Presentations to OCPOL

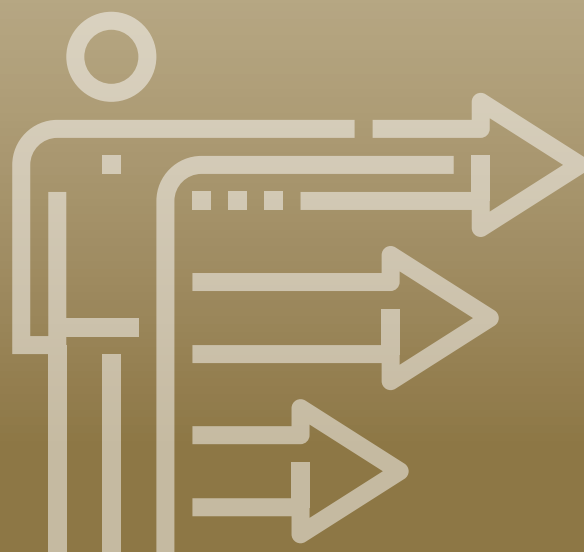
Process	Resolution	Response	Resolution Category	Committee Evaluation/Assesment	Resolution Status
Second Quarterly Report 2015/16 FY (GPL)	The committee recommends that the GPL should submit a report on how it plans to expedite the filling of vacant position and submit feedback by 31 January 2015	<p>Recruitment status - January 2016</p> <p>The GPL has 34 active vacancies in the current financial year, i.e. April to December 2015.</p> <p>The GPL filled 38 vacancies from April 2015 to date. The following is a summary of the status on the vacancies:</p> <ul style="list-style-type: none"> • Grading and profiling stage: One position • Mandate stage: Six positions • Advertisement stage: Five positions • Shortlist stage: Nine positions • Interview stage: Nine positions • Background check stage; Two positions • Offer stage: Four positions 	Internal	This resolution has been adequately responded to and the committee should continue to monitor progress made	Not closed
Third Quarterly Report for 2015/2016 FY (GPL)	The committee recommends that the GPL should have measures to ensure that implementation of IPMS pay-outs does not contribute to under expenditure henceforth. Feedback should be provided by 30 April 2016	<p>In line with GPL Integrated Performance Management System (IPMS), management will ensure that all performance reviews are concluded on time to enable programme and Moderating Committees to review and moderate ratings and performance of programmes and individual employees. The performance reviews will be subjected to the Internal Audit assessment and the outcome of inter-alia, the report of Office of the AGSA.</p> <p>The Internal Audit report and all relevant supporting documents will be submitted to Performance and Remunerations Committee for consideration, and the recommendations of the Performance and Remunerations Committee submitted to the Legislature Services Board for approval of levels P3-P8 for final approval. The process for P9-P16, will also be subjected to Moderating Committee and Internal Audit, and recommendations to Secretary to the Legislature for approval. The Secretary to the Legislature will present a report to Performance and Remunerations Committee and the LSB for noting. These processes are envisaged to be completed in September of each year</p>	Internal	This resolution has been adequately responded to and the committee should continue to monitor progress made	Not closed





PART D

HUMAN RESOURCE MANAGEMENT





SECTION V



GPL Hosting the Chinese Delegation

LEGISLATION THAT GOVERNS HUMAN RESOURCES

HUMAN RESOURCE MANAGEMENT IN THE GPL IS GOVERNED BY THE FOLLOWING LEGISLATIONS:

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

INTRODUCTION

The Human Resources Function in the GPL is situated in the Institutional Support Stream that reports into the Corporate Support Services Stream. The purpose of the Human Resources Unit is to provide Human Resources solutions that inspire trust and confidence in our stakeholders. The Human Resources unit is responsible for recruitment and selection of the right calibre of employees; performance management processes; training and development of GPL staff; remuneration and benefits management; organisation development, succession planning and career development.

The objectives for the Human Resources Business Unit for the period under review were:

- human capital management, including providing HR technical, administrative and procedural support to the GPL community to enable them to perform their constitutional obligations;
- to provide a conducive environment for continuous learning and growth for the GPL Members, employees and external stakeholders;
- to support stakeholder engagements, sector fora and bench-marking initiatives; and
- to support governance initiatives.

The Human Resources Function underpins and supports the GPL strategic objective to ensure strengthened GPL's role in fostering co-operative governance and improved public confidence in the governance and leadership of the Legislature.

WORKFORCE PLANNING FRAMEWORK PRINCIPLES

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

Employment Equity Recruitment and Selection: The GPL is an employment equity employer and is committed to advance and promote the interests of the previously disadvantaged, in particular the designated groups as defined in the Employment Equity Act, Act No. 55 of 1998 of Employment of Relatives. The GPL shall not knowingly employ relatives in a direct supervisory relationship.

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

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

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

RECRUITMENT PROCESS

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

RECRUITMENT PLAN

After the new positions have been approved and a list of all approved positions has been forwarded to the Human Resources Unit, the Human Resources Unit develops a Recruitment Strategy that will include a Resourcing Plan. When developing a Recruitment Strategy, the Institutional Streams and Business Unit's Employment Equity Targets will be taken into account. To redress Employment Equity imbalances, some of the positions are "ring-fenced" as this will ensure the attraction of certain categories of candidates, e.g. persons with disabilities, females, other races, etc. All new positions, where similar positions do not exist within the GPL, are subjected to the formal job evaluation and grading process prior to being advertised.

PERFORMANCE MANAGEMENT FRAMEWORK

The GPL has adopted a performance planning and management approach centred on a Balanced Scorecard methodology. This approach is designed to help organisations translate strategy into operational objectives that will drive both behavioural and performance results. The typical scorecard evaluates an organisation from four quadrants: Financial, Customer, Learning and Growth, and Internal Business Processes. Once the performance levels expected from employees have been accurately defined, this becomes central to many other critical business and Human Resources processes as defined below:

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

EMPLOYEE WELLNESS PROGRAMMES

The GPL has the following Wellness Programmes in place:

- Executive Wellness Programme;
- Employee Wellness Programme;
- gym facility; and
- occupation nurse and a sick bay.

POLICY DEVELOPMENT

During the annual reporting period, six Policy Committee meetings were held. The Policy Committee deliberated on a number of policies, some of which were processed for approval by the LSB and its sub-committees. The following policies were signed-off by the Secretariat for implementation:

- Revised Talent Attraction Policy; and
- Relocation Policy.

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

- Funeral Policy;
- Job Evaluation Policy; and
- Remuneration and Benefits Policy.

The following policies were deposited with the Policy Committee for deliberation in the next reporting period:

- Retirement Policy.

The following policies were revised and will be deposited with the Policy Committee for deliberation in the next reporting period:

- Revised Internship Policy.

HUMAN RESOURCE STATISTICS

PERSONNEL-RELATED EXPENDITURE

The following tables summarise the final audited personnel-related expenditure by programme and by salary bands. In particular, it provides an indication of the following:

- amounts spent on personnel; and
- amounts spent on salaries, overtime, homeowners' allowances and medical aid.

Budgetary Powers Capacity Building Session



Table 1: Personnel Expenditure by Programme						
Programme	Total expenditure (R'000)	Personnel expenditure (R'000)	Training expenditure (R'000)	Professional and Special Services expenditure (R'000)	Personnel expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Leadership and Governance	35 037	14 584	5	168	41.6%	123
Office of the Secretary to the Legislature	14 724	9 503	22	1 069	64.5%	864
Corporate Support Services	273 018	83 968	283	2 679	30.8%	477
Core Business	184 535	118 700	549	5 712	64.3%	571
Office of the CFO	37 959	31 255	144	1 056	82.3%	665
TOTAL	545 273	258 010	1 003	10 684	47.3%	560

Table 2: Personnel costs by salary band				
Salary band	Personnel expenditure (R'000)	% of Total personnel cost	Number of employees	Average personnel cost per employee (R'000)
Lower Skilled (Levels 1-2)	0	0	0	0
Skilled (P11-P16)	106 551	41.3%	189	564
Highly Skilled Production (P09-P10)	67 196	26.3%	125	538
Highly Skilled Supervision (P07-P08)	55 085	21.1%	71	776
Senior and Top Management (P03-P06)	29 178	11.3%	24	1 216
Contract (Levels 1-2)	0	0	0	0
Contract (Levels 3-5)	0	0	0	0
Contract (Levels 6-8)	0	0	0	0
Contract (Levels 9-12)	0	0	0	0
Contract (Levels 13-16)	0	0	0	0
Periodical remuneration	0	0	0	0
Abnormal appointments	0	0	0	0
TOTAL	258 010	100%	409	560



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

Programme	Salaries		Overtime		Homeowners' Allowances		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical Aid as a % of personnel costs
Leadership and Governance	14 584	94.2%	76	1%	0	0	0	0
Office of the Secretary to the Legislature	9 503	93.5%	-	0%	0	0	0	0
Corporate Support Services	83 968	86.8%	2 740	3.3%	0	0	0	0
Core Business	118 700	94.2%	3 189	2.7%	0	0	0	0
Office of the CFO	31 255	92.4%	524	1.7%	0	0	0	0
TOTAL	258 010	93.6%	6 529	2.5%	0	0	0	0

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

Salary Bands	Salaries		Overtime		Homeowners' Allowances		Medical Aid	
	Homeowners' Allowances	Medical Aid	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Skilled (Levels 1-2)	0	0	0	0	0	0	0	0
Skilled (P11-P16)	106 551	96.4%	4 005	3.6%	0	0	0	0
Highly Skilled Production (P09-P10)	67 196	97.9%	2 524	2.1%	0	0	0	0
Highly Skilled Supervision (P07-P08)	55 085	89.7%	0	0	0	0	0	0
Senior and Top Management (P03-P06)	29 178	94.1%	0	0	0	0	0	0
TOTAL	258 010	93.6%	6 529	2.5%	0	0	0	0



EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts in the establishment, the number of employees, the vacancy rate, and whether there are any staff that are additional to the establishment. This information is presented in terms of two key variables:

- programme; and
- salary band.

Table 5: Employment and vacancies by programme

Programme	Number of posts approved in establishment	Number of posts filled	Vacancy rate	Number of employees additional to the establishment
Office of the Speaker	25	18	28%	1
Office of the Secretary	13	11	15.38%	0
Corporate Support Services	125	117	6.4 %	6
Core Business	221	202	8.59%	7
Office of the CFO	48	45	6.25%	2
TOTAL	432	393	9.02%	16

Table 6: Employment and vacancies by salary band

Salary band	Number of posts approved in establishment	Number of posts filled	Vacancy rate	Number of employees additional to the establishment
Lower Skilled (1-2) Contract	0	0	0%	16 (15 Interns and 1 Integrity Commissioner)
Skilled (3-5) P11-P16	180	172	4.4%	1
Highly Skilled Production (6-8) P9-P10	132	123	6.8%	5
Highly Skilled Supervision (9-12) P7-P8	89	71	20.2%	0
Senior Management (13-16) P3-P6	31	27	12.9%	0
TOTAL	432	393	9.02%	18



JOB EVALUATION

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

Salary band	Number of posts approved in establishment	Number of jobs evaluated	% of Posts evaluated by salary bands	Posts upgraded		Posts downgraded	
				Number	% of Posts evaluated	Number	% of Posts evaluated
Lower Skilled (Levels 1-2) Contract	0	0	0	0	0%	0	0%
Skilled (Levels 3-5) P11-P16	180	0	0	0	0%	0	0%
Highly Skilled Production (Levels 6-8) P9-P10	132	0	0	0	0%	0	0%
Highly Skilled Supervision (Levels 9-12) P7-P8	89	4	5.55%	0	0%	0	0%
Senior Management Service Band A	0	0	0	0	0%	0	0%
Senior Management Service Band B (P5-P6)	26	0	0	0	0%	0	0%
Senior Management Service Band C (P4)	4	0	0	0	0%	0	0%
Senior Management Service Band D (P3)	1	0	0	0	0%	0	0%
Contract (Levels 1-2)	0	0	0	0	0%	0	0%
Contract (Levels 3-5)	0	0	0	0	0%	0	0%
Contract (Levels 6-8)	0	0	0	0	0%	0	0%
Contract (Levels 9-12)	0	0	0	0	0%	0	0%
Contract (Band A)	0	0	0	0	0%	0	0%
Contract (Band B)	0	0	0	0	0%	0	0%
Contract (Band C)	0	0	0	0	0%	0	0%
Contract (Band D)	0	0	0	0	0%	0	0%
TOTAL	432	4	0.92%	0	0%	0	0%

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

Beneficiary	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	1	0	0	0	1
TOTAL	1	0	0	0	1
Employees with a disability					0

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

EMPLOYMENT CHANGES

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

Table 9: Annual turnover rates by salary band

Salary band	Number of employees at beginning of period - April 2015	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower Skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5) P11-P16	162	20	3	1.6%
Highly Skilled Production (Levels 6-8) P9-P10	114	12	4	3.2%
Highly Skilled Supervision (Levels 9-12) P7-P8	71	7	3	3.8%
Senior Management Service Bands A	0	0	0	0
Senior Management Service Bands B (P5-P6)	21	3	1	4.2%
Senior Management Service Bands C (P4)	3	0	0	0
Senior Management Service Bands D (P3)	1	0	0	0
Contracts	18	7	8	32%
TOTAL	390	49	19	4.3%

Table 10: Reasons why staff left the institution

Termination type	Number	% of Total resignations
Death	1	5.5%
Resignation	9	47%
Expiry of contract	0	0
Dismissal – operational changes	0	0
Dismissal – misconduct	0	0
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement	1	5.5%
Transfer to other Public Service Departments	0	0
Other (Expiry of Contract Interns)	8	42%
TOTAL	19	100%
TOTAL NUMBER OF EMPLOYEES WHO LEFT AS A % OF TOTAL EMPLOYMENT		4.3%

Table 8: Profile of employees whose positions were upgraded due to their posts being upgraded					
Salary band	Employees 1 April 2015	Promotions to another salary level	Salary band promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of
Lower Skilled (Levels 1-2) Contract	0	0	0	0	0
Skilled (Levels 3-5) P11-P16	162	7	4.3%	0	0
Highly Skilled Production (Levels 6-8) P9-P10	114	1	0.88%	0	0
Highly Skilled Supervision (Levels 9-12) P7-P8	71	3	4.2%	0	0
Senior Management (Level 13-16) P6-P3	25	1	4%	0	0
TOTAL	372	12	3.22%	0	0

EMPLOYMENT EQUITY

Table 12: Total number of employees (including employees with disabilities) in each of the following occupational categories as at 31 March 2016									
Beneficiary	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, Senior Officials and Managers (P3-P6)	7	1	3	0	10	1	1	1	24
Professionals (P7-P8)	38	1	1	2	24	2	2	1	71
Technicians and Associate Professionals (P9-P10)	52	0	0	4	59	3	2	5	125
Clerks	0	0	0	0	0	0	0	0	0
Service and Sales Workers (P11-P16)	62	1	0	0	96	5	3	5	172
Skilled Agriculture and Fishery Workers	0	0	0	0	0	0	0	0	0
Craft and Related Trade Workers	0	0	0	0	0	0	0	0	0
Plant and Machine Operators and Assemblers	0	0	0	0	0	0	0	0	0
Elementary Occupations	3	0	0	1	13	0	0	0	17
TOTAL	162	3	4	7	202	11	8	12	409
EMPLOYEES WITH DISABILITIES	7	0	0	0	2	0	2	2	12

