PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

ANNUAL REPORT
2006-2007

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Presiding Officers of
Parliament of the Republic of South Africa

Ms BM Mbete
Speaker
National Assembly

Mr MJ Mahlangu
Chairperson
National Council of Provinces

Ms G Mahlangu-Nkabinde
Deputy Speaker
National Assembly

Ms P Hollander
Deputy Chairperson
National Council of Provinces

Foreword by the Secretary to Parliament

During the past year, we celebrated the 10th anniversary of our Constitution, laying the foundation for a democratic and open society in which government is based on the will of the people and where every citizen has equal rights, and is equally protected by the law. The Constitution, being the supreme law of the Republic, shapes our democracy and establishes Parliament, to represent the people and to ensure government by the people under the Constitution, and to represent the provinces in the national sphere of government.

To this effect, a range of projects have been designed, thereby implementing the strategic objectives and ensuring the successful accomplishment of the vision of Parliament. This past year saw the second year of implementation of the new vision, and several projects were implemented successfully, including the launch of the new emblem for Parliament, the implementation of an Enterprise Resource Planning system as well as a new Travel System for members of Parliament. Further completed projects included the introduction of an institutional competency model, the upgrading of certain committee meeting rooms, and the development and launch of the Leadership Development Programme for Members.

The past year also saw significant progress made in areas of work and projects scheduled for completion over multiple financial years. These include the ongoing work on the development of the Oversight Model for Parliament, the activation of the pilot project around unified communications, and the finalisation of the first phase of the Parliamentary Content Management System which will be implemented in the present financial year. The implementation of all 11 official languages in Parliamentary activities through the Language Policy Project, continues to provide these services ensuring active engagement by Members and the public in the everyday business of Parliament. The implementation of the pilot project to establish Parliamentary Democracy Offices in provinces, remains on schedule, with the planned establishment of the first four offices by the end of 2007, whilst the remainder will be rolled out in 2008.

Several functional areas continued to be transformed and restructured including the Financial Management Office, the Parliamentary Communication Services, The International Relations Section, the new Internal Audit Office, the Protocol Office, and the Human Resources Section.

We recognize that much still needs to be done to assert the role of our Parliament thereby entrenching democracy in South Africa. We continue on the long road to building a people's Parliament that is responsive to the needs of all the people of South Africa. The implementation of institutional mechanisms and facilities that will enable parliament to fulfill its constitutional requirements is not an overnight task, it is however one that we are determined to fulfill.

This Annual Report reflects on the
achievements made in the 2nd year of
implementation of the new vision for
Parliament, as adopted by the 3rd Democratic
Parliament in 2005. It is therefore aligned
with the medium-term expenditure framework
for the reporting period, and the direction set
in the Strategic Plan tabled in Parliament.

ZA Dingani
Secretary to Parliament

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I. PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

Our Vision:

To build an effective people's Parliament that is responsive to the needs of the people and that is driven by the ideal of realising a better quality of life for all the people of South Africa.

Our Mission:

As the freely elected representatives of the people of South Africa, our mission is to represent, and act as a voice of the people, in fulfilling our constitutional functions of passing laws and overseeing executive action.

I. PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

1.1 INTRODUCTION

The establishment of the first democratic Parliament in 1994 meant that Parliament, as an institution, was to undergo unprecedented and fundamental transformation as required by the interim constitution and later the new Constitution. A complete and wholly new institution was to be established, on both the political and administrative levels.

New rules, procedures, mechanisms and capacities were needed to effect the work of the new Parliament. One of the most significant changes for Parliament was the establishment of an entirely new House of Parliament, the National Council of Provinces (NCOP), to ensure that provincial interests are taken into account in the national sphere of government. In addition, new working methods were created, adhering to the central value and theme of our participatory democracy. The tradition of committees meeting behind closed doors ended as these meetings were opened to the public. Ordinary people, representatives of interest groups, business and trade unions became a familiar sight in Parliament's corridors. Newly introduced programmes by the 3rd Parliament include the 'Taking Parliament to the People' campaign and the 'People's Assembly'.

Building a democratic Parliament that is transparent and responsive to the electorate, and that develops and follows a legislative agenda that is aimed at accelerating the transformation of the South African society, has been Parliament's overriding policy and strategic objective since 1994. Since the first democratic elections, significant transformation has occurred through the legislative process. The period 1994 to 2004 saw a sustained focus on eradicating the statute books of discriminatory legislation and laying the foundations for a democratic and open society.

As an institution, significant changes were also needed in the administration to meet the demand for services by members of Parliament, as they performed their functions outlined in the Constitution. The new Parliament had to provide the services required by members to pass legislation, oversee organs of state and the executive, facilitate public involvement in the legislative process, exercise co-operative government, provide a platform for public consideration of issues, and review the Constitution.

In recent years the organisational structure of Parliament was revised to add needed capacity and to improve planning, administration, and financial management. During 2003 new budget processes were put in place. Key objectives and outputs were prioritized, and systems were improved and integrated. These will be further improved by the new enterprise resource planning system. Training staff in the operation

of all new systems is an ongoing focus. The legislation and oversight function has received attention, and the language services section was reengineered, with the transcription service moved from one platform to another. A survey was conducted on the research and legal capacity needs of the Parliamentary committees, and a process started for developing and documenting standard operating procedures. Strengthening the research function to improve Parliament's oversight function will receive considerable attention in the medium term. Significant progress has been made in the implementation of strategic projects, moving the organisation toward achieving its vision. The most recent of these has been the completion of Parliament's total transformation from its old symbols to symbols that our people can identify with.

Parliament has also implemented interpreting services in both Houses in all 11 official languages. Consistent progress is being made towards the development of an oversight model for the institution and enhancing capacity to committees to support the growing oversight mandate. Parliament also embarked on training programmes for members. In building a more effective and efficient institution Parliament has successfully implemented numerous projects to enhance the ICT infrastructure with new networks and data centre. In addition, the institution's facilities have been renovated with new training facilities and the creation of additional committee rooms.

In the last three years the demand on members of Parliament to engage in oversight activities and participate in international organisations, events and forums increased. Public participation activities have also increased, whilst the level of ongoing activities in the lawmaking process declined. In addition the Constitution and relevant legislation inform, and is the anchor, for engagement within the national and international political or governance environment. The year 2007 sees a focus on areas to deepen debate on the role and place of the legislative arm and the relationship between the three arms of the state, and building a people's Parliament for a developmental state with the ultimate objective of pushing back the frontiers of poverty.

1.2 VISION STATEMENT

Our vision is:

To build an effective people's Parliament that is responsive to the needs of the people and that is driven by the ideal of realising a better quality of life for all the people of South Africa.

1.3 MISSION STATEMENT

As the freely elected representatives of the people of South Africa, our mission is to represent, and to act as a voice of the people, in fulfilling our Constitutional functions of passing law and overseeing executive action.

This means:

A people's Parliament to transform an entire society. Establishing a society based on democratic values, social justice and fundamental human rights

A people's Parliament of freely elected representatives building on the foundation of a democratic and open society based on the will of the people, their participation and access to Parliament

A people's Parliament providing a national forum for public consideration of issues, which includes educating, informing and involving the people of South Africa in its processes and acting as a voice of the people

A people's Parliament co-operating with other spheres of government as it deepens and entrenches our democratic values A people's Parliament working with continental and international bodies to create a new democratic and participatory world order

A people's Parliament passing good laws, and scrutinising and overseeing executive action, as it moves to improve the quality of life of the people of South Africa, building a united and democratic South Africa

1.4 VALUES

We believe in the following values:

Constitutionality

- Democratic values of human dignity, equality and freedom
- Social justice and fundamental human rights

People-centeredness

Respect, integrity and service delivery

Co-operative government

Co-operating with other spheres of government

Professionalism and good institutional governance

Accountability and transparency, value for money, customer focus, service quality and a good work ethic

1.5 CORE OBJECTIVES

The core objectives for the Parliamentary Service indicate our main business. They are:

Core Objective 1: To pass laws (legislation)

Core Objective 2: To oversee and scrutinize executive action (oversight)

Core Objective 3: To facilitate public participation and involvement

Core Objective 4: To participate in, promote and oversee co-operative government

Core Objective 5: To engage in, participate in, and oversee international participation

Achievements of Strategic Objective

1. Build a quality process of scrutinising and overseeing government's action

Output	Measure	Target 2006/07
Build an oversight process that ensures a quality process of scrutinising and overseeing government's action, and that is driven by the ideal of realising a better quality of life for the people of South Africa	Develop an oversight model; Develop a quality oversight and accountability process; • Institutions Supporting Democracy • Audit public funded institutions Conduct research into best practices of oversight and international practices on oversight; Determine and implement systems and human resource capacity for the function of the process.	March 2007

Actual achievements of the strategic objectives:

Development of the Parliamentary Oversight Model

The Parliamentary Oversight Model is a model intended to give the broad framework for Parliament to conduct oversight within its five-year term. The model intends to address the institution's challenges of long-term oversight, programming, executive accountability and resourcing. The oversight model is currently in draft form and will be finalised for adoption by the Joint Rules Committee in 2007.

Institutions Supporting Democracy

The Task Team has investigated the role of the Institutions Supporting Democracy and its place within the oversight model of Parliament. Interviews were conducted with Chapter 9 Institutions, which addressed the independence of State Institutions Supporting Democracy, their understanding of oversight and accountability, and their working relationships with Parliament, budgets and reporting. A final report has been completed. The findings in the report have been utilized in the development of the oversight model.

Audit of Public-funded Institutions

The need for Parliament to pay greater attention to overseeing and holding Constitutional, Statutory and Executive bodies accountable for the implementation of legislation was identified. This project conducted research to identify all public funded institutions accountable to Parliament due to constitutional or legislative requirements. A total of 750 institutions were identified which are functioning in the national, provincial and local spheres of government. Parliament is in the process of determining their lines of accountability to Parliament.

The research explored how parliamentary oversight could be linked with organs of state.

The rationale for this approach was intended to discern how lines of accountability are arranged across the three spheres of government, and how this accountability chain impacts on organs of state exercising public powers and performing public functions. It has also attempted to situate the practicalities of performing oversight in the context of a web of constitutional provisions coupled with evolving intergovernmental statutes.

Constitutional Landscaping

The Ad Hoc Joint Sub-Committee on Oversight and Accountability recommended that Parliament, through the Joint Rules Committee, compile a document landscaping the constitutional provisions dealing with the interrelated themes of oversight, accountability, transparency and responsiveness, and outlining international trends. The Sub-Committee further recommended that following the tabling of the above-mentioned document, debates, workshops and discussions should be programmed and organised within Parliament, first amongst Members themselves, and then later on expanded to include other stakeholders with the objective to develop a broad understanding of the oversight role and functions of Parliament within our constitutional democracy.

The document builds on the view of the Sub-Committee that oversight is not only the responsibility of the National Assembly based on section 55(2) as an "obligatory minimum standard". Instead, oversight should be established on a broad approach based on the underlying values of the Constitution with the idea of building a strongly entrenched democratic culture operating within the ambit of these underlying values and spirit of the Constitution whilst taking cognizance of the vision of Parliament.

The Constitutional Landscape aims to provide a perspective on provisions of the Constitution that are cited as the constitutional provisions relating to the interrelated themes of oversight, accountability, transparency and responsiveness. The central argument of this paper is that Parliament must maintain oversight with reference to the Preamble and the Founding Provisions of the Constitution, including democratic values, social justice and human rights. This paper has been utilized in the development of the oversight model.

Constitutional Negotiators Interviews

One of the Joint Rules Committee resolutions was the need for the development of an understanding of oversight. This objective was to be attained through interviews with constitutional negotiators. A report in relation to this project has been completed. The report presents the findings that emerged from a survey of the views of constitutional negotiators regarding issues surrounding oversight and accountability. The survey was conducted through the use of a questionnaire, which was responded to in written form or through interviews. Inputs received from these constitutional negotiators have been utilized in the development of the oversight model.

Project Outputs:
· Adopted Oversight Model for Parliament
· Training of Members and employees on the new Oversight Model

2. Further build a people's Parliament that is responsive to the needs of all the people of South Africa

Output (KPA)	Measure	Target 2006/07
Further build a people's Parliament that is responsive to the needs of all the people of South Africa, deepening public participation and involvement, and being people-centred	Instill the value of being people-centred in the institution; Provide opportunities to deepen democracy; Be responsive to people's needs; Conduct programmes and projects furthering education and information about Parliament; Act as the voice of the people; Include people on the periphery; Provide access to Parliament; Set up Parliamentary Democratic Offices.	March 2007

Actual achievements of the strategic objective:

Develop new parliamentary symbols

Parliament had been using the symbols that dated back to 1963 that reflected the composition of the Union of South Africa. These symbols did not reflect the diversity, unity and values of the new Democracy and as such in 1999 Parliament embarked on a process to change these symbols. The project was completed with the installation of the People's Mace in the National Assembly and the Black Rod in the National Council Of Provinces.

Develop a new Parliamentary image and position

This project introduced the new Parliamentary Emblem that promotes the vision, mission and values of Parliament to the people of South Africa. The emblem was developed through a nationwide public participation process that led to the selection of designers from across the country to develop an emblem that represents the people's Parliament. The emblem was unveiled at a joint sitting of Parliament on 27 March 2007. The project also developed the identity manual and organizational communications standards.

African Peer Review Mechanism (APRM) Assessment.

The African Peer Review Mechanism (APRM) is a key accountability and self-assessment element of Africa's development project, the New Partnership for Africa's Development (Nepad). The APRM seeks to ensure that governance and national management conform to agreed political, economic and corporate governance values, codes
and standards. It further aims to ensure that the mutually agreed objectives for socioeconomic development detailed in Nepad are achieved.

10-Year Review project

This project is conducting a review of all the achievements and challenges of Parliament since 1994. The review was compiled in a publication to be launched later this year. The publication covers the development of the democratic Parliament, procedural development and parliamentary transformation since 1994.

Establish Parliamentary Democracy Offices (PDOs)

The objective of the PDO project is to develop a mechanism for Parliament to inform, educate and involve the people of South Africa in rural and less serviced areas in the public participation processes of Parliament by establishing fully operational Parliamentary Democracy Offices in all nine provinces by close of the 3rd Parliament.

Project Outputs:
- Develop a PDO Concept Document;
- Identifying the PDO locations and buildings;
- Renovating / constructing the buildings;
- Establishing administration and management capacity in Parliament;
- Equipping the offices with mobility for public outreach;
- Recruiting and training of PDO staff;
- Setting up Information Technology infrastructure and resource facilities;
- Defining the PDO operational processes;
- Integrating the PDOs into the core functions of Parliament.

Actual achievements of the strategic objective:

Develop new parliamentary symbols

Parliament had been using the symbols that dated back to 1963 that reflected the composition of the Union of South Africa. These symbols did not reflect the diversity, unity and values of the new Democracy and as such in 1999 Parliament embarked on a process to change these symbols. The project was completed with the installation of the People's Mace in the National Assembly and the Black Rod in the National Council Of Provinces.

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3. Build an effective and efficient institution

Output (KPA)	Measure	Target 2006/07
Build an effective and efficient institution	Improve communication; • Enterprise Resource Planning (ERP) System • Datacentre Infrastructure Project Improve institutional governance and policy; Implement modern systems and technologies; • Implement a digital recording system Improve human resources capacity; • Conduct a skills audit • Competency Assessment Project • Team development programme Provide an institutional culture that enables service delivery; Provision of space; • Refurbish and upgrade committee rooms Accommodation and facilities	March 2007

Actual achievements of the strategic objective:

Enterprise Resource Planning (ERP) System

Parliament implemented a new ERP solution for Finance, Human Resources, Members' Travel and Procurement. The Oracle-based ERP system went live in 2006 and provides Parliament with many efficiency features such as employee self-service for leave applications and electronic payslips.

Datacentre Infrastructure Project

This project implemented Parliament's server and storage infrastructure to cater for the growing demands due to increases in the staff numbers and content systems. The project provides the Parliamentary Content Management System with sufficient storage capacity to archive all the institution's information electronically.

Implement a digital recording system

Parliament has implemented a digital recording system to enable the digital recording of proceedings in both Houses, thus reducing the turnaround time related to the distribution and production of Parliamentary records (Hansard). This digital recording system contributes significantly to increase the speed of service delivery of the Reporting Unit of the Language Services Section.

Institutional Policy

Refined and developed new policies and procedures.
Successfully implemented policies and organising the policy writing learning course.

Conduct a skills audit

The skills audit project was completed with the development of a competency model for the institution. This was subsequently used in the Competency Assessment Project.

Competency Assessment Project

This project assessed the competencies of all senior parliamentary employees to determine the existing competencies against the future requirement of Parliament and their positions. The assessment allows Parliament to start developing individual skills development programmes to address the developmental gaps and evaluate the suitability of employees to fulfill their functions.

Refurbish and upgrade committee rooms

This project is aimed at the refurbishment of existing committee rooms, and the identification and development of additional committee rooms across Parliament. The project refurbished 7 committee rooms and created 10 new committee rooms and two Members' lounges.

Team development programme

This project established a number of sporting codes, wellness programmes and other events to foster greater teamwork, development and co-operation. Parliament's wellness programme has now become an annual programme influencing the culture of the organisation as a caring organization.

II. VOTE PERFORMANCE
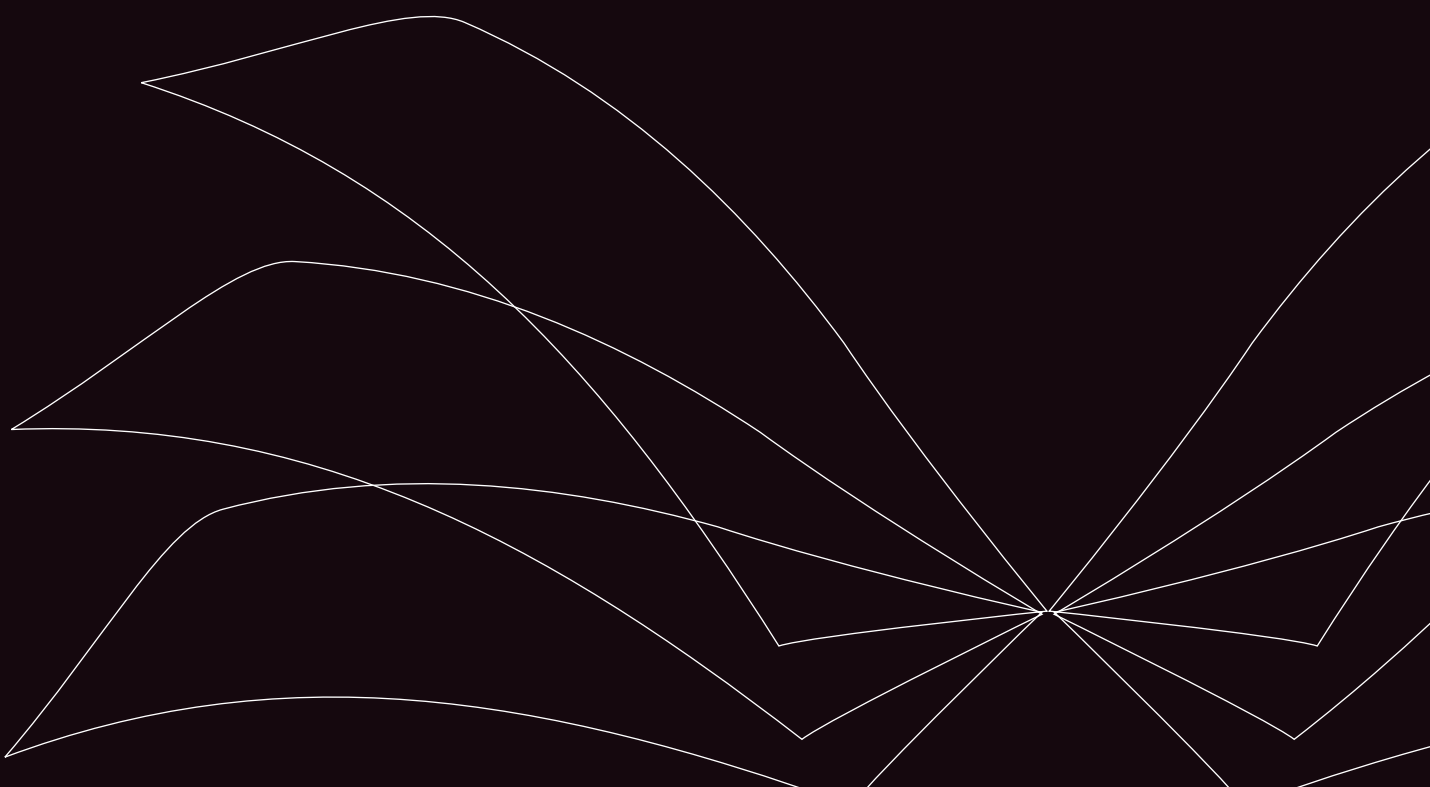
II. VOTE PERFORMANCE

2.2 AIM OF THE VOTE

The aim of the Vote is to provide the support services required by Parliament to fulfil its constitutional functions, to assist political parties represented in Parliament to secure administrative support and service constituents, and to provide Members of Parliament with the necessary facilities.

2.2 OVERVIEW AND KEY POLICY DEVELOPMENTS

In this financial year Parliament conducted a review of the impact of the Promotion of Equality and Prevention of Unfair Discrimination Act of 2000. The review concentrated on the impact of the Equality Act on the lives of women and people with disabilities. A report was tabled in Parliament to enable it to intensify its fight against poverty and take concrete steps in implementing the recommendations of the review campaign, including a review of the Equality Act of 2000, the adequate provision of monitoring information, and address specifically shortcomings in terms of statutory requirements for people with disabilities

The African Peer Review Mechanism (APRM) is a key accountability and self-assessment element of Africa's development project, the New Partnership for Africa's Development (Nepad). Parliament is in the process of increasing the capacity to monitor the implementation of recommendations of the APRM.

Parliament has adopted an International Relations policy that guides its interaction with the rest of the world and how it receives international visitors to Parliament. There is still more work to be done in this regard in building internal capacity, enabling Parliament to engage with international relations issues on a higher level than today, including a content-based executive development programme to develop capacity in international relations and to establish specialist areas of work within the International Relations Section.

Parliament aims to improve public participation in all parliamentary processes as set out in the Constitution. The new Oversight and Accountability Model aims to make the parliamentary oversight process more effective and efficient. An integrated Public Participation Model that integrates public participation into the core functioning of Parliament is the process of development. The model will inform all public participation programmes of Parliament as well as all supportive communication initiatives.

Parliament, in its effort to expand Parliament's access, opportunity and space to directly be in touch with and engage continuously with the people who are ordinarily outside national debates in society, is establishing Parliamentary Democracy Offices (PDOs) throughout the country in each province. An ongoing activity in PDOs would be political discussion to obtain people's views on matters of national importance, major policy or

legislation before Parliament. In addition they will assist with realising the public participation objectives of Parliament, create an immediate parliamentary presence in the provinces, and ensure a greater level of efficiency in accessing communities and providing ground support for parliamentary programmes.

CORE OBJECTIVES

The core objectives for the Parliamentary Service indicate our main business.

They are:

Core Objective 1: To pass laws (legislation)

Twenty-eight (28) Bills were introduced in both Houses during the period under review, and thirty-six (36) Bills were tabled before committees in 2006/07 financial year. Of the thirty-six (36), twenty-two (22) were processed, finalized and reported on by committees while 13 are still before committees. One Bill was withdrawn for resubmission.

Core Objective 2: To oversee and scrutinize executive action (oversight)

There were a total of 3210 and 321 replies for the National Assembly and National Council of Provinces respectively for the year under review. These total of replies include the replies for the both Deputy President and President.

Core Objective 3: To facilitate public participation and involvement

Parliament is living by its slogan that says "Masijule ngengxoxo Mzansi", which means, "Let's deepen the debate, South Africa". This

has made Parliament to successfully enter into partnerships with Provincial Legislators in further reaching people in all corners of South Africa. The campaign has created the opportunities for the public, particularly the most marginalised communities, to engage with Parliament and the Provincial Legislatures.

Core Objective 4: To participate in, promote and oversee co-operative government

Parliament and Provincial Legislatures have created partnerships that enhance opportunities of understanding and delivery according to the needs of the people at community level (youth can engage with National Youth Structures and Local Government). This has encouraged young people to take part in decision-making and legislative processes which directly affect them.

There is a platform of multi-sectoral networking on important issues affecting the quality of life of women; this has also created an opportunity for the public, particularly the most marginalised communities, to engage with Parliament and the Provincial government.

Core Objective 5: To engage in, participate in, and oversee international participation

Parliament has been engaged in numerous interactions with different countries with regard to issues pertaining to Agriculture, Land Affairs, Correctional Services, Water Affairs, Health Services, Minerals and Energy, Constitutional Development, Education and Home Affairs and Women Empowerment issues.