Table 13: Total number of employees (including employees with disabilities) in each of the following occupational bands as at 31 March 2016

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (L15-L16) (P3)	1	0	0	0	0	0	0	0	1
Senior Management (L13-L14) (P4-P6)	6	1	3	0	10	1	1	1	23
Professionally Qualified and Experienced Specialists and Mid-management (P7-P8)	38	1	1	2	24	2	2	1	71
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen and Superintendents (P9-P10)	52	0	0	4	59	3	2	5	125
Semi-skilled and Discretionary Decision-Making (P11-P16)	62	1	0	0	96	5	3	5	172
Unskilled and Defined Decision-making	3	0	0	1	13	0	0	0	17
TOTAL	162	3	4	7	202	11	8	12	409

Table 14: Recruitment

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	0	0	0	0	3	0	0	0	3
Professionally Qualified and Experienced Specialists and Mid-management (P7-P8)	4	0	0	0	3	0	0	0	7
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen and Superintendents (P9-P10)	8	0	0	0	4	0	0	0	12
Semi-skilled and Discretionary Decision-making (P11-P16)	9	0	0	0	10	0	1	0	20
Unskilled and Defined Decision-making	0	0	0	0	0	0	0	0	0
TOTAL	21	0	0	0	20	0	1	0	42
EMPLOYEES WITH DISABILITIES	1	0	0	0	0	0	0	0	1



Table 15: Promotions									
Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	0	0	0	0	1	0	0	0	1
Professionally Qualified and Experienced Specialists and Mid-management (P7-P8)	2	0	0	0	2	0	0	0	4
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen and Superintendents (P9-P10)	1	0	0	0	0	0	0	0	1
Semi-skilled and Discretionary Decision-making (P11-P16)	3	0	0	0	3	0	0	0	6
Unskilled and Defined Decision-making	0	0	0	0	0	0	0	0	0
TOTAL	6	0	0	0	6	0	0	0	12
EMPLOYEES WITH DISABILITIES	0	0	0	0	0	0	0	0	0

Table 16: Terminations									
Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	1	0	0	0	0	0	0	0	1
Professionally Qualified and Experienced Specialists and Mid-management (P7-P8)	3	0	0	0	0	0	0	0	3
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen and Superintendents (P9-P10)	1	0	0	0	3	0	0	0	4
Semi-skilled and Discretionary Decision-making (P11-P16)	0	0	0	0	2	0	0	1	3
Unskilled and Defined Decision-making	0	0	0	0	0	0	0	0	0
TOTAL	5	0	0	0	5	0	0	1	11
EMPLOYEES WITH DISABILITIES	0	0	0	0	0	0	0	0	0
INTERNS	4	0	0	0	4	0	0	0	8

Table 17: Disciplinary actions									
Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary case	1	0	0	0	0	0	0	0	1

Table 18: Skills development									
Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, Senior Officials and Managers (P3-P6)	8	1	2	0	7	2	1	1	22
Professionals (P7-P8)	29	1	1	2	17	2	1	1	54
Technicians and Associate Professionals (P9-P10)	42	0	0	2	62	0	2	5	113
Clerks	0	0	0	0	0	0	0	0	0
Service and Sales Workers (P11-P16)	43	1	0	0	62	4	3	4	117
Skilled Agriculture and Fishery workers	0	0	0	0	0	0	0	0	0
Craft and Related Trade Workers	0	0	0	0	0	0	0	0	0
Plant and Machine Operators and Assemblers	0	0	0	0	0	0	0	0	0
Elementary Occupations/Other	3	0	0	1	17	0	0	0	21
TOTAL	125	3	3	5	165	8	7	11	327
EMPLOYEES WITH DISABILITIES	0	0	0	1	0	1	0	1	3

PERFORMANCE REWARDS

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

Table 19: Performance rewards by race, gender and disability					
Race and gender	Beneficiary profile			Cost	
	Number of beneficiaries	Number of employees	% of Total within group	Cost (R'000)	Average cost per employee (R'000)
African Male	38	47	80.6%	4 100	108
Asian Male	4	4	100%	531	133
Coloured Male	2	2	100%	233	117
White Male	2	3	66.7%	193	97
African Female	31	32	96.9%	3 483	112
Asian Female	3	3	100.00%	268	89
Coloured Female	2	3	66.7%	267	134
White Female	2	2	100.00%	230	115
TOTAL	84	96	87.5%	9 305	111

Table 20: Performance rewards by salary band for personnel below Senior Management Service						
Salary band	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of Total within salary bands	Total Cost (R'000)	Average cost per employee (R'000)	Total cost as a % of the total personnel expenditure
Lower Skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly Skilled Production (Levels 6-8)	0	0	0	0	0	0
Highly Skilled Supervision (Levels 9-12) (P7-P8)	63	70	90.00%	3 488	55	1.4%
TOTAL	63	70	90.00%	3 488	55	1.4%

Table 21: Performance-related rewards (cash bonus), by salary band for Senior Management Service						
Salary band	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of Total within salary bands	Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Band A	0	0	0%	0	0	
Band B (P5-P6)	18	20	90%	2 656	148	
Band C (P4)	3	3	100%	695	232	
Band D (P3)	0	1	0%	0	0	
TOTAL	21	24	87.5%	3 351	160	1.3%

FOREIGN WORKERS

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

Table 22: Foreign workers by salary band						
Salary band	01 April 2015		31 March 2016		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower Skilled	1	100%	1	100%	0	0.00%
Highly Skilled Production (Levels 6-8) P7-P8	2	100%	3	150%	1	50.00%
Highly Skilled Supervision (Levels 9-12) (P9-P16)	0	0	0	0	0	0.00%
Contract (Levels 9-12)	0	0	0	0	0	0.00%
Contract (Levels 13-16)	0	0	0	0	0	0.00%
TOTAL	3	100%	4	100%	1	0%

LEAVE UTILISATION

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

Salary band	Total days	% Days with medical certification	Number of employees using sick leave	% of Total employees using sick leave	Average days per employee	Estimated cost (R'000)
Lower Skills (Levels 1-2) Interns	24	63%	5	2.91%	4.80	4
Skilled (Levels 3-5)(P11-P16)	435	68%	63	36.63%	6.90	593
Highly Skilled Production (Levels 6-8)(P9-P10)	271	55%	52	30.23%	5.21	579
Highly Skilled Supervision (Levels 9 -12)(P7-P8)	190	55%	40	23.26%	4.75	571
Top and Senior Management (Levels 13-16)(P3-P6)	90	73%	12	6.98%	7.50	412
TOTAL	1010	62%	172	100.00%	5.87	2 160

Salary band	Total days taken	Number of employees using annual leave	Average per employee
Lower Skilled (Levels 1-2)	71	14	5
Skilled (Levels 3-5) (P11-P16)	2 047	44	47
Highly Skilled Production (Levels 6-8) (P9-P10)	238	107	2
Highly Skilled Supervision (Levels 9-12) (P7-P8)	824	68	12
Senior Management (Levels 13-16) (P3-P6)	284	22	13
TOTAL	3 464	255	14

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

Reason	Total Amount (R'000)	Number of employees	Average per employee (R'000)
Leave pay-outs for 2014/15 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay-outs on termination of service for 2014/15	0	0	0
Current leave pay-outs on termination of service for 2014/15	416	20	20.8
TOTAL	416	20	20.8

HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

Units/categories of employees identified to be at high risk of contracting HIV and related diseases (if any)	Key steps taken to reduce the risk
Leave pay-outs for 2014/15 due to non-utilisation of leave for the previous cycle	0

Table 27: Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)			
Question	Yes	No	Details, if yes
1. Has the institution designated a member of the Senior Management Services (SMS) to implement the provision contained in Part (VI) E of Chapter 1 of the Public Service Regulations, 2001? If so, provide the name and position.		X	
2. Does the organisation have a dedicated unit or does it have designated staff members to promote the health and wellbeing of employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	X		Human Resources' responsibility and the accountability resides with the Human Resources Business Partner with an annual budget of R500 000
3. Has the organisation introduced an Employee Assistance or Health Promotion Programme for employees? If so, indicate the key elements/services of this programme.	X		Healthi-Choices was appointed as the service provider. The following services are contracted: <ul style="list-style-type: none"> • Employee Assistance Programme • Lifestyle Solutions • Executive Care Solutions
4. Has the organisation established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of members of the committee and stakeholder(s) they represent.		X	
5. Has the organisation reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so far reviewed.	X		<ul style="list-style-type: none"> • Relocation Policy • Job Evaluation Policy • Funeral Policy • Remuneration and Benefits Policy
6. Has the institution introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.		X	
7. Does the organisation encourage its employees to undergo voluntary counselling and testing? If so, list the results that you have you achieved.	X		Voluntary Counselling and Testing initiative launched at the GPL Wellness Day during 2015/16.
8. Has the organisation developed measures/indicators to monitor and evaluate the impact of its health promotion programme? If so, list these measures/indicators.		X	

LABOUR RELATIONS

Table 28: Collective Agreements

Subject matter	Date
Collective salary increase agreement signed for one year	September 2015

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

Table 29: Misconduct and disciplinary hearings finalised

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

Table 30: Types of misconduct addressed at disciplinary hearings

Type of misconduct (based on annexure A)	Number	% of Total
Alleged insubordination	1	100%
TOTAL	1	100%

Table 31: Grievances Logged

	Number	% of Total
Number of grievances resolved	0	0%
Number of grievances not resolved	0	0%
TOTAL NUMBER OF GRIEVANCES LODGED	0	0%

Table 32: Disputes Logged

	Number	% of Total
Number of disputes upheld	0	0%
Number of disputes dismissed	0	0%
TOTAL NUMBER OF DISPUTES LODGED	0	0%

Table 33: Strike Actions

Total number of working days lost	0
Total costs of working days lost	0
AMOUNT (R'000) RECOVERED AS A RESULT OF NO WORK NO PAY	0

Table 34: Precautionary Suspensions

Number of people suspended	0
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	0
COST (R'000) OF SUSPENSION	0

SKILLS DEVELOPMENT

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

Table 35: Training needs identified

Occupational Category	Gender	Number of employees as at 1 April 2015	Training needs identified at start of the reporting period			
			Learnerships/ Internships	Skills Programmes and other short courses	Other forms of training/ Bursaries	Total
Legislators, Senior Officials and Managers (P3-P6)	Female	12	0	11	2	13
	Male	13	0	11	2	13
Professionals (P7-P8)	Female	28	0	21	9	30
	Male	43	0	33	6	39
Technicians and Associate Professionals (P9-P10)	Female	67	0	69	17	86
	Male	47	0	44	16	60
Clerks	Female	0	0	0	0	0
	Male	0	0	0	0	0
Service and Sales Workers (P11-P16)	Female	104	0	73	26	99
	Male	58	0	44	10	54
Skilled Agriculture and Fishery Workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and Related Trade Workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and Machine Operators and Assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary Occupations	Female	9	17	0	0	17
	Male	9	4	0	0	4
Sub-total	Female	220	17	174	54	245
	Male	170	4	132	34	170
TOTAL		390	21	306	88	415

Table 36: Training provided for the period

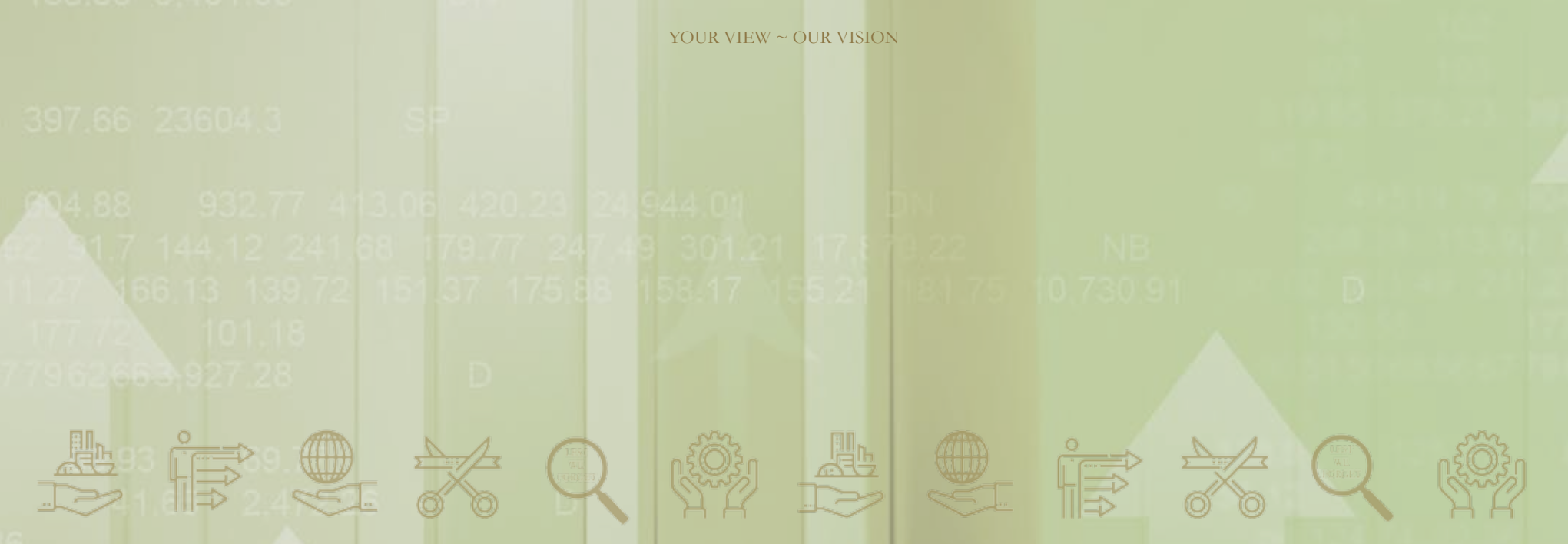
Occupational Category	Gender	Number of employees as at 1 April 2015	Training needs identified at start of the reporting period			
			Learnerships/ Internships	Skills Programmes and other short courses	Other forms of training/ Bursaries	Total
Legislators, Senior Officials and Managers (P3-P6)	Female	12	0	11	2	13
	Male	13	0	11	2	13
Professionals (P7-P8)	Female	28	0	21	9	30
	Male	43	0	33	6	39
Technicians and Associate Professionals (P9-P10)	Female	67	0	69	17	86
	Male	47	0	44	16	60
Clerks	Female	0	0	0	0	0
	Male	0	0	0	0	0
Service and Sales Workers (P11-P16)	Female	104	0	73	26	99
	Male	58	0	44	10	54
Skilled Agriculture and Fishery Workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and Related Trade Workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and Machine Operators and Assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary Occupations	Female	9	17		0	17
	Male	9	4		0	4
Sub-total	Female	220	17	174	54	245
	Male	170	4	132	34	170
TOTAL		390	21	306	88	415



UTILISATION OF CONSULTANTS

Table 37: Report on consultant appointments using appropriated funds		
Project title	Total number of consultants that worked on project	Contract value in
Voter Education and Registration Campaign	1	R6 767 814
Competency-based Assessment (Remuneration Strategy)	1	R247 779
Building Conditions Assessment	1	R1 434 719
Sage building project	1	R9 596 626
Rehabilitation of heating ventilation and air-condition installation in the main building	1	R2 060 820
Disaster Recovery Planning	1	R543 706
Celebrating 20 Years of the Gauteng Legislature (documentary and coffee table book)	1	R3 736 508
Money Bills Amendment Procedure and related matters	1	R74 504
Re-engineering Public Participation	1	R480 212
Public Perception Survey	1	R280 816
Total number of projects	Total individual consultants	Total contract value in Rand
10	10	R24 387 972

Table 38: Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)		
Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups
Voter Education and Registration Campaign.	100% Black-owned-100% Youth-owned	100%
Money Bills Amendment Procedure and related matters	100% Black-owned	100%
Competency-based Assessment (Remuneration strategy)	26.26% Black-owned-6.26% Women-owned	Could not be determined
Building Conditions Assessment	48.50% Black-owned-24.50% Women-owned	100%
Sage building project	100% Black women-owned	100%
Rehabilitation of heating ventilation and air-condition installation in the main building	0% Black	Could not be determined
Disaster Recovery Planning.	100% Black-41.51% Women-owned	100%
Celebrating 20 Years of the Gauteng Legislature (documentary and coffee table book)	0% Black	Could not be determined
	100% Black	100%
Public Perception Survey	N/A - Government Agency	Could not be determined



PART E

FINANCIAL INFORMATION





SECTION VI

GAUTENG PROVINCIAL LEGISLATURE VOTE 2

REPORT OF THE ACCOUNTING OFFICER

FOR THE YEAR ENDED 31 MARCH 2016

to the Executive Authority and Provincial Legislature of the Republic of South Africa

1. GENERAL REVIEW OF THE STATE OF FINANCIAL AFFAIRS

The new FMPPLA, incorporating Legislatures became effective from the reporting financial year. An implementation plan to take into account implications thereof, was accordingly developed and implementation thereon was regularly reported to the Speaker as Executive Authority. The FMPPLA requires the Executive Authority to ensure transparency, accountability and sound management of the revenue, expenditure, assets and liabilities of the GPL.