There were other exchange information sessions where Parliament shared views and experiences around the role played by these Parliaments and the Parliament of South Africa in their legislative and oversight functions, aimed at facilitating dialogue and exploring possible areas of cooperation for mutual benefit between the respective Parliaments. The overall focus was to build lasting friendships and sustainable working relations for the optimal benefit of the Parliaments involved.

III. PROGRAMMES MEASUREMENTS AND ACTUAL PERFORMANCE

III. PROGRAMMES MEASUREMENTS AND ACTUAL PERFORMANCE

PROGRAMME 1: ADMINISTRATION

Purpose

Manage Parliament, providing procedural and legal advice and support; facilitate public involvement in parliamentary processes; facilitate Parliament's legislative and oversight processes; and provide institutional support and corporate service.

Measurable objective

To provide the core support services required by Parliament to fulfil its legislative and oversight functions and to provide the auxiliary support services required to enable the institution to function smoothly.

3.1 SUBPROGRAMME 1: OFFICE OF THE SECRETARY

Sub-Subprogramme 1: Financial Management Office

Output and service delivery trends

KPA/Objective	Measure	Actual performance against target	
		Target 2006/07	Actual
To provide timeous payment and, valid, accurate recording of transactions.	Creditors are paid within 30 days.	Prompt payment of Creditors.	Suppliers were paid and the outstanding invoices will be settled soon.
To compile and monitor the budget of Parliament.	Monthly monitoring of budgets of Parliament.	Budgets prepared within framework and timelines as prescribed by National Treasury;. Verifying and capturing all budget shifts.	All frameworks and timelines adhered to. Monthly reports available to divisions. Budget Councils instituted to provide platform to do this. All shifts authorized and reconciled to original and final budget figures.
To provide travel facilities for members as prescribed.	Accurate and valid travel transactions to be captured. Member support provided timeously.	All travel to be conducted by members should be done through the Commerzone travel system;.	All travel facilities arranged through the Commerzone system. All travel supporting documents inspected to ensure that they are adequate prior to payments being made. Member support provided as and when required.

Sub-Subprogramme 2: Organisational Development

Output and service delivery trends

KPA/Objective	Measure	Actual performance against target	
		Target 2006/07	Actual
To conduct competency Profiling and Assessment of employees.	Profiling of all jobs in Parliamentary job grades C3 and above to ensure alignment of the job profiles to the strategic objectives.	All jobs in Parliamentary job grades C3 and above profiled.	All jobs in Parliamentary job Grades C3 and above were profiled.
	Assessment of all employees occupying jobs in Parliamentary job grades C3 and above in order to identify developmental gaps.	All employees occupying jobs in Parliamentary Job grades C3 and above assessed.	All employees occupying jobs which fall in Parliamentary job grades C3 and above were assessed.
	Provision of feedback to assessed employees outlining the developmental areas for each employee.	All employees in Parliamentary Job grades C3 and above receive feedback on the outcome of their assessments as well as areas of development.	All the assessed employees received feedback on the outcome of the assessement as well as areas of development.
To conduct culture and climate assessment of the parliament service.	Completion of a Parliamentary service-wide as well as division-specific reports based on culture and climate assessment aimed at establishing the state of readiness of the institution to deal with more change and the impact of the previous change.	Completion of a comprehensive culture and climate assessment report outlining how the questionnaires were compiled, distributed and Interpreted.	A Comprehensive culture and climate assessment report was completed with clearly outlined recommendations.

Achievements

1. Completion of a Competency Profiling and Assessment project within budget.
2 The Competency Profiling and Assessment project, assessment of employees now forms part of the recruitment and selection process. This allows the institution to appoint the "right" people into the "right" jobs.

Sub-Subprogramme 3: Policy Management

Output and service delivery trends

KPA/Objective	Measure	Actual performance against target	
		Target 2006/07	Actual
To develop and formulate internal policies.	Reviewed existing policies and developed new policies.	Draft policies and procedures developed.	18 draft policies developed.
			11 draft procedures developed.
		Policy training course.	Arranged a policy writing course for Managers and Specialists.
To provide research support, analysis and advice.	Provide research support and analysis.	Reports and research papers.	Provided analytical research papers to assist in decision-making. Member support provided as and when required.
			Provided advice on policy issues.
To monitor, assess and evaluate activities of parliamentary service.	Develop mechanisms for monitoring, assessment and evaluation.	Effective mechanisms/ instruments in place.	Developed templates for monthly, quarterly and annual reports.
			Developed monitoring framework for policy implementation
			Developed electronic instrument for monitoring policy implementation.

Achievement

Successful organisation of Policy Writing training course.

Sub-Subprogramme 4: Strategy and Business Planning

Output and service delivery trends

KPA/Objective	Measure	Actual performance against target	
		Target 2006/07	Actual
To facilitate and maintain Strategic and Business Planning of Parliament.	Facilitate and maintain the environmental analysis.	Comprehensive, reliable, clear, timely and proactive.	Environmental Analysis review.
	Facilitate and maintain the Strategic Plan.	According to regulatory frameworks.	Strategic Plan tabled in June 2006.
	Facilitate and maintain the Business Plan(s).	According to planning policy	Business Plans reviewed.
To monitor and implement the Strategic Plan.	Programme management of strategic objectives.	According to institutional policy.	Programme for Strategic Objectives managed.
	Management of institutional projects.	According to institutional policy.	Projects managed.
	Project management support.	According to institutional policy.	Project support provided.
	Co-ordinate and facilitate the planning and submission of projects for Donor support.	According to donor and institutional policy.	Donor programmes Co-ordinated.

Achievements

Strategic and Business Planning

- Tabling of the reviewed Strategic Plan in June 2006.
- Annual Strategic Summit held in July 2006
- Review of Divisional Business Plans
- Completion of 13 Business Plans for Portfolio Committees

Projects
- Image and Positioning project – launch of new emblem
- Upgrading of various committee rooms (including the Secretary's boardroom)

PROJECT OFFICE

The Strategic Objectives are divided into 61 strategic projects spread across the five-year term of the third Parliament. Since 2004 Parliament has successfully implemented 21 projects, 25 are currently managed at different stages of the project cycle (initiation, planning, execution or closure) and 16 projects are still to be initiated.

Projects in implementation

The following strategic projects have been initiated and are in different phases of delivery:

Best Practice on Oversight

The Best Practices Guide derives its mandate from the Joint Rules Committee. The Task Team on Oversight and Accountability is in the process of finalizing the Best Practice Guide for Committees. It purports to capture in a single document, for ease of reference, both new ideas on oversight as well as those already contained in different parliamentary documents prepared over the past decade.

The need was identified for the Best Practice Guide to address key procedural components of best practice identified within committees. It recognises that flexibility has to be obtained in the preparation of committee programmes for oversight, as many exigencies arise from time to time and have to be immediately accommodated.

It will become a practical institutional tool to improve the effectiveness of committees. The Best Practice Guide is being developed to take cognizance of the oversight model.

Project Outputs:
- Best Practice Guide
- Training of members and staff on the Best Practice Guide

Develop Rules for oversight processes

To accommodate the implementation of the Oversight Model, the Parliamentary Rules will have to be reviewed. Once the Joint Rules Committee adopts the Oversight Model, the Task Team would have to finalise the review of the Parliamentary Rules and they would have to make recommendations to the Joint Rules Committee as to the proposed amendments that need to be effected.

The review process would assist in identifying areas where the rules are silent on certain current practices and to identify the rules which would cater for current unwritten practices and which would support the oversight model.

Project Outputs:
- Identification of rules to be added or modified
- Adoption of the new rules

Develop Legislative Framework for Oversight

In terms of Section 77 (3) of the Constitution, Parliament must provide for a procedure to amend money Bills before Parliament. The mandate from the Joint Rules Committee to the Task Team was that the Task Team develops draft legislation incorporating a procedure to amend money Bills. The draft legislation has been finalized and will be presented for consideration to the Joint Rules Committee.

Project Outputs:
- Development of Draft Legislation
- Submit Draft Legislation to the Presiding Officers for referral to relevant committee to process into an Act.

Implement the Parliament Content Management System (PCMS)

The Parliament Content Management System seeks to achieve the following objectives:
- To ensure that Parliament meets legislative and policy requirements which pertain to the management of records and information in the public sector (e.g. National Archives Act and Promotion of Access to Information Act)
- To provide an integrated approach to the management of institutional documents and records.
- To improve on Parliament's ability to share and exchange information and knowledge.
- To improve administrative efficiency and effectiveness through automated workflow processes for the core business of Parliament (e.g. legislation, committees, questions and oversight processes).

The system will be rolling out in the first half of 2007.

Project Outputs:
- The provision of an enterprise-wide central repository for document and records management.
- The workflow automation of Parliament's core business processes to enhance Parliament's ability to track and monitor efficiency and progress of legislation, Members' questions, committee work, and oversight processes.

Unified Communications Project

In order to fulfil the core objectives of Parliament successfully, Members engage in the following activities away from their offices: study groups, committee work, plenaries, caucus meetings, public participation meetings, constituency work and international participation. Members of Parliament also spend their time divided between their constituencies and Cape Town and their International Participation activities often result in international travel.

The nature of the activities mentioned above decreases the time that a Member of Parliament is able to work from a desk.

The Unified Communications project aims to provide members with a single mobile communication tool that integrates all communications into one device: a pocket PC or a Personal Digital Assistant (PDA) with cell phone capabilities. The system would avoid the time and effort it takes in accessing messages from different communication tools such as e-mail, voice mail, fax and SMS. It also allows extensive mobile access to Parliamentary information, calendaring and communications when not in the office.

The Unified Communications Project is currently running a three-month pilot project until the end of June 2007. During the last two weeks of March and the first two weeks of April 2007 fifty-seven Members of Parliament in the pilot group received their pocket PCs.

Project Outputs:
- Rollout of pilot project
- Evaluation of pilot project
- Plans for institution-wide rollout

- Rollout to all 450 Members of Parliament
- Training of IT Support to assist members

Provide committee rooms with systems and technologies

This project was approved in 2005 and has resulted in the implementation of modern digital committee room systems in the National Assembly, NCOP and Old Assembly buildings. To date seven committee rooms have been electronically refurbished. The project plans to further upgrade the electronic systems of committee rooms E249, M46, the Old Assembly Chamber and Good Hope Chambers, where systems are outdated and urgently require replacement.

Project Outputs:
- 11 modern committee room systems implemented
- Training of parliamentary staff to utilise and maintain these systems.

Enhanced Capacity for Oversight

In order for Parliament to effectively conduct oversight, the institution requires increased research and analytical capacity for committees. This oversight project is aimed at facilitating the rapid recruitment of specialised support capacity for committees over the period of three years. The recruitment drives under this project will bring on board support capacity of the following nature: subject expert Researchers; Content Analysts; Librarians and Administrative Assistants to provide members and committees with substantive knowledge and specialised information relevant to their oversight work. The three-year recruitment cycle will be undertaken in two recruitment drives as follows: 49

candidates in 2007-08, 48 candidates in 2008-09.

Project Outputs:
- Post development
- Appointment of 8 Senior Researchers, 29 Researchers, 45 Content Analysts, 8 Librarians and 7 Administrative Assistants for the Legislation and Oversight Division
- Induction and integration of the new recruits to the institution.
- Office space and equipment for new appointments

Establish a training programme for members and employees in oversight-related areas

Parliament has appointed a consortium of service providers to develop a curriculum for Members of Parliament to better equip them for the role of oversight. The project will not only develop the curriculum but will also, through a series of accredited courses, provide Parliament with a virtual university for the future development of parliamentary skills. This programme will also be extended to parliamentary employees.

Project Outputs:
- Appointment of accredited service providers
- Development of parliamentary specific curriculum
- Provision of training facilities and · administration
- Provision of courses
- Review of programme

Establish a communication and co-ordination mechanism across committees and clusters

One of the resolutions of the Task Team was the development of guidelines for Select and Portfolio committees for joint planning and protocols to assist committees with joint planning. The Task Team is currently in the process of developing these guidelines based on the Oversight Model.

Project Output
· Adoption of guidelines for joint planning and protocol
· Implementation of rules, system and capacity to facilitate joint planning and · protocol

The Language Policy Implementation Project (LPIP)

Parliament gives expression to our democracy and entrenches representability. The LPIP refines and inculcates these constructs by integrating multilingual communication into the daily activities and outreach of the institution.

The political mandate of the LPIP emanates from the linguistic rights as entrenched in the Constitution of South Africa, 1996. This project contributes significantly to the incorporation of the linguistic wealth as part of the indigenous knowledge obtainable in the country, critically positioning the institution for the 21st century. Data published by Statistics SA underline the importance of this project with the fact that more than 38,7 million or more than 90% of the current South African population do not use English as their mother tongue.

This project aligns functional multilingualism as a constitutional requirement with the institutional value of people-centeredness and provides the impetus to change the institutional culture to become a more inclusive and representative reflection of our diversity.

One of the aims of the LPIP is to develop sufficient capacity, both at a functional system and human resource level, increasing and balancing the linguistic output and input. This implies the building of sufficient internal capacity of the project's primary customer, the Language Services Section (LSS), and ensuring quality multilingual service delivery in all 11 official languages and SA Sign Language (SASL) to the customers of the institution, internally and externally, by using a phasing-in approach over a proposed period of six years.

Milestones achieved by the project were the undertaking and implementation of the work-study analysis results to optimise changes to the organisational structure in order to meet the additional demands created by the language policy; also a linguistic quality control level was introduced to the organisational structure to ensure quality service delivery in all official languages in the reporting, translation, and interpreting units of the LSS.

Prior to the aforementioned work-study, simultaneous interpreters were appointed to address the immediate demands of the interpreting services in both parliamentary Houses. As a direct result of the project the simultaneous interpreting service outputs in the Houses increased by 550%, providing a continuous service in all official languages during parliamentary proceedings. SASL-

interpreting broadcasting will be introduced during the second quarter of 2007, which will conclude this phase. Various infrastructure, technical and functional systems have been introduced into the institution, which also meets industry standards in order to render simultaneous interpreting, reporting and translation services in all official languages. The digital recording system is one of the notable achievements.

Other relevant milestones are the development and expansion of reporting and translation capacity to reduce turnaround time and to enable service delivery in all official languages. Upcoming phases of the project have an additional directive to deal with appointing staff on a sessional basis, which will present unique opportunities and challenges.

Numerous project challenges exist that are related to innovative problem-solving demands on the project team and balancing cost-effectiveness with quality service delivery. Interdepartmental co-operation, as a project strategic objective to grow and share the limited skilled resources and the optimisation of existing resources, remains an issue. A long-term mature funding approach, similar to the generally accepted project management approach to support implementation sustainability, will further maximise the impact this project has on its customers. Short-term and medium-term spatial constraints of the institution have a further negative impact on the life cycle of the project and remain a challenge.

Project Outputs:
- Building simultaneous interpreting capacity to render a quality service to the institution in all 11 official languages and SASL - 296 Language Practitioners (Interpreters)
- Create translation capacity to render a quality service to the institution in all 11 official languages – 117 Language Practitioners (Translators)
- Install and establish adequate equipment, infrastructure and workspace in the organisation to support multilingual service outputs by building and equipping booths and offices to support service delivery in the current 22 committees' venues of Parliament.
- Establishing and implementing a functional organisational structure to ensure the delivery of quality multilingual language services through the establishment of an Interpreting Unit and additional managerial support structures, creating a quality control level of 35 Senior Language Practitioners and the relate**d** required Controllers positions according to internal policies.
- Research and implement appropriate business processes and technology systems to maximise service delivery enabling multilingual publishing outputs of the institution to be installed and established, reducing turnaround time required, such as the digital recording system and the interpreting quality control system.

Development of Translation Systems

This project, currently in the design and procurement phase, intends to apply technology to reduce the turnaround time required to translate parliamentary content into the 11 South African official languages.

This solution will increase the quality of multilingual service delivery output of translation-related activities relating to the production and publication of Hansard, the translation of general documents and the translation of Bills and other legal documents, contributing to the objective of an effective and efficient institution.

The mandate of this project is founded in the language clause of the Constitution of South Africa, supporting and upholding the implied linguistic rights of the population of South Africa. This project, driven by the institutional values of constitutionality and people-centeredness, will use available technologies and systems to incorporate written indigenous knowledge produced in the institution into all daily activities, positioning the institution to lead the cultural renaissance in South Africa.

Effective multilingual communication, an essential building block of the institutional vision to take Parliament to the people, will be established through the building of a database and systems in the official languages and add efficiency to the translation process by making it easier to deal with multilingual text or different variations.

The broad objectives of this project will enable Parliament to build a database of corpora for the 11 official languages by using available parliamentary linguistic content and by further developing related content to enhance the translation turnaround time. Translation quality will be assured through standardisation with the added value of nationally contributing to language development in South Africa.

Project Outputs:
· Develop systems specification
· Acquire and implement system
· Train Language Services Staff on the system

Implement a video-conferencing system

This project is part of a national video conferencing project supported by the EU-Legislature Support Programme, aimed at linking all nine provincial legislatures with the national legislature via video conferencing.

Project Output:
· Video Conferencing linkage with all nine local legislatures from both Houses of Parliament
· Trained staff to support and maintain the system

Parliamentary Website Project

The primary objective of the project is to build a new integrated, interactive and dynamic website in order to provide a two-way participative relationship between Parliament and the citizens of South Africa, Members of Parliament, relevant stakeholders, international governments and the media, using the web channel.

The new website will:
· Enable greater public participation;
· Provide a holistic view of Parliament's business;
· Provide a singular view of Parliamentary information to all stakeholders and customers;
· Establish and maintain an Internet presence to inform the stakeholders (nationally and internationally) of legislation, oversight, public

participation and international participation activities.

· Provide an interactive and /or feedback facility for public to engage with Parliament's public participation processes.

Project Outputs:
· Analyse Parliament's current website environment
· Develop user requirements
· Develop technical requirements
· Design and develop interim website
· Deploy Content Management Software
· Build and deploy a prototype of 50 html pages
· Develop and implement the final website
· Train 20 administrators

Public Affairs Restructure (Establishment of the Parliamentary Communications Service)

In July 2006, the Secretary to Parliament constituted and mandated a Task Team on Public Affairs, Protocol and international Relations (IR), to work with the respective structures on transformational processes aimed at enabling better performance of the Public Affairs section of Parliament. The proposal developed proposed the establishment of the Parliamentary Communications Service with the objectives of:

· Promoting the image and a better understanding of Parliament and its role
· Promoting public education and public participation in the processes and activities of Parliament
· Providing communication support to the Legislative and Oversight role of Parliament

The Parliamentary Communication Service would provide strategic political and communication support to the institution through internal communication, media management and productions, public relations, public education, content development and specialist communication services.

Project Outputs:
· Developing job description and approval for the new structure
· Capacitation of the new structure

Refurbishment of Members' Offices

Parliament has the difficult role of allocating offices and furniture to political parties based on the proportions determined during elections and floor crossing periods. Currently furniture is allocated without systematic thought to the Members' standing within Parliament. There is no uniformity in what a Member may receive in terms of furniture and often the furniture items are broken, mismatched or have been haphazardly repaired, making it difficult for Members to conduct official business with members of the public effectively within their offices.

Project Outputs:
· Development of furniture standard
· Development of prototype show offices
· Appointing furniture manufacturers
· Refurbishment, delivery and installation of 400 Members' offices
· Disposing of old furniture

Space Utilisation Project

This project is meant to address the spatial problem and a lack of adequate facilities in Parliament. The need for banqueting and hosting facilities, a need for a joint seating chamber with a public gallery, VIP facilities to receive foreign dignitaries and additional space provision for identified offices.

Sub-Subprogramme 5: Protection services

Output and service delivery trends.

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
To provide safety & security within the precincts of Parliament.	Contingency planning.	Providing contingency plans for all eventualities in order to ensure the safety of persons and the ability of the institution to continue with its business.	Parliamentary Emergency Preparedness Manuals were developed in conjunction with the SAPS. These manuals include all evacuation routes for all buildings.
	Internal Movement Control.	Restricting the movements of persons to authorized areas only.	All manuals have been finalized, printed and delivered and are ready for rollout.
			During this period the access control monitoring facility was upgraded and is in use. All Operations Support Personnel received training in the use of the monitoring room.
			RF reader networks in Parliament have been activated. This enhances the control of movement of persons within all Parliamentary buildings.
			During this year Parliament experienced several upgrades and renovations. The high number of contractors on site put serious strain on human resources resulting in additional overtime being worked by employees.
			26 Protection Officers were appointed this year. This improved the control of contractors and visitors on the parliamentary precincts.
			Entrances such as the NCOP, service entrances and the NA basement entrance are now staffed for the first time. This also made it possible for the Protection Service to introduce patrols, reaction services, escorting of visitors in 90 Plein Street and 24-hour monitoring of the Nerve Centre.

Sub-Subprogramme 5: Protection services

Output and service delivery trends.

			Actual performance against target
KPA/Objective	Measure	Target 2006/07	Actual
	Environment safe & secure.	Creating a safe and secure working environment at Parliament.	During this year the Protection Services have on a regular basis inspected all fire escapes, stairs and doors.
			Tests were also conducted on: Fire extinguishers & hydrants X-ray machines & Metal detectors All lifts Gas installations Generators & Transformers All safety equipment inspected daily.
			Ongoing repairs are being effected where required.
	Access Control.	Providing effective access control at Parliament. .	A new Security Policy was introduced. This clarifies roles and responsibilities of the South African Police Service and Parliament Protection Services.
			Conditions of access signage were erected at all entrances.
			Structural problems relating to aluminum door fitted with access control equipment is a continuous problem effecting the down time of the system. DPW are addressing this problem.
			Preparations for the reissuing of permits to all permit holders have been finalized as all permits have reached the end of their guarantee period. Stock has been procured and a roll-out is scheduled for the next financial year.
	Personnel Security.	Ensure that persons accredited at Parliament do not pose a threat to the institution and that the persons have the appropriate levels of clearance for their respective jobs	Several initiatives have been initiated to enhance the level of security at Parliament.

Sub-Subprogramme 5: Protection services

Output and service delivery trends.

		Actual performance against target	
KPA/Objective	**Measure**	**Target 2006/07**	**Actual**
			Protection Services started with the re-vetting of all Parliamentary employees. Operator Support Personnel have all been trained by the NIA in the administration of vetting documentation for Parliament.
	Protection of Information.	Ensure that specific classified documentation is protected upon request.	During this year the Protection Services in conjunction with SAPS and NIA were responsible for the protection of the National Budget embargo and mid-term budget. No information breaches reported.
	Theft of Parliamentary property.	Minimize theft at Parliament.	During this financial year the following thefts were reported to the Protection Services Section: A two point plug was stolen from the office of an MP Laptop in Old Assembly IPAQ stolen in 90 Plein street. Theft of money out of staff member's purse. Theft of newspapers. Theft of portable air conditioner. Video machine Desktop computer Tablet computer
	Protection of Property.	Ensure the protection of Parliament's assets.	The fire detection system of Parliament has been upgraded and is monitored 24 hours per day. All protection services staff received training in fire fighting, fire marshal training and evacuation and procedures.
	Protection of Chambers at Parliament.	Provide chamber security to the National Assembly Chamber and the NCOP Chamber.	Only NA Chamber received security support from the Parliamentary Protection Services. Since the appointment of additional Protection Officers

Sub-Subprogramme 5: Protection services

Output and service delivery trends.

KPA/Objective	Measure	Target 2006/07	Actual performance against target
			Actual
			the Protection Services are now rendering security support to both Houses of Parliament.
	Key Control.	Ensure the effective control of the institution's keys.	The locks of all Members of Parliament were upgraded with high security locks. In addition, all locks of committee rooms were also upgraded. Two Key Control Officers were appointed in June 2006. The Key Control Office is busy with a key audit to determine upgrades for the next financial year.
	Protection of Events and special visits.	Provide effective security at events and Special Visits.	The Protection Services provided protection for the following events, and official visits: Visits: The Protection Services provided protection during 45 foreign visits. Events: SADC-PF Launch of the new emblem Parliamentary Network on the World Bank NCOP visit to Gauteng NCOP visit to free state Women's Parliament Youth Parliament International Women's conference 10th anniversary of the Constitution. Official opening of the National House of Traditional Leaders

Sub-Subprogramme 5: Protection services

Output and service delivery trends.

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
			BUDGET DAY State of the nation address 2007 Progressive Women's Movement of SA Workshop hosted by Speaker.
		Effectively manage security related events.	Upgrade of the access monitoring room completed. A Down Room for all staff is still being developed in the Old Assembly basement. Upgrade of the 90 Plein Street entrance completed. Upgrade of the enhancement of CCTV systems, not completed.
		Provide programs to the Parliamentary community to make them aware of security policy and procedures.	Documentation is prepared and will be forwarded to all Members and staff during the Emergency Preparedness Roll-out.

Sub-Subprogramme 6: Member's Interest

Output and service delivery trends.