This report then reviews the progress made during the reporting year by defining the main financial achievements against the key financial objectives of the GPL.

1.1 BUDGETING PROCESS

In terms of section 13 (a) and (b) of the FMPPLA, the Speaker must oversee the preparation of the GPL's strategic plan, annual performance plan, budget and adjustments budgets, and table the annual performance plan in the Provincial Legislature annually.

During the year, the GPL reviewed its Planning, Budgeting and Reporting Framework that outlines each stage of the planning, budgeting, implementation, reporting, monitoring and evaluation cycle. The GPL continued to improve and implement various initiatives that sought to focus greater attention on the relationship between budgets and performance. Greater emphasis was thus placed on a budget process with the ultimate goal of arriving at the budget that is informed by strategic business objectives.

1.2 BUDGET ALLOCATION

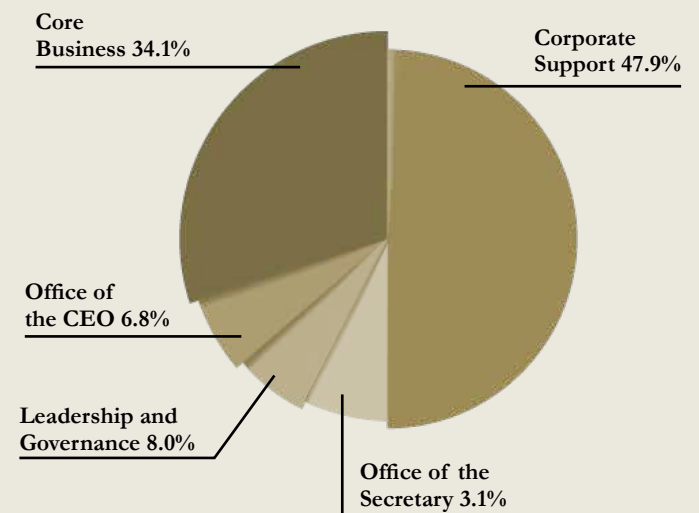
The GPL has adopted a stance of fiscal responsibility by ensuring alignment between objectives and resources. Programmes were required to cost their respective operational plans, taking into account the priority activities that supported the broader strategic objectives of the institution. Emphasis was also placed on efficiency measures to ensure that the GPL does more with less. Greater focus was applied on evaluating whether financial plans were consistent, realistic and affordable and to ensure more efficient use of resources in order to maximise the achievement of strategic objectives. The Programmes' financial plans were consolidated to produce the overall institutional budget.

For the year under review, the GPL received a total budget allocation of R600.4 million to implement its annual performance plan. This represents an increase of 15.1%, compared to the budget allocation of the previous financial year. During the year, the projected expenditure to the end of the financial year identified the need for additional funding in respect of emerging priorities. In order to meet the additional funding requirements, the GPL first conducted a re-prioritisation exercise and further identified potential savings within the allocated budget. Hence, no adjustment budget for additional funds was required during the year.

The final budget allocation included an amount of R267.7 million for compensation of employees, R218.4 million for goods and services, R97.9 million for transfers to political parties and R16.3 million for capital assets. An additional amount of R68.4 million was also received as a statutory appropriation in respect of remuneration for Political Office Bearers. The final budget allocation (after virements) and actual expenditure for the 2015/16 financial year is depicted in the table below:

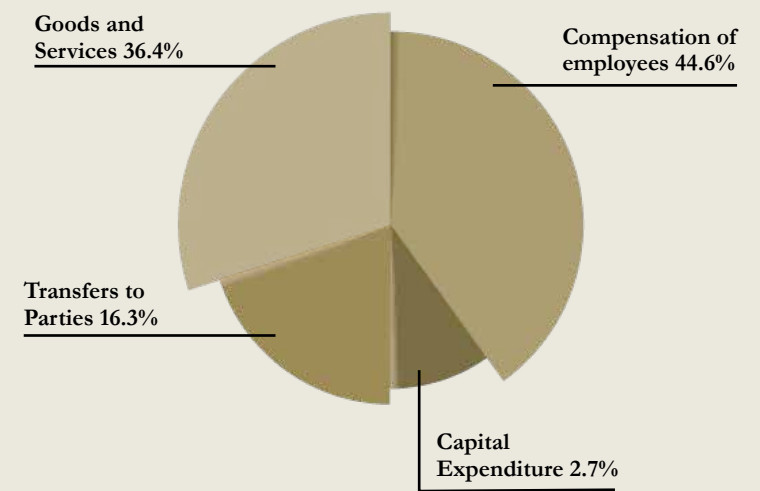
BUDGET BY PROGRAMMES

PROGRAMME	% OF BUDGET	R'000
Leadership and Governance	8.0%	48 296
Office of the Secretary	3.1%	18 406
Corporate Support	47.9%	287 726
Core Business	34.1%	204 938
Office of the CEO	6.8%	41 105
TOTAL	100%	600 473



BUDGET BY ECONOMIC CLASSIFICATION

CLASSIFICATION	% OF BUDGET	R'000
Compensation of employees	44.6%	267 776
Goods and Services	36.4%	218 432
Transfers to Parties	16.3%	97 911
Capital Expenditure	2.7%	16 354
TOTAL	100%	600 473



1.3 EXPENDITURE ANALYSIS

In exercising its constitutional obligations, the GPL spent a total of R562 million or 93.6 % of the final budget for the financial year under review. The financial results are depicted in the table below:

PROGRAMME-R'000	ACTUAL EXPENDITURE	FINAL BUDGET	VARIANCE	% VARIANCE	% SPENT
Leadership and Governance	39 160	48 296	9 136	18.9%	81.1%
Office of the Secretary	14 867	18 408	3 541	19.2%	80.8%
Corporate Support Services	283 771	287 726	3 955	1.4%	98.6%
Core Business	186 149	204 938	18 789	9.2%	90.8%
Office of the CFO	38 125	41 105	2 980	7.2%	92.8%
TOTAL	562 071	600 473	38 402	6.4%	93.6%

ECONOMIC CLASSIFICATION-R'000	ACTUAL EXPENDITURE	FINAL BUDGET	VARIANCE	% VARIANCE	% SPENT
Compensation of Employees	258 011	267 776	9 765	3.6%	96.4%
Goods and services	185 656	218 432	32 776	15.0%	85.0%
Transfers and subsidies	97 911	97 911	0	0.0%	100.0%
Capital assets	20 493	16 354	(4 139)	(25.3%)	125.3%
TOTAL	562 071	600 473	38 402	6.4%	93.6%

A comparison of the actual expenditure against the final budget reflects an under-expenditure of R38.4 million, equating to 6.4% of the total allocated budget. The results for the financial year ended 31 March 2016 reflect that the GPL has operated relatively within budget resources and has met all its financial obligations for the year under review. The major cost drivers for goods and services were as follows:

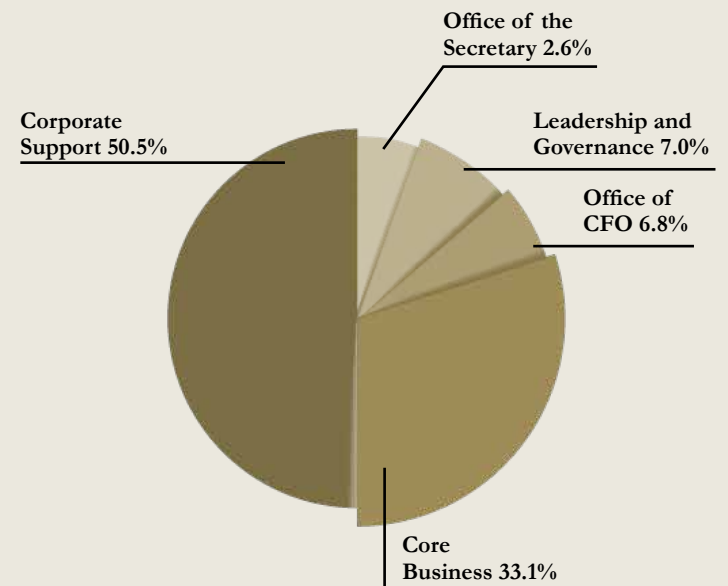
- public outreach programmes as conducted by Committees;
- House and Committee sittings with all associated costs;
- mainstreaming of public participation through *Bua Le Sechaba* campaigns and outreach workshops;
- Political Party Funding and Constituency Allowances paid to political parties represented in the GPL;
- provision of facilities and support services to Members of the GPL;
- hosting of Institutional events; and
- operational costs such as IT services, business tools, maintenance and repairs, rent and municipal services, security services, transport services, canteen and cleaning services.

An amount of R258 million was spent on compensation of employees equating to 45.9% of total expenditure. Expenditure on goods and services amounted to R185.6 million or 33% of total expenditure. R97.9 million was transferred to political parties comprising of Political Party Funding and Constituency Allowances. Capital payments totalled R20.4 million or 3.6% of total expenditure.

The total expenditure of the current financial year increased by 12.9% when compared to the previous financial year. Expenditure by Programmes and Economic Classification is depicted below:

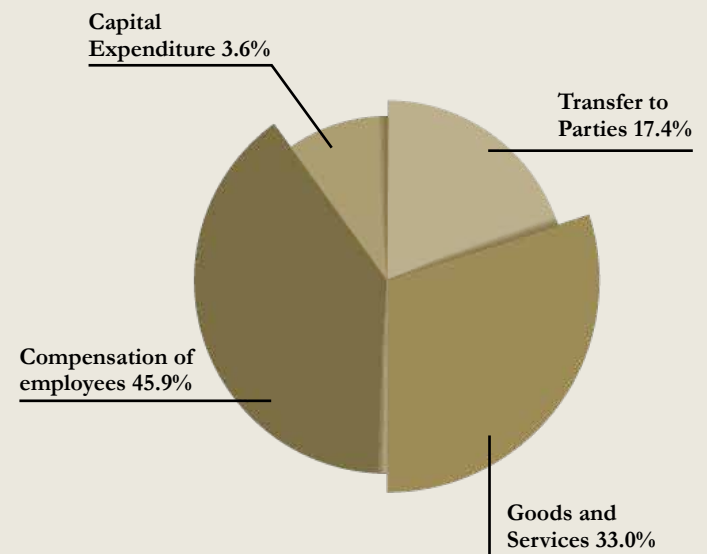
EXPENDITURE BY PROGRAMMES

PROGRAMME	% OF EXPENDITURE	R'000
Leadership and Governance	7.0%	39 160
Office of the Secretary	2.6%	14 867
Corporate Support	50.5%	283 771
Core Business	33.1%	186 149
Office of the CFO	6.8%	38 125
TOTAL	100%	562 071



EXPENDITURE BY ECONOMIC CLASSIFICATION

CLASSIFICATION	% OF EXPENDITURE	R'000
Compensation of employees	45.9%	258 011
Goods and Services	33.0%	185 656
Transfers to Parties	17.4%	97 911
Capital Expenditure	3.6%	20 493
TOTAL	100%	562 071



1.4 UNDER/OVERSPENDING

The primary contributing item to the underspend was personnel expenditure consequential to approved positions not filled during the financial year and non-implementation of pay progression due to the competency-based assessment project not finalised. The under-expenditure on goods and services is attributable primarily to the following:

- underspending on travel, inter-provincial visits and conferences by Committees as a result of prioritising local Public Outreach Programmes;
- a number of planned institutional international and local trips could not be undertaken due to pressing institutional priorities;
- non-finalisation of the competency-based assessment and disaster recovery projects;
- remaining milestones of the Re-Engineering of Public Participation and Public Perception Survey which will now be concluded during the 2016/17 financial year;
- specific milestones of the Voter Education and Registration Campaign were deferred to the beginning of the new financial year for alignment to the 2016 municipal election date;
- public education workshops were put on hold during the year to review and restructure public education initiatives to the content of the work of Committees;
- general non-attendance at workshops, conferences, seminars and inter-legislature visits due to in-house priorities; and
- suspension of the planned procurement of office furniture for the first floor of Sage building as renovations were not concluded at the end of the financial year.

Upon analysis of the underspending against budget, it was identified that almost R10.8 million is attributable to savings which were realised primarily in the following areas, among others:

- the rollout of the annual CRC municipal roadshows and campaigns which was incorporated in the Voter Education and Registration campaign;
- inter-legislature games that were cancelled by National Parliament;
- reduced demands on gifts and promotional items;
- printing of pamphlets and z-cards for public education - public participation materials were incorporated into the Re-engineering of public Participation Project;
- the Productivity Audit project was incorporated into the Performance Audit to realise the same objectives; and
- the Business Enhancement Feasibility project was concluded through internal capacity thus eliminating the need for consultants as originally identified.

In due consideration of savings realised as indicated above, the net underspend then reduces to R27.6 million equating to 4.6% of the total allocated budget.

Capital assets however, reflected an overspend as a result of the approved but unfunded expenditure relating to the relocation of staff from the '1066 to Sage building' project.

1.5 POLITICAL PART FUNDING

Section 236 of the Constitution promotes multi-party democracy and in particular funding of political parties participating in provincial legislatures on an equitable and proportional basis. A total amount of R97.9 million was transferred to Political Parties. Details of transfers to parties during the year is reflected in the table below:

Transfers to Political Parties: 2015/16			
POLITICAL PARTY	POLITICAL PARTY FUNDING	CONSTITUENCY ALLOWANCE	TOTAL
R'000			
ANC	32 688	16 088	48 776
DA	19 942	9 660	29 602
EFF	8 594	3 360	11 954
IFP	3 311	420	3 731
VP	3 427	420	3 847
TOTAL	67 962	29 948	97 910

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

1.6 ENHANCED FINANCIAL MANAGEMENT

Good financial reporting practices were continuously applied throughout the year. In line with Section 51 of FMPPLA, financial reports were prepared on a monthly basis and submitted to both internal and external stakeholders within stipulated time frames. These reports were also tabled at the ARC and LSB on a quarterly basis.

Programmes quarterly updated their expenditure projections to provide action plans for implementation of the budget and reasons for any deviations. This process allowed Programme Managers to identify gaps timeously and institute the necessary plans to achieve the identified objectives. Key reconciliations were completed monthly, with due diligence checks of the reconciliations being conducted periodically. Month-end processes were also streamlined and used to minimise the year end processes.

The Budget Unit also regularly met with programmes and Committees to provide support and guidance on budget implementation. For improved financial management, the Financial Procedure Manual was revised and updated during the year, in line with GRAP requirements.

2. SUPPLY CHAIN MANAGEMENT PRACTICES

At the beginning of the financial year, Parliament regulated the new SCM Regulations applicable to all Legislatures. The GPL accordingly reviewed its SCM policy to ensure alignment to the regulations ensuring enhanced supply chain management standards. The Delegation of Authority was also revised and subsequently approved, to ensure appropriate levels of delegation and to improve operational efficiencies.

In improving the supply and demand value chain and ensuring improved facilitation of requisitions, demand plans were prepared to facilitate requisitions for goods and services. All approved requisitions were processed in line with the applicable SCM policies. The Legislature Adjudication Council (LAC) met regularly to ensure adherence to SCM principles and to adjudicate on tenders evaluated by the Tender Evaluation Committee.

Through the continued application of the preferential procurement strategy, the preference mechanism was applied in the procurement of all goods and services to target HDIs. Satisfactory progress has been made in its implementation except for targets not realised on People with Disabilities. Enhanced initiatives will be applied in the next financial year to improve on the realisation of this target. Improved tender processes will also benefit existing and emerging businesses managed and owned by HDIs, women, youth and people with disabilities with preference to those located in the Gauteng province. In response to the GPL imperative of taking the Legislature to the people, the allocation of business was re-prioritised to local and township service providers.

3. CONSTRAINTS

During the year, alternative office space for the GPL administration staff was secured at the Sage Building in Pritchard Street, Johannesburg. A long-term sustainable solution for office space is however required and will be a priority during the medium term.

Capital funding for the improvement and maintenance of the City Hall still remains a constraint. Capital projects specific to the building have been put on hold subject to the outcome of the Building Conditions Assessment study. The purpose of this study is to identify capital projects through a systematic and informed way so as to best allocate limited resources towards capital spending. The projects emanating from this study will accordingly be introduced during the adjustment budget for 2016/17 and further rolled out during the 2017/18 MTEF.

4. GOOD GOVERNANCE

GPL is committed to entrenching the highest levels of good governance and continues to make significant progress in implementing structures, policies and procedures aimed at strengthening governance. During the year, the GPL Governance Framework was developed. With the implementation of the new governance framework, the GPL will further ensure that it is doing the right things in a timely, inclusive, open, honest and accountable manner. This includes setting out systems and processes, and the culture and values by which GPL is directed and controlled and through which it accounts to and engages with stakeholders.

The LSB is the focal point and custodian of good governance within GPL, taking full responsibility to direct and govern the organisation through appropriate governance mechanisms. The Governance Model has been designed to establish appropriate LSB and Secretariat Committees to support the LSB, with defined roles and responsibilities. The LSB and its established Committees will monitor GPL performance, whilst considering the interests and expectations of key stakeholders. The LSB's philosophy of ethical leadership provides the foundation for values which are central to the way business is conducted. The GPL's financial and non-financial performance objectives are overseen by the LSB and its sub-committees.

4.1 AUDIT & RISK COMMITTEE

The ARC is an independent committee constituted to review the control, governance and risk management within GPL, established in terms of Section 47 of the FMPPLA. The Committee operates in terms of its charter which deals with its membership, authority and responsibilities. During the year, the Committee was further capacitated with the appointment of two additional independent members.

The ARC continues to review the effectiveness of internal control systems, the effectiveness of the internal audit function, the risk areas of operations upon which the scope of internal and external audits is determined, the adequacy, reliability and accuracy of financial information, any accounting and auditing concerns identified as a result of internal and external audits.

The ARC also reviews compliance with legal and regulatory provisions, the activities of the internal audit function including its annual coverage plan and co-ordination with the AGSA. The Committee is independent and accountable to the LSB. Both internal and external auditors have unrestricted access to the Committee which ensures that their independence is in no way impaired. The ARC advises the GPL on risk management and independently monitors the effectiveness of the system of risk management. The Committee met for each quarter during the financial year and special meetings were convened where necessary to perform its functions.

4.2 ENTERPRISE RISK MANAGEMENT

Risk management forms part of management's core responsibilities and is an integral part of the internal processes of the GPL. Management provides assurance to the LSB through the RMC and ARC that internal control systems, risk management and governance processes are in place. In compliance with the FMPPLA, the Accounting Officer ensured that a risk assessment was conducted to identify emerging risks.

The risk management strategy, including the fraud prevention plan, was utilised 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 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 adversely affect performance. The risk register was updated in line with the outcome of the high level risks based on strategic priorities which formed the basis of annual internal audit plan.

4.3 RISK MANAGEMENT COMMITTEE

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

4.4 INTERNAL AUDIT

The GPL Internal Audit is governed by the FMPPLA and Standards for the Professional Practice of Internal Auditing (IIA Standards). The internal audit services at GPL have been outsourced to an external service provider. The outsourced internal audit function continued to operate in line with the approved terms of reference and associated service level agreement. Internal audits were performed on critical risk areas as reflected in the approved internal audit coverage plan to determine the adequacy of the system of internal control within the organisation. The results of internal audit reviews were regularly reported to management, RMC and the ARC. The internal audit function provided objective and independent assurance to management and the ARC on the adequacy and effectiveness of internal controls, risk management and governance processes. Internal audit is guided by the ARC at all times.

4.5 FRAUD PREVENTION PLAN

A number of fraud prevention activities were carried out during the year. Matters related to fraud prevention were considered as part of the standing item at RMC meetings. The GPL subscribes to the National Anti-Corruption Hotline, where alleged matters of fraud and corruption against the GPL can be reported confidentially by any member of staff or the public.

4.6 CODE OF CONDUCT

The GPL finalised its new code of conduct and ethics framework during the year under review. This code serves to ensure that employees of the GPL execute their duties in accordance with the ethical and professional standards of GPL and to ensure that the integrity of the GPL is at all times beyond reproach by maintaining independent and impartial relationships.

4.7 MINIMISING CONFLICT OF INTEREST

GPL minimises conflict of interest among its employees by ensuring that its staff comply with the adopted code of conduct and ethics framework as mentioned above. The framework stipulates that employees have to declare their private financial interests and must also obtain approval from GPL if they wish to conduct work outside the organisation. GPL employees are prohibited from conducting business with the organisation and must maintain neutral relationships with service providers.

5. ASSET MANAGEMENT

The Asset Management cycle was managed, from planning and acquisition processes, through to maintaining the asset throughout its use and finally disposing of it when required. The safeguarding of the GPL's assets remained a priority, as prescribed by FMPPLA. The Asset Management policy was also enhanced and revised in the period.

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

6. PERFORMANCE INFORMATION

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

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

7. IMPORTANT POLICY DECISIONS AND STRATEGIC ISSUES

During the Presiding Officers annual review session, the six pillars of an activist and transformative legislature were re-affirmed by the Presiding Officers which then served as a premise to the planning sessions and development of the respective planning documents. The Speaker further emphasised the following strategic issues:

- to extend our GPL oversight frameworks to the Province to ensure that the entire Province is aligned to the oversight Focus Areas and reporting processes;
- committees of the House to develop portfolio specific, service delivery orientated plans to ensure the House adopts resolutions that are strategically poised and service delivery orientated;
- oversight to become more proactive and intuitive and move beyond operations and processes towards strategic service delivery areas;
- the approach of public participation in the Legislature must intensify engagements with people directly whilst clearly devised programmes of meaningful public involvement must be implemented during the Budget Vote process; and
- the GPL must be geared towards intensifying good governance and implement programmes to support it.

In due consideration of concerns raised by members and staff alike, matters relating to the condition of the GPL building will be prioritised and escalated from the operational plan with greater strategic focus. This will ensure that the GPL building meets all cleanliness requirements and standards as well as works to ensure that the GPL building is healthy and free from safety and environmental hazards.

8. APPLICATION OF GENERALLY RECOGNISED ACCOUNTING PRACTICE

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

9. EVENTS AFTER THE REPORTING DATE

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

10. OTHER

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

11. APPROVAL

The annual financial statements set out on pages 167 to 209 have been approved by the Accounting Officer.



PETER SKOSANA

SECRETARY TO THE PROVINCIAL LEGISLATURE (ACCOUNTING OFFICER)

31 MAY 2016

ACCOUNTING OFFICER'S STATEMENT OF RESPONSIBILITY FOR ANNUAL FINANCIAL STATEMENTS

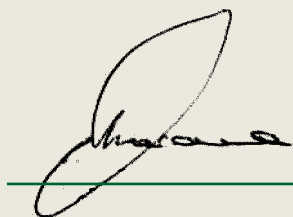
CONFIRMATION OF THE ACCURACY AND FAIR PRESENTATION OF THE ANNUAL FINANCIAL STATEMENTS SUBMITTED

FINANCIAL STATEMENTS FOR THE 2015/16 FINANCIAL YEAR ENDING 31 MARCH 2016

I hereby acknowledge that the Annual Financial Statements of the Gauteng Provincial Legislature have been submitted to the Auditor-General's office for auditing in terms of section 56(1) and 57 of the FMPPLA.

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

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



PETER SKOSANA
SECRETARY TO THE PROVINCIAL LEGISLATURE (ACCOUNTING OFFICER)

REPORT OF THE AUDITOR-GENERAL TO THE GAUTENG PROVINCIAL LEGISLATURE

ON VOTE NO.2: GAUTENG PROVINCIAL LEGISLATURE

REPORT ON THE FINANCIAL STATEMENTS

INTRODUCTION

1. I have audited the financial statements of the Gauteng Provincial Legislature, set out on pages 167 to 209, which comprises the statement of financial position as at 31 March 2016, the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

ACCOUNTING OFFICER'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the South African Standards of Generally Recognised Accounting Practice (SA standards of GRAP) and the requirements of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act No. 10 of 2009) (FMPPL), and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITOR-GENERAL'S RESPONSIBILITY

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing. Those standards require that I comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the legislature's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Legislature's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

OPINION

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Gauteng Provincial Legislature as at 31 March 2016 and its financial performance and cash flows for the year then ended, in accordance with SA standards of GRAP and the requirements of the FMPPL.

EMPHASIS OF MATTER

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

MATERIAL UNDERSPENDING OF THE BUDGET

8. As disclosed note 33 to the financial statements, the legislature has materially underspent the budget on all programmes amounting to R38 402 000.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

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

PREDETERMINED OBJECTIVES

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the legislature for the year ended 31 March 2016:
- Programme 1: leadership and governance on pages 41 to 47;
 - Programme 3: corporate services on pages 62 to 74; and
 - Programme 4: core business on pages 76 to 101.
11. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for managing programme performance information (FMPPI).
12. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
13. I did not raise any material findings on the usefulness and reliability of the reported performance information for the selected programmes.

ADDITIONAL MATTERS

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

ACHIEVEMENT OF PLANNED TARGETS

15. Refer to the annual performance report on pages 41 to 113 for information on the achievement of the planned targets for the year.

ADJUSTMENT OF MATERIAL MISSTATEMENTS

16. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were on the reported performance information for programme 1: leadership and governance and programme 4: core business. As management subsequently corrected the misstatements, I did not identify any material findings on the usefulness and reliability of the reported performance information.

COMPLIANCE WITH LEGISLATION

17. I performed procedures to obtain evidence that the Legislature had complied with applicable legislation regarding financial matters, financial management and other related matters. I did not identify any instances of material non-compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA.

INTERNAL CONTROL

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

OTHER REPORTS

19. I draw attention to the following engagements that could potentially impact on the Legislature's financial, performance and compliance related matters. My opinion is not modified in respect these engagements that are either in progress or have been completed.

INVESTIGATIONS

20. An investigation was conducted by an independent consulting firm on request by the Speaker of the Gauteng Provincial Legislature. The investigation was initiated based on supply chain management and human resource management allegations of possible irregularities at the legislature relating to the 2013-14 financial year. The investigation was concluded in the current financial year and no material irregularities were reported.