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
To implement the Code of Conduct for Members of Parliament	Publish Annual register of Members' Interests.	Update the Register of Members' Interests.	The 2006 Register of Members' Interests was adopted by the Joint Committee on Ethics and Members' Interests in 2006. The Register was published and distributed to various stakeholders. The 2006 register was also published on the parliamentary website. No Reported errors.
	Investigate complaints against Members of Parliament.	Facilitating and coordinating the investigations.	The Office of the Registrar of Members' Interests investigated three complaints against twenty Members of Parliament. The Office was finalising one complaint, all the investigations have been concluded and reports of all the investigations have been tabled in both Houses. Reports adopted in both Houses.
	Provide Advice on the Code of Conduct to Members of Parliament.	Checking the status of directorship of Members with CIPRO. Checking the status of directorship of Members with CIPRO.	In order to assist Members in complying with the Code of Conduct, the Company and Intellectual Property Rights Organisation (CIPRO) was requested to assist members in checking the details of their directorships as it appears on the CIPRO record. Approximately three hundred Members responded to CIPRO help desk in parliament.
		Written advice was given to individual Members on issues of disclosure.	Accurate advice provided within three days of requests.

Sub-Subprogramme 6: Member's Interest

Output and service delivery trends.

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
To provide support to the Joint Committee on Ethics and Members' Interests.	The Joint Committee on Ethics and Members' Interests held a total of eight meetings in 2006.	Meetings arranged and reports completed.	The Joint Committee on Ethics and Members' Interests met with its counterparts from Indonesia, Germany and Canada during their visits to the South African Parliament. Reports and minutes adopted.
	Keep track of policy developments.	Follow local and international debates on developments in ethics.	The Registrar of Members' Interests attended an International Conference of Ethics Professionals at Oxford, in April 2006.
		Draft tabled.	The Revised Draft Code of Conduct was tabled for consideration of the Committee.

Sub-Sub-Programme 7: Treasury Advice and Internal Audit

Output and service delivery trends.

KPA/Objective	Measure	Actual performance against target	
		Target 2006/07	Actual
Co-ordinate Audit Committee (AC) Activities and to ensure that it is functioning	To ensure that the activities of the Audit Committee are co-ordinated in the manner that will ensure that they discharge their responsibilities effectively end efficiently in compliance with the approved AC Terms of Reference and their contracts.	All members accepted the offer and sign their contract before financial year end.	Members signed their letters of appointment as planned. Contracts were signed in April 2007.
		Amended Terms of reference for the AC to be approved by the POs before adoption by the AC.	The new AC has adopted the amended charter in their first meeting held on 29 March 2007.
		To ensure meetings are held as provided in the terms of reference.	The AC held two meetings during the current financial year and one the inaugural meeting.
To ensure that the institution has effective systems of risk management, internal control and governance	To enhance a systematic, structured and well co-ordinated and integrated risk management function throughout Parliament	Facilitation, co-ordination of the development of the Enterprisewide Risk Management (ERM) Framework to be developed, adopted by management and approved by the STP by end of March 2007.	The Revised Framework is in draft form and not yet adopted by management. Risk assessment and management methodology has been developed awaiting the approval process and the formal appointment of the RMC members.

Sub-Sub-Programme 7: Treasury Advice and Internal Audit

Output and service delivery trends.

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
		Ensure a new Risk Management Committee (RMC) is established, restructured and functional by the end of March 2007.	Revised Risk Management Committee (RMC) charter and/or Terms of Reference with the risk management philosophy has been endorsed by Secretariat of Parliament. The restructured RMC will be fully functional and launch will be held in the financial year 2007/08.
		Facilitate development of a risk profile of the institution	Identification of key risk areas has been done through the development of Three year strategic plan of the unit and will be reviewed in October 2008.
To ensure that there is effective system of fraud prevention	To ensure that organizational culture of financial management and accountability is improved and that all staff upholds the image and subscribes to Parliament ethical values and the principles of good governance.	Organising and facilitating fraud prevention awareness campaigns.	Fraud Prevention Awareness Campaign for the year took place on the 30th March 2007. The Fraud Prevention program for the year was developed and will be implemented in 2007/08 financial year.
		Whistle blowing Hotline reports to be managed and effectively monitored on a monthly basis.	The Hotline is outsourced. The whistle blowing reports from the hotline are monitored on a monthly basis and followed up where necessary.
		To develop a whistle blowing policy and review the Fraud Prevention plan.	These are both at a draft stage and will be finalized during the 2007/08 financial year.
		Review and evaluation of internal control and governance processes in compliance with the internal risk based internal audit plans – 13 Key risk areas informed the annual internal audit plan.	13 Internal audit reports with recommendations to improve these processes were tabled and discussed with management and audit committee for implementation and monitoring.

Sub-Sub-Programme 7: Treasury Advice and Internal Audit

Output and service delivery trends.

	Actual performance against target		
KPA/Objective	**Measure**	**Target 2006/07**	**Actual**
To ensure that an in-house internal audit function is fully established and operates in compliance with the Internal Audit Charter by 31 March 2008	To ensure that Parliament maintains an effective and efficient system of internal audit and does not depend on the outsource services of the Consortium of Delotte and Gobodo to deliver on its mandate.	Internal audit organizatioal structure to be developed and approved before end June 2007	New Head of Internal Audit appointed in November and internal audit structure will be finalized during the 2007/08 financial year.
		Internal audit charter approved.	The amended internal audit charter has been approved by the audit Committee.
		Management of internal audit Consortium Contract of Gobodo and Deloitte to ensure compliance with the provisions of the contract.	Monthly meetings were held with the Head of Internal Audit to ensure that there is a platform to discuss both strategic and operational challenges and monitor deliverables and status of reports in line with the contract:
		Development and approval of risk based three year strategic and annual internal audit plans for the 2006/07 financial year.	Annual risk based plans were approved by management and the Audit Committee.
		To ensure findings and recommendations of the AG are attended to and recommendations implemented by management	The issues as reported by the auditor General in the financial year 2005/06 were included in the internal audit plan for follow up and were resolved
		To ensure that the internal audit activity is functioning effectively	For this period the unit is relying on the consortium methodologies and procedures to conduct the audits. Internal audit manuals and procedures are in the process of being developed and are draft from.
		Building professional relationship with the external auditors to ensure co-operation and co-ordination of scope of audits and to ensure effective management of audit cost of Parliament (both internal and external).	Facilitated the establishment of a formal Audit Task Team composed of Parliamentary Service staff from key components to ensure timoeus and reliable information to the auditors.

Achievements

- Developed and submitted Internal Audit and Audit Committee charters have been approved and endorsed by the Audit Committee respectively.
- Audit Committee is fully established and has started to function effectively;
- Successfully organised meeting and/or activities of the Audit Committee
- Effectively co - ordinated the external audit to ensure efficiency which resulted to the reduced external audit costs of external audit.
- Facilitated Fraud Awareness Campaign.
- Enhanced the relationship with the AG to ensure that the communication between AG and management is effective (AG plans, scope and related fee discussed at appropriate governance levels within Parliament).

Sub-Subprogramme 8: Public Affairs

Output and service delivery trends

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
To ensure that communication is utilised as a vehicle for public education and participation.	Establishment of a Resource Centre.	A fully operational Resource Centre.	Resource Centre is operational. Information provided via website attracted a total of 1 870 543 hits. Year on Year increase: 743 585. The PABX software has been upgraded and the call monitoring system has been installed and the Braille printer has been purchased.
To implement strategic outreach media liaison initiatives.	Media Management.	Proper media profiling of Parliament.	Provided media support in the following events: • People's Assembly 2006 • Women's Parliament; • Youth Parliament • Taking Parliament to the People (Free State and Gauteng) • Public Hearing conducted by the Portfolio Committee on Home Affairs • Equality Review Public Hearings • Secretary's Greeting Card • Speaker's Greeting Card • Speaker's Greeting Card

Sub-Subprogramme 8: Public Affairs

Output and service delivery trends

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
			• Speaker's Visit to the Republic of China • Presiding Officers' Political Report • State of the Nation Address • World Bank Conference • Parliamentary Calendar • Cost to Company Banners • National Assembly • Africa Day • The Report of the South African Parliament on the 49th Session of the United Nations Commission on the Status of Women.

Programmes of Public Affairs

Programme	Aim of the programme	Achievements
Radio programme.	Inform and educate the public on parliamentary processes. Promoting the understanding of Parliament and its work. Educate the public on how they as citizens can participate in the lawmaking process.	Radio materials produced and flighted on 14 SABC radio stations and in 11 official languages. Public informed on key legislation being considered by Parliament. Increased basic understanding of how Parliament functions. Increased understanding of how to participate in the legislative process.
Youth Parliament.	Project plan developed. Marked the 30th anniversary of the 1976 Soweto Uprising. Created an opportunity for youth to engage with Parliament, Provincial Legislatures, National Youth Structures and Local Government.	Approximately 250 youth delegates participated in the event. Successful implementation of project. Increased awareness of the event and its significance to the people. Making Parliament more accessible to the people.
	Encouraged young people to take part in decision-making and legislative processes which directly affect them.	
Women's Parliament.	Project plan developed. Marked the 50th anniversary of the Women's March to the Union Buildings on 9 August 1956. Created a platform for the creation of a multi-sectoral network on important issues affecting the quality of life of women.	Approximately 250 delegates participated in the event. Successful implementation of project. Increased awareness of the event and its significance to the people. Making Parliament more accessible to the people.
People's Assembly.	Project plan developed. Marked the 10th anniversary of the Constitution. Created an opportunity for the public, particularly the most marginalised communities, to engage with Parliament and the Provincial Legislatures.	Approximately 1 000 people attended the main event in Oudtshoorn. 200 people attended the public meeting prior to the main event in Oudtshoorn. Successful implementation of project in partnership with Provincial Legislatures. Successful co-ordination of programme via a live satellite link-up with the SABC. Increased awareness of the event and its significance to the people. Making Parliament more accessible to the people.

Sub-Subprogramme 9: International Relations

Multilateral Desk

Output and service delivery trends

			Actual performance against target
KPA/Objective	Measure	Target 2006/07	Actual
To facilitating international participation.	Providing support to Members to improve participation at an international level.	Improved international participation.	Reports on international participation. Logistic and administrative support provided to Members
			Twenty One (21) events/meetings took place in the year under review.

Bilateral Desk

Output and service delivery trends

			Actual performance against target
KPA/Objective	Measure	Target 2006/07	Actual
To provide research support in respect of bilateral engagements.	Qualitative analytical research provided.	Improved international participation.	Advice and guidance on research required for bilateral engagements.
To co-ordinate logistical arrangements for international travel.	Well co-ordinated logistical arrangements for international travel.	Database for trips undertaken.	Arrangement of flights, accommodation, travel documentation and other logistical support.
			Twenty Nine (29) events/meetings took place in the year under review.

Africa Desk

Output and service delivery trend

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To influence good governance and practices.	Sharing information and experiences with other Parliaments to enhance democratic principles, especially on African continent, through African Multilateral Forums.	Improve international participation.	Report on African fora and recording of interventions and lessons learnt.
			Twenty Seven (27) events/ meetings took place in the year under review.

Achievement

In terms of achieving its main task, the Bilateral Unit has been able to provide effective content and logistical support to Members for incoming and outgoing visits. However, the Unit is slowly moving towards capacitating itself to provide better research and policy support on international relations topical issues.

The Multilateral Desk has consistently provided logistical and administrative support to Members. However, the Unit is slowly moving towards capacitating itself to provide better research and policy support on international matters.

3.3 SUBPROGRAMME 2: NATIONAL ASSEMBLY TABLE DIVISION

Output and service delivery trends.

			Actual performance against target
KPA/Objective	**Measure**	**Target 2006/07**	**Actual**
To provide advice and guidance on parliamentary proceedings and procedures	Timely, accurate, comprehensive and in accordance with developed processes and procedures.	Comprehensive, reliable, clear and timely advice.	Advice & guidance provided and processed in respect of: 56 National Assembly sittings 3 x Joint Sittings 2 x Extended Public Committees 231 non-plenary related matters. Processed resignations of 5 Independent Communications Authority of South Africa members. Developing performance management system for Independent Communications Authority of South Africa councillors. Imminent expiry of terms of office of board members of 2 statutory bodies processed. Approval for the appointment of 11 candidates to the Gender Commission. Staggering of terms of Gender Commissioners processed. Reviewing of Party candidates list undertaken. The appointment of the Auditor General.

3.3 SUBPROGRAMME 2: NATIONAL ASSEMBLY TABLE DIVISION

Output and service delivery trends.

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To provide support in respect of parliamentary proceedings and procedures.	Researched, developed and updated processes and procedures.	Comprehensive, accurate and clear processes and procedures.	Support provided in respect of parliamentary proceedings and procedures: 21 x Ad Hoc Committees looking into the operational problems in the Office of the Public Protector 5 x Draft Leave Policy prepared and presented at Chief Whips' Forum workshop. 21 x Meetings of Ad Hoc Committee on review of Chapter 9 Institutions. 163 House resolutions communicated. 56 x House sittings 3 x Joint Sittings 2 x Extended Public Committees; 27 x National Assembly Programme Committee 28 x Programming Technical Committee 62 x Chief Whips' Forum [including task teams & sub committees] 1 x Chief Whips' Forum workshop 5 x Joint Subcommittee on review of the Joint Rules 4 x Joint Rules Committee 1 x National Assembly Rules Committee 2 x Joint Programme Committee 4 x Panel of House Chairpersons 2 x Subcommittee on Review of the National Assembly Rules 1 x Task Team on Parliament's International Relations Policy 3 x Disciplinary Committees

3.3 SUBPROGRAMME 2: NATIONAL ASSEMBLY TABLE DIVISION

Output and service delivery trends.

			Actual performance against target
KPA/Objective	Measure	Target 2006/07	Actual
To render Chamber and administrative support.	Maintained Chamber information system.	Punctual, precise, according to guidelines.	Chamber functioned and administrative support provided in respect of: 56 x House sittings 3 x Joint Sittings 2 x Extended Public Committees Internal committees provided with administrative support in respect of: 27 x National Assembly Programme Committee 28 x Programming Technical Committee 62 x Chief Whips' Forum [including task teams & sub committees] 1 x Chief Whips' Forum workshop 5 x Joint Subcommittee on review of the Joint Rules 4 x Joint Rules Committee 1 x National Assembly Rules Committee 2 x Joint Programme Committee 4 x Panel of House Chairpersons 2 x Subcommittee on Review of the National Assembly Rules 1 x Task Team on Parliament's International Relations Policy 3 x Disciplinary Committees

3.3 SUBPROGRAMME 2: NATIONAL ASSEMBLY TABLE DIVISION

Output and service delivery trends.

			Actual performance against target
KPA/Objective	**Measure**	**Target 2006/07**	**Actual**
To provide procedural advice and support in respect of external parliamentary interaction.	Facilitate Parliament's international participation.	Timely, comprehensive and clear.	Procedural advice and support provided in respect of: 8 x Assisting Task Team on Parliament's International Relations Policy in finalising draft International Relations Policy and draft Memorandum of Understanding between National Assembly and National People's Congress [China] 1 x Assisting Southern African Development Community Parliamentary Forum members with analysis of draft Rules of Procedure for Southern African Development Community Parliamentary Forum and report submitted to Forum. 2 x Advising on legislative powers of Economic Community of West African States.

Achievements

The Audit of Statutes 2nd edition was produced and distributed in the month of September 2006, the printed version and CD were distributed to all Members of Parliament. The Audit identifies the functions and duties assigned to Parliament in the Constitution and other laws. A further enhancement to this document was undertaken in October 2006 to include in the Audit the relevant Department/Ministry responsibility for each statutory function.

The 2nd Edition of the National Assembly Guide to Procedure is in process of completion for publication. This publication provides a comprehensive overview of the constitutional and other statutory provisions. Including the National Assembly and Joint Rules, and established practices and conventions which, taken together, provide the framework within members exercise their powers and functions.

The 10 Year Review, a record celebrating Parliament's achievements since 1994, which also highlights the challenges the institution continues to face was completed and published. The book will be launched and distributed in the coming months.

A pocket sized parliamentary calendar was produced and distributed within Parliament to Members and staff.

Sub-Programme 2: National Assembly Table Division

Output and service delivery trends

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To render Chamber and administrative support.	Maintained Chamber information system.	Punctual, precise, according to guidelines.	Chamber functioned and administrative support provided in respect of: 56 x House sittings 3 x Joint Sittings 2 x Extended Public Committees Internal committees provided with administrative support in respect of: 27 x National Assembly Programme Committee 28 x Programming Technical Committee 62 x Chief Whips' Forum [including task teams & sub committees] 1 x Chief Whips' Forum workshop 5 x Joint Subcommittee on review of the Joint Rules 4 x Joint Rules Committee 1 x National Assembly Rules Committee 2 x Joint Programme Committee 4 x Panel of House Chairpersons 2 x Subcommittee on Review of the National Assembly Rules 1 x Task Team on Parliament's International Relations Policy 3 x Disciplinary Committees

Sub-Programme 3: National Council of Provinces

Output and service delivery trends

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To provide constitutionally sound procedural and related legal advice.	Procedural advice provided. Committee reports scrutinised for constitutional and procedural compliance. Legal advice provided. Procedural guide produced for plenaries. Prepared minutes of plenaries and House Committees. Participation of youth in NCOP processes. Overall oversight plan for the NCOP. Support provided to the mechanism tasked with the scrutiny of delegated legislation. Opinion on tagging of Bills verified and Chairperson provided the NCOP perspective on Bills to be tagged.	No constitutional comebacks. No constitutional comebacks. No constitutional comebacks. Smooth functioning of the House. Accurate records. Oversight plan developed. Delegated legislation in line with scrutiny criteria. Tagging of Bills in line with the Constitution; Provincial interest taken into account.	Prepare procedural advice. Scrutiny of Committee report. Provide legal advice (relating to procedural issues). Facilitate the understanding in youth of the NCOP and its processes. Performing Table duties for plenaries. Prepare records of proceedings. Implementation of oversight model. Providing support to the mechanism for the scrutiny of delegated legislation. Tagging of Bills.

Sub-Programme 3: National Council of Provinces

Output and service delivery trends

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To facilitating the sharing of information with provinces, SALGA, municipalities and the Public.	NCOP News Published. Member's Album. Press statements – Taking Parliament to the People. Exhibitions (Publications, Audio-visual material).	100% accurate, positive feedback from Target Group.	Provide information; promote the work of the NCOP.
To provision of administrative support.	Administrative and logistical support provided. Chamber support provided and communication during plenary facilitated. Daily papers distributed. Provision of information to Cyber café users. Reliable record of documentation. Facilities maintained.	Reliable; resources available on demand. Messages promptly delivered. Papers available. Information provided. Reliable and accessible. Facilities in acceptable condition.	Provide administrative and logistical support services. Chamber support. Papers available. Provision of information. Documentation management. Facilities management.

Achievements

Workshops conducted

- Conducted NCOP Programming Workshop
- Conducted Intergovernmental and Fiscal Review Workshop
- Conducted Intergovernmental Relations Framework Act and the NCOP Workshop
- Produced NCOP News

3.4 SUB-PROGRAMME 4: LEGISLATION AND OVERSIGHT

Processing of legislation

Twenty-eight (28) Bills were introduced in both Houses during the period under review; thirty-six (36) Bills were tabled before committees in 2006. Of the 36, 22 were processed, finalized and reported on by committees while 13 are still before committees. One Bill was withdrawn for resubmission in 2007. The two Bills introduced in 2007, viz Appropriation Bill and Division of Revenue Bill, were still before committees. Two Bills were referred for mediation.

The following Bills were processed during the year under review

National Assembly Committees:-
- Division of Revenue Bill
- Independent Communications Authority of South Africa Amendment Bill
- Additional Adjustments Appropriation Bill
- Older Persons Bill
- Electricity Regulation Bill
- Genetically Modified Organisms Bill
- Foodstuffs, Cosmetics & Disinfectants Bill
- Deeds Registry Bill
- Sectional Titles Bill
- Appropriation Bill
- Repeal of Black Administration Act and Amendment of Certain Laws Amendment Bill
- Corporate Laws Amendment Bill
- Small Business Tax Amnesty and Amendment of Taxation Laws Bill
- Second Small Business Tax Amnesty and Amendment of Taxation Laws Bill
- 2010 FIFA World Cup South Africa Special Measures Bill
-

Second 2010 FIFA World Cup South Africa Special Measures Bill
- Prohibition of Mercenary Act Bill
- National Land Transport Transition Amendment Bill
- Firearms Control Bill
- Health Professions Bill
- Postal Services Amendment Bill
- Carriage By Air Bill
- Drug-free Sport Bill
- Measurement Units and Measurement Standards Bill
- Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Bill
- Red Cross Society Bill
- Immigration Bill
- Further Education and Training Colleges Bill
- Adjustments Appropriation Bill
- Revenue Laws Bill
- Revenue Laws Second Amendment Bill
- Civil Union Bill
- Transnet Pension Fund Bill

Bills referred to the Joint Committee on Mediation

For the year under review, the Older Persons Bill (B68D-2003) s76, was amended by the National Assembly and rejected by the National Council of Provinces, and was referred to the mediation committee in terms of Joint Rule 186(2)(b).

Prevention of illegal eviction from unlawful occupation of Land Amendment Bill, 2006

The Minister of Housing withdrew the Bill.

Criminal Law (Sexual Offences & Related Matters) Amendment Bill was debated in the NA, but was referred back to the Committee for the Committee to consider its tagging.

Foodstuffs, Cosmetics & Disinfectants Amendment Bill

The Bill was passed by the NA with amendments and transmitted to the NCOP, which also passed it with amendments. It was sent back to the NA to consider NCOP amendments. The NA rejected the NCOP amendments. The Bill was referred to the mediation committee.

Bills still before NA Committees

1. Judicial Officers Bill
2. Child Justice Bill
3. Superior Courts Bill
4. Government Immovable Asset Management Bill
5. Regulation of Interception of Communications Bill
6. National Sport & Recreation Bill
7. Tobacco Products Control Bill
8. Films & Publication Bill
9. Public Service Bill
10. SA Airways Bill

Bills still before NCOP Committees but passed by the National Assembly

1. Health Professions Bill
2. Electricity Regulation Bill
3. Red Cross Society Bill
4. Immigration Bill
5. Transnet Pension Bill
6. The Firearms Control and Mercenary Bills are awaiting translations

The President assented to 26 Bills during the year under review.

Constitutional Court Judgements

Three Acts passed by Parliament were challenged at the Constitutional Court:

Section 30(1) of the Marriage Act

The Marriage Act was challenged in the court in a case of Minister of Home Affairs VS Fourie and Another; Lesbian and Gay Equality Project and Others vs Minister of Home Affairs;
The majority judgment delivered by Judge J Sachs in this regard declared section 30(1) inconsistent with the Constitution. As a necessary consequence, the Marriage Act is unconstitutional to the extent to which it is inconsistent with the Constitution in this section. The invalidity of the Act was suspended for a year from 1 December 2005 to allow Parliament to redefine "spouse." Furthermore, it was highlighted that in the event Parliament fails to correct this within the prescribed period, the section will judicially be interpreted to include "or spouse" after "or husband." This resulted in Parliament enacting the Civil Union Act.

On 17 August 2006, the Constitutional Court handed down judgment in an application by Doctors for Life International (DFL). The applicant, DFL, had applied directly to the Constitutional Court, challenging the constitutional validity of certain Bills. The application was originally brought against the Speaker of the National Assembly and the Chairperson of the National Council of Provinces. After argument at the original hearing, the Minister of Health and the Speakers of the nine provincial legislatures were subsequently joined as respondents in the matter.

DFL argued that Parliament failed to fulfil its constitutional obligation to facilitate public involvement when it passed four Bills, all of which related to health issues. The complaint was confined to the process followed by the National Council of Provinces.

These are the following Bills:

- Traditional Health Practitioners Bill
- Choice on Termination of Pregnancy
  Amendment Bill
- Constitution Twelfth Amendment Bill
- Cross Boundary Municipalities Laws
  Repeal and Related Matters Bill

The Court had to consider four questions: first, whether the Constitutional Court is the only court which can hear a matter of this nature; secondly, whether it is competent for the Court to grant declaratory relief in respect of the proceedings of Parliament; thirdly, the nature and scope of the constitutional obligation of a legislative organ of state to facilitate public involvement in the law-making process; and fourthly, whether on the facts of the case the NCOP complied with that obligation when passing the health legislation under challenge, and , if it did not, the consequences of its failure.

In summary, the question was whether the NCOP has complied with its duty to facilitate public involvement in relation to the Traditional Health Practitioners Bill, and the Choice on Termination of Pregnancy Amendment Bill, the Court found that:

These two Bills had generated great public interest at the NCOP, as evidenced by requests for public hearings;
In the light of these requests, the NCOP decided that public hearings would be held in the provinces and advised the interested groups of this fact;
The nature of these Bills was such that public hearings should be held;
A majority of the provinces did not hold hearings on these Bills because of insufficient time and this fact was drawn to the attention of the NCOP;

The NCOP did not hold public hearings. In the light of this, the Judge held that the failure by NCOP to hold public hearings in relation to these Bills was unreasonable. Therefore, concluded that the NCOP did not comply with its obligation to facilitate public involvement in relation to these two Acts as contemplated by section 72(1)(a) of the Constitution.
The NCOP has been given 18 months to rectify the situation.

Films and Publications Bill

The Bill was introduced and referred to the PC on Home Affairs. A decision was taken at Cabinet level that further consultation was required on the Bill. The Committee suspended its deliberation on the Bill.

Bills referred to the House of Traditional Leaders

- Repeal of the Black Administration
  Act and Amendment of Certain Laws
- Amendment Bill
- Children Amendment Bill
- Civil Union Bill

International Agreements

The Portfolio Committees and the Select Committees considered the following International Agreements:
- International Convention for the
  Suppression of Acts of Nuclear Terrorism.
- UNESCO Convention Against Doping in
  Sport
- Joint Convention on the Safety of Spent
  Fuel Management and on the Safety of
  Radioactive Waste Management
- Organisation for Economic Co-operation
  and Development Convention on
  Combating Bribery of Foreign

Public Officials in International Business Transactions
- Protocol to the Convention on International Interests in Mobile Equipment on Matters Specific to Aircraft Equipment.
- Convention for the Unification of Certain Rules for International Carriage by Air
- Protocol to the Convention on International Interests in Mobile Equipment on Matters Specific to Aircraft Equipment
- Joint Convention on the Safety of Spent Fuel Management and the Safety of Radioactive Waste Management
- International Convention on the Mutual Administrative Assistance in Customs Matters
- Convention on the Avoidance of Double Taxation and Prevention of Fiscal Evasion (Spain)
- Convention on the Avoidance of Double Taxation and Prevention of Fiscal Evasion (Tanzania)
- Protocol to the OAU Convention on the Prevention and Combating of Terrorism
- International Convention for the Suppression of Acts of Nuclear Terrorism.
- Convention on the Protection and Promotion of the Diversity of Cultural Expressions and the Agreement between the Republic of Botswana, Republic of Mozambique, the Republic of Zimbabwe and the Republic of South Africa for the establishment of the Limpopo Watercourse Commission.
- Free Trade Agreement between the European Free Trade Association and the SA Customs Union.

Oversight facilitation.

Written and oral replies

QUESTIONS REQUIRING WRITTEN AND ORAL REPLY

	WRITTEN	ORAL	DEPUTY PRESIDENT	PRESIDENT	TOTAL
NA	2056	1114	24	16	3210
NCOP	172	133	16	0	321
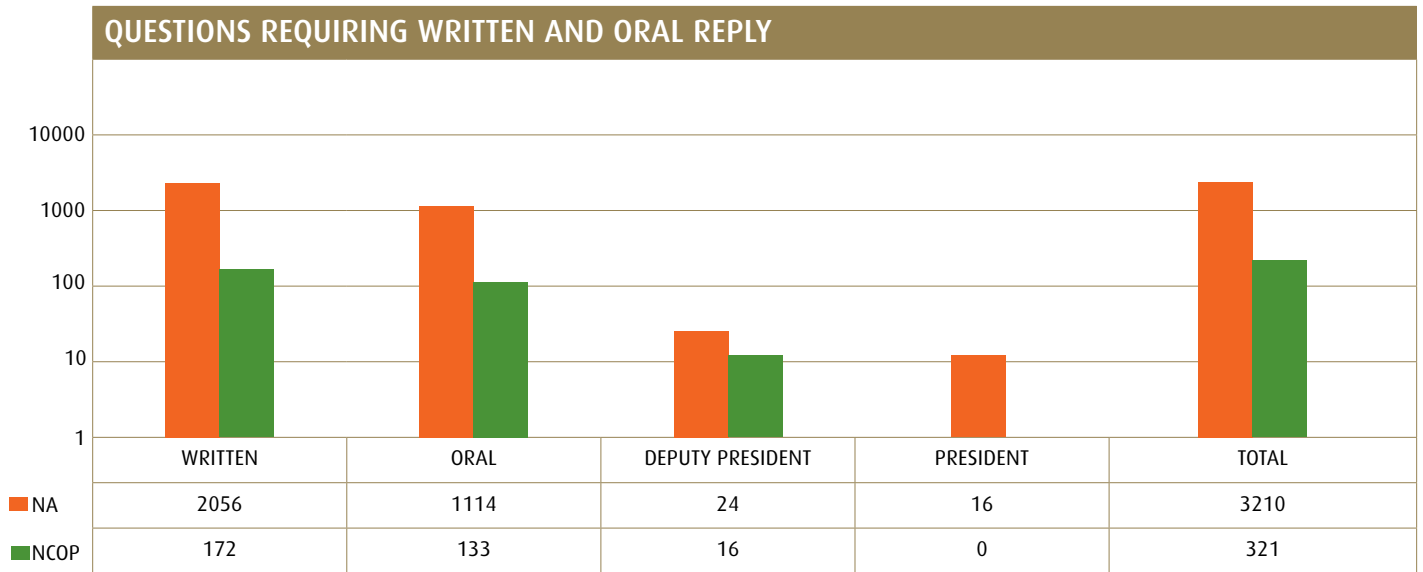
There were a total of 2056 and 172 written replies for the National Assembly and National Council of Provinces respectively. The oral replies were 1114 and 133 for the National Assembly and National Council of Provinces respectively. This makes a total of three thousand two hundred and ten (3210) and three hundred and twenty one (321) questions and replies that were processed for both National Assembly and National Council of Provinces during the 2006-07 financial year. Three quarterly bound volumes of questions and replies have been issued.

Questions Hansard published

QUESTION PAPERS PUBLISHED
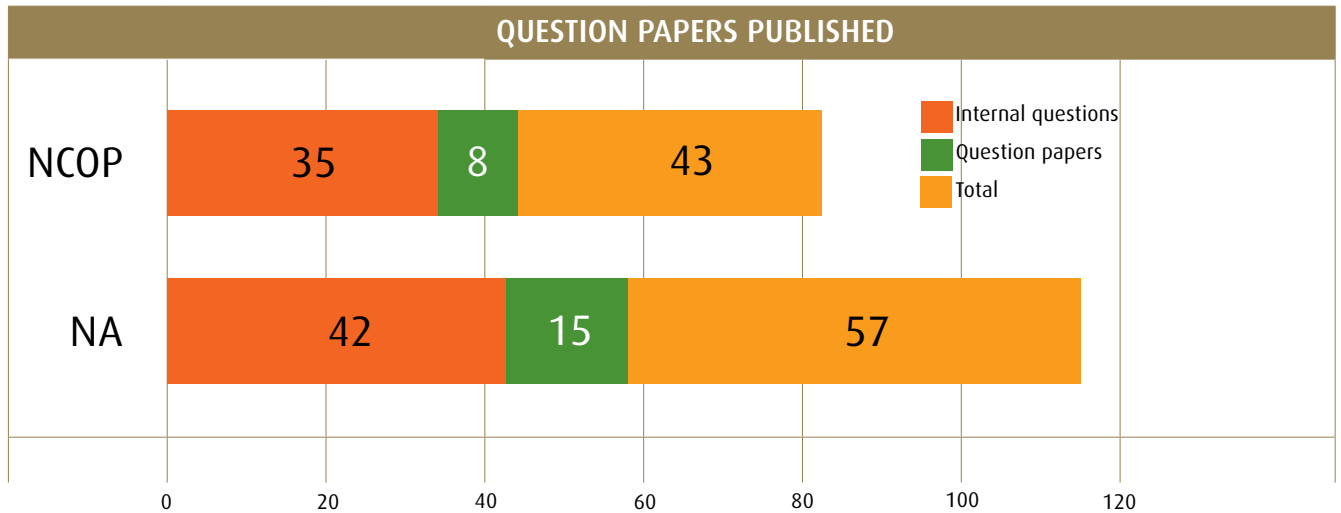
National Assembly had forty-two (42) Internal Question Papers published and fifteen (15) Question Papers published. National Council of Provinces had thirty-five (35) Internal Question Papers and eight (8) Question papers published. A total of fifty-seven question papers were published in the National Assembly and forty-three (43) question papers published in the National Council of Provinces.

Research support to the oversight work of members and committees

RESEARCH STATISTICS
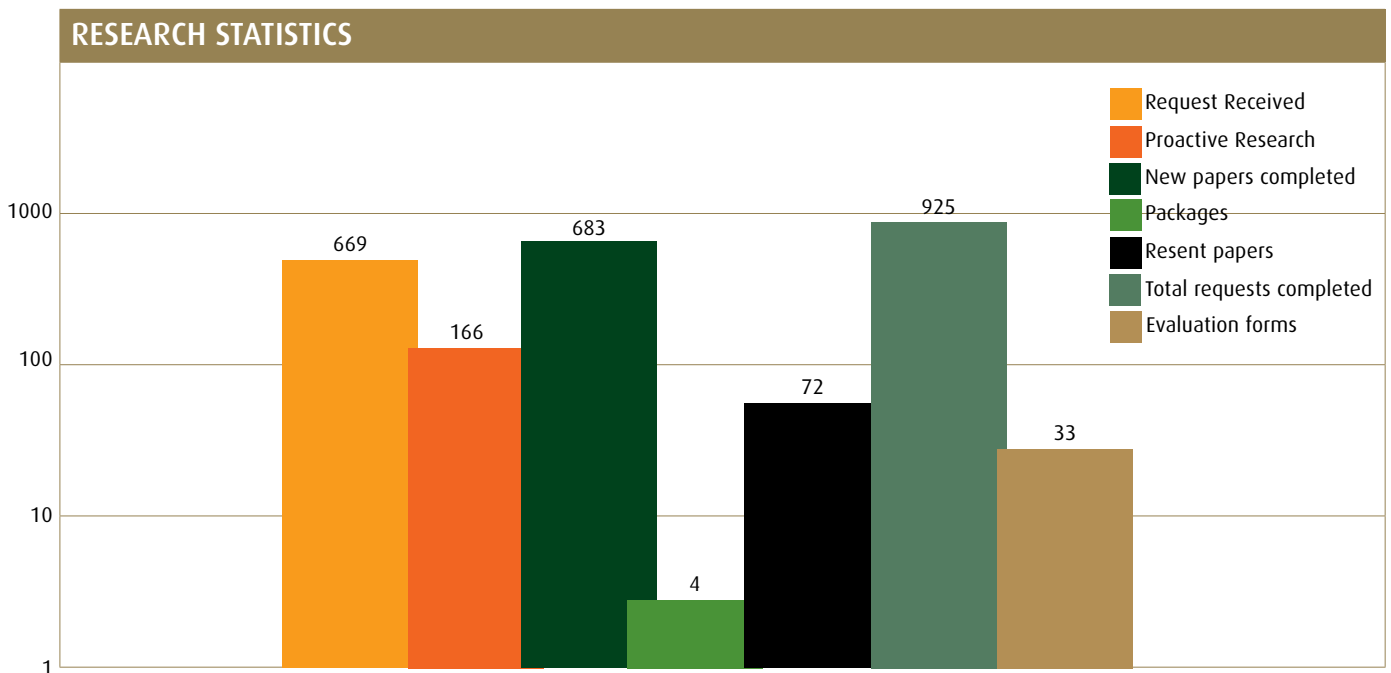
The Research Unit actively supports the oversight work of Committees through the proactive analysis of the State of the Nation Address (SONA), Annual Reports, Strategic Plans and Budget Votes. The Research Unit produced a publication on the analysis of SONA to assist committees in their oversight work.

There were 925 total requests completed, 683 new papers completed, 669 requests received, 166 proactive research, 72 resent papers, 33 evaluation forms and 4 packages.

The amount of research requests received does not correspond with the number of requests and products completed. This is due to proactive work undertaken, work being carried over from the previous period under review and administrative errors related to not all requests received by individual researchers logged with the administrative assistant. The research unit documentation tool was developed to partially meant to address this administrative flaw. It is envisaged that the PCMS system will be a more reliable and useful management tool to rectify and eliminate the types of errors noted here.

Facilitation of House proceedings and publications

Proceedings and Publications	NA	NCOP	Joint Business
Order Papers	66	44	0
Plenaries	61	41	0
Announcements Tablings and Committees (ATCs)	0	0	162
Papers for Committee Meeting per language (published in English and Afrikaans)	0	0	148
Joint Sittings	0	0	6
Total	**127**	**85**	**316**

There were sixty-six (66) Order Papers in the National Assembly and forty-four (44) Order Papers in the National Council of Provinces. The National Assembly had sixty-one (61) Plenaries and the National Council of Provinces had forty-one (41). Six Joint Sittings were held in the year under review. One hundred and sixty-two (162) Announcements, Tablings and Committee Reports were presented. One hundred and forty-eight (148) papers for Committees meetings per language were published in English and Afrikaans.

Members' speeches were transcribed within the agreed timeframes. There is still a bottleneck at the checking and collation levels. However, this will soon be resolved because 11 senior language practitioners have been appointed to exercise quality control.

Simultaneously interpreted speeches

The section provided interpreting services during the People's Assembly as well as during the Women's Parliament. The section also provided interpreting services during the NCOP's "Taking Parliament to the People" campaign in the Free State and in Gauteng. Members' speeches were interpreted into all official languages, including SASL.

Translated texts of documents

Parliamentary documents and reports delivered in languages other than English are translated into all official languages. Documents in French, Arabic, German and Portuguese were translated for the Offices of the Speaker and the Secretary to Parliament. No comebacks were received. Documents were translated into all official languages for various sections, especially for the Public Education section.

Members' speeches delivered in languages other than English were translated into English. Additional translators are being appointed in order to translate Members' speeches into all official languages. Due to lack of capacity at the quality control level, in the Reporting Unit, transcribed Members' speeches often reach the Translation Unit two to three weeks late. The recent appointment of senior language practitioners will address this problem.

Provision of Library and Research

Library received a total of 4575 reference queries from both Members of Parliament and employees and issued 3181 books. Library requested 448 publications from other libraries and received 7 loan requests from other libraries.

Develop Information Services Section (ISS) knowledge and information management strategy

The Research Unit implemented a document management system developed in collaboration with the IT Section. This was, however, not utilised optimally as the system was not compatible with windows. There were a number of system errors, which hampered effective usage. However, it is envisaged that the functions of this system will be incorporated into PCMS. As part of the ISS knowledge management strategy, the Research and Library Units have implemented two projects:

Seminar programme

The seminar programme is a joint initiative between the units of the ISS. The main aim was to build the knowledge and capacity of employees in various content areas through seminars presented by experts in the various fields. These include external and internal experts/researchers, policy analysts, Members of Parliament, etc. Some of the topics presented in the year under review include:

· Women and sustainable development
· Women and poverty
· ASGISA
· Masculinity
· Access to antiretrovirals
· Input on the Budget 2007
· 2007 State of the Nation Address

Networking programme

This capacity development initiative is designed to forge linkages with appropriate NGOs, research institutes, academic institutions, etc, to build on the ISS sources of data. The focus is on grey literature and

in obtaining information on relevant conferences, workshops, book launches, etc.

**The following files/blogs/CDs were created to promote proactive provision of information
to Committees and Members**
- Chapter Nine institutions
- Opposition politics
- Mercenaries
- Delegated legislation
- Parliamentary Standards
- Code of ethics
- Public Participation
- Presidential systems
- Constituency relations
- ASGISA information packs
- Blogs: Education, Gender and Children, Beijing +10, Violence against women; Women and HIV/AIDS; Children and HIV/AIDS, Trafficking and Migration, Accountability. An Alert service with Table of Contents has been started and a CGE database created on InMagic.

Library acquires publications through purchase, legal deposit, exchange programme and donations. Purchased publications include monographs, journals, videos and subscription to commercial databases such as SABINET, Press Clippings and EBSCOHOST.

The list of library materials acquired during the period under review.

Library materials	Legal deposit	Donations	Purchases	Other
Books	2 238	53	238	0
CDs for books	54	0	0	0
Periodicals	10 275	118	0	0
CD for periodicals	194	0	0	0
Not for keeps books	2 049	0	0	0
Newspapers	2 752	0	0	0
Loose Leaves	0	0	0	534
UN Books	0	57	0	0
UN periodicals	0	213	0	0
Total	**17 562**	**441**	**238**	**534**

The library materials this year amounted to a total of 17 562 legal deposits; 441 donations; 238 purchases and 534 loose leaves.

Maintained Catalogue, and Processing and Indexing Statistics.

Library Statistics	
Processing and Indexing Statistics	**Items**
Pre-catalogued book	1016
Processed books	1231
Processed periodicals	316
Maintained catalogue	**Items**
Upgrade Records	51080
Deleted Records	7524
Re-catalogued items	5160
Number of Catalogue Records April 2006	103 281
Number of Catalogue Records November 2006	978 200
Number of Catalogue Records February 2007	8 063

The above table indicates the functions that were performed by the Library.

Processing and indexing of publications

- Pre-catalogued books were 1016; Processed books were 231; Processed periodicals were 316.
- Weeding and stocking of publications: 11 688 publications on the first floor were weeded and tagged.

Maintained catalogue was as follows:

- Upgraded Records 51 080; Deleted records 7 524; Re-Catalogued items 5 160; Number of catalogue Records in April 2006 was 103 281; Number of Catalogued Records in November 2006 was 978 200 and Number of Catalogued Records in February 2006 was 8 063.

The intended blogs on the Extended Public Works Programme did not materialise and the blogs on Communications, Sports and Recreation and Science and Technology exist but are not maintained due to limited human resource capacity.

Provision of administrative and logistical support to Committees

Committee meetings held

- The number of meetings held by committees of both Houses (National Assembly and National Council of Provinces) was 1199.
- The Committees of the National Assembly: Portfolio Committees held 1 005 meetings.
- The Committees of the NCOP: Select Committees held 194 meetings.
- Cancelled meetings were 58 for various reasons (change of Parliamentary Programme, unavailability of presenters invited to brief a committee, etc).

Programme Committee Meetings

The committee section reports weekly to the programme committees of both Houses on the status of legislation before committees. It also reports to the Forum of Chairpersons weekly.

Committee Reports published in the ATC

402 committee reports were published in the ATC. Of these, 331 were for NA committees, while 71 were for NCOP committees. The figure for NA reports was boosted by the manifold reports put out by SCOPA. The reports tabled were largely on Bills and oversight trips.

Chairpersons of Committees

List of Committees and Chairpersons

Public Committees	Chairpersons
1. Arts and Culture	Ms P Tshwete
2. Agriculture and Land Affairs	Ms N D Nhlengethwa
3. Communications	Mr GG Oliphant (Acting)
4. Correctional Services	Mr D V Bloem
5. Defence	Ms T V Tobias
6. Education	Prof S M Mayathula
7. Environmental Affairs and Tourism	Mr L Zita
8. Finance	Mr N M Nene
9. Health	Mr L V Ngculu
10. Housing	Ms Z Kota
11. Home Affairs	Mr C P Chauke
12. International Affairs	Mr J Sithole
13. Justice and Constitutional Development	Ms F I Chohan-Khota
14. Labour	Ms O R Kasienyane
15. Minerals and Energy	Mr N Mthethwa
16. Provincial and Local Govt	Mr S L Tsenoli
17. Public Enterprises	Mr Y Carrim
18. Public Services and Administration	Mr P J Gomomo
19.Public Works	Mr F Bhengu
20. Safety and Security	Ms M M Sotyu
21. Science and Technology	Mr E N Ngcobo
22. Social Development	Mr T Tshivhase
23. Sport and Recreation	Mr B M Komphela
24. Trade and Industry	Mr B A D Martins
25. Transport	Mr J P Cronin
26. Water Affairs and Forestry	Ms C C September

National Council of Provinces	
1. Finance	Mr T S Ralane
2. Economic Affairs	Ms N D Ntwanambi
3. Education and Recreation	Mr B J Tolo
4. Labour and Public Enterprises	Ms M P Themba
5. Public Services	Ms R J Tau
6. Security and Constitutional	Kgoshi, L M Mokoena
7. Local Government and Administration	Mr S Shiceka

3.5 SUB-PROGRAMME 5: CORPORATE SERVICES DIVISION

Sub-sub-Programme 1: Human Resource

Output and service delivery trends.

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To provide Recruitment and Selection Services.	Facilitated recruitment and selection.	Recruitment and selection processed timeously.	Processed 131 appointments.
To administer Employee Benefits.	Processed terminations.	Terminations processed timeously.	Processed 88 terminations.
	Preparation of letters to medical aids and employees regarding policy changes.	All medical aids and staff informed regarding policy changes.	All stakeholders informed timeously.
	Preparation of documentation for adjustment of motor vehicle allowances.	Documentation prepared accurately.	Adjustments approved.
	Facilitated process for medical aids to arrange debit orders for staff.	Employees belonging to smaller medical aids arrange debit orders.	Employees informed and reminded as from February 2007.
	Update of global values in motor vehicle allowances and housing subsidy.	Updates carried out accurately.	100% accuracy.
	Scheduling of Employer self service training.	Training scheduled on time.	All participants informed and are being trained.
	HR Statistical report provided.	Provide accurate reliable information.	Reports provided timeously
	Preparation of statistical report on Members of Parliament.	Report prepared on time.	Report delivered on time.
To provide Platforms for Labour relations.	Labour relations report attached (See Annexure A).		
To provide learning and Development.	Compiled Training/ Workplace Skills Plan.	Compliance with Legislation.	Preparation of 2007 workplace skills plan. Last 3 quarters submitted to PSETA for 2006.
	Implementation of Training/Workplace skills.	Breakdown of Training attended/ conducted for 2006-07 attached (See Annexure B).	
	New Staff Inducted.	All new staff orientated and acclimatised to new work environment.	10 new staff members attended induction programme since January.
	Placement of interns.	According to available budget.	Report attached.

Sub-sub-Programme 2: Information Communication Technology

Output and service delivery trends.

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To provide ICT service to parliamentary service	ICT Strategy.	ICT Strategy Approved.	ICT Strategy was approved in 2005 and is reviewed and aligned annually.
	Advice and recommendations presented to ICT Steering Committee.	Resolutions captured in steering committee minutes.	The steering committee convened six times during 2006/7.
	Systems data repository.	Single data repository for all Parliament data.	Enterprise content is currently being captured and stored within the E-docs application. The implementation is spread over a three-year period.
	Business analysis/process documentation.	Business processes documented and captured on process modelling tool (Aris).	The following processes were documented : • Finance • Human Resources • Procurement • Institutional Planning • Institutional Budgeting • Institutional Reporting • ICT ITIL
	Implement MSP change management plan.	Plan implemented with all divisions/ sections/units.	First phase completed. Phase two and three in progress.
	New ICT structure, post, job descriptions, grades and performance contracts.	New structure us fully implemented.	Completed to date : • Sound and Vision unit • MSP unit • IT operations unit Center of Excellence
	ICT policies.	ICT policies approved by ICT steering committee and implemented.	Following policies have been submitted for review : • Network security • Desktop usage • E-mail usage • Internet usage • Laptop for members • Equipment for staff • Tools of trade • Password management
	Implement ICT governance structures.	ICT steering committee and user forums operational.	CT steering committee has convened six times this year.

Sub-sub-Programme 2: Information Communication Technology

Output and service delivery trends.

			Actual performance against target
KPA/Objective	Measure	Target 2006/07	Actual
	Identification of leading edge solutions.	New solutions proposed to ICT steering committee.	Following proposals were made : • New Management process framework • Business Modelling tool • ERP – shared services • Video conferencing • Intranet system • Digital Archiving • Digital audio systems • Web content management • Voice recognition
	Develop and train managers.	Service Management and project management certifications.	Four managers were certified in ITIL foundation. Two trained in Aris. Six trained in SLA development. Two trained in policy development. Five Managers were trained in project management.
	Programme management of the MSP portfolio of projects.	Attainment of approved MSP deliverables.	The following projects have been completed : • Parliamentary Administrative system (Marang) • Telephone management system • Data storage upgrade • Server consolidation • Implemented new Interim website • Developed new public gallery ticketing system • Implemented NCOP online website • Developed media monitoring website • Developed Policy Management website • Developed IFLA website • Developed a committee room booking system • Developed the total remuneration website Infrastructure Capacitation - IT • GroupWise Upgrade

Sub-sub-Programme 2: Information Communication Technology

Output and service delivery trends.

			Actual performance against target
KPA/Objective	Measure	Target 2006/07	Actual
			• Brightstor data backup system • Blue Coat internet security system • Replacement of obsolete network switches • Replaced Symantec with Trend anti virus • Upgraded all office packages to version 2003. • Relocated all servers to 90 Plein Street • Implemented new Identity Management system • Upgraded audio and video in three committee rooms
	Systems maintained as per SLA agreements.	100% Adherence to SLA metrics.	The % availability of systems were : • Telephone Management- 95% • GroupWise - 99% • Internet – 96% • Internal Websites – 99.9 % • Marang – 100% • Documentum – 80% • LexisNexis – 99% • Xpert system – 99% • Citrix – 99% • Members register -99% • Website – 80%

	Data Centre equipped to support systems provided.
	