Auditor - General

JOHANNESBURG

31 July 2016



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

GAUTENG PROVINCIAL LEGISLATURE

ANNUAL FINANCIAL STATEMENTS

for the Year Ended 31 March 2016

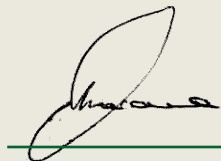
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ABBREVIATIONS

GRAP	Generally Recognised Accounting Practice
IAS	International Accounting Standards

The annual financial statements set out on pages 167 to 205, which have been prepared on the going concern basis, were approved by the GPL on 26 May 2016 and were signed on its behalf by:



PETER SKOSANA
SECRETARY TO THE PROVINCIAL LEGISLATURE



Annual Financial Statements for the Year Ended 31 March 2016

STATEMENT OF FINANCIAL POSITION

Figures in Rand	Note(s)	2016	2015
Assets			
Current Assets			
Inventories	9	1 683 890	1 769 754
Receivables from exchange transactions	10	864 203	712 911
Receivables from non-exchange transactions	11	2 915 050	-
Prepayments	8	1 804 620	283 064
Cash and cash equivalents	12	144 608 029	82 359 046
		151 875 792	85 124 775
Non-Current Assets			
Heritage assets	3	1 934 977	1 934 977
Property, plant and equipment	4	104 138 784	92 659 485
Intangible assets	5	7 859 948	10 094 163
		113 933 709	104 688 625
Total Assets		265 809 501	189 813 400
Liabilities			
Current Liabilities			
Finance lease obligation	13	1 347 337	4 587 002
Operating lease liability	6	1 667 126	1 098 920
Payables from exchange transactions	16	32 401 126	21 960 978
Provisions	14	27 044 202	16 577 382
Staff payables	15	669 313	672 118
		63 129 104	44 896 400
Non-current Liabilities			
Finance lease obligation	13	955 334	175 700
Total Liabilities		64 084 438	45 072 100
Net Assets		201 725 063	144 741 300
Accumulated surplus		201 725 063	144 741 301

Annual Financial Statements for the Year Ended 31 March 2016

STATEMENT OF FINANCIAL PERFORMANCE

Figures in Rand	Note(s)	2016	2015
Revenue from non-exchange transactions	17	669 354 248	594 352 341
Revenue from exchange transactions	18	2 131 972	2 960 779
Operating expenses		(622 744 892)	(570 170 149)
Operating surplus		48 741 328	27 142 971
Investment revenue	19	8 437 518	4 396 341
Finance costs	22	(195 084)	(684 868)
Surplus for the year		56 983 762	30 854 444

Annual Financial Statements for the Year Ended 31 March 2016

STATEMENT OF CHANGES IN NET ASSETS

Figures in Rand	Accumulated surplus	Total net assets
Balance at 01 April 2014	113 886 857	113 886 857
Changes in net assets		
Surplus for the year	30 854 444	30 854 444
Total changes	30 854 444	30 854 444
Balance at 01 April 2015	144 741 301	144 741 301
Changes in net assets		
Surplus for the year	56 983 762	56 983 762
Total changes	56 983 762	56 983 762
Balance at 31 March 2016	201 725 063	201 725 063

Annual Financial Statements for the Year Ended 31 March 2016

CASH FLOW STATEMENT

Figures in Rand	Note(s)	2016	2015
Cash flows from operating activities			
Receipts			
Revenue		666 039 198	594 352 341
Interest income		8 437 518	4 396 341
Other receipts		2 367 447	2 543 986
		<u>676 844 163</u>	<u>601 292 668</u>
Payments			
Employee costs		(325 949 930)	(304 565 573)
Suppliers		(265 457 412)	(239 251 408)
		(591 407 342)	(543 816 981)
Net cash flows from operating activities	25	<u>85 436 821</u>	<u>57 475 687</u>
Cash flows from investing activities			
Purchase of property, plant and equipment	4	(20 931 918)	(12 060 121)
Proceeds from sale of property, plant and equipment	4	402 000	171 472
Purchase of other intangible assets	5		(40 915)
Net cash flows from investing activities		<u>(20 529 918)</u>	<u>(11 929 564)</u>
Cash flows from financing activities			
Staff payables		(2 805)	(9 811)
Finance lease payments		(2 655 115)	(4 590 394)
Net cash flows from financing activities		<u>(2 657 920)</u>	<u>(4 600 205)</u>
Net increase/(decrease) in cash and cash equivalents		62 248 983	40 945 918
Cash and cash equivalents at the beginning of the year		82 359 046	41 413 128
Cash and cash equivalents at the end of the year	12	<u>144 608 029</u>	<u>82 359 046</u>

Annual Financial Statements for the Year Ended 31 March 2016

ACCOUNTING POLICIES

1. PRESENTATION OF ANNUAL FINANCIAL STATEMENTS

The annual financial statements have been prepared in accordance with the Standards of GRAP, including any interpretation, guidelines and directives, issued by the Accounting Standards Board.

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

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

These accounting policies are consistent with the previous period.

1.1 SIGNIFICANT JUDGEMENTS AND SOURCES OF ESTIMATION UNCERTAINTY

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

Trade receivables/held to maturity investments and/or loans and receivables

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

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

Impairment testing

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

Provisions

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 14-Provisions.

Useful lives of property plant, equipment and intangible assets

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

Annual Financial Statements for the Year Ended 31 March 2016

Effective interest rate and deferred payment date

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

1.2 PROPERTY, PLANT AND EQUIPMENT

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

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

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

Property, plant and equipment is initially measured at cost.

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

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

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

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

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

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

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

Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses.

Any increase in an asset's carrying amount, as a result of a revaluation, is credited directly to a revaluation surplus. The increase is recognised in surplus or deficit to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit.

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

Annual Financial Statements for the Year Ended 31 March 2016

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

ITEM	DEPRECIATION METHOD	AVERAGE USEFUL LIFE
Land	Straight line	Infinite
Buildings	Straight line	50
Leasehold property	Straight line	Over the lease period
Plant and machinery	Straight line	8 to 12 years
Furniture and fixtures	Straight line	10 to 15 years
Motor vehicles	Straight line	5 to 8 years
Office equipment	Straight line	8 to 12 years
IT equipment	Straight line	8 to 12 years
Leasehold improvements	Straight line	Over the lease period
Library books	Straight line	20 years

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

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

The depreciation charge for each period is recognised in surplus or deficit unless it is included in the carrying amount of another asset. Items of property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

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

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

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

1.3 INTANGIBLE ASSETS

An asset is identifiable if it either:

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

Annual Financial Statements for the Year Ended 31 March 2016

An intangible asset is recognised when:

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

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

Expenditure on research (or on the research phase of an internal project) is recognised as an expense when it is incurred.

An intangible asset arising from development (or from the development phase of an internal project) is recognised when:

- it is technically feasible to complete the asset so that it will be available for use or sale;
- there is an intention to complete and use or sell it;
- there is an ability to use or sell it;
- it will generate probable future economic benefits or service potential;
- there are available technical, financial and other resources to complete the development and to use or sell the asset; and
- the expenditure attributable to the asset during its development can be measured reliably.

Intangible assets are carried at cost less any accumulated amortisation and any impairment losses.

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

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

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

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

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

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

Internally generated goodwill is not recognised as an intangible asset.

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

ITEM	USEFUL LIFE
Computer software, internally generated	10 years

Intangible assets are derecognised:

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

Annual Financial Statements for the Year Ended 31 March 2016

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

1.4 HERITAGE ASSETS

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

Recognition

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

Initial measurement

Heritage assets are measured at cost.

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

Subsequent measurement

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

Impairment

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

Derecognition

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

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

1.5 FINANCIAL INSTRUMENTS

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

A financial asset is:

- cash;
- a residual interest of another entity; or
- a contractual right to:
 - receive cash or another financial asset from another entity; or
 - exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity.

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

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

Annual Financial Statements for the Year Ended 31 March 2016

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

Classification

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

ASSETS	CATEGORY
Cash and cash equivalents	Financial asset measured at amortised cost

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

LIABILITIES	CATEGORY
Trade and other payables from exchange transactions	Financial liability measured at amortised cost
Employee vendors	Financial liability measured at amortised cost

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

Initial recognition

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

The GPL recognises financial assets using trade date accounting.

Initial measurement of financial assets and financial liabilities

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

Subsequent measurement of financial assets and financial liabilities

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

- financial instruments at fair value;
- financial instruments at amortised cost; and
- financial instruments at cost.

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

Fair value measurement considerations

The best evidence of fair value is quoted prices in an active market. If the market for a financial instrument is not active, the GPL establishes fair value by using a valuation technique. The objective of using a valuation technique is to establish what the transaction price would have been on the measurement date in an arm's length exchange motivated by normal operating considerations. Valuation techniques include using recent arm's length market transactions between knowledgeable, willing parties, if available, reference to the current fair value of another instrument that is substantially the same, discounted cash flow analysis and option pricing models.

Annual Financial Statements for the Year Ended 31 March 2016

If there is a valuation technique commonly used by market participants to price the instrument and that technique has been demonstrated to provide reliable estimates of prices obtained in actual market transactions, the entity uses that technique. The chosen valuation technique makes maximum use of market inputs and relies as little as possible on entity-specific inputs. It incorporates all factors that market participants would consider in setting a price and is consistent with accepted economic methodologies for pricing financial instruments. Periodically, the GPL calibrates the valuation technique and tests it for validity using prices from any observable current market transactions in the same instrument (i.e. without modification or repackaging) or based on any available observable market data.

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

Cash and cash equivalents

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

Gains and losses

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

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

Impairment and uncollectibility of financial assets

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

Derecognition of financial assets

The GPL derecognises financial assets using trade date accounting.

The GPL derecognises a financial asset only when:

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

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

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

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

Annual Financial Statements for the Year Ended 31 March 2016

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

Financial liabilities

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

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

Presentation

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

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

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

1.6 LEASES

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership. When a lease includes both land and buildings elements, the entity assesses the classification of each element separately.

Finance leases-lessee

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

The discount rate used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease. Minimum lease payments are apportioned between the finance charge and reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate on the remaining balance of the liability.

Any contingent rents are expensed in the period in which they are incurred. The determination of whether an arrangement is, or contains a lease is based on the substance of an arrangement at inception date of whether the fulfilment of the arrangement is dependent on the use of specific asset or assets or the arrangement a right to use the asset. The classification of the lease is determined as follows:

Operating leases-lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability. The aggregate benefit of incentives is recognised as a reduction of rental expense over the lease term on the straight line basis over lease term. any contingent rent is recognised separately as an expense when paid or payable and is not straight lined over the lease term.

Annual Financial Statements for the Year Ended 31 March 2016

1.7 INVENTORIES

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

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

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

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

The cost of inventories comprises of all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.

The cost of inventories of items that are not ordinarily interchangeable and goods or services produced and segregated for specific projects is assigned using specific identification of the individual costs.

The cost of inventories is assigned using the weighted average cost formula. The same cost formula is used for all inventories having a similar nature and use to the GPL.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. If there is no related revenue, the expenses are recognised when the goods are distributed, or related services are rendered. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

1.8 IMPAIRMENT OF CASH-GENERATING ASSETS

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

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

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

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

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

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

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

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

Annual Financial Statements for the Year Ended 31 March 2016

Useful life is either:

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

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

Identification

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

The GPL assesses at each reporting date whether there is any indication that a cash-generating asset may be impaired. If any such indication exists, the GPL estimates the recoverable amount of the asset.

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

Value in use

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

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

Discount rate

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

Recognition and measurement (individual asset)

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

An impairment loss is recognised immediately in surplus or deficit.

Any impairment loss of a revalued cash-generating asset is treated as a revaluation decrease.

When the amount estimated for an impairment loss is greater than the carrying amount of the cash-generating asset to which it relates, the GPL recognises a liability only to the extent that is a requirement in the Standards of GRAP. After the recognition of an impairment loss, the depreciation (amortisation) charge for the cash-generating asset is adjusted in future periods to allocate the cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

Reversal of impairment loss

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

Annual Financial Statements for the Year Ended 31 March 2016

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

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

Any reversal of an impairment loss of a revalued cash-generating asset is treated as a revaluation increase.

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

1.9 IMPAIRMENT OF NON-CASH-GENERATING ASSETS

Cash-generating assets are assets managed with the objective of generating a commercial return. An asset generates a commercial return when it is deployed in a manner consistent with that adopted by a profit-oriented entity.

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

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

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

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

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

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

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

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

Useful life is either:

- the period of time over which an asset's expected to be used by the GPL; or
- the number of production or similar units expected to be obtained from the asset by the GPL.

Identification

When the carrying amount of a non-cash-generating asset exceeds its recoverable service amount, it is impaired. The GPL assesses at each reporting date whether there is any indication that a non-cash-generating asset may be impaired. If any such indication exists, the GPL estimates the recoverable service amount of the asset.

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

Annual Financial Statements for the Year Ended 31 March 2016**Value in use**

Value in use of non-cash-generating assets is the present value of the non-cash-generating assets remaining service potential. The present value of the remaining service potential of a non-cash-generating assets is determined using the following approach:

Depreciated replacement cost approach

The present value of the remaining service potential of a non-cash-generating asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

The replacement cost and reproduction cost of an asset is determined on an 'optimised' basis. The rationale is that the GPL would not replace or reproduce the asset with a like asset if the asset to be replaced or reproduced is an overdesigned or overcapacity asset. Overdesigned assets contain features which are unnecessary for the goods or services the asset provides. Overcapacity assets are assets that have a greater capacity than is necessary to meet the demand for goods or services the asset provides. The determination of the replacement cost or reproduction cost of an asset on an optimised basis thus reflects the service potential required of the asset.

Recognition and measurement

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

An impairment loss is recognised immediately in surplus or deficit.

Any impairment loss of a revalued non-cash-generating asset is treated as a revaluation decrease.

When the amount estimated for an impairment loss is greater than the carrying amount of the non-cash-generating asset to which it relates, the GPL recognises a liability only to the extent that is a requirement in the Standards of GRAP. After the recognition of an impairment loss, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

Reversal of an impairment loss

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

An impairment loss recognised in prior periods for a non-cash-generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable service amount. The increase is a reversal of an impairment loss.

The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a non-cash-generating asset is recognised immediately in surplus or deficit. Any reversal of an impairment loss of a revalued non-cash-generating asset is treated as a revaluation increase.

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

Annual Financial Statements for the Year Ended 31 March 2016

1.10 EMPLOYEE BENEFITS**Short-term employee benefits**

Short-term employee benefits are employee benefits (other than termination benefits) that are due to be settled within 12 months after the end of the period in which the employees render the related service.

Short-term employee benefits include items such as:

- wages, salaries and social security contributions;
- short-term compensated absences (such as paid annual leave and paid sick leave) where the compensation for the absences is due to be settled within 12 months after the end of the reporting period in which the employees render the related employee service;
- bonus, incentive and performance related payments payable within 12 months after the end of the reporting period in which the employees render the related service; and
- non-monetary benefits (for example, medical care, and free or subsidised goods or services such as housing, cars and cellphones) for current employees.

When an employee has rendered services to the entity during a reporting period, the entity recognises the undiscounted amount of short-term employee benefits expected to be paid in exchange for that service:

- as a liability (accrued expense), after deducting any amount already paid. If the amount already paid exceeds the undiscounted amount of the benefits, the GPL recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another Standard requires or permits the inclusion of the benefits in the cost of an asset.

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs. The GPL measure the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The entity recognises the expected cost of bonus, incentive and performance related payments when the GPL has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the entity has no realistic alternative but to make the payments.

Post-employment benefits: defined contribution plans

When an employee has rendered service to the GPL during a reporting period, the GPL recognises the contribution payable to a defined contribution plan in exchange for that service:

- as a liability (accrued expense), after deducting any contribution already paid. If the contribution already paid exceeds the contribution due for service before the reporting date, the GPL recognises that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another standard requires or permits the inclusion of the contribution in the cost of an asset.

Where contributions to a defined contribution plan do not fall due wholly within 12 months after the end of the reporting period in which the employees render the related service, they are discounted. The rate used to discount reflects the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the obligation.

Annual Financial Statements for the Year Ended 31 March 2016

1.11 PROVISIONS AND CONTINGENCIES

Provisions are recognised when:

- the GPL has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

The amount of a provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date.

Where the effect of time value of money is material, the amount of a provision is the present value of the expenditures expected to be required to settle the obligation.

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

Where some or all of the expenditure required to settle a provision is expected to be reimbursed by another party, the reimbursement is recognised when, and only when, it is virtually certain that reimbursement will be received if the GPL settles the obligation. The reimbursement is treated as a separate asset. The amount recognised for the reimbursement does not exceed the amount of the provision.

Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate. Provisions are reversed if it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required, to settle the obligation.

Where discounting is used, the carrying amount of a provision increases in each period to reflect the passage of time. This increase is recognised as an interest expense.

A provision is used only for expenditures for which the provision was originally recognised. Provisions are not recognised for future operating deficits. If an entity has a contract that is onerous, the present obligation (net of recoveries) under the contract is recognised and measured as a provision.

A constructive obligation to restructure arises only when an entity:

- has a detailed formal plan for the restructuring, identifying at least:
 - the activity/operating unit or part of a activity/operating unit concerned; the principal locations affected;
 - the location, function, and approximate number of employees who will be compensated for services being terminated;
 - the expenditures that will be undertaken; and
 - when the plan will be implemented; and
- has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

A restructuring provision includes only the direct expenditures arising from the restructuring, which are those that are both:

- necessarily entailed by the restructuring; and
- not associated with the ongoing activities of the GPL.