	Infrastructure maintained as per SLA requirement.
		100% Adherence to SLA metrics.
		
		100% Adherence to SLA metrics.
			• Server consolidation completed
			• Storage upgrade completed
			• Migration to blade server technology 80 % complete.
			• Network Performance :
			LAN - 99% available
			    1% core utilisation
			WAN - 98% availability
			  - 51% average utilisation
			  - 1066.06 GB data downloaded

Sub-sub-Programme 2: Information Communication Technology

Output and service delivery trends.

KPA/Objective	Measure	Target 2006/07	Actual performance against target
			Actual
			E-mail : Total sent/rec – 17,738,606 Total volume – 1044.11 GB Virus Scanning : deleted/cleaned – 301,550
To provide customer care and administration of ICT service	Service desk statistics.	100% Adherence to SLA metrics.	5857 requests logged : • 3418 IT incidents resolved • 1691 Audio/video incidents resolved • 239 Changes/moves • 273 PC installed • 108 printers installed • 04 notebooks installed • 42 mobile devices installed • 19 Tablets installed • 355 desktops upgraded
	Training of users.	Users trained on the appropriate systems and technology.	The following training was provided : • E-mail • Internet • MS Office • MS Visio • MS Project • Basic PC • Intermediate PC • Advanced PC • Laptop • PDA
	Manage external contracts.	Contracts, SLA's and minutes of SLA review meetings.	Following contracts were concluded and managed : • Support for National Assembly chamber • Infrastructure Support • NCOP online support • Off site tape storage • Bandwidth provision • Microsoft Enterprise contact • Novell Enterprise contract

Sub-sub-Programme 2: Information Communication Technology

Output and service delivery trends.

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
To provide audio and video information	Archiving of audio and video content. Provision of audio and video feeds to broadcasters.	All audio and video content archived. Feeds provided to approved broadcasters.	All NCOP and National Assembly plenaries were recorded and archived. Five committee venues are archived daily. All NCOP and National Assembly plenaries are provided to broadcasters (SABC, ETV, DSTV). Committee meetings are broadcast internally and are available to broadcasters.
	Provision of audio and video support.	Audio and video support provided as per SLA metrics.	Audio and video services were provided for the following events : • People's Assembly • Youth Parliament • Women's Parliament • NCOP – provincial visits • SADC_PF conference • World Bank conference Fifty six National Assembly sittings Three Joint Sittings Two Extended Public Committees.

3.6 SUB-PROGRAMME 6: INSTITUTIONAL SUPPORT DIVISION

Output and service delivery trends

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
To provide document and records management for Parliament.	Monitoring usage of telephone services.	Reports provided on usage of telephone services.	Monthly reporting on usage of telephone services and maintenance of telephone systems. The unit is managing two service level agreements – Bytes (technical Support) and Unison (Telephone Management System Support). 100 telephone lines and 76 fax lines were ordered from Telkom.
	Papers officially before Parliament.	Papers recorded in the Announcements, Tablings and Committee Reports.	Papers referred to appropriate parliamentary committees. Statistics on the number of papers tabled are also available in the last section of this report.
	Daily papers delivered to Members and officials.	Members and employees informed of daily business of Parliament.	Papers delivered to Members' offices on a daily basis in preparation for debates in the House and in Committees.
	Conserved and preserved books and paper-based artifacts.	Damaged books and paper-based artefacts restored and available for use.	Books and paper-based artefacts preserved. 539 books have been conserved in the current financial year and 309 paper-based artefacts.
	Printed documents bound into books.	Created books from printed materials.	974 documents bound into book form were completed for use and preservation.
	Printed and reproduced documents.	Papers required for service produced when requested.	Documents printed and reproduced as per the requirements of users. The unit also provided printing support to a number of projects and events which include the Marang project, International Women's Parliament and Policy Project.
	Updated file plan and availability of records.	Control and archive records.	Inventory of records compiled and updated. No queries raised by auditors about documents requested.

3.6 SUB-PROGRAMME 6: INSTITUTIONAL SUPPORT DIVISION

Output and service delivery trends

	Actual performance against target		
KPA/Objective	Measure	Target 2006/07	Actual
To provide accommodation and housekeeping services for Parliament.	Staff and furniture relocated timely. Accommodation provided.	Accommodation provided and relocation done timely.	Fully done as per mandate.
	Refurbishment requisitions submitted timely to National Department of Public Works.	The process of refurbishment of public areas has commenced and is ongoing especially during recess periods.	All requests submitted. Refurbishment in progress.
	Contractors from National Department Public Works and Drake and Skull Vulindlela Holding monitored to avoid disruptions during working and after hours.	Contractors monitored closely and effectively.	A Household Services Controller has been deployed to monitor Contractors.
	A two-year contract for cleaning of public areas by service provider.	Proposal approved and contract in place.	Contract is being implemented.
To provide procurement of goods and services.	Procurement of goods and services facilitated.	Timely delivery, quality goods/ services, according to the procurement procedures.	Goods and services delivered on time.
	Travel services provided.	Timely/quality/cost-effective travel service.	Travel services arranged for committees and employees.
	Provide vehicles and drivers.	Timely provision.	Vehicles and drivers provided to all employees.
	Provision of vehicles.	Timely provision.	Vehicles provided to PO-drivers.
	Regular meetings conducted.	Meetings held timely/quality decisions.	Monthly meetings held.
To provided Catering Services for Parliament.	Meals served in restaurants.	Minimum time spent between order taking and delivery time [Standard - 3 minutes].	Meals served within standard time.
	Beverages served in coffee shops and bars.	Hot beverages and pastries served in coffee shops, cold beverages in bars.	Hot beverages served hot on time Cold beverages served cold on time
	Functions catered for.	Meals and refreshments ready when delegates arrive.	Meals were ready by specified times.
	Committees catered for with light meals and refreshments.	Meals and refreshments ready at specified times.	Meals were ready by specified times.

3.6 SUB-PROGRAMME 6: INSTITUTIONAL SUPPORT DIVISION

Output and service delivery trends

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
TO provide effective and efficient SHEQ system.	Compliance with the Occupational Health and Safety Act, Environmental Act, Building Regulations, etc.	Legal compliance audits and risk assessments conducted.	100% assessments conducted and reporting on compliance and non-compliance to established health and safety committees.
	Minutes and reports available on time.	Health & Safety-related minutes, reports compiled and distributed.	Accurate reports and minutes distributed on time.
	Employees undergo health & safety training.	Relevant health and safety training courses attended.	Staff attended courses and obtained enhanced knowledge of health and safety issues.
	Recommendations accepted and approved.	Maintenance done as per the requirements of the OHS Act.	Reliable and safe use of equipment by employees.
	Acceptable health and safety inspection reports.	Inspections carried out as stipulated in the OHS Act.	Reliable information for management action.
	Acceptable environmental audit reports.	Audits conducted within the ambit of the Environmental Law.	Sub-standard conditions immediately rectified to prevent diseases.
	Meeting regularly with various stakeholders on the precinct.	Reporting back to the Divisional Manager on progress.	Various issues raised and solved by Public Works through Facility Management company.
To make art/ antique collection and information of parliament accessible.	Inventory compiled and maintained. Policies presented to Policy Advisory Forum.	Up to date inventory available for use. Policies available on the Web.	Compiling of inventory ongoing. Visual documentation (digitising) of collection progressing.
	Data on condition recorded and conservation programme maintained.	Up to date condition available for reference and conservation programme ongoing.	Recording of data on condition and referral of works to conservationists ongoing.
	Conditions in upgraded storage rooms maintained.	Storage rooms maintained as per museum best practices.	Maintenance of storage rooms ongoing and problems dealt with as they arise.
	Selection of art and artefacts displayed.	Selection of art and artefacts on display in Parliament.	A selection of art and artefacts are on display in public areas in Parliament.
	Public outreach actions implemented.	Public outreach working relationships established.	Public outreach efforts ongoing.
	Internal support actions implemented.	Internal support working relationships established.	Internal support ongoing.

Achievements

Documentation Section

The implementation of Electronic Documents Management System / Parliament's Content Management System (PCMS) and Unified Communications has been the major project posing challenges to the Section. The systems are due to be implemented in April and May 2007.

Household Services Section

· Responding to customer requests and request tracking has been improved as a result of the installation of Helpdesk software.

Procurement Section

· Creation of the transit store
· Implementation of the ERP-system (Marang)

Catering Section

Restructuring of the catering section and filling of posts:

Environmental Management

An indoor air quality survey was performed in some areas of the Old Assembly, Documentation Stores and 90 Plein Buildings. The extent to which good quality supplied air can deteriorate inside an indoor environment is determined by the number of occupants in the area, the activities inside the area and the extent to which air is re-circulated through the environment for air-conditioning purposes.

There were complaints of lack of clean air in some work areas. The environmental regulations for workplaces (OHS Act No. 85 of 1993) state that employers should ensure that the air breathed by employees is ventilated in such a way that carbon dioxide concentrations do not exceed 0.5% as measured over the entire shift, or 3% at any time.

Additional Information

Procurement expenditure

Categories of Service	Number of Consultants	Value offered (R'000)	% offered to BEE Companies
Communication	08	21,891	51.70%
Travel and Accommodation	17	117,694	79%
Consulting	19	46,793	48%
IT	14	28,306	34%
Other (miscellaneous services)	09	11,919	29%
Total	**67**	**226,603**	**48.00%**
Contracts awarded between April 2006 to 31 March 2007	**14**	**26,106**	

Please note:

The above table reflects expenditure on suppliers above R500, 000.00. The Black Economic Empowerment (BEE) companies have the ownership of 51.1% and above. In some other services, chapter 9 Institutions have been used for specialised expertise, eg 51.70% in communication.

Documentation Section

The following table represents a statistical representation of papers tabled during 2006/07 financial year:

No	Tabled Papers	Qty
1	Annual Reports from National Departments	33
2	Annual Reports from Constitutional Institutions & National Bodies	10
3	Annual reports from Public Entities	189
4	Written Explanations for late tabling of annual reports	12
5	Strategic Plans in terms of Treasury Regulations	41
6	Annual Reports from Sector Education	23
7	Reports of the Auditor-General (Not Contained in other Reports)	23
8	International Agreements in terms of section 231(2)Constitution	15
9	International Agreements in terms of section 231(3)Constitution	38
10	Government Notices	109

Procurement Section

Procurement of Goods and Services

The number of orders raised in the 2006/7 financial year amounts to 12 875.

Servicing the Procurement Committee

14 Procurement Committee meetings were conducted in the financial year.

Tender Administration

22 Tenders were invited and 12 tenders awarded in the financial year.

Vehicles provision

5 new vehicles were purchased for PO drivers.

IV. PROGRAMME 2: MEMBERS' FACILITIES

IV. PROGRAMME 2: MEMBERS' FACILITIES

PURPOSE

To provide telephone, travel and other facilities for MPs, and fund medical aid contributions and travel facilities for certain former Members.

Measurable objective

To provide facilities to Members and former Members of Parliament according to internal policy, so that they may fulfil their functions efficiently and effectively.

Output and service delivery trends

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To provide support and Members' facilities.	Facilities for Members effectively administered.	Accurate and valid travel transactions captured.	All travel supporting documents inspected to ensure that they are adequate prior to payments being made.
	Members' support provided.	Members' support provided timeously.	Members' support provided as and when required.

V. PROGRAMME 3: ASSOCIATED SERVICES

V. PROGRAMME 3: ASSOCIATED SERVICES

PURPOSE

To provide financial support to political parties represented in Parliament and pay membership fees to certain interparliamentary bodies.

Measurable objective

Financial support to Political Parties..

Output and service delivery trend**s**

		Actual performance against target	
KPA/Objective	Measure	Target 2006/07	Actual
To provide support to Members.	Accurate calculation of the various support categories for all the political parties and timeous notification and payments.	Payments made to political parties as per policy.	All payments for the financial year have been made. All the parties have complied with submission of audited financial statements and declarations. Payments are up to date. Notification to parties about amounts which will be paid to them in the 2007/08 financial year and reminder for the year-end requirements has been sent.

VI. FINANCIAL STATEMENTS

VI. FINANCIAL STATEMENTS

Audit Committee Report

Introduction and Background

In line with the National Treasury guide for the preparation of annual reports, the Audit Committee is pleased to present our report for the financial year ended 31 March 2007.

The treasury guidelines specify that the following should be observed by the Audit Committee in its preparation of the annual report:
- Determine how significant financial reporting issues for the reporting period were resolved between management and the internal and external auditors;
- Review significant adjustments arising from the external audit ("overs and unders schedule) and their impact on the AFS, the transactions agreed with management and processed, and those not adjusted for;
- Enquire from Internal Audit if there is any significant non-compliance with legal requirements and the impact thereof in the AFS;
- Determine the extent to which the work of Internal Audit contributed towards the total audit coverage (internal and external audit coverage co-ordination and the reliance of external audit on the work of internal audit);
- Understand the reasons for the audit qualification and/or emphasis of matter (if any) and the impact thereof on the AFS and the department and/or institution's operations and assess the adequacy of the action taken/processed by management to rectify the qualifications, and/or emphasis of matter.

- Ensure that the items that gave rise to audit qualification or emphasis of matter in the prior year/ (s) have been satisfactorily resolved and if not, assess the adequacy of proposed action plans, their timelines and the reporting thereof by Internal Audit to the Audit Committee.
- Determine the independence, objectivity and competence of internal and external audit.

AUDIT COMMITEE ACTIVITIES

Audit Committee Members and Attendance:

The composition of the audit committee changed during the period under review. A new audit committee was appointed with effect from 01 February 2007 only two months to the close of the financial year 2006/07.

The outgoing audit committee consisted of the members listed hereunder and met once in August 2006 and served until 31 January 2007 as per its approved terms of reference. During the year only one meeting was held due mainly to the requirement of appointing a new committee.

Members	Meetings attended
Ms Z. Rylands (Chairperson)	1
Mr D. Msibi	1
Mr E. Sogoni	1
Mr D. Gumede	1

The new committee, consisting of the following, met on 19 February 2007 and 30 March 2007:

Members	Meetings attended
Mr C. Choeu (Chairperson)	2
Mr V. Nondabula	2
Mr D. Coovadia	2
Ms Z. Qunta	1
Ms L. Mabe (MP- National Assembly)	0
Mr D. Botha (MP- NCOP)	1

AUDIT COMMITTEE ASSESSMENT ON ANNUAL REPORT

Effectiveness of Internal Control

The audit committee is satisfied through interaction with internal audit and management that the various control weaknesses that were identified by both Internal Audit and the Auditor General matters requiring attention were brought to the attention of Management for further action. We are satisfied with the good progress made by Management in addressing those issues. The progress will be reviewed by the Audit Committee on a regular basis.

Through internal audit reports and final Auditor General Report, there does not appear to be any significant non-compliance with any legal requirement by Parliament in the current year.
As the Auditor General and internal audit did not co-ordinate their scope for the financial year under review, the Auditor General could not use internal audit work to reduce their coverage plan, however, internal audit reports were used for risk identification. The issue has been addressed with both internal and external audit and adequate co-ordination will be complied with in future.

The quality of in year management and monthly/quarterly reports submitted in terms of the pfma and the division of revenue ACT

We were satisfied with the quality and content of in year management monthly reports prepared and issued by the Institution during the year under review, as they complied with the National Treasury requirements.

However, we noted with concern the inconsistency in the timely production, monitoring and quality of the quarterly reports, as only one (1) quarterly report was submitted for review.

However, the committee has addressed the issue with management and this will be rectified in future years.

Evaluation of FinanciaL Statements
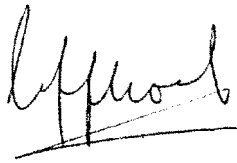
The Committee has:
- Reviewed and discussed the audited annual financial statements to be included in the annual report with the Auditor General and the Accounting Officer;
- Reviewed the Auditor General's management letter and management's response thereto;
- Reviewed changes in accounting policies and practices; and
- Reviewed significant adjustments resulting from the audit.

The Audit Committee therefore, concurs and accepts the Auditor General's conclusion on the annual financial statements, and the opinion given in the report of the Auditor General.

Conclusion

It can be deduced from the above report that although the internal controls, including financial controls of Parliament have shown significant improvement, certain areas of control need the attention of management.

MR C Choeu
Chairperson: Audit Commitee
Date: 10th September 2007

Report of the Auditor-General to Parliament on the Financial Statements and Performance Information of the Parliament of the Republic of South Sfrica – vote 2 for the year ended 31 March 2007

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the accompanying financial statements of the Parliament of the Republic of South Africa (Parliament) which comprise the statement of financial position as at 31 March 2007, appropriation statement, statement of financial performance, statement of changes in net assets and cash flow statement for the year ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 102 to 138.

Responsibility of the accounting officer for the financial statements

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

Responsibility of the Auditor-General

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996 read with section 4 of the Public Audit Act, 2004 (Act No. 25 of 2004), my responsibility is to express an opinion on these financial statements based on my audit.

4. I conducted my audit in accordance with the International Standards on Auditing read with General Notice 647 of 2007, issued in Government Gazette no. 29919 of 25 May 2007. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

5 An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial

statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

6. An audit also includes evaluating the:
Appropriateness of accounting policies used.
Reasonableness of accounting estimates made by management.
Overall presentation of the financial statements.

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

Basis of accounting

8. Parliament's policy is to prepare financial statements on the modified accrual basis of accounting determined by the National Treasury, as set out in accounting policy note 1 to the financial statements.

Opinion

9. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Parliament of the Republic of South Africa as at 31   March 2007 and of its financial performance and cash flows for the year then ended. In accordance with the modified accrual basis of accounting determined by the National Treasury of South Africa, as set out in note 1 to the financial statements, and in the manner required by the PFMA.

Other Matters

I draw attention to the following matters that are ancillary to my responsibilities in the audit of the financial statements:

Material corrections made to the financial statements submitted for audit

10. The financial statements, approved by the accounting officer as submitted for audit on 31 May 2007 have been significantly revised in respect of the following misstatements identified during the audit:
Interest earned was not accrued for resulting in interest income and receivables being understated by an amount of R1 467 684
A provision was made for performance bonuses which was not in terms of acceptable accounting standards. This resulted in payables and employee costs being understated by R2 036 865 and R753 670 respectively and provisions was overstated by the amount of R1 283 195.
Due to an incorrect allocation transfer payments and payables were understated by an amount of R234 024.
Due to lack of monitoring and control over fixed assets certain assets were incorrectly valued in the asset register in prior years. Thus property, plant and equipment were understated by an amount of R164 481 (cost of R224 287 and accumulated depreciation of R59 809) (prior year adjustment)
An asset account was not performed and consequently certain assets that were not the property of Parliament were not identified as such and property, plant and equipment were overstated by an amount of R496 984 (cost of

R826 640 and accumulated depreciation of R329 656) (prior year adjustment).

- The amount reflected in the asset register did not agree with that shown on the financial statements this resulted in property, plant and equipment being understated by R857 000 (prior year adjustment).
- As a result of misallocations the European Union (EU) donor funding revenue was overstated and African Capacity Building Foundation (ACBF) donor funding revenue was understated by an amount of R166 000.
- EU donor funding expenditure was understated and ACBF donor funding revenue was overstated by an amount of R325 000.
- A provision for UIF contributions should have been reflected as an accrual thus provisions were overstated and accruals understated by an amount of R1 572 993.
- Due to misallocation receivables was understated and fruitless and wasteful expenditure and was overstated by R250 835.
- Income earned during the period under review was not recognized as a receivable and other income and receivables were understated by R3 475 032.
- Contingent liabilities were understated by an amount of R3 175 000 (disclosure note).

Internal control
Control environment

11. A number of asset items selected from various locations could not be traced back to the fixed asset registers due to ineffective controls being implemented over fixed assets and the fixed asset register.
12. A physical asset was not conducted during the financial year under review due to the fact that information was transferred from the previous system to the new system which presented challenges in the respect of the way in which the information was structured in the original register. This led to a decreased amount of control over the assets and resulted in numerous adjustments being made.
13. A lack of controls over late cut off issues led to a number of adjustments such as interest and receivables.

Controls in the information technology environment

14. An information systems audit of the general controls surrounding the information technology environment at Parliament was completed in August 2007. The following significant weaknesses were identified:

- User accounts were not always immediately revoked when the users' services were terminated
- Adequate supporting documentation was not available for all program changes.

    Due to loss of helpdesk data, at could not be determined whether incidents were timely resolved.

Management referred to various corrective measures that had been implemented. These corrective measures will be evaluated during the follow-up information systems audit.

Matters of governance

15. With reference to paragraph 6.4.2 of the 2005-06 audit report, it was reported that the future use of the available funds in respect of Parliamentary Association was uncertain due to insufficient information being available to track all ex-members that contributed to the fund. Subsequently an advertisement was placed in the national newspapers to locate the relevant parliamentary ex- members in order to get consent from these members to either continue with the fund or to disband it. To date only 27 responses were received but comments were not adequate. This matter was placed on the agenda for the next Parliamentary Oversight Association meeting.

16. With reference to paragraph 6.4.3 the 2005-06 audit report, it was reported that the Finance Bill in respect of Parliament's own legislation to manage Parliament's finances (known as the "financial Administration of Parliament and the Provincial Legislatures Bill") and Parliament's own "Treasury Regulations" had not been finalized. The Bill has been gazetted but not enacted to date.

Delay in finalisation of the audit

17. Due to the national public sector strike action during June 2007 the Auditor-General had to delay the finalisation of affected departments. As a result, the Auditor-General's consistency review process of the audit reports could only be conducted subsequent to 31 July 2007, the consequence of which was a delay in the finalisation of the audit of this entity for the 2006-07 financial year.

Other Reporting Responsibilities

Reporting on performance information

18. I have audited the performance information as set out on pages 120 to 121.

Reporting of the accounting officer
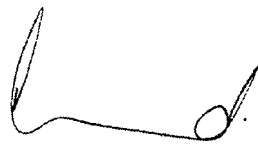
19. The accounting officer has additional responsibilities as required by section 40(3)(a) of the PFMA to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of Parliament.

Responsibility of the Auditor-General

20. I conducted my engagement in accordance with section 13 of the Public Audit act,2004 (Act No. 25 of 2004) read with General Notice 646 of 2007, issued in Government Gazette no. 29919 of 25 May 2007.

21. In terms or the foregoing my engagement included performing procedures of an audit nature to obtain sufficient appropriate evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

22. I believe that the evidence I have obtained is sufficient and appropriate to report that there have been no significant findings identified as a result of my audit.

Appreciation

The assistance rendered by the staff of the
Parliament of the Republic of South Africa
during the audit is sincerely appreciated.

DEL Zondo
Auditor-General
Cape Town
31 August 2007

Report by the Accounting Officer to the Executive Authority and Parliament of the Rebuplic of South Africa

1. GENERAL REVIEW OF THE STATE OF AFFAIRS

Budget

The aim of the vote is:

- To provide support services required by Parliament to fulfil its constitutional functions;
- To enable representative political parties to secure administrative support and service constituents;

- To provide Members of Parliament with the facilities needed to enable them to discharge of the duties in an effective and efficient manner.

The original budget allocation for Parliament amounted to R1 011351 for the financial year under review and there was no additional funding that was required for this financial year.

The adjusted appropriation was made up as follows and is compared with the final appropriation of prior years:

Programme	2006/07 R'000	% Increase	2005/06 R'000	2004/05 R'000
1. Administration	472 802	5,84	446 727	327 657
2. Members Facilities	151 212	16,31	130 005	170 487
3. Associated Services	158 119	65,26	95 680	78 000
Sub-Total	**782 133**	**16,32**	**672 412**	**576 144**
Direct charge: National Revenue Fund	**229 218**	**7,54**	**213 149**	**208 527**
Members Remuneration	229 218	7,54	213 149	208 527
Total	**1 011 351**	**14,21**	**885 561**	**784 671**

From the table it is evident that the budget for Parliament has increased from the 2005/06 financial year to the 2006/07 financial year with 14, 21%. Upon closer analysis it is found that a major increase occurred in the Associated Services and upon closer scrutiny it can be seen that this relates to a major increase in transfer payments made to political parties. More detail can be obtained from the Appropriation Statement as contained as part of the Annual Financial Statements.

The virements recorded after the determination of the adjusted appropriation is as follows:

Programme	Adjusted appropiation 2006/07 R'000	Virements R'000	Final Appropiation 2006/07 R'000
1. Administration	472 802	1 912	474,714
2. Members Facilities	151 212	(2 555)	148 657
3. Associated Services	158 119	643	158 762
Sub-Total	**782 133**	**-**	**782 133**
Direct charge: National Revenue Fund	229 218	-	229 218
Members Remuneration	229 218	-	229 218
Total	**1 011 351**	**-**	**1011 351**

These virements were deemed necessary to enable functionaries to achieve the targets as set out in the strategic plan of the Institution. Further detail can be obtained from the Appropriation Statement and the Notes to the Appropriation Statement as included in the Annual Financial Statements.