Contingent assets and contingent liabilities are not recognised.

A financial guarantee contract is a contract that requires the issuer to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due in accordance with the original or modified terms of a debt instrument.

Loan commitment is a firm commitment to provide credit under pre-specified terms and conditions.

The GPL recognises a provision for financial guarantees and loan commitments when it is probable that an outflow of resources embodying economic benefits and service potential will be required to settle the obligation and a reliable estimate of the obligation can be made.

Annual Financial Statements for the Year Ended 31 March 2016

Determining whether an outflow of resources is probable in relation to financial guarantees requires judgement. Indications that an outflow of resources may be probable are:

- financial difficulty of the debtor;
- defaults or delinquencies in interest and capital repayments by the debtor;
- breaches of the terms of the debt instrument that result in it being payable earlier than the agreed term and the ability of the debtor to settle its obligation on the amended terms; and
- a decline in prevailing economic circumstances (e.g. high interest rates, inflation and unemployment) that impact on the ability of entities to repay their obligations.

Where a fee is received by the GPL for issuing a financial guarantee and/or where a fee is charged on loan commitments, it is considered in determining the best estimate of the amount required to settle the obligation at reporting date. Where a fee is charged and the GPL considers that an outflow of economic resources is probable, an GPL recognises the obligation at the higher of:

- the amount determined using in the Standards of GRAP on Provisions, Contingent Liabilities and Contingent Assets; and
- the amount of the fee initially recognised less, where appropriate, cumulative amortisation recognised in accordance with the Standards of GRAP on Revenue from Exchange Transactions.

1.12 COMMITMENTS

Items are classified as commitments when an entity has committed itself to future transactions that will normally result in the outflow of cash.

Disclosures are required in respect of unrecognised contractual commitments.

Commitments for which disclosure is necessary to achieve a fair presentation should be disclosed in a note to the financial statements, if both the following criteria are met:

- Contracts should be non-cancellable or only cancellable at significant cost (for example, contracts for computer or building maintenance services); and
- Contracts should relate to something other than the routine, steady, state business of the entity-therefore salary commitments relating to employment contracts or social security benefit commitments are excluded.

1.13 REVENUE FROM EXCHANGE TRANSACTIONS

Exchange transaction is one in which the GPL receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services or use of assets) to the other party in exchange.

Measurement

Revenue is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

Rendering of services

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the GPL;
- the stage of completion of the transaction at the reporting date can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

Annual Financial Statements for the Year Ended 31 March 2016

When services are performed by an indeterminate number of acts over a specified time frame, revenue is recognised on a straight line basis over the specified time frame unless there is evidence that some other method better represents the stage of completion. When a specific act is much more significant than any other acts, the recognition of revenue is postponed until the significant act is executed.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.

Service revenue is recognised by reference to the stage of completion of the transaction at the reporting date. Stage of completion is determined by Interest, royalties and dividends.

Revenue arising from the use by others of entity assets yielding interest, royalties and dividends or similar distributions is recognised when:

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

Interest is recognised, in surplus or deficit, using the effective interest rate method.

1.14 REVENUE FROM NON-EXCHANGE TRANSACTIONS

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, an GPL either receives value from another GPL without directly giving approximately equal value in exchange, or gives value to another GPL without directly receiving approximately equal value in exchange.

Recognition

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As the GPL satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

Measurement

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by the GPL.

When, as a result of a non-exchange transaction, the GPL recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability is recognised as revenue. Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislative procedures, including those set out in the Financial Management policy of the Gauteng Legislature, and is recognised when the recovery thereof from the responsible board members or officials is virtually certain.

Gifts and donations, including goods in-kind

Gifts and donations, including goods in-kind, are recognised as assets and revenue when it is probable that the future economic benefits or service potential will flow to the GPL and the fair value of the assets can be measured reliably.

Annual Financial Statements for the Year Ended 31 March 2016

1.15 COMPARATIVE FIGURES

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated. The nature and reason for the restriction is disclosed where accounting errors have been identified in the current period, the correction is made retrospectively as far as practicable, and the prior period comparatives are restated accordingly. Where there has been a change in accounting policy in the current period, the adjustment is made retrospectively as far as practicable, and the prior year comparatives are restated accordingly.

1.16 UNAUTHORISED EXPENDITURE

Unauthorised expenditure means:

- overspending of a vote or a main division within a vote; and
- expenditure not in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

All expenditure relating to unauthorised expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.17 FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless expenditure means expenditure which was made in vain and would have been avoided had reasonable care been exercised.

All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.18 IRREGULAR EXPENDITURE

Irregular expenditure as defined in Section 1 of the PFMA is expenditure other than unauthorised expenditure, incurred in contravention of or that is not in accordance with a requirement of any applicable legislation, including:

- this Act;
- the State Tender Board Act, 1968 (Act No. 86 of 1968), or any regulations made in terms of the Act; or
- any provincial legislation providing for procurement procedures in that provincial government.

National Treasury practice note no. 4 of 2008/2009 which was issued in terms of sections 76(1) to 76(4) of the PFMA requires the following (effective 1 April 2008):

Irregular expenditure that was incurred and identified during the current financial and which was condoned before year end and/or before finalisation of the financial statements must also be recorded appropriately in the irregular expenditure register. In such an instance, no further action is also required with the exception of updating the note to the financial statements.

Irregular expenditure that was incurred and identified during the current financial year and for which condonement is being awaited at year end must be recorded in the irregular expenditure register. No further action is required with the exception of updating the note to the financial statements.

Where irregular expenditure was incurred in the previous financial year and is only condoned in the following financial year, the register and the disclosure note to the financial statements must be updated with the amount condoned.

Irregular expenditure that was incurred and identified during the current financial year and for which condonement is being awaited at year end must be recorded in the irregular expenditure register. No further action is required with the exception of updating the note to the financial statements. Where irregular expenditure was incurred in the previous financial year and is only condoned in the following financial year, the register and the disclosure note to the financial statements must be updated with the amount condoned.

Annual Financial Statements for the Year Ended 31 March 2016

Irregular expenditure that was incurred and identified during the current financial year and which was not condoned by the National Treasury or the relevant authority must be recorded appropriately in the irregular expenditure register. If liability for the irregular expenditure can be attributed to a person, a debt account must be created if such a person is liable in law. Immediate steps must thereafter be taken to recover the amount from the person concerned. If recovery is not possible, the accounting officer or accounting authority may write off the amount as debt impairment and disclose such in the relevant note to the financial statements. The irregular expenditure register must also be updated accordingly. If the irregular expenditure has not been condoned and no person is liable in law, the expenditure related thereto must remain against the relevant programme/expenditure item, be disclosed as such in the note to the financial statements and updated accordingly in the irregular expenditure register.

1.19 BUDGET INFORMATION

The GPL is typically subject to budgetary limits in the form of appropriations or budget authorisations (or equivalent), which is given effect through authorising legislation, appropriation or similar.

The annual financial statements and the budget are on the same basis of accounting therefore a comparison with the budgeted amounts for the reporting period have been included in the statement of comparison of budget and actual amounts.

The statement of comparison and actual information and a reconciliation has been included in the annual financial statements as the financial statements and the budget are on the same basis of accounting (refer to notes 28 and 29-Statement of comparison of budget and actual amounts and note 24-Reconcillation to cash flow statement).

1.20 RELATED PARTIES

The GPL operates in an economic sector currently dominated by entities directly or indirectly owned by the South African Government. As a consequence of the constitutional independence of the three spheres of government in South Africa, only entities within the national sphere of government are considered to be related parties.

Key management is defined as being individuals within the authority that are responsible for planning, directing and controlling the activities of the GPL, including those charged with the governance of the GPL in accordance with legislation, in instances where they are required to perform such functions.

The GPL regards all individuals at senior management as key management per the definition of financial reporting standards.

Close members of the family of a person are considered to be those family members who may be expected to influence, or be influenced by, that management in their dealings with the GPL.

Only transactions with related parties not at arm's length or not in the ordinary course of business are disclosed.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

2. NEW STANDARDS AND INTERPRETATIONS

2.1 STANDARDS AND INTERPRETATIONS ISSUED, BUT NOT YET EFFECTIVE

The GPL has not applied the following standards and interpretations, which have been published and are mandatory for the GPL’s accounting periods beginning on or after 01 April 2016 or later periods:

Standard/Interpretation:	Effective date: years beginning on or after	Expected impact
<ul style="list-style-type: none">GRAP 20: Related Parties	01 April 2017	The adoption of this amendment has not had a material impact on the results of the GPL but has resulted in more disclosure than would have previously been provided in the financial statements.
<ul style="list-style-type: none">GRAP 108: Statutory Receivables	01 April 2016	The impact of the amendment is not material.
<ul style="list-style-type: none">GRAP 17 (as amended 2015): Property, Plant and Equipment	01 April 2016	The adoption of this amendment has not had a material impact on the results of the GPL but has resulted in more disclosure than would have previously been provided in the financial statements.
<ul style="list-style-type: none">GRAP 21 (as amended 2015): Impairment of non-cash generating assets	01 April 2017	The impact of the amendment is not material.
<ul style="list-style-type: none">GRAP 26 (as amended 2015): Impairment of cash generating assets	01 April 2017	The impact of the amendment is not material.

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS**3. HERITAGE ASSETS**

	2016			2015		
	Cost	Accumulated depreciation and accumulated impairment	Carrying value	Cost	Accumulated depreciation and accumulated impairment	Carrying value
Artwork	1 934 977	-	1 934 977	1 934 977	-	1 934 977

Reconciliation of heritage assets-2016

	Opening Balance	Total
Artwork	1 934 977	1 934 977

Reconciliation of heritage assets-2015

	Opening Balance	Disposals	Total
Artwork	1 938 154	(3 177)	1 934 977

Details of Heritage Assets

Heritage Assets in respect of paintings inherited from the previous government Heritage Assets are measured at cost. During the previous financial year the Heritage Assets was valued at R13 674 673. It is the policy of the GPL to revalue it's Heritage Assets every three to five years.

4. PROPERTY, PLANT AND EQUIPMENT

	2016			2015		
	Cost	Accumulated depreciation and accumulated impairment	Carrying value	Cost	Accumulated depreciation and accumulated impairment	Carrying value
Land	9 111 028	-	9 111 028	9 111 028	-	9 111 028
Buildings	55 636 653	(6 956 633)	48 680 020	55 223 511	(5 647 308)	49 576 203
Leasehold property	12 849 736	(10 495 307)	2 354 429	10 462 860	(6 682 515)	3 780 345
Plant and machinery	13 242 841	(5 495 480)	7 747 361	8 767 404	(5 095 192)	3 672 213
Furniture and fixtures	14 563 160	(6 204 501)	8 358 659	14 783 770	(5 434 924)	9 348 847
Motor vehicles	5 586 905	(1 609 782)	3 977 122	5 423 029	(2 232 399)	3 190 630
Office equipment	806 795	(241 432)	565 363	467 978	(217 216)	250 762
IT equipment	20 736 002	(8 258 497)	12 477 505	19 904 553	(7 740 513)	12 164 040
Leasehold improvements	9 576 209	(470 961)	9 105 248	-	-	-
Library books	3 267 451	(1 505 402)	1 762 049	2 972 982	(1 407 565)	1 565 417
Total	145 376 780	(41 237 995)	104 138 784	127 117 115	(34 457 632)	92 659 485

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS**4. PROPERTY, PLANT AND EQUIPMENT (CONTINUED)****Reconciliation of property, plant and equipment-2016**

	Opening Balance	Additions	Disposals	Depreciation	Total
Land	9 111 028	-	-	-	9 111 028
Buildings	49 576 204	413 142	-	(1 309 326)	48 680 020
Leasehold property	3 780 345	2 386 876	-	(3 812 792)	2 354 429
Plant and machinery	3 672 211	4 482 615	(407)	(407 058)	7 747 361
Furniture and fixtures	9 348 847	19 855	(44 163)	(965 880)	8 358 659
Motor vehicles	3 190 629	1 548 842	(177 427)	(584 922)	3 977 122
Office equipment	250 762	346 858	(1 483)	(30 774)	565 363
IT equipment	12 164 040	1 863 052	(332 824)	(1 216 763)	12 477 505
Leasehold improvements	-	9 576 209	-	(470 961)	9 105 248
Library books	1 565 419	294 469	-	(97 839)	1 762 049
	92 659 485	20 931 918	(556 304)	(8 896 315)	104 138 784

Reconciliation of property, plant and equipment-2015

	Opening Balance	Additions	Disposals	Depreciation	Impairment loss	Total
Land	9 111 028	-	-	-	-	9 111 028
Buildings	50 194 218	662 925	-	(1 280 940)	-	49 576 204
Leasehold property	7 781 454	459 644	-	(4 460 753)	-	3 780 345
Plant and machinery	4 094 070	469 046	(181 455)	(687 686)	(21 764)	3 672 211
Furniture and fixtures	7 517 560	2 690 130	(14 535)	(820 979)	(23 329)	9 348 846
Motor vehicles	2 163 922	1 931 189	(361 341)	(543 141)	-	3 190 629
Office equipment	282 445	-	(216)	(31 419)	(47)	250 762
IT equipment	8 454 913	5 591 265	(410 744)	(1 466 824)	(4 570)	12 164 040
Library books	1 391 723	255 922	-	(82 227)	-	1 565 419
	90 991 333	12 060 121	(968 291)	(9 373 969)	(49 710)	92 659 485

Net carrying amount-Leased assets

	2016	2015
Cellphone	2 240 970	2 164 610
Photocopy machines	113 459	1 615 735
Leasehold improvements	9 105 248	-
	11 459 677	3 780 345

The finance lease is in respect of a two year cellphone and a one month photocopy machine liabilities which came into effect from the signing of a new contract during the financial year. A register containing the information required by the Financial Management Policy of the Legislature is available for inspection at the registered office of the GPL. The leasehold improvement is in respect modifications of the leased property-Sage building.

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS**5. INTANGIBLE ASSETS**

	2016			2015		
	Cost	Accumulated depreciation and accumulated impairment	Carrying value	Cost	Accumulated depreciation and accumulated impairment	Carrying value
Computer software, other	22 342 166	(14 482 218)	7 859 948	22 342 165	(12 248 002)	10 094 163

Reconciliation of intangible assets-2016

	Opening Balance	Amortisation	Total
Computer software, other	10 094 164	(2 234 216)	7 859 948

Reconciliation of intangible assets-2015

	Opening Balance	Additions	Amortisation	Impairment loss	Total
Computer software, other	12 589 254	40 915	(2 288 922)	(247 084)	10 094 164

6. OPERATING LEASE LIABILITIES

	2016	2015
Current liabilities	1 667 126	1 098 920
	-	-
	1 667 126	1 098 920

Operating lease rentals represent payables by the GPL to the Public Corporation SOC Ltd and Eris Property Group for office premises leased.

The Eris Property Group and Public Corporation lease expires on May 2020 and March 2018 respectively with an annual escalation of 9%.

7. EMPLOYEE BENEFIT OBLIGATIONS DEFINED CONTRIBUTION PLAN

It is the policy of the GPL to provide retirement benefits to all its employees (or specify number of employees covered). A number of defined contribution provident funds, all of which are subject to the Pensions Fund Act exist for this purpose.