Over / Under Expenditure

By comparing the actual expenditure to the budget allocation it is evident that the institution has recorded an under-spending for the financial year under review. In comparison with prior years it is however evident that the level of under-spending has shown an improvement, as is evident from the table below.

	2006/07 R'000	2005/06 R'000	2004/05 R'000
Under-Spending	33 026	75 909	81 742

Upon closer scrutiny of the Annual Financial Statements it is evident that most of the under-spending registered related to Personnel costs and a portion was attributable to goods and services as well. As was envisaged in the strategic plan for the year, major projects were undertaken to facilitate the capacitating of the institution to ensure that the institution is able to discharge effectively and efficiently of its constitutional mandate. In order to ensure that the institution attracted the requisite skills, it was important to assess the competency currently found in the institution. This was a very intricate process and as it unfolded it was found that the time estimation for the completion of this critical process left the institution wanting. In addition to this the institution was also in the process of converting all staff in the institution to the Total Cost to Company principle, and inherent in this it was anticipated that there would be additional costs, but due to principle matters relating to pension funds for example, this process also took longer than envisaged. Various support functionaries in the institution was also under-going restructuring and this also proved a more timely exercise than was envisaged. All instances mentioned thus had a direct effect on the budget and thus the under-spending is registered.

As part of the budget process it is important that one identifies all resources required that would create an enabling environment for staff to function in, and thus a major part of the under-spending that pertains to goods and services was due to the ineptness of the capacitating process of the institution.

	2006/07 R'000	2005/06 R'000	2004/05 R'000
Final Appropiation	1 011 351	885 561	784 671
Expenditure	978 325	809 653	702 929
% Spent	96,7%	91,4%	89,6%

From the table above it is evident that the percentage spending has shown an increase, and this is mainly attributable to the ineptness of various capacitating processes alluded to in the reasons given for the under-spending for the financial year.

2. SERVICES RENDERED BY THE INSTITUTION

The vote of Parliament comprises of the three programmes, namely:

Programme 1: Administration

Manage Parliament, providing procedural and legal advice and support; facilitate public involvement in parliamentary processes; facilitate Parliament's legislative and oversight processes; and provide institutional support and corporate services.

Programme 2: Members' Facilities

Provide telephone, travel and other facilities for MP's and fund medical aid contributions and travel facilities for certain former members.

Programme 3: Associated Services

Provide financial support to political parties represented in Parliament and pay membership fees to certain inter-parliamentary body.

Tariff policy

Tariff charged for catering is done as per agreement with the service provider to whom this service has been outsourced, and other internal services are rendered at a agreed upon rate as per the catering policy.

Free services
No free service per definition is provided by Parliament to the members or any other bodies.

3. CAPACITY CONSTRAINTS

Capacity constraints delayed the completion of projects, which also resulted in under expenditure during the financial year as described in the paragraph relating to under-expenditure.

Key capacity weaknesses were as follows:

· Lag time in the completion of the competency assessments;
· Inept process of the filling of vacant · positions.

4. UTILISATION OF DONOR FUNDS

For the period under review Parliament received foreign donor funding and as in prior years this funding was utilised for various projects for capacity building of staff and members with the aim of enabling the institution to achieve its strategic objective pertaining to legislation and oversight. A major project that benefited from this fund was the PCMS project.

In terms of the agreement these funds are audited on an annual basis. This project is still valid till September 2007 as per the agreement. Funds available will be determined as per the agreement, provided the objectives are achieved as per the agreement.

5. ORGANISATIONS TO WHOM TRANSFER PAYMENTS HAVE BEEN MADE

Transfer payments have been made to political parties for the following reasons:

· Political party support: Financial support to political parties represented in Parliament;

- Constituency support: Financial support to the constituency offices of political parties represented in Parliament;
- Party Leadership support: Financial support to leaders of political parties represented in Parliament;
- Membership fees: Funding of membership fees to certain Inter-Parliamentary bodies to ensure Parliament's continued involvement in international participation programmes and in the activities of inter-parliamentary associations.

6. CORPORATE GOVERNANCE ARRANGEMENTS

"A high-level risk profile was developed as a platform and foundation to be used by the Parliament in identifying, managing and controlling the business risks of the institution. The risk assessment was also used as a basis for the compilation of the internal audit strategy. The internal audit unit has been functional as from 2003, with the function being outsourced to the Deloitte/Gobodo Consortium. Parliament is now in the process of capacitating the unit so as to have an institutional Internal audit unit. A new audit committee was appointed during February 2007 and has been functional since then.

7. EVENTS AFTER THE REPORTING DATE

No events to report at this stage.

8. OTHER

Misuse of Members' Travel Warrants

As reported in the prior financial year, the recovery of amounts is continuing through the liquidation process.

Name of Travel Agent	Quantum of Fraud established as per initial forensic report	Debt established by Liquidators as owing by MP's and related parties	Parliament's validated claim inclusive of costs	Recoveries from liquidators to date	Projected recovery in insolvency matters only
	R	R	R	R	R
Bathong Travel & Tours (Pty) Ltd	3,341,768	3,078,821	4,987,106	797,259	3,603,642
Business & Executive Travel (Pty) Ltd	3,429,289	1,517,254	3,126,710	495,828	720,455
Ilitha Travel & Tours (Sole Proprietor)	**2,040,378**	**549,484**	**2,184,102**	**84 872**	**254,632**
ITC Sure Travel (Pty) Ltd	5,486,106	2,582,675	4,535,166	637,938	637,938
Star Travel Bureau CC	2,751,562	1,744,250	3,407,224	630 537	1 524 573
Eyabantu Travel	158,160	-	-	-	-
	17,207,263	**9,472,484**	**18,240,308**	**2,646,434**	**6,741,239**

9. APPROVAL

The Annual Financial Statements as set out from page 11 to 44 have been approved by the Accounting Officer.

10. SCOPA RESOLUTIONS

There were no formal SCOPA resolutions issued to Parliament for the financial year under review.

Mr. Z.A. Dingani
Secretary to Parliament
31 May 2007

Statement of Accounting Policies and Related Matters for the year ended 31 March 2007

"The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material respects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), the Treasury Regulations for Departments and Constitutional Institutions issued in terms of the Act and the Division of Revenue Act, Act 1 of 2005."

1. PRESENTATION OF THE ANNUAL FINANCIAL STATEMENTS

Basis of preparation

"The financial statements have been prepared on a modified accrual basis of accounting, except where otherwise stated. Under the accrual basis of accounting, transactions and other events are recognised when incurred and not when cash is received or paid."

Presentation currency

The currency used in the financial statements is ZAR (R).

Rounding

"All amounts are rounded to the nearest R1,000 (thousand rand)"

Comparative figures

"Where necessary, comparative figures have been adjusted to conform to changes in presentation in the current year."

2. REVENUE

Appropriated funds

Voted funds are the amounts appropriated to Parliament in accordance with the final budget known as the Adjusted Estimate. Unexpended voted funds (except the Statutory Appropriation) are not surrendered to the National Revenue Fund.

Departmental revenue

Sale of goods and services other than capital assets

Revenue from the sale of goods and/ or services produced by Parliament is recognised in the Statement of Financial Performance when the goods and/or services are provided.

Interest, dividends and rent on land"

Revenue from interest and dividends is recognised in the Statement of Financial Performance upon receipt of the funds.

Laptops issued to members

Members of Parliament are issued laptops and printers upon being sworn in. The equipment remain the assets of Parliament.

Members of Parliament are given the option to purchase the equipment at residual value at the end of the parliamentary term or at replacement value upon resignation during the parliamentary term. Monthly salary deductions which equal the residual value at the end of the parliamentary term are made from members who intend to purchase the equipment.

Sale of capital assets

Profit from the sale of capital assets is recognised in the Statement of Financial Performance when the sale takes place.

Financial transactions in assets and liabilities

Revenue from the repayment of loans and advances previously extended to employees and public corporations for policy purposes is recognised in the Statement of Financial Performance upon receipt of the funds.

Local and foreign aid assistance

Revenue from local and foreign aid assistance is recognised in the Statement of Financial Performance upon receipt of the funds.

3. EXPENDITURE

Compensation of employees

Salaries and wages comprise payments to Parliament employees.

Social contributions include Parliament's contribution to social insurance schemes paid on behalf of employees.

Short-term employee benefits

The cost of short-term employee benefits is recognised as an expense in the Statement of Financial Performance when the expenditure is incurred.

Post employment retirement benefits

Parliament provides retirement benefits for certain of its employees through a defined benefit plan for government employees. These benefits are funded by both employer and employee contributions. Parliament's contributions to the fund are recognised as an expense in the Statement of Financial Performance when payment is made. No provision is made for retirement benefits in these financial statements. Any potential liabilities are disclosed as a note to the financial statements of the National Revenue Fund and not in the financial statements of Parliament.

Long-term employee benefits and other post employment benefits Termination benefits

Termination benefits are recognised as an expense in the Statement of Financial Performance when payment is made.

Medical benefits

"Parliament provides medical benefits for members and its employees through various medical plans. Contributions are made by Parliament, members and employees. Parliament's contributions to the funds are recognised as an expense in the Statement of Financial Performance when payment is made. No provision is made for medical benefits in these financial statements. "

Contributions to medical benefits for retired members are recognised as an expense in the Statement of Financial Performance when payment is made.

Other employee benefits

Pro rata thirteenth cheque entitlement and performance bonuses have been accrued for and are recognised in the Statement of Financial Performance as an expense.

Employees' leave entitlement taken during the year and leave entitlement paid on termination of employees' contracts are recognised in the Statement of Financial Performance as an expense. Employees' leave entitlement as at year end have been accrued for and are recognised in the Statement of Financial Performance as an expense.

Goods and services

Goods and services received and / or supplied are recognised as an expense in the Statement of Financial Performance when the expense is incurred.

Expenses in respect of local and foreign aid are recognised as an expense in the Statement of Financial Performance when the expense is incurred.

Financial Transactions in assets and liabilities

Financial transactions in assets and liabilities include bad debts. Bad debts are recognised as an expense in the Statement of Financial Performance when they are identified as irrecoverable and the Secretary's approval is granted. Provision

is made for bad/ doubtful debts which are considered irrecoverable but which have not been approved by the Secretary as bad debts at year end.

Unauthorised expenditure

"Unauthorised expenditure is the overspending of a vote or a main division within a vote, or, expenditure that was not made 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."

Irregular expenditure

"Irregular expenditure is expenditure, other than unauthorised expenditure, which was incurred in contravention of, or not in accordance with a requirement of any applicable legislation, including: the Public Finance Management Act, the state Tender Board Act or any legislation providing for procurement procedures in Parliament. Irregular expenditure is recognised as an expense in the Statement of Financial Performance unless such expenditure is not condoned and is possibly recoverable, in which case it is recognised as a current asset in the Statement of Financial Position."

4. TRANSFERS AND SUBSIDIES

Transfers and subsidies include payments to non-profit institutions. Transfers and subsidies are recognised as an expense in the Statement of Financial Performance when the expenditure is incurred.

5. EXPENDITURE FOR CAPITAL ASSETS

Capital expenditure is expenditure incurred on the acquisition of assets that can be used repeatedly and continuously in production for more than one year. Expenditure incurred on assets having a cost of less than R5000.00 per item is recognised as an expense in the Statement of Financial Performance when the expenditure is incurred.

6. CURRENT ASSETS

Receivables

"Receivables arise from income accrued but not yet received, as well as payments which are recoverable from a third party. Receivables are recognised in the Statement of Financial Position as a current asset."

Recoverable revenue

"Recoverable revenue represents payments made in prior years which were recognised as an expense in the Statement of Financial Performance at the time, but which have now become recoverable from a debtor due to non-performance by such debtor in accordance with an agreement."

Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and balances with banks. Cash is recognised in the Statement of Financial Position as a current asset.

Inventory

Inventory consists of catering supplies on hand at year end. inventory is valued at the lower of cost and net realisable value on a weighted average basis. Inventory is recognised in the Statement of Financial Position as a current asset.

Prepayments and advances

Prepayments consists of payments made during the current financial year for expenses to be incurred in the next financial year.

Advances consists of amounts advanced to staff or members either as cash floats or for use to make cash payments for future expenses.

7. FIXED ASSETS

"Fixed assets are recognised at cost of acquisition or fair value. Cost is the amount of cash or cash equivalent paid. Fair value is the amount for which an asset would be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. Cost includes all expenditure incurred to bring the fixed asset to its useful purpose, including inter alia :
· Import duties and taxes
· Site preparation
· Delivery and handling
· Professional fees
· Installation and assembly costs
· Expenditure relating to a specific fixed asset that increases the useful life of the asset.

At 31 March 2005 all fixed assets were inventoried and revalued and reflected at their fair value. The aggregate fair value amounts of these fixed assets are shown per category. The remaining heritage assets will subsequently be revalued in the future and

their fair values will be recognised at that time. Depreciation is applied to re-valued assets. "

Capital expenditure incurred on assets having a cost of more than R5 000.00 per item is capitalised and recognised as a fixed asset in the Statement of Financial Position. Assets with a known original cost of less than R5 000.00 and assets with an indeterminate original cost and a fair market value of less than R5 000.00 are included in the fixed asset register at a zero value. These assets are not reflected in the Statement of Financial Position.

"All fixed assets are to be professionally revalued every three years. When the carrying amount of a class of fixed asset comprising items with costs of acquisitions exceeding R5000 per item is increased as a result of a revaluation, the increase is credited directly to a revaluation surplus. To the extent that a revaluation reverses a revaluation decrease of a fixed asset with an acquisition cost below R5000 and previously expensed, the surplus is recognised as revenue. When the carrying amount of a class of fixed asset comprising items with costs of acquisitions exceeding R5000 per item is decreased as a result of a revaluation, the decrease is debited directly to a revaluation surplus. To the extent that a revaluation reverses a revaluation increase of a fixed asset with an acquisition cost below R5000 and previously expensed, the deficit is recognised as an expense. At each reporting date, an assessment will be made to establish whether a fixed asset has been impaired. In the case of impairment, an estimate of the recoverable service amount of the affected assets will be made, and such impairment losses recognised in the Statement of Financial Performance at that time."

Depreciation

Depreciation is provided on the straight line basis at rates that will reduce the cost of the asset to its estimated residual value over its estimated useful life.

The depreciation rates are as follows:

Heritage assets:	No depreciation
Computer equipment:	33.3%
Equipment:	20%
Audio and visual equipment:	20%
Furniture and fittings:	20%

8. LIABILITIES

Payables

"Payables arise from expenditure incurred but not yet paid, as well as receipts which are due to a third party. Payables are recognised in the Statement of Financial Position as a current liability."

Accruals

Accruals arise from the receipt of goods and/or services which were received/ delivered prior to year end but for which no invoice had been received as at year end. Accruals are recognised in the Statement of Financial Position as a current liability.

Provisions

Provisions are liabilities of uncertain timing or amount. Provisions are recognised in the Statement of Financial Position as a current liability.

Lease commitments

Expenditure on operating leases is recognised as an expense in the Statement of Financial Performance when the expenditure is incurred. Lease commitments for the period remaining from the accounting date to the end of the lease contract are disclosed as a note to the financial statements.

Commitments

"Commitments arise when goods and/ or services have been ordered prior to year end, but not delivered at year end. Commitments are disclosed as a note to the financial statements."

Deferred income

Deferred income is income which will be recognised in the Statement of Performance in future once the actual cash is received. An asset (debtors) has in the meantime been created as the contra entry.

Contingent liabilities

Contingent liabilities arise where the amounts of liabilities cannot be determined with certainty and may be dependant on either a future event taking place or an issue of clarity. Contingent liabilities are disclosed at the most realistic possible value as a note to the financial statements.

9. GENERAL

Key management personnel

Key management personnel comprises of the following:

Political Office Bearers:
Speaker of the National Assembly
Chairperson of the National Council of Provinces

Deputy Speaker of the National
Assembly
Deputy Chairperson of the National
Council of Provinces

Office of the Secretary:
Secretary to Parliament
Deputy Secretary to Parliament
Chief Operating Officer of Parliament

Senior Managers:
Divisional managers
Chief Financial officer

Appropriation Statement for the year ended 31 March 2007

Appropriate per Programme									
	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
1. Administration									
Current payment	452,027	-	85,654	537,681	450,039	87,642	83.7%	428,795	370,902
Transfers and subsidies	194	-	(33)	161	107	54	66.5%	665	575
Payment for capital assets	20,581	-	1,548	22,129	11,675	10,455	52.8%	17,267	17,407
		-							
2. Members' Facilities									
Current payment	149,181	-	(2,555)	146,626	133,729	12,897	91.2%	128,615	113,236
Transfers and subsidies	126	-	-	126	124	2	98.4%	-	-
Payment for capital assets	1,905	-	-	1,905	635	1,270	33.3%	1,390	633
		-							
3. Associated Services									
Current payment	-	-	-	-	-	-		-	-
Transfers and subsidies	158,119	-	643	158,762	158,760	2	100.0%	95,680	95,181
Payment for capital assets	-		-	-	-	-		-	-
Changes in Retained Revenue	-		(85,257)	(85,257)		(85,257)			
Subtotal	782,133	-	-	782,133	755.069	27,064	**96.5%**	672,412	597,934
Statutory Appropriation Current payments Transfers and subsidies Payment for capital assets	229,218			229,218	223,256	5,962	97.4%	213,149	211,719
Total	1,011,351	-	-	1,011,351	978,325	33.026	**96.7%**	885,561	809,653

Reconciliation with Statement of Financial Performance						
Add: Prior year unauthorised expenditure approved with funding		-			-	
Departmental receipts		41.888			23,667	
Local and foreign aid assistance		3,276			2,492	
Actual amounts per Statement of Financial Performance (Total Revenue)		1,056,515			911,720	
Assets acquired and capitalised during the current financial year, but expensed for appropriation purposes		(12,310)			(18,040)	
Other payments in Appropriation Statement, not accounted for in the Statement of Financial Performance						
Actual amounts per Statement of Financial Performance		966,015			791,613	

Appropriation Statement for the year ended 31 March 2007

	Appropriation per Economic classification								
	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments									
Compensation of employees	293,714	-	(30,036)	263,678	223,321	40,357	84.7%	190,386	189,463
Goods and services	307,494	-	113,135	420,629	360,448	60,181	85.7%	366,338	294,675
Interest and rent on land	-	-	-	-	-	-		0	0
Financial transactions in assets and liabilities	-	-	-	-	-	-		0	0
Transfers & subsidies									
Provinces & municipalities	320	-	(33)	287	231	56	80.5%	556	-
Departmental agencies & accounts	-	-	-	-	-	-		0	0
Universities & technikons	-	-	-	-	-	-		0	0
Foreign governments & international organisations	1,273	-	643	1,916	1,912	4	99.8%	1,042	575
Public corporations & private enterprises	-	-	-	-	-	-		0	0
Non-profit institutions	156,846	-	-	156,846	156,848	(2)	100.0%		
Households	-	-	-	-	-	-			
Gifts and donations	-	-	-	-	-	-			
Payment for capital assets		-	-	-	-				
Buildings & other fixed structures	-	-	-	-					
Machinery & equipment	22,400	-	-	22,400	11,880	10,520	53.0%	94,638	95,181
Biological or cultivated assets	-	-	-	-	-	-		-	-
Software & other intangible assets	86	-	1,548	1,634	429	1,205	26.3%	-	-
Land & subsoil assets	-	-	-	-	-	-		-	-
Financial transactions in assets and liabilities			(85,257)	(85,257)		(85,257)			
Total	782,133	-	-	782,133	755,069	27,064	**96,5%**	672,412	597,934

Appropriation Statement for the year ended 31 March 2007

	Appropriate per Programme								
	2006/07							2005/06	
Direct charge against Provincial Revenue Fund	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
List all direct charges against the Revenue Fund President and Deputy President salaries Member of executive committee/parliamentary officers	- 229,218	- -	- -	- 229,218	- 223,256	- 5,962	- 97.4%	- 213,149	- 211,719
Judges salaries	-	-	-	-	-	-	-	-	-
Sector education and training authorities SETA National skills fund	-	-	-	-	-	-	-	-	-
Subtotal	229,218	-	-	229,218	223,256	5,962	**97.4%**	213,149	211,719

Detail per programme 1-Administration

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
1.1 Office of the Secretary									
Current payment	230,352		79,890	310,242	245,114	65,128	79,0%	262,329	198,200
Transfers and subsidies	194		(33)	161	107	54	66.5%	665	575
Payment for capital assets	8,666		-	8,666	6,268	2,398	72.3%	12,905	13,468
1.2 National Assembly			-						
Current payment	10,092			10,092	7,439	2,653	73.7%	5,920	5,805
Transfers and subsidies				-		-			
Payment for capital assets	208			208	99	109	47.4%	156	201
1.3 National Council of Provinces									
Current payment	19,018			19,018	15,076	3,942	79.3%	11,152	11,676
Transfers and subsidies				-		-			
Payment for capital assets	1,234			1,234	561	673	45.5%	1,397	313
1.4 Legislation and Oversight			-						
Current payment	95,205			95,205	82,753	12,452	86.9%	76,973	76,894
Transfers and subsidies				-		-			
Payment for capital assets	3,022			3,022	923	2,099	30.5%	456	811
1.5 Corporate Services									
Current payment	32,139		5,764	37,903	40,115	(2,212)	105.8%	26,602	28,665
Transfers and subsidies				-		-			
Payment for capital assets	3,086		1,548	4,634	3,696	938	79.8%	1,398	1,745
1.6 Institutional Support									
Current payment	65,221		-	65,221	59,543	5,678	91.3%	45,819	49,662
Transfers and subsidies				-		-			
Payment for capital assets	4,365			4,365	128	4,237	2.9%	955	869
Changes in retained revenue									
Subtotal	472,802	-	87,169	559,971	461,821	98,150	**82.5%**	446,727	388,884

Appropriation Statement for the year ended 31 March 2007

Economic classification	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current payments									
Compensation of employees	274,093		(30,036)	244,057	205.069	38.988	84.0%	172,895	189,463
Goods and services	177,934		115,690	293,624	244,971	48,653	83.4%	255,214	181,439
Interest and rent on land									
Financial transactions in assets and liabilities				-		-			
Transfers & subsidies				-		-			
Provinces & municipalities	194		(33)	161	107	54	66.5%	556	575
Departmental agencies & accounts				-		-			
Universities & technikons				-		-			
Foreign governments & international organisations				-		-			
Public corporations & private enterprises				-		-			
Non-profit institutions				-		-			
Households				-		-			
Gifts and donations				-		-			
Payments for capital assets									
Buildings & other fixed structures				-		-			
Machinery & equipment	20,495	-	-	20,495	11,245	9,250	54.9%	18,062	17,407
Biological or cultivated assets				-		-			
Software & other intangible assets	86		1,548	1,634	429	1,205	26.3%	-	-
Land & subsoil assets				-		-			
Total	472,802	-	87,169	559,971	461,821	98,150	**82.5%**	446,727	388,884

Detail per programme 2 - Members' Facilities for the year ended 31 March 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
2.1 National Assembly									
Current payment	125,885	-	(1,750)	124,135	114,425	9,710	92.2%	111,238	198,100
Transfers and subsidies	126	-	-	126	124	2	98.4%		
Payment for capital assets	1,905	-	-	1,905	635	1,270	33.3%	1,390	633
2.2 National Council of Provinces			-						
Current payment	23,296	-	(805)	22,491	19,304	3,187	85.8%	17,377	15,136
Transfers and subsidies				-		-			
Payment for capital assets				-		-			
Total	151,212	-	(2,555)	148,657	134,488	14,169	**90.5%**	130,005	113,869

Appropriation Statement for the year ended 31 March 2007

Economic classification	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current									
Compensation of employees	19,621			19,621	18,252	1,369	93.0%	17,491	-
Goods and services	129,560		(2,555)	127,005	115,477	11,528	90.9%	111,124	113,236
Interest and rent on land				-		-			
Financial transactions in assets and liabilities				-		-			
Transfers & subsidies									
Provinces & municipalities	126		-	126	124	2	98.4%		
Dept agencies & accounts				-		-			
Universities & Technikons				-		-			
Foreign governments & international organisations				-		-			
Public corporations & private enterprises				-		-			
Non-profit institutions				-		-			
Households				-		-			
Gifts and donations				-		-			
Capital									
Buildings & other fixed structures				-		-			
Machinery & equipment	1,905	-	-	1,905	635	1,270	33.3%	1,390	633
Biological or Cultivated assets				-		-			
Software & other intangible assets				-		-			
Land & subsoil assets				-		-			
Total	151,212	-	(2,555)	148,657	134,488	14,169	**90.5%**	130,005	113,869

Detail per programme 3- Associated Services

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
3.1 Political Party Support									
Current payment				-		-			
Transfers and subsidies	47,287	-	(138	47,425	47,453	(28)	100.1%	31,688	31,697
Payment for capital assets				-		-			
3.2 Constituency Support									
Current payment				-		-			
Transfers and subsidies	105,911	-	(161)	105,750	105,749	1	100.0%	59,955	59,930
Payment for capital assets				-		-			
3.3 Party Leadership Support									
Current payment				-		-			
Transfers and subsidies	3,648	-	23	3,671	3,646	25	99.3%	3,474	3,474
Payment for capital assets				-		-			
3.4 Membership Fees									
Current payment				-		-			
Transfers and subsidies	1,273	-	643	1,916	1,912	4	99.8%	563	80
Payment for capital assets				-		-			
Total	158,119	-	643	158,762	158,760	2	**100.0%**	95,680	95,181

Appropriation Statement for the year ended 31 March 2007

Economic classification	2006/07							2005/06	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
Current									
Compensation of employees				-		-			
Goods and services				-		-			
Interest and rent on land				-		-			
Financial transactions in assets and liabilities				-		-			
Transfers & subsidies									
Provinces & municipalities				-		-			
Dept agencies & accounts				-		-			
Universities & Technikons				-		-			
Foreign governments & international organisations	1,273	-	643	1,916	1,912	4	99.8%	563	80
Public corporations & private enterprises				-		-			
Non-profit institutions	156,846	-	-	156,846	156,848	(2)	100.0%	95,117	95,101
Households				-		-			
Gifts and donations				-		-			
Capital									
Buildings & other fixed structures				-		-			
Machinery & equipment				-		-			
Biological or Cultivated assets				-		-			
Software & other intangible assets				-		-			
Land & subsoil assets				-		-			
Total	158,119	-	643	158,762	158,760	2	**100.0%**	95,680	95,181

Notes to the Appropriation Statement for the year ended 31 March 2007

1. Detail of transfers and subsidies as per Appropriation Act (after Virement):

Detail of these transactions can be viewed in note 9 (Transfers and subsidies) and Annexure 1 (A-L) to the annual financial statements.