The GPL is under no obligation to cover any unfunded benefits.

	2016	2015
The total economic entity contribution to such schemes	9 233 088	8 966 181
The amount recognised as an expense for defined contribution plans is	9 233 088	8 966 181

8. PREPAYMENTS

Prepayments is in respect of 50% deposit paid on Chillers and Air-conditioners for the main building R1 804 620.

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2016	2015
9. INVENTORIES		
Other inventories for sale	156 279	238 949
Consumable stores	1 154 017	1 086 458
Maintenance materials	373 594	444 347
	1 683 890	1 769 754
10. RECEIVABLES FROM EXCHANGE TRANSACTIONS		
Trade debtors	864 203	712 911
Receivable consists of parking Income outstanding as at 31 March 2016, the receivables are non-interest bearing and are generally paid within 30 days.		
11. RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS		
Direct charge	2 915 050	-
The receivable is in respect of back pay for members remuneration. To be refunded by Provincial Treasury.		
12. CASH AND CASH EQUIVALENTS		
Cash and cash equivalents consist of:		
Cash on hand	1 980	238
Bank balances	144 606 049	82 358 808
	144 608 029	82 359 046
13. FINANCE LEASE OBLIGATION		
Minimum lease payments due		
- within one year	1 442 247	4 831 584
- in second to fifth year inclusive	992 719	184 462
	2 434 966	5 016 046
less: future finance charges	(132 295)	(253 345)
Present value of minimum lease payments	2 302 671	4 762 701
Present value of minimum lease payments due		
- within one year	1 347 337	4 580 339
- in second to fifth year inclusive	955 334	182 362
	2 302 671	4 762 701
Non-current liabilities	955 334	175 700
Current liabilities	1 347 337	4 587 002
	2 302 671	4 762 701

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

It is GPL's policy to lease certain cellphones and photocopy machines under a finance leases. The average lease term is two to five years and the interest rate used is the prime rate applicable for each financial year. The average effective borrowing rate is 11% (2015: 11%). Interest rates are fixed at the contract date. All leases have fixed repayments and no arrangements have been entered into for contingent rent. The GPL's obligation under finance leases are secured by the lessor's charge over the leased asset.

14. PROVISIONS**Reconciliation of provisions-2016**

	Opening balance	Additions	Utilised during the year	Total
Bonus	7 729 409	8 533 865	(7 729 410)	8 533 865
Leave	8 847 973	18 510 337	(8 847 972)	18 510 337
	16 577 382	27 044 202	(16 577 382)	27 044 202

Reconciliation of provisions-2015

	Opening balance	Additions	Utilised during the year	Total
Bonus	6 820 695	7 729 410	(6 820 695)	7 729 410
Leave	7 906 072	8 847 972	(7 906 072)	8 847 972
	14 726 767	16 577 382	(14 726 767)	16 577 382

The Leave pay provision represent the liability in respect of leave outstanding.

The bonus provision represent the liability in respect of performance bonuses to be paid out dependent on the finalisation of the performance review.

15. STAFF PAYABLES

Staff payables is in respect of optional monthly savings payable in December by the GPL: R669 313.

16. PAYABLES FROM EXCHANGE TRANSACTIONS

	2016	2015
Trade payables	32 401 126	21 960 978

It is the policy of the GPL to pay all suppliers within 30 days. All the payables at year end were within 30 days. The amount disclosed therefore approximates the fair value of trade payables.

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2016	2015
17. REVENUE FROM NON-EXCHANGE TRANSACTIONS		
Voted funds	600 473 000	521 769 000
Direct charges	68 481 248	72 583 341
Aid assistance	400 000	-
	669 354 248	594 352 341
18. REVENUE FROM EXCHANGE TRANSACTIONS		
Parking income	1 760 124	1 840 291
Sundry income	83 328	326 487
Hall bookings	288 520	623 423
Aid assistance	-	170 578
	2 131 972	2 960 779
19. INVESTMENT REVENUE		
Interest revenue		
Interest	8 437 518	4 396 341
The amount included in investment revenue arising from exchange transactions amounted to R8 437 518.		
20. EMPLOYEE RELATED COSTS		
Basic	269 717 047	247 149 860
IPMS	10 099 082	8 764 408
Medical aid-company contributions	14 784 521	13 317 829
UIF	786 758	750 912
Overtime payments	6 529 484	6 591 528
Acting allowances	7 440 000	7 421 500
Car allowances	27 057 054	25 031 168
	336 413 945	309 027 205
Remuneration of Provincial Secretary		
Annual remuneration	1 222 770	1 138 882
Car allowance	362 743	348 513
Performance bonuses	-	242 023
Contributions to UIF and pension funds	186 784	179 526
Medical aid	83 644	75 643
	1 855 941	1 984 587

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2016	2015
20. EMPLOYEE RELATED COSTS (CONTINUED)		
Remuneration of Chief Financial Officer		
Annual remuneration	914 468	882 752
Car allowance	405 371	389 467
Performance bonuses	233 680	216 371
Contributions to UIF, medical and pension funds	225 137	195 687
Medical aid	99 468	89 963
	1 878 124	1 774 240
Remuneration of Executive Director-Corporate Service		
Annual remuneration	1 101 175	1 030 685
Car allowance	593 031	569 766
Performance bonuses	244 185	226 098
Contributions to UIF and pension funds	1 785	1 785
Medical aid	27 760	25 666
	1 967 937	1 854 000
Remuneration of Executive Director-Core Business		
Annual remuneration	1 120 135	1 020 534
Car allowance	233 300	224 149
Performance bonuses	217 056	200 978
Contributions to UIF and pension funds	155 410	181 407
Medical aid	21 917	22 973
	1 747 818	1 650 041
Remuneration-Members		
Annual remuneration	37 792 443	42 607 619
Car allowance	10 210 752	9 661 922
Contributions to medical and pension funds	3 875 324	3 907 352
Political office bearers	9 151 538	8 966 181
Political allowances	7 435 000	7 421 500
	68 465 057	72 564 574
Remuneration-Speaker		
Annual remuneration	1 452 688	1 296 814
Contribution to pension fund	246 815	227 639
Political allowances	120 000	120 000
Medical aid	46 503	70 974
	1 866 006	1 715 427

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2016	2015
20. EMPLOYEE RELATED COSTS (CONTINUED)		
Remuneration-Deputy Speaker		
Annual remuneration	1 052 243	967 636
Contribution to pension fund	193 923	76 466
Political allowances	120 000	120 000
Medical aid	70 300	180 614
	1 436 466	1 344 716
21. IMPAIRMENT OF ASSETS		
Impairments		
Property, plant and equipment	-	296 793
22. FINANCE COSTS		
Finance leases	195 084	684 868
23. GENERAL EXPENSES (refer to Detailed Income Statement on page 204-205)		
24. EXTERNAL AUDIT FEES		
Fees	3 163 849	2 045 886
25. CASH GENERATED FROM OPERATIONS		
Surplus	56 983 762	30 854 444
Adjustments for:		
Depreciation and amortisation	11 130 529	11 662 890
Finance costs – finance leases	195 084	684 868
Impairment deficit	-	296 793
Movements in operating lease assets and accruals	568 206	985 091
Movements in provisions	10 466 820	1 850 614
Other non-cash items – Heritage Assets	-	3 177
Other non-cash items – Property, Plant and Equipment	154 306	796 818
Changes in working capital:		
Inventories	85 864	623 652
Receivables from exchange transactions	(151 292)	(123 941)
Other receivables from non-exchange transactions	(2 915 050)	-
Prepayments	(1 521 556)	446 984
Payables from exchange transactions	10 440 148	9 394 297
	85 436 821	57 475 687

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2016	2015
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26. FINANCIAL INSTRUMENTS DISCLOSURE**Categories of financial instruments****2016****Financial assets**

	At amortised cost	Total
Trade and other receivables from exchange transactions	864 203	864 203
Trade and other receivables from non exchange transactions	2 915 050	2 915 050
Cash and cash equivalents	144 608 029	144 608 029
	148 387 282	148 387 282

Financial liabilities

	At amortised cost	Total
Trade and other payables from exchange transactions	32 401 126	32 401 126
Staff payables	669 313	669 313
Finance lease liability	2 302 671	2 302 671
	35 373 110	35 373 110

2015**Financial assets**

	At amortised cost	Total
Trade and other receivables from exchange transactions	712 911	712 911
Cash and cash equivalents	82 359 046	82 359 046
	83 071 957	83 071 957

Financial liabilities

	At amortised cost	Total
Trade and other payables from exchange transactions	21 960 978	21 960 978
Staff payables	672 118	672 118
Finance lease liability	4 762 702	4 762 702
	27 395 798	27 395 798

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2016	2015
27. COMMITMENTS		
Authorised operational expenditure		
Already contracted for but not provided for		
Goods and services	30 062 081	36 608 957
Total operational commitments		
Already contracted for but not provided for	30 062 081	36 608 957
Operating leases-as lessee (expense)		
Minimum lease payments due		
- within one year	8 798 428	-
- in second to fifth year inclusive	34 716 813	-
	43 342 676	-

Operating lease payments represent rentals payable by the GPL for certain of its office properties. Leases are negotiated for an average term of five years and rentals are increased on an 9% for every year. No contingent rent is payable.

28. CONTINGENCIES**Contingent assets**

The claim is in respect of non-delivery of the City Hall air conditioning project by Anglyn Trading CC. The GPL is claiming an amount of R3 524 655. The trial date is set for January 2017.

29. RELATED PARTIES**Relationships**

Controlling entity

Provincial Treasury**Related party balances****Amounts included in Trade receivable (Trade Payable) regarding related parties**

Provincial Treasury	2 915 050	-
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Related party balances**Revenue received from Provincial Treasury**

Voted funds	600 473 000	521 769 000
Direct charges	68 481 248	72 781 638

Amounts paid to political parties

Political party funding and constituency allowances	97 910 437	94 477 224
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The Legislature receives a grant from Provincial Treasury based on the approved budget for all their operating expenditure.

Annual Financial Statements for the Year Ended 31 March 2016

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2016	2015
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30. RISK MANAGEMENT**Financial risk management**

The GPL is not exposed to interest rate risk, all funds deposited into a current account and are not invested. The GPL's financial statements consist mainly of cash at bank and cash equivalents, other receivables and payables. The bank deposit and bank balances, receivables and payables. The bank deposits and bank balance, receivables and payables approximates their fair value due to short-term nature of these instruments. The GPL recognises the need to implement Risk Management.

Liquidity risk

The GPL's risk to liquidity is a result of the funds available to cover future commitments. The GPL manages liquidity risk through an ongoing review of future commitments and credit facilities.

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents, derivative financial instruments and trade debtors. The GPL only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Financial assets exposed to credit risk at year end were as follows:

Financial instrument

Receivables from exchange transactions	864 203	712 911
Cash and cash equivalent	144 608 029	82 359 046
Receivables from non-exchange transactions	2 915 050	-

The were no changes from previous years in respect of objectives, policies and processes for managing risks and in methods to measure the risk.

31. FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure	3 162 374	-
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A portion of rental expenses amounting to R3,162,374 for the Sage Centre building was deemed as fruitless and wasteful expenditure. This was due to delays experienced from service providers on the completion of remedial work for leased floors resulting in the office space being uninhabitable and non-conductive for staff to occupy.

32. IRREGULAR EXPENDITURE

Analysis of expenditure awaiting condonation per age classification	973 288	-
Less: Amounts condoned	(106 115)	-
	867 173	-

Analysis of expenditure awaiting condonation per age classification

Current year	867,173	-
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NOTES TO THE ANNUAL FINANCIAL STATEMENTS

33. ACTUAL OPERATING EXPENDITURE VERSUS BUDGETED OPERATING EXPENDITURE

Refer to Appendix A for the comparison of actual operating expenditure versus budgeted expenditure. The GPL has underspent on the budget on all programmes amounting to R38 402 000. This relates mainly to underspending on compensation of employees and goods and services.

34. ACTUAL CAPITAL EXPENDITURE VERSUS BUDGETED CAPITAL EXPENDITURE

Refer to Appendix A for the comparison of actual capital expenditure versus budgeted expenditure.

Goods and services procured without following	There were no disciplinary actions or criminal proceedings taken - all transactions were subsequently condoned by the Accounting Officer	106 115
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DETAILED INCOME STATEMENT

Figures in Rand	Note(s)	2016	2015
Revenue			
Revenue from non-exchange transaction		669 354 248	594 352 341
Revenue from exchange transactions		2 131 972	2 960 779
Interest received	19	8 437 518	4 396 341
		679 923 738	601 709 461
Operating expenses			
Internal audit fees		(991 425)	(1 405 870)
Accommodation local		(6 584 616)	(4 951 349)
Subscriptions		(2 500 567)	-
Advertising		(6 538 813)	(524 612)
Cleaning materials		-	(564 010)
Print room rentals		(1 734 378)	(771 532)
External audit fees	24	(3 163 849)	(2 045 886)
Printing general		(2 568 473)	(407 479)
Bank charges		(197 001)	(92 445)
Public outreach programme		(23 091 753)	(11 920 672)
EAP expenses		(2 096 141)	(223 694)
Cleaning		(610 472)	(1 207 419)
Staff training		(3 060 348)	(2 791 750)
Postage		(7 346)	(38 298)
Printing official		-	(3 990)
Consumables		(3 909 609)	(6 243 391)
Technical services		(294 507)	-
Depreciation, amortisation and impairments		(11 163 329)	(11 973 115)
Catering contract		(1 579 306)	(1 425 600)
Employee costs		(336 413 945)	(309 027 205)
Licensing fees		(7 800 117)	(5 792 552)
Maintenance and repairs		(2 770 050)	(2 094 884)
Uniforms		(333 277)	(182 274)
General stationery		(135 985)	(226 392)
Gifts		(1 070)	(861 376)
Political Party and Constituency		(97 971 341)	(94 454 988)
Plant service		(67 589)	(115 930)
IT expenses		-	(348 559)
Special events open		(4 807 576)	(4 810 607)
Insurance		(1 240 805)	(845 916)
Rent		(10 527 915)	(6 818 060)
Air travel-domestic		(5 245 542)	(5 601 464)

DETAILED INCOME STATEMENT

Figures in Rand	Note(s)	2016	2015
Operating expenses (continued)			
Consulting and professional fees		(10 476 270)	(11 575 065)
Subsistence and travel		(4 211 957)	(4 249 437)
Refreshments		(1 458 232)	(1 816 310)
Recruitment costs		(1 548 979)	(1 299 971)
Staff bursaries		(1 788 615)	(2 042 421)
Repairs of IT equipment		(1 110 657)	(742 061)
Access control consumables		(10 260)	(28 614)
Asset disposals		(154 305)	(41 565)
Municipal services		(9 046 166)	(13 549 510)
Professional services		(443 208)	(617 206)
Security		(12 736 506)	(12 135 227)
Hansard outsourcing		(5 634 217)	(4 174 020)
IT outsourcing		-	(1 925 154)
Telephone and fax		(804 987)	(10 692 984)
Conferences		(1 766 267)	(2 506 415)
Transport and shuttle services		(13 360 676)	(10 874 165)
Photocopier services		(296 231)	(446 794)
Travel-overseas		(9 476 136)	(4 724 254)
Storage consumables		(11 143)	(18 638)
Computer consumables		(683 825)	(320 107)
		(622 799 465)	(570 170 149)
Operating surplus		57 124 273	31 539 312
Finance costs	22	(195 084)	(684 868)
Surplus for the year		56 929 189	30 854 444

The supplementary information presented does not form part of the annual financial statements and is unaudited.