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

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the annual financial statements.

3. Detail on financial transactions in assets and liabilities

Detail of these transactions per programme can be viewed in note 8

4. Explanations of material variances from Amounts Voted (after Virement):

Per programme:

	Voted Funds after virement R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Approp %
Administration	559,971	461,821	98,150	18%
	The variance came about because of transfer of retained revenue for projects. These projects were eventually funded from voted funds.			
Members' Facilities	148,657	134,488	14,169	10%
	Members' services are budgeted to cater for the maximum possible expenditure - in practice Members do not take up all entitlements.			
Associated Services	158,762	158,760	2	0%
Changes in retained revenue	(85,257)	-	(85,257)	100%
	Retained earnings earmarked for projects but not utilised			

4.2 Per economic classification:

Per economic classification	Voted Funds after virement R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Approp %
Current expenditure Compensation of employees	-	-	-	40,357
Goods and services	-	-	-	60,181
The variance is mostly due to underspent in compensation of employees due to a number of vacant posts taking longer to fill than originally planned and underspent on projects which started later than the intial planned date.				
Transfers and subsidies Foreign governments and international organisations	-	-	-	4
Non-profit institutions	-	-	-	(2)
Payments for capital assets Machinery and equipment Heritage assets	-	-	-	10,520
Software and other intangible assets	-	-	-	1,205
Variance is due to projects starting later than the initial planned date. This affected the procurement of assets required for these projects.				

Statement of Financial Performance for the year ended 31 March 2007

	Note	2006/07 R'000	2005/06 R'000
REVENUE			
Annual appropriation	1.	782,133	672,412
Statutory appropriation	2.	229,218	213,149
Departmental revenue	3.	41,888	23,667
Local and foreign aid assistance	4.	3,276	2,492
TOTAL REVENUE		1,056,515	911,720
EXPENDITURE			
Current expenditure			
Compensation of employees	5.	446,576	401,182
Goods and services	6.	348,343	287,865
Financial transactions in assets and liabilities	7	10,251	7,368
Local and foreign aid assistance		2,084	17
Total current expenditure		807,254	696,432
Transfers and subsidies	8.	158,760	95,181
TOTAL EXPENDITURE		966,014	791,613
SURPLUS/(DEFICIT)		90,501	120,107
SURPLUS/(DEFICIT) FOR THE YEAR		90,501	120,107
Reconciliation of Net Surplus/(Deficit) for the year			
Funds unutilised			
Departmental revenue	3	45,337	93,948
Local and foreign aid assistance	4.	41,888	23,667
		3,276	2,492
SURPLUS/(DEFICIT) FOR THE YEAR		90,501	120,107
Net surplus for the year			
Opening balance		307,747	186,994
Prior year adjustment	9	(2,211)	2,077
Voted funds to be surrendered	16	(5,962)	(1,431)
Fruitless and wastefull expenditure recovered	11	2,646	
		392,721	**307,747**

Statement of Financial Position as at 31 March 2007

	Note	2006/07 R'000	2005/06 R'000
ASSETS			
Current assets		436,557	336,556
Fruitless and wasteful expenditure	11	14,561	16,561
Cash and cash equivalents	12	408,202	283,080
Other financial assets	13	231	203
Prepayments and advances	14	1,726	31,345
Receivables	15	11,837	5,367
Non-current assets		64,384	63,708
Tangible capital assets	20	79,628	71,059
Less: Accumulated depreciation		(15,244)	(7,351)
TOTAL ASSETS		500,941	400,264
LIABILITIES			
Current liabilities		88,139	69,785
Voted funds to be surrendered to the Revenue Fund	16	5,962	6,055
Payables	17	82,177	63,730
Non-current liabilities			
		407,291	324,968
Revenue surplus		392,721	307,747
Fruitless and wasteful expenditure		14,561	17,207
Deferred income	18	9	14
TOTAL LIABILITIES		495,430	394,753
NET ASSETS		5,511	5,511
Represented by:			
Revaluation Reserves		5,511	5,511
TOTAL		500,941	400,264

Statement of Changes in Net Assets for the year ended 31 March 2007

	Note	2006/07 R'000	2005/06 R'000
RECOVERABLE REVENUE			
Opening balance		65	
Transfers		(559)	65
Debts written off	7.2	(559)	65
Debts raised			
Balance at 31 March		(494)	65
Retained funds			
Balance at 1 April		307,747	186,994
Prior year adjustments	9	(2,211)	2,077
Fruitless & wastefull expenditure recovered	11	2,646	-
Unutilised during the year		90,501	120,107
Voted funds to be surrendered	16	(5,962)	(1,431)
Balance at 31 March		392,721	307,747
Current liabilities		88,139	69,785
Voted funds to be surrendered to the Revenue Fund	16	5,962	6,055
Payables	17	82,177	63,730
Non-current liabilities		14,570	17,221
Fruitless and wasteful expenditure	11	14,561	17,207
Deferred income	18	9	14
Revaluation Reserve			
Balance at 1 April		5,511	5,511
Balance at 31 March		5,511	5,511
TOTAL		500,941	400,264

Cash Flow Statement for the year ended 31 March 2007

	Note	2006/07 R'000	2005/06 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		1,056,613	911,043
Annual appropriated funds received	1.1	782,133	672,412
Statutory appropriated funds received	2	229,218	213,149
Departmental revenue received	3	41,986	22,990
Local and foreign aid assistance received	4	3,276	2,492
Other income		-	-
Net (increase)/decrease in working capital	19	36,686	646
Current payments		(807,254)	(696,432)
Add back non-cash item	7	10,251	7,473
Transfers and subsidies paid	8	(158,760)	(95,181)
Net cash flow available from operating activities		137,536	127,549
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for tangible capital assets	20	(12,310)	(18,040)
Proceeds from sale of tangible capital assets	3	(98)	677
(Increase)/ decrease in other financial assets			
Net cash flows from investing activities		(12,408)	(17,363)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/ (decrease) in non-current payables	18	(5)	
Net cash flows from financing activities		(5)	-
Net increase/ (decrease) in cash and cash equivalents		125,122	110,187
Cash and cash equivalents at beginning of period		283,080	172,893
Cash and cash equivalents at end of period	12	408,202	283,080

Notes to the Annual Financial Statements for the year ended 31 March 2007

1. Annual Appropiation

1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act for Provincial Departments(Equitable Share)

Programmes	Final Appropriation R'000	Actual Funds Received R'000	Funds not requested/ not received R'000	Appropriation Received 2005/06 R'000
Administration	472,802	472,802	-	393,794
Members' Facilities	151,212	151,212	-	182,457
Associated Services	158,119	158,119	-	96,161
Total	782,133	782,133	-	672,412

2. Statutory Appropiation

	Note	2006/07 R'000	2005/06 R'000
Amount forming a direct charge on the National Revenue Fund in respect of salaries, allowances and other benefits of office-bearers and other members of the National Assembly and the National Council of Provinces (in terms of Act No. 6 of 1994)		229,218	213,149
Total		229,218	213,149
Actual Statutory Appropriation received		229,218	213,149

3. Departmental revenue

	2006/07	2005/06
Sales of goods and services other than capital assets	6,872	6,735
Interest, dividends and rent on land	21,011	16,125
Sales of capital assets	(98)	677
Other Income	14,103	130
Total revenue collected	41,888	23,667

4. Local and foreign aid assistance

	2006/07	2005/06
	3,276	**2,492**

5. Compensation of employees

5.1 Salaries and wages

	2006/07	2005/06
Basic salary	279,200	266,285
Performance award	4,028	782
Compensative/circumstantial	687	371
Periodic payments	3,662	10
Other non-pensionable allowances	75,825	56,146
Total	**363,402**	**323,594**

	Note	2006/07 R'000	2005/06 R'000
5.2 Social contributions			
5.2.1 Employer contributions			
Pension		35,443	31,977
Medical		24,612	22,862
UIF		1,191	1,008
Insurance		3,676	3,410
Total		**64,922**	**59,257**
5.2.2 Post retirement benefits			
Medical		18,252	18,331
Total		**18,252**	**18,331**
Total compensation of employees		**446,576**	**401,182**
Average number of employees		1,060	974
6. Goods and services			
Advertising		7,964	6,340
Bank charges and card fees		283	248
Bursaries (employees)		768	422
Communication		19,130	16,382
Computer services		7,239	4,631
Commission		114	124
Consultants, contractors and special services		97,099	86,112
Courier and delivery services		331	531
Entertainment		720	304
External audit fees	6.1	3,653	3,910
Equipment less than R5 000		2,994	4,898
Inventory	6.2	5,923	7,366
Learnerships		478	43
Legal fees		647	369
Maintenance, repair and running costs		6,867	2,934
Municipal Services			575
Operating leases		3,608	3,118
Personnel agency fees		1,049	498
Plant flowers and other decorations		651	344
Printing and publications		13,275	13,524
Professional bodies and membership fees		64	2
Resettlement costs		1,697	1,478
Subscriptions		-	13
Translations and transcriptions		1	47
Transport provided as part of the departmental activities		108	104
Travel and subsistence	6.3	152,501	119,987
Venues and facilities		8,526	7,253
Protective, special clothing & uniforms		462	626
Training & staff development		11,959	4,940
Town & regional planning		232	742
Total		**348,343**	**287,865**
6.1 Audit fees			
External audit fee		983	1,266
Internal audit fee		2,670	2,644
Other audits		-	-
Total external audit fees		**3,653**	**3,910**

	Note	2006/07 R'000	2005/06 R'000
6.2 Inventory			
Other inventory		192	212
Food and Food supplies		4,916	6,253
Other consumables		612	758
Restoration and fittings		93	80
Medical Supplies		110	63
Total Inventory		**5,923**	**7,366**
6.3 Travel and subsistence			
Local		123,212	106,092
Foreign		29,289	13,895
Total travel and subsistence		**152,501**	**119,987**
Financial transactions in assets and liabilities			
7.1 Depreciation: Computer equipment		5,687	4,538
Depreciation: Computer software		209	81
Depreciation: Equipment		1,093	934
Depreciation: Furniture & fittings		741	476
Depreciation: Vehicles		456	422
Depreciation: Audio & visual equipment		1,506	982
Total depreciation		**9,692**	**7,433**
7.2 Debts written off			
Bad debts			
Bad debts provided for		551	(65)
Bad debts written off		8	-
Total bad debts		**559**	**(65)**
Total		**10,251**	**7,368**
. Transfers and subsidies			
Non-profit institutions	*ANNEXURE 1K*	158,760	95,181
Unauthorised expenditure approved by Parliament			
Total		**158,760**	**95,181**

	Note	2006/07 R'000	2005/06 R'000
9 Prior year adjustment			
9.1 Reversal of overprovision of expenses accrued for in prior year			
9.2 Updating of the asset register and implementation of the policy where assets under R5000 are recognised as expenses has resulted in a prior year adjustment:			
9.2.1 Assets under R5000 transferred to expenses			
9.2.2 Asset additions for 2004/5 duplicated in 2005/6			
9.2.3 Goods and services erroneously classified as assets			
9.2.4 Depreciation reversed			
The effect of all the above changes is as follows:			
Decrease in net surplus due to:			
9.1 decrease in compensation of employee expenses.			928
9.2 decrease in transfers and subsidies			588
9.3 decrease in other income			(114)
9.1 decrease in goods and services		544	675
9.2.1 increase in capital expenses under R5000.		(1,191)	
9.2.2 decrease in assets at cost		(2,493)	-
9.2.3 increase in goods and services		(772)	
9.2.4 decrease in depreciation		1,701	
Total		**(2,211)**	**2,077**
10 Expenditure on capital assets			
Heritage assets	20	248	614
Machinery and equipment	20	12,062	17,426
Total		**12,310**	**18,040**
11 Fruitless and wasteful expenditure			
Reconciliation of fruitless and wasteful expenditure			
Opening balance		17,207	17,207
Amounts recovered		(2,646)	
Total fruitless and wasteful expenditure		**14,561**	**17,207**
12. Cash and cash equivalents			
Cash on hand		(169)	109
Cash with commercial banks (Local)		408,371	282,971
Total		**408,202**	**283,080**
13. Other financial assets			
Current			
Local			
(Group major categories, but list material items)			
Catering stock		231	203
Total		**231**	**203**
14. Prepayments and advances			
Description			
Travel and subsistence		-	52
Prepayments		1,726	31,293
Total		**1,726**	**31,345**

	Note	2006/07 R'000	2005/06 R'000

15. Receivables

		Less than one year R'000	One to three years R'000	Older than three years R'000	Total R'000	Total R'000
Households and	15.1	293	204		497	-
Staff debtors	15.3	72	438		510	1,695
Other debtors	15.4	9,578	462		10,040	3,344
Intergovernmental	Annex 4	243	548		791	328
Total		**10,186**	**1,651**	**-**	**11,838**	**5,367**

15.1 Households and non profit institutions
(Group major categories, but list material items)

Political parties		497	
Total		**497**	**-**

15.3 Staff debtors

Staff debtors		731	1,916
Provision for bad debts		(221)	(221)
Total		**510**	**1,695**

15.6 Other debtors

Other debtors		2,231	973
ACBF - donor aid organisation		1,517	-
Media		19	12
Accrued income		6,824	2,359
Provision for bad debts		(551)	
Total		**10,040**	**3,344**

16 Voted funds to be surrendered to the Revenue Fund

Opening balance		6,055	4,624
Transfer from Statement of Financial Performance		5,962	1,431
Paid during the year		(6,055)	-
Closing balance		**5,962**	**6,055**

17 Payables – current

Description

		30 Days R'000	30+ Days R'000	2006/07 Total R'000	2005/06 Total R'000
Amounts owing to other entities	ANNEXURE 5	2,879		2,879	1,108
Other payables	17.1	34,868	44,430	79,298	62,622
Total		**37,747**	**44,430**	**82,177**	**63,730**

17.1 Other payables
Description
(Identify major categories, but list material amounts)

Accruals		19,798	34,938
Provisions		18,446	16,186
Suppliers		41,054	11,498
Total		**79,298**	**62,622**

	Note	2006/07 R'000	2005/06 R'000
17.1.1 Employee benefit provisions			
Leave entitlement		6,686	4,589
Thirteenth cheque		3,786	3,279
Performane awards		3,258	1,900
Capped leave commitments		4,716	4,849
UiF		-	1,569
Total		**18,446**	**16,186**

18. Payables – Non-current

Description

	One to two years R'000	Two to three years R'000	More than three years R'000	Total R'000	Total R'000
Defferred income		9	-	9	14
Total	**-**	**9**	**-**	**9**	**14**

19. Net cash flow available from operating activities

	2006/07	2005/06
Net surplus/(deficit) as per Statement of Financial Performance	90,501	120,107
Add back non cash/cash movements not deemed operating activities	47,035	7,442
(Increase)/decrease in receivables – current	(6,470)	(1,135)
(Increase)/decrease in prepayments and advances	29,619	(12,233)
(Increase)/decrease in other current assets	2,000	-
Increase/(decrease) in payables – current	18,447	13,260
Proceeds from sale of capital assets	(98)	677
Depreciation on assets	10,251	7,473
Proceeds on sale of other financial assets	(28)	284
Expenditure on capital assets	(12,310)	(18,040)
Surrenders to revenue fund	6,055	401
Unauthorised expenditure per Stat of Fin Performance	-	-
Fruitless and wasteful expenditure per Stat of Fin Performance	-	16,561
Voted funds not requested/not received	-	
Other non cash items:	(431)	194
Net cash flow generated by operating activities	**137,536**	**127,549**

20. Tangible Capital Assets

MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2007

	Opening Balance Cost R'000	Current Year Adjustment to prior year balances Cost R'000	Additional Costs R'000	Disposals Cost R'000	Closing Balance Cost R'000
BUILDING AND OTHER FIXED STRUCTURES	35,230	-	248	-	35,478
Dwellings	-		-	-	-
Non-residential buildings	-		-	-	-
Other fixed structures	-		-	-	-
Heritage assets	35,230		248	-	35,478
MACHINERY AND EQUIPMENT	35,829	(3,741)	12,062	-	44,150
Transport assets	2,233		415	-	2,648
Specialised military assets	-		-	-	-
Computer equipment	16,470	(2,315)	9,709	-	23,864
Furniture and Office equipment	7,656	(4,952)	1,047	-	3,751
Other machinery and equipment	9,470	3,526	891	-	13,887
TOTAL TANGIBLE ASSETS	**71,059**	**(3,741)**	**12,310**	**-**	**79,628**

20.1 ADDITIONS TO TANGIBLE CAPITAL ASSET PER ASSET REGISTER FOR THE YEAR ENDED IN 31 MARCH 2007

	Cash Cost R'000	Non-Cash Fair Value R'000	(Capital work in progress- current costs) Cost R'000	Received current year, not paid (Paid current year, received prior year) Cost R'000	Total Cost R'000
BUILDING AND OTHER FIXED STRUCTURES	248	-	-	-	248
Dwellings					-
Non-residential buildings					-
Other fixed structures					-
Heritage assets	248				248
MACHINERY AND EQUIPMENT	12,062	-	-	-	12,062
Transport assets	415				415
Specialised military assets					-
Computer equipment	9,709				9,709
Furniture and Office equipment	1,047				1,047
Other machinery and equipment	891				891
TOTAL CAPITAL ASSETS	**12,310**	**-**	**-**	**-**	**12,310**

20.2 Movement in Tangible Capital Assets per Asset Register for the year ended 31 March 2006

	Opening Balance Cost R'000	Additions R'000	Disposals R'000	Closing Balance R'000
BUILDING AND OTHER FIXED STRUCTURES	34,616	614	-	35,230
Dwellings				-
Non-residential buildings				-
Other fixed structures				-
Heritage assets	34,616	614		35,230
MACHINERY AND EQUIPMENT	18,580	17,496	247	35,829
Transport assets	465	1,768		2,233
Computer equipment	10,429	6,288	247	16,470
Furniture and Office equipment	4,472	3,184		7,656
Other machinery and equipment	3,214	6,256		9,470
TOTAL TANGIBLE ASSETS	53,196	18,110	247	71,059

DISCLOSURE NOTES

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

	Note	2006/07 R'000	2005/06 R'000
21 Contingent liabilities			
Liable to Nature			
Claims against the department	*ANNEXURE 3B*	3,175	2,318
Other	*ANNEXURE 3B*	-	-
Total		**3,175**	**2,318**

22 Lease Commitments

22.1 Operating leases	Motor Vehicles R'000	Office Equipment R'000	Machinery and equipment R'000	Total R'000	Total R'000
Not later than 1 year	-	-	-	-	642
Later than 1 year and not later than 5 years				-	-
Later than five years				-	
Total present value of lease liabilities	-	-	-	-	642

23 Key management personnel

The aggregate compensation of the senior management of the department showing separately major classes of key management personnel and the respective benefits according to the headings indicated for the current and comparative period.

Description	No of Individuals	Total R'000	Total R'000
Political Office Bearers (provide detail below)	4	3,208	2,896
Officials			
Level 15 to 16	3	2,409	2,322
Level 14 (incl CFO if at lower level)	6	4,060	3,943
Family members of key management personnel			
Total		**9,677**	**9,161**

Presiding Officers:
1. Mbete, Baleka   Speaker of National Assembly
2. Mahlangu-Nkabinde, Gwendoline   Deputy Speaker   NA
3. Mahlunga, Mninwa   Chairperson NCOP
4. Hollander, Peggy   Deputy Chairperson NCOP

Annexures to the Annual Financial Statements for the year ended 31 March 2007

ANNEXURE 1J

Statement of transfers to foreign government and international organisations

Foreign Government/International Organisation	TRANSFER ALLOCATION				EXPENDITURE		2005/06
	Adjusted Appropiation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Funds Transferred %	Final Appropriation Act R'000
Transfers							
Membership fees					-	0.0%	575
Total	-	-	-	-	-		575

ANNEXURE 1K

Statement of Transfers/Subsidies to Non-Profit Institutions

Non Profit Institutions	TRANSFER ALLOCATION				EXPENDITURE		2005/06
	Adjusted Appropiation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Transferred %	Final Appropriation Act R'000
Transfers							
Constituency allowance	105,911			105,911	105,749	99.8%	59,930
Party Leadership allowance	3,648			3,648	3,646	99.9%	3,474
Party support allowance	47,287			47,287	47,453	100.4%	31,697
Membership fees	1,273		643	1,916	1,912	99.8%	80
Total transfers	**158,119**	**-**	**643**	**158,762**	**158,760**	100.0%	**95,181**

ANNEXURE 1N
Statement of Local and Foreign Aid Assistance Received for the year ended 31 March 2007

Name of Donor	Purpose	Opening Balance R'000	Revenue R'000	Expenditure R'000	Closing Balance R'000
Received in cash					-
ACBF	Capacity building		**2,375**	**1,183**	1,192
European Union	Legislature support programme		**901**	**901**	-
					-
					-
Total		**-**	**3,276**	**2,084**	**1,192**
			-		

ANNEXURE 3B
Statement of Contingent Liabilities as at 31 March 2007

Nature of Liability	Opening Balance 01/04/2006 R'000	Liabilities incurred during the year R'000	Liabilities paid/cancelled/ reduced during the year R'000	Liabilities recoverable (Provide details hereunder) R'000	Closing Balance 31/03/2007 R'000
Claims against the department					
Unemployment Insurance Fund	1,573		1,573		-
Penalties and interest - SARS	745		745		-
Litigation by former staff member		3,175			3,175
	2,318	3,175	2,318	-	3,175
Total	**2,318**	**3,175**	**2,318**	**-**	**3,175**

ANNEXURE 4
Inter-Government Receivables

Government Entity	CONFIRMED BALANCE		UNCONFIRMED BALANCE	
	31/03/2007	31/03/2006	31/03/2007	31/03/2006
	R'000	R'000	R'000	R'000
Department				
Department of Agriculture & Land Affairs			2	-
Department of Arts & Culture			-3	-9
Department of Communication				44
Department of Correctional Services			0	3
Department of Defence			0	-8
Department of Education				1
Department of Environmental Affairs			1	9
Department of Foreign Affairs			0	1
Department of Health			1	26
Department of Home Affairs			1	7
Department of Housing			-2	-2
Department of Intelligence				1
Department of Minerals & Energy			2	2
Department of Public Works			2	12
Department of Safety & Security				2
Department of Science & Technology			-6	
Department of Social Development			49	1
Department of Sport & Recreation			1	22
Department of Trade & Industry			2	14
Department of Transport			94	
Department of Water Affairs				3
Department of Local & Provincial Government				2
Provincial Legislature				19
SA Police				8
Department of Finance			70	4
Department of Justice			4	3
Department of Public Service & Administration			-6	2
	-	-	**212**	**167**
Other Government Entities				
Auditor General			5	1
National Treasury			20	39
Office of the President			13	49
SARS			541	72
	-	-	**579**	**161**
TOTAL	-	-	**791**	**328**

Include all amounts owing by National and Provincial Departments as well as all Public Entities, Constitutional Institutions and Trading Entities

ANNEXURE 5
Inter-Government Payable

Government Entity	CONFIRMED BALANCE		UNCONFIRMED BALANCE		TOTAL	
	31/03/2007	31/03/2006	31/03/2007	31/03/2006	31/03/2007	31/03/2006
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
NB: Amounts included in Statement of financial position						
Current						
Department of Foreign Affairs	1,919	1,078	0	0	1,919	1,078
Department of Transport	-	30	0	0	-	30
Department of Justice	960	-	0	0	960	-
Subtotal	**2,879**	**1,108**	**-**	**-**	**2,879**	**1,108**
Non-current						
Subtotal	-	-	-	-	-	-
Total	**2,879**	**1,108**	**-**	**-**	**2,879**	**1,108**

PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

VII. ANNEXURES

VII. ANNEXURES

7.1 PARLIAMENTARY SERVICE ORGANOGRAM

National Assembly — Office of the Speaker

National Council of Provinces — Office of the Chairperson

Office of the Secretary to Parliament
Secretary
Deputy Secretary
Chief Operations Officer

Treasury & Audit Office

Office of the Registrar of Members' Interests

Legal Services Office

International Relations Section

Public Affairs Section
Public Education Office
Public Relations Unit
Media Relations Unit

Protection Services Section — Access & Assets Unit

Finance Management Office

National Assembly Division
House Plenaries Unit
Table Administration Unit
Research & Parliamentary Practice Unit

Legislation & Oversight Division
Legislation & Proceedings Section
Legislation & Proceedings Unit
Questions Unit
Information Services Section
Library & Information Unit
Research Unit
Language Services Section
Reporting Unit
Translation Unit
Interpreting Unit
Committees Section
Unit 1
Unit 2
Support Service: Office of LOGB

Corporate Services Division
Human Resources Section
HR Administration Unit
Job Level Managment Unit
Training & Development Unit
Labour Relations Unit
Employee Assistance Office
Information Communication Technology Services Section
Information Technology Unit
Sound & Vision Unit

Institutional Support Division
Provisioning Section
Procurement Unit
Stores & Inventory Unit
Documentation Section
Papers Office
Registry, Printing, Binding
Conservatory
Telephone Management Office
Artworks Office
Household Services Section
Auxiliary Services
Maintenance Services
Mail Services
Occupational Health & Safety Unit
Catering Services Section
Restaurant 1
Restaurant 2
Restaurant 3
Kitchens

National Council of Provinces Division
Procedural Services Office
Provincial & Municipal Liaison Office

7.2 HUMAN RESOURCES INFORMATION

Staff Establishment

Number of Staff per Occupational category										
	Male					Female				
Occupational Level	Total Workers in Level	African	Coloured	Indian	White	Total	African	Coloured	Indian	White	Total
Top Management	3	2	1	0	0	**3**	0	0	0	0	**0**
Senior Management	7	1	2	0	0	**3**	4	0	0	0	**4**
Prof. Qualified and Experience Specialist and Mid-Management	90	32	6	8	9	**55**	15	11	3	6	**35**
Skilled, Academic, Jr. Management, Supervisors, Foremen and Superintendents.	367	106	35	5	18	**164**	98	66	2	37	**203**
Semi-skilled and Discretionary Decision Making	380	51	83	7	23	**165**	117	85	2	12	**216**
Unskilled and Defined Decision Making	203	7	49	0	6	**62**	27	95	1	18	**141**
Total	**1 050**	**199**	**127**	**20**	**56**	**451**	**261**	**257**	**8**	**73**	**599**

Number of Staff with Disabilities per Occupational category										
	Male					Female				
Occupational Level	Total Workers in Level	African	Coloured	Indian	White	Total	African	Coloured	Indian	White	Total
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Prof. Qualified and Experience Specialist and Mid-Management	2	1	1	0	0	2	0	0	0	0	0
Skilled, Academic, Jr. Management, Supervisors, Foremen and Superintendents.	2	0	1	0	1	2	0	0	0	0	0
Semi-skilled and Discretionary Decision Making	3	1	2	0	0	3	0	0	0	0	0
Unskilled and Defined Decision Making	1	0	1	0	0	1	0	0	0	0	0
Total	8	2	5	0	1	8	0	0	0	0	0

7.3 APPOINTMENTS AND SEPARATIONS

Separation and Appointment of Staff by Gender and Grade

Comparison of Staff composition according to Gender and Race

Separation and Appointment of Staff by Gender and Grade						
Race	Gender: Separations			Gender: Appointments		
	Female	Male	Total	Female	Male	Total
African	27	31	58	63	50	**113**
Coloured	10	6	16	19	9	**28**
Indian	1	2	3	1	1	**2**
White	7	3	10	3	3	**6**
Total	**45**	**42**	**87**	**86**	**63**	**149**

Comparison of Staff composition according to Occupational category and Gender

Comparison of occupation category and gender						
Occupation category	Gender: Separations			Gender: Appointments		
	Female	Male	Total	Female	Male	Total
Clerks	32	22	**54**	41	21	**62**
Legislators, Senior Officials and Managers	0	5	**5**	3	2	**5**
Professionals	0	1	**1**	3	3	**6**
Service and Sales Workers	5	1	**6**	14	12	**26**
Technicians and Associate Professionals	8	13	**21**	22	23	**45**
Plant and Machine Operators and Assembler	0	0	**0**	3	2	**5**
Total	**45**	**42**	**87**	**86**	**63**	**149**

Sick Leave taken from January 2006 to March 2007 by Grade

Grade level	Total days	Percentage with Medical Certification	Number of Employees using Sick leave
A	1416.20	21.04	162
B	1876	26.06	262
C	1519	21.10	246
D	263	3.60	52
E	05	0.04	02
F	02	0.00	01
Total	**5081**	**71**	**724**

Sick Leave taken from January 2006 to March 2007 by Occupational category

Occupational category	Total days	Percentage with Medical Certification	Number of Employees using Sick leave
Clerks	1668	17.2	159
Legislators, Senior Officials and Managers	149	01	32
Professionals	34	0.22	06
Service and Sales Workers	1590.20	21.9	194
Technicians and Associate Professionals	1058	6.9	525
Plant and Machine Operators and Assembler	115	9.8	19
Elementary occupations total	467	13.98	53
Total	**5081**	**71**	**724**

Annual Leave taken from January 2006 to March 2007

Grade level	Total days	Number of Employees using Annual Leave
A	5 701	200
B	7 735	367
C	7 406	364
D	1 679	89
E	134	0 7
F	58	02
Total	**22 743**	**1 029**

Annual Leave taken from January 2006 to March 2007 by Occupational category

Occupational category	Total days	Percentage with Medical Certification	Number of Employees using Annual leave
Clerks	7 568	0.62	375
Legislators, Senior Officials and Managers	1 381	0.00	65
Professionals	133	0.00	09
Service and Sales Workers	6 604	1.63	268
Technicians and Associate Professionals	4 753	0.11	225
Plant and Machine Operators and Assembler	590	0.01	24
Elementary occupations total	1 714	0.50	63
Total	**22 787**	**2.86**	**1 029**

Sick Leave taken from January 2006 to March 2007 by Grade

Grade level	Total days	Number of Employees who have sick Leave
A	2287.79	195
B	3603.75	349
C	2630.17	348
D	420	90
E	285.00	07
F	0.00	02
Total	**9227.21**	**991**

7.4 LABOUR RELATIONS

Misconduct addressed and Disciplinary Hearings for 1 January 06 to 31 December 07

Comparison of Staff composition according to Gender and Race

Labour Relations						
			Salary Scale			
Types of Misconduct Addressed and Disciplinary Hearings	A	B	C	D	E	Total
Misrepresentations	0	1	2	0	0	3
Theft, bribery, corruption, defeating the ends of justice and fraud	0	0	0	0	0	0
Assault	0	0	0	0	0	0
Abuse of alcohol drugs and other stupefying substances	0	0	1	0	0	1
Insubordination	0	2	3	0	0	**5**
Improper, disgraceful and unacceptable conduct at work	0	0	1	0	0	1
Sexual Harassment	0	0	0	0	0	0
Poor Performance	0	0	0	0	0	0
Misuse or Damage of Parliamentary Property	0	0	0	0	0	0
Negligence	0	0	1	0	0	1
Conduct in the performance of Duty	0	0	0	0	0	0
Political Participation	0	0	0	0	0	0
Non disclosure of financial and other private interest	0	0	0	0	0	0
Procurement misconduct	0	0	0	1	0	1
Dereliction of Duty	0	0	0	0	0	0

Labour Relations						
			Salary Scale			
Types of Misconduct Addressed and Disciplinary Hearings	A	B	C	D	E	Total
Non-adherence to policy and procedure	4	1	3	0	0	8
Incapacity	0	0	0	0	0	0
Misuse of Parliament's Funds	0	0	2	0	0	2
Total	**4**	**4**	**13**	**1**	**0**	**22**

Table 2: Grievances Lodged for 1 April 06 to 31 March 07

			Salary Scale			
Grievances Lodged	A	B	C	D	E	Total
Resolved	0	1	1	0	0	2
Not resolved	3	4	2	0	0	9
Total	**3**	**5**	**3**	**0**	**0**	**11**

Table 3: Disputes Lodged for 1 April 06 to 31 March 07

Disputes Lodged	A	B	C	D	E	Total
					Salary Scale	
Upheld	0	0	0	0	0	2
Dismissed	0	0	0	0	0	5
Pending CCMSA, Labour Court and others	0	0	0	0	0	15
Total	**0**	**0**	**0**	**0**	**0**	**22**

Table 3: Precautionary Suspension for 1 April 06 to 31 March 07

Precautionary Suspensions	A	B	C	D	E	Total
					Salary Scale	
Number of people whose suspension exceeded 30 days	0	0	0	0	0	0
Average number of days suspended	0	0	0	0	0	0
Cost (R'000) of suspensions	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**

7.5 HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

Steps taken to reduce the risk of occupational exposure

Categories of employees identified as being at high risk of contracting HIV/Aids and related diseases		Key steps taken to reduce risk of infection	
Details of Health Promotion and HIV and Aids Programmes			
Question	Yes	No	Details, if yes
1. Has Parliament designated a member of SM to implement Health Promotion and HIV and Aids Programmes? If so, provide her/his name and position.	X		Mr M S Mbangula Divisional Manager: Corporate Services PO Box 15 Cape Town 8000
2. Does Parliament have a dedicated unit or has it designated specific staff members to promote the health and wellbeing of your employee? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	X		The Wellness Unit is dedicated to promoting the health and wellbeing of employees. It consists of 3 internal staff and an outsourced service provider. The total budget is approximately R1, 160,000.
3. Has Parliament introduced an Employee Assistance or Health Promotion Programme for your employees? if so, indicate the key elements/ services of this programme.	X		Parliament has introduced a Wellness Programme. The key elements of this programme are Counselling; Health promotion programmes, eg wellness week; Training, eg emotional intelligence, stress management, etc; Supervisory/ Management consultation; Co-coordinating sporting activities.

Categories of employees identified as being at high risk of contracting HIV/Aids and related diseases		Key steps taken to reduce risk of infection	
Details of Health Promotion and HIV and Aids Programmes			
Question	Yes	No	Details, if yes
4. Has Parliament established (a) committee(s) If so, Please provide the names of the members of the committee and the stakeholder(s) that they represent.	X		Parliament has thirty-five (35) HIV/Aids Practitioners representing their respective Divisions/Sections/Offices/Units. Their role is to provide support to all HIV/Aids initiatives in Parliament.
5. Has Parliament reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	X		HIV/Aids Policy is currently under review. Continuous reviews of related policies and practices are undertaken; these include the recruitment policy and practices, training and development practices.
6. Has Parliament introduced measures to protect HIV-positive employees or these perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	X		HIV/Aids Policy, awareness and education workshops and training were held. Formal presentations/talks were conducted by people living with HIV. Peer educators were established to co-ordinate formal and informal activities.

Categories of employees identified as being at high risk of contracting HIV/Aids and related diseases		Key steps taken to reduce risk of infection	
Details of Health Promotion and HIV and Aids Programmes			
Question	Yes	No	Details, if yes
7. Does Parliament encourage its employees to undergo Voluntary Counselling and Testing (VCT)? If so, list the results that you have achieved.	X		The promotion of VCT is guided by Parliament's HIV/Aids Strategy. According to this strategy, VCT is very central to all preventive and support initiatives. Facilities and services for conducting VCT are made available on-site. Staff members are also encouraged to use outside facilities. Nearly a third (32.14%) of employees have utilized on-site VCT services and facilities.
8. Has Parliament developed measures/indicators to monitor and evaluate the impact of its health promotion programmes? If so, list these measures/indicators.	X		Verbal and written feedback from clients Monthly and quarterly reports Meeting set targets, eg percentage that attend/use various services, eg VCT, counselling, attendance of workshops, concluded cases.

Training and Skill development provided

Breakdown of staff attending Time Management Training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	3	1	0	0	0	0	1	**4**	**2**
Clerk	0	1	1	0	0	0	0	1	**1**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	1	0	0	0	0	0	**1**	**0**
Total	**1**	**4**	**3**	**0**	**0**	**0**	**0**	**2**	**6**	**4**

Breakdown of staff attending Emotional Intelligence Training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	3	2	0	2	0	0	0	1	**3**	**5**
Clerk	0	0	1	1	0	0	0	1	**1**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	1	0	0	0	0	0	**1**	**0**
Total	**3**	**2**	**1**	**3**	**0**	**0**	**0**	**2**	**4**	**7**

Breakdown of staff attending Management Development Programme during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	1	0	0	0	0	0	0	0	**1**	**0**
Professionals	0	0	0	0	1	0	0	0	**1**	**0**
Technicians & Associate Professionals	0	1	0	0	0	0	0	0	**0**	**1**
Clerk	0	1	0	0	0	0	0	0	**0**	**1**
Sales & Service Workers	0	0	0	0	1	0	0	0	**1**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**1**	**2**	**0**	**0**	**2**	**0**	**0**	**0**	**3**	**2**

Breakdown of staff attending Conflict Management training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	6	0	0	0	0	0	0	1	**6**	**1**
Clerk	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	1	0	0	0	0	0	**1**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	1	0	**1**	**0**
Total	**6**	**0**	**1**	**0**	**0**	**0**	**1**	**1**	**8**	**1**

Breakdown of staff attending Oracle Learning Management Fundamentals training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	1	0	0	0	0	0	0	**0**	**1**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	2	0	3	2	0	1	0	0	**5**	**3**
Clerk	0	0	1	1	0	0	1	1	**2**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**2**	**1**	**4**	**3**	**0**	**1**	**1**	**1**	**7**	**6**

Breakdown of staff attending Project Management training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	0	0	1	0	0	0	0	**1**	**1**
Clerk	0	1	0	2	0	0	0	0	**0**	**3**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**1**	**1**	**0**	**3**	**0**	**0**	**0**	**0**	**1**	**4**

Breakdown of staff attending Customer Care training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	2	0	0	0	0	0	1	**1**	**3**
Clerk	0	2	0	0	0	0	0	0	**0**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**1**	**4**	**0**	**0**	**0**	**0**	**0**	**1**	**1**	**5**

Breakdown of staff attending Security and Risk Management training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	1	0	**1**	**0**
Elementary Occupation	0	0	0	1	0	0	0	0	**0**	**1**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**0**	**0**	**0**	**1**	**0**	**0**	**1**	**0**	**1**	**1**

Breakdown of staff attending Interviewing Skills training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	2	1	1	1	0	0	2	3	**5**	**5**
Clerk	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**2**	**1**	**1**	**1**	**0**	**0**	**2**	**3**	**5**	**5**

Breakdown of staff attending training on "dealing with difficult people" during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk	0	0	1	0	0	0	0	0	**1**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**

Breakdown of staff attending Inmagic Training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	3	0	0	0	0	2	2	**3**	**5**
Clerk	0	1	1	0	0	0	0	1	**1**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**1**	**4**	**1**	**0**	**0**	**0**	**2**	**3**	**4**	**7**

Breakdown of staff attending Change Skills Training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	1	0	0	0	**1**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	1	3	2	0	0	0	2	**4**	**5**
Clerk	0	2	0	3	0	0	0	1	**0**	**6**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**1**	**3**	**3**	**5**	**1**	**0**	**0**	**3**	**5**	**11**

Breakdown of staff attending Ergonomics Training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	1	0	0	0	0	**0**	**1**
Clerk	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**1**

Breakdown of staff attending Oracle - Compensation Management Fundamentals training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	1	1	1	0	1	0	1	**1**	**4**
Clerk	1	0	1	1	0	0	1	1	**3**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**1**	**1**	**2**	**2**	**0**	**1**	**1**	**2**	**4**	**6**

Breakdown of staff attending Oracle Discoverer Training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	2	1	2	0	1	0	0	**2**	**5**
Clerk	1	0	0	2	1	0	2	1	**4**	**3**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts & Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant & Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total	**2**	**2**	**1**	**4**	**1**	**1**	**2**	**1**	**6**	**8**

Breakdown of staff attending workshops/conferences during 2006/7

Occupational Level	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	3	7	1	0	2	0	1	0	**7**	**7**
Professionals	1	1	0	1	0	0	0	0	**1**	**2**
Technicians & Associate Professionals	10	0	4	3	0	0	0	2	**14**	**5**
Clerk.	1	1	0	5	0	0	0	0	**1**	**6**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 46	**15**	**9**	**5**	**9**	**2**	**0**	**1**	**2**	**23**	**20**

Breakdown of staff attending Facilities Contract Management during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	1	0	0	0	0	1	0	**1**	**1**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	0	1	0	0	0	0	0	0	**0**	**1**
Sales & Service Workers	2	1	2	2	0	0	1	0	**4**	**3**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	1	0	**1**	**0**
Total - 11	**2**	**3**	**1**	**2**	**0**	**0**	**3**	**0**	**6**	**5**

Breakdown of staff attending Mailroom training during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	1	7	2	0	0	1	0	**8**	**3**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 11	**0**	**1**	**7**	**2**	**0**	**0**	**1**	**0**	**8**	**3**

Breakdown of staff attending Managing Poor Performance and Incapacity training during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	1	0	0	0	1	0	0	0	**2**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	1	3	0	1	1	0	1	**5**	**3**
Clerk.	0	0	0	2	0	0	0	0	**0**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 12	**2**	**1**	**3**	**2**	**2**	**1**	**0**	**1**	**7**	**5**

Breakdown of staff attending Service Level Agreement training during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	2	0	0	0	1	0	0	0	**3**	**0**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 12	**2**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**3**	**0**

Breakdown of staff attending Overview of Broad-based Black Economic Empowerment Codes during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	0	0	0	0	0	0	0	**1**	**0**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 1	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**

Breakdown of staff attending Achieving Disability Equity training during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	0	0	0	0	0	0	0	**1**	**0**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 1	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**

Breakdown of staff attending training for Facilities Managers during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	1	0	0	0	0	0	0	**0**	**1**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	2	1	1	1	0	0	1	0	**4**	**2**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 7	**2**	**2**	**1**	**1**	**0**	**0**	**1**	**0**	**4**	**3**

Breakdown of staff attending Secretarial and Office Administration training during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	3	4	6	1	0	0	1	0	**10**	**5**
Sales & Service Workers	3	2	1	3	0	0	0	0	**4**	**5**
Elementary Occupation	2	1	3	0	0	0	0	0	**5**	**1**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 30	**8**	**7**	**10**	**4**	**0**	**0**	**1**	**0**	**19**	**11**

Breakdown of staff attending Work Profiling System Course during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	3	0	0	1	0	0	0	0	**3**	**1**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	2	2	2	1	0	0	0	2	**5**	**4**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 13	**5**	**2**	**2**	**2**	**0**	**0**	**0**	**2**	**8**	**5**

Breakdown of staff attending Language Training during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	2	1	1	6	0	0	3	11	**6**	**18**
Clerk.	1	0	0	0	0	0	0	0	**1**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 25	**3**	**1**	**1**	**6**	**0**	**0**	**3**	**11**	**7**	**18**

Breakdown of staff attending HIV/Aids Peer Group Educators Training during 2006/7

OCCUPATION	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	1	0	0	0	0	0	0	**0**	**1**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	2	5	0	2	0	0	0	0	**0**	**7**
Clerk.	0	4	0	1	0	0	0	1	**0**	**6**
Sales & Service Workers	0	1	0	1	0	0	0	1	**0**	**3**
Elementary Occupation	0	0	1	0	0	0	0	0	**1**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total - 20	**2**	**11**	**1**	**4**	**0**	**0**	**0**	**2**	**3**	**17**

Breakdown of staff attending Oracle HRMS Administer Payroll Training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	1	0	0	0	0	0	**1**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	2	0	2	3	0	0	0	2	**4**	**5**
Clerk.	0	0	1	0	0	0	1	2	**2**	**2**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total-14	**2**	**0**	**4**	**3**	**0**	**0**	**1**	**4**	**7**	**7**

Breakdown of staff attending training on Statistical Package for the Social Services during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	3	4	1	3	1	1	1	0	**6**	**8**
Clerk.	0	0	1	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total-14	**3**	**4**	**1**	**3**	**1**	**1**	**1**	**0**	**6**	**8**

Breakdown of staff attending Advanced official protocol, etiquette and function coordination training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	1	0	0	1	0	0	0	0	**1**	**1**
Sales & Service Workers	0	0	0	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total-2	**1**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**1**	**1**

Breakdown of staff attending Problem Solving training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	1	0	3	0	0	0	0	1	**4**	**1**
Clerk.	1	0	0	1	0	0	0	0	**1**	**0**
Sales & Service Workers	0	0	1	0	0	0	0	0	**1**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	1	**0**	**1**
Total-8	**2**	**0**	**4**	**0**	**0**	**0**	**0**	**2**	**6**	**2**

Breakdown of staff attending Presentation Skills training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	5	4	3	2	0	0	0	0	**8**	**6**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	1	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total-14	**5**	**4**	**3**	**2**	**0**	**0**	**0**	**0**	**8**	**6**

Breakdown of staff attending Business Communication and Report Writing training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	0	0	0	0	0	0	0	0	**0**	**0**
Sales & Service Workers	0	0	1	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total-1	**1**	**0**	**0**	**2**	**0**	**0**	**0**	**0**	**1**	**0**

Breakdown of staff attending Public Relations Management training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	0	2	0	0	0	0	0	0	**0**	**2**
Sales & Service Workers	0	0	1	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total-2	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**

Breakdown of staff attending Purchasing Management training during 2006/7

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	0	0	0	0	0	0	0	0	**0**	**0**
Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Technicians & Associate Professionals	0	0	0	0	0	0	0	0	**0**	**0**
Clerk.	0	1	0	0	0	0	0	0	**0**	**1**
Sales & Service Workers	0	0	1	0	0	0	0	0	**0**	**0**
Elementary Occupation	0	0	0	0	0	0	0	0	**0**	**0**
Crafts and Related Workers	0	0	0	0	0	0	0	0	**0**	**0**
Plant and Machine Operators	0	0	0	0	0	0	0	0	**0**	**0**
Total-1	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**

Breakdown of Internship per Section/Unit (April 2006-March 2007)

Section/Unit	African		Coloured		Indian		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Artworks	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**
Committees	1	1	0	0	0	0	0	0	**1**	**1**
Documentation	2	1	0	0	0	0	0	0	**2**	**1**
Human Resources	1	1	0	0	0	0	0	0	**1**	**1**
Information Technology	2	0	2	0	0	0	0	0	**4**	
International Relations	0	0		0	0	0	0	0	**1**	
Language Services	1	0	0	0	0	0	0	0	**1**	
Legal Services	2	1	0	0	0	0	0	0	**2**	**1**
Legislation & Proceedings	0	1	0	0	0	0	0	0	**2**	**1**
Library	0	2	0	0	0	0	0	0		**1**
National Council of Provinces	2	0	0	0	0	0	0	0	**2**	
Public Relations	1	0	0	0	0	0	0	0	**1**	
Procurement	1	1	0	0	0	0	0	0	**1**	**1**
Sound & Vision	1	1	1	0	0	0	0	0	**2**	**1**
Strategy and Business Planning	0	0	0	1	0	0	0	0		**1**
	0	0	0	0	0	0	0	0		
Total-30	**15**	**9**	**3**	**1**	**0**	**0**	**2**	**0**	**20**	**10**

Breakdown of Internship per NQF level (April 2006-March2007)

Qualification type & NQF level	African		Coloured		Indian		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Degree, NQF 6	7	5	1	1	0	0	2	0	**10**	**6**
B Tech, NQF 6	0	0	0	0	0	0	0	0		
HDE, NQF 6	1	0	0	0	0	0	0	0	**1**	**0**
National Diploma, NQF 5	7	3	2	0	0	0	0	0	**9**	**3**
National Certificate, NQF 5y	0	1	0	0	0	0	0	0		**1**
Total-30	**14**	**9**	**3**	**1**	**0**	**0**	**2**	**0**	**20**	**10**

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