ANNEXURE A:

2015/16 APPROPRIATION STATEMENT

2015/16						
Programmes	Adjusted appropriation	Shifting of funds	Virement	Final appropriation	Actual expenditure	
	R'000	R'000	R'000	R'000	R'000	
1. Leadership and Governance	48 296	-	-	48 296	35 261	
Current payment	48 296	-	-	48 296	35 261	
Expenditure for capital assets	-	-	-	-	-	
2. Office of the Secretary	18 408	-	-	18 408	14 861	
Current payment	18 408	-	-	18 408	14 867	
3. Corporate Services	287 726	-	-	287 726	273 648	
Current payment	175 684	-	-	175 684	160 044	
Transfers and subsidies to	97 911	-	-	97 911	97 911	
Expenditure for capital assets	14 131	-	-	14 131	15 693	
4. Core Business	204 938	-	-	204 938	185 205	
Current payment	204 938	-	-	204 938	185 205	
Expenditure for capital assets	-	-	-	-	-	
5. Office of the CFO	41 105	-	-	41 105	38 125	
Current payment	38 882	-	-	38 882	36 897	
Expenditure for capital assets	2 223	-	-	2 223	1 228	
Subtotal	600 413	-	-	600 473	547 106	
Subtotal	-	-	-	-	-	
TOTAL	600 473	-	-	600 413	547 106	

Reconciliation with Statement of Financial Performance

Direct charges	-	-
Assets addition (capitalisatin of capital expenses)	-	-
Operating lease movement (rent payments)	-	-
Expense repayed	-	-
Depreciation and amortisation	-	-
Accrual prior year reversal	-	-
Leave accruals	-	-
Finance lease movement	-	-
Prepayments: prior year write-off	-	-
Inventories movement	-	-

Actual amounts per Statement of Financial Performance

600 473	547 106	
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ANNEXURE A:
2015/16 APPROPRIATION STATEMENT

						2014/15	
	Accruals	Total expenditure and accruals	Prior year accrual reverse	Variance	Expenditure as % of final appropriation	Final appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	%	R'000	R'000
	3 899	39 160	-	9 136	81%	27 174	22 249
	3 899	39 160	-	9 136	81%	27 174	22 249
	-	-	-	-	-	-	-
	-	14 867	-	3 541	81%	16 188	13 694
	-	14 867	-	3 541	81%	16 788	13 694
	10 123	283 171	-	3 955	99%	261 034	261 751
	6 551	166 595	-	9 089	95%	162 631	158 590
	-	97 911	-	-	100%	94 776	94 734
	3 572	19 265	-	(5 134)	136%	9 627	8 427
	944	186 149	-	18 189	91%	174 350	165 572
	944	186 149	-	18 789	91%	174 335	165 557
	-	-	-	-	-	15	15
	-	38 125	-	2 980	93%	36 423	34 579
	-	36 897	-	1 985	95%	33 141	31 520
	-	1 228	-	995	55%	3 282	3 059
	14 966	562 071	-	38 402	94%	521 769	497 845
	-	-	-	-	-	-	-
	14 966	562 071	-	38 402	94%	521 769	497 845
	-	68 481	-	-	-	-	-
	-	(12 060)	-	-	-	-	-
	-	(5 211)	-	-	-	-	-
	-	(527)	-	-	-	-	-
	-	11 608	-	-	-	-	-
	-	(4 615)	-	-	-	-	-
	-	10 464	-	-	-	-	-
	-	3 534	-	-	-	-	-
	-	283	-	-	-	-	-
	-	86	-	-	-	-	-
	14 966	634 155	-	38 402	94%	521 769	497 845

ANNEXURE A:

2015/16 APPROPRIATION STATEMENT

2015/16						
Programmes	Adjusted appropriation	Shifting of funds	Virement	Final appropriation	Actual expenditure	
	R'000	R'000	R'000	R'000	R'000	
Current payment	486 208	-	-	486 208	432 274	
Compensation of employees	267 776	-	-	267 776	258 011	
Goods and services	218 432	-	-	218 432	174 262	
Interest and rent on land	-	-	-	-	-	
Transfers and subsidies	97 911	-	-	97 911	97 911	
Public corporations and private enterprises	-	-	-	-	-	
Non-profit institutions	97 911	-	-	97 911	97 911	
Households	-	-	-	-	-	
Gifts and donations	-	-	-	-	-	
Payment for capital assets	16 354	-	-	16 354	16 921	
Buildings and other fixed structures	6 030	-	-	6 030	12 165	
Machinery and equipment	9 914	-	-	9 914	4 756	
Heritage assets	-	-	-	-	-	
Specialised military assets	-	-	-	-	-	
Biological assets	-	-	-	-	-	
Land and subsoil assets	-	-	-	-	-	
				-	-	
Software and other intangibles	410	-	-	410	-	
TOTAL	600 473	-	-	600 473	547 106	

Reconciliation with Statement of Financial Performance

Direct Charges	-	-
Assets addition (Capitalisation of capital expenses)	-	-
Operating Lease Movement (rent payments)	-	-
Expense repayed	-	-
Depreciation and amortisation	-	-
Accrual prior year reversal	-	-
Leave accruals	-	-
Finance lease movement	-	-
Prepayments: Prior year write-off	-	-
Inventories movement	-	-

Actual amounts per Statement of Financial Performance

600 473	547 106	
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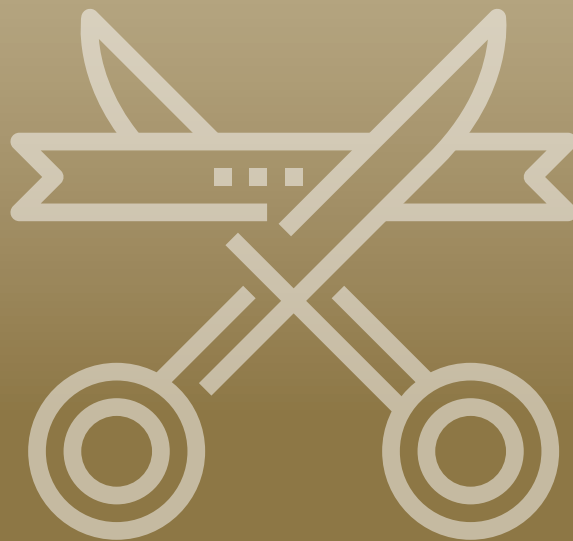
ANNEXURE A:
2015/16 APPROPRIATION STATEMENT

						2014/15	
	Accruals	Total expenditure and accruals	Prior year accrual reverse	Variance	Expenditure as % of final appropriation	Final appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	%	R'000	R'000
	11 394	443 667	-	42 541	91%	141 069	391 610
	-	258 011	-	9 765	96%	236 957	231 742
	11 394	185 656	-	32 776	85%	177 112	159 868
	-	-	-	-	-	-	-
	-	97 911	-	-	100%	94 776	94 734
	-	-	-	-	-	-	-
	-	97 911	-	-	100%	94 776	94 734
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	3 572	20 493	-	(4 139)	125%	12 924	11 501
	-	12 165	-	(6 135)	202%	1 852	652
	3 572	8 328	-	1 586	84%	10 904	10 681
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	410	-	168	168
	14 966	562 071	-	38 402	94%	521 769	497 845
	-	68 481	-	-	-	-	-
	-	(12 060)	-	-	-	-	-
	-	(5 211)	-	-	-	-	-
	-	(527)	-	-	-	-	-
	-	11 608	-	-	-	-	-
	-	(4 615)	-	-	-	-	-
	-	10 464	-	-	-	-	-
	-	3 534	-	-	-	-	-
	-	283	-	-	-	-	-
	-	86	-	-	-	-	-
	14 966	834 155	-	38 402	106%	521 769	497 845



PART F

OUTLOOK
2016/17





SECTION VII



INTRODUCTION

Over the years, the GPL has progressively sought innovative ways to improve its effectiveness in discharging its constitutional mandate of oversight, law-making, public participation and co-operative governance. While governance, procedural and operational practices are improved each year, the Legislature continues to implement innovative projects that seek to promote excellence in the way that the institution does its business. As such, some of the projects that were initiated in the reporting period, as well as those that will be initiated in 2016/17, to further enhance governance, procedural and operational efficiency, include the following:

DEVELOPMENT OF THE GPL CONSOLIDATED GOVERNANCE FRAMEWORK

In pursuit of best practice in governance, the Legislature initiated this project to improve accountability through enhanced governance processes in the institution, as good governance contributes to effective management and enhanced performance. This project is aimed at enabling the Legislature to pursue its vision effectively as well as underpinning that vision with mechanisms for control and management of risk. Although the Legislature has been implementing governance processes over the years, this project seeks to consolidate all the existing and new governance procedures and processes, to better focus implementation, monitoring, evaluation and accountability. Governance is about how the Legislature ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It consists of the systems, processes, culture and values by which the Legislature is directed and controlled and through which the institution accounts to and engages with its stakeholders, including the people of Gauteng.

This project will enhance the Legislature's contribution to improved accountability and service delivery through:

- effective business processes and institutional management;
- enhanced performance and productivity;
- effective stakeholder management;
- strong social and environmental practices; and
- good business ethics and practices, amongst other things.

BUSINESS ENHANCEMENT PROJECT

The Business Enhancement Project seeks to modernise the business processes of the Legislature, to improve operational efficiency, performance and productivity, through modern technology and best-practice operational processes in support of the House and its committees. A multi-year project, this is an innovation that seeks to integrate and streamline all the Legislature's business solutions, to enable the institution to better discharge its core mandates. The project will ensure that the institution implements modern legislature practices through technology and bench-marked world class practices in the legislative sector. Furthermore, the project will promote an institutional culture and change management approach that will set a solid foundation and prepares the environment to embrace the new innovations and realise business value from investments made by the institution.

Some of the technological advantages that will result from this project will include entrenching practices of capturing audio and video of proceedings, preserving documents in digital format, advancing other document management practices such as centralising document repositories and enhancing document editing capabilities as well as webcasting proceedings and committee meetings. One of the most important aspects of this project is that communication with the electorate will be improved, through enhanced use of social media to connect and communicate with the people of Gauteng and enabling mobile device capabilities and applications for members as representatives of the people of Gauteng.

BASELINE STUDY

The Baseline Study is another project that is essential in the continuous efforts to improve the business practices of the Legislature. This project seeks to establish a scientific baseline in the performance of the institution against its strategic objectives, to inform performance targets going forward, to use the baseline data to monitor and assess effectiveness and efficiency in the work of the Legislature and to strengthen evidence-based accountability of the Legislature to the people of Gauteng. The Baseline Study will also promote evidence-based decision-making in relation to planning, budgeting, performance monitoring, evaluation and reporting. Specifically, the Baseline Study will:

- gather baseline data on the Legislature's strategic goal and objectives and performance indicators against which to set performance targets;
- develop data collection tools that will be used to assess the outputs, outcomes and impact of the Legislature's five year strategic plan; and
- strengthen evidence-based reporting and accountability of the Legislature.

RE-ENGINEERING OF PUBLIC PARTICIPATION

Public participation is one of the key mandates of the Legislature and it is a constitutional requirement for the legislature to promote public access and involvement in the processes of the institution. The institution has thus created various platforms for public participation, such as sector parliaments, public education programmes and taking the legislature to the people of Gauteng.

The project to re-engineer public participation seeks to re-define the landscape for public participation in the Legislature, for effective public access and involvement. The project will therefore provide a paradigm shift in relation to the institution's approach to promoting public access and involvement. To inform the desired improvements in public participation in the business of the Legislature, this project will among other things conduct the following:

- an evaluation of current public participation mechanisms, to assess effectiveness and provide solutions for improvements;
- establish feedback systems to foster effective public access and involvement;
- a study to establish a demographic profile of the Gauteng province in order to inform coverage with public participation interventions; and
- establish effective communication strategies for better reach of the people of Gauteng.

TRANSVERSAL MAINSTREAMING AUDIT AND TRAINING

The GPL has taken a firm stance in relation to implementing the transformation agenda, in contribution to the broader national goal to transform South Africa into a non-racist and non-sexist society. As such the GPL MPWC was established in the current reporting period, as an advisory and influencing forum in the Legislature, in support of the implementation of the gender and broader transformation agenda in the institution. To establish a systematic foundation for this work, a transversal mainstreaming audit will be conducted, to assess the level of transversal mainstreaming in the business of the Legislature. 'Transversal' is used in the legislature to denote 'cross-cutting' and focuses on four cross-cutting issues, namely: gender, race, youths, and persons with disabilities. The audit will therefore assess the mainstreaming of these four cross-cutting issues in institutional structures, policies, procedures, operational processes and organisational practices. Thus the audit will establish a basis for improving both strategic and operational efficiencies, including the training of members, management and staff, to enhance technical capacity to mainstreaming transversal issues in the institution. This project will:

- assess the level of transversal mainstreaming in the governance processes of the legislature, its political and administration structures, operational procedures as well as assessing knowledge, attitudes and practices amongst the GPL employees;
- use the findings of the audit to develop GPL specific capacity development or training material on transversal mainstreaming, which will be customised for members, management and staff; and
- train GPL members, management and staff on transversal mainstreaming.



PROSPECTS IN PROCURING SERVICES OF BUSINESSES OWNED BY PERSONS WITH DISABILITIES: A CASE OF THE GAUTENG LEGISLATURE

As part of implementing the transformation agenda, the Legislature seeks to specifically explore prospects for and challenges experienced by the institution in securing services from companies owned by persons with disabilities in Gauteng. The study will examine the experiences of businesses owned by persons with disabilities, to assess limitations and constraints faced by entrepreneurs with disabilities, and how the Legislature has dealt with procurement aspects relating to sourcing services from this category of businesses.

The project will reveal experiences of businesses owned by persons with disabilities before, during and post-procurement processes, specifically in the GPL. The project will unpack how the Legislature has attempted to meet the procurement targets for persons with disabilities, ultimately informing how the Legislature should put in place effective mechanisms to procure services from business owned by persons with disabilities, including appropriate planning, implementation, target setting as well as monitoring and accounting on performance. Overall, this project seeks to improve how the GPL does business with companies owned by persons with disabilities.

CONCLUSION

Efficient operational processes are key to any successful business, thus each year the GPL implements projects that are geared towards progressive improvement of its operational efficiencies, in support of effective implementation of its constitutional mandates, with the ultimate goal of improved service delivery. This outlook for 2016/17 makes it apparent that the Legislature is pursuing excellence through good governance, enhancing business practices, establishing a scientific basis for measuring performance, enhancing public participation, enhancing the implementation of the transformation agenda and specifically improving procurement processes to better reach businesses owned by persons with disabilities. This is thus an activist Legislature that strives to remain the '21st Century Legislature' in practice.









GAUTENG
LEGISLATURE
Your View ~ Our Vision

Gauteng Legislature Annual Report 2015/16

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