



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA



ANNUAL REPORT 2007-2008



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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



The launch of Parliament's new emblem was celebrated on 27 March 2007. On this joyous occasion the old emblem was replaced with the new one, representing our democratic dispensation, embodying the true values and spirit of our people's Parliament.

The new emblem represents a united and democratic South Africa, founded on our Constitution, laying the foundation for our democratic and open society in which government is based on the will of the people. The new emblem is an important step in establishing an identity for Parliament, one that represents its values, mission and vision and Parliament's role in society.

The completion of this unique project, the Image and Positioning Project, formed part of the strategic intent crafted for the 3rd Parliament with the introduction of the new vision and strategic objectives in February 2005. It serves as one of the milestones in the implementation of our second strategic objective aimed at building a people's Parliament that is responsive to the needs of all the people of South Africa.

Similarly, and according to the MTEF budget allocation made for the implementation of this strategic objective in 2007/08, Parliament continued to successfully implement the planned phases of the Language Policy Project with the broadening of its interpretation and translation services. The introduction of a system that enables the broadcasting of South African Sign Language (SASL) Interpreting in both Houses

of Parliament during this period, further contributes to the advancement of the usage of all official languages and SASL in the processes of Parliament.

A further great step in building a people's Parliament has been achieved through the establishment of three Parliamentary Democracy Offices in Limpopo, the North West and the Northern Cape provinces. These offices provide greater access, opportunity and space for continuous engagement between Parliament and the people who are ordinarily outside national debates in society.

Further successfully implemented projects include the launch of Parliament's new website with improved functionality and with our new emblem look and feel, enhancing public participation and providing greater access and information on the work of Parliament; the introduction of video conferencing technology to effect enhanced efficiencies in the parliamentary processes; the upgrading of Parliament's publishing systems, which will allow Parliament to produce high-end quality publication of documents and other media; and the restructuring of Public Affairs into the new Parliamentary Communication Services, thereby strengthening the support to Parliament in its communication and information-sharing role.

Other successes in building a people's Parliament included the hosting of sectoral programmes including the People's Assembly held in Mbizana – Eastern Cape

Province, the Taking Parliament to the People campaign held in the North West and Western Cape, as well as the Women's Parliament and Youth Parliament.

In this regard, the Joint Rules Committee adopted the new Oversight Model, which will now give way to further implementation of this conceptual model. This work has already started with the enhancement of dedicated capacity for committees in their oversight work, with specific emphasis on the increase of researchers and content specialists. During this year, 8 senior researchers and 29 researchers were appointed.

In building capacity for the oversight work of Parliament, the implementation of a system which could facilitate the flow and storage of huge volumes of information was vital. Such a system was launched in the middle of 2007 in the form of the Parliament Content Management System. This system will enable Parliament to change its manual lawmaking and other processes from manual to electronic means, thereby creating high levels of efficiency in parliamentary processes. As part of its greater efforts to increase the use of information for the oversight developments, Parliament also hosted the International Federation of Library Associations and Institutions (IFLA) conference in 2007.

Also due to the oversight work of parliamentary committees especially aimed at work away from Parliament, a further technology project was launched and rolled out in 2007. The Unified Communications Project was piloted and subsequently rolled out, aimed at providing mobile and unified communications to members, ensuring their access to information in support of their work.

As part of Parliament's greater oversight role, the Review of State Institutions Supporting Constitutional Democracy and associated institutions was completed by an ad hoc committee. This review provided an opportunity to assess the extent to which society had been transformed and human rights entrenched through the operation of these institutions. The review also identified requirements to strengthen these institutions further to ensure that they were best able to achieve their objectives

Parliament is progressively experiencing greater levels of efficiency as the fruits of our Enterprise Resource Planning System (Marang) have their full impact on the administrative processes. As a further result of this system, a restructuring process of the finance, human resources, and information communication technology and procurement functions were completed this year.

The implementation of several other projects and activities, including the project addressing future accommodation, space and facilities, and the refurbishment of the Members' Offices, continued during the 2007/08 financial year and is scheduled to deliver in the next and subsequent financial years.

I am pleased to present the Annual Report of Parliament for the financial year 2007/08, which provides the information on the achievement of Parliament's objectives and activities.



ZA Dingani
Secretary to Parliament

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GLOSSARY:

ACP-EU	Africa Caribbean Pacific - European Union	PCMS	Parliament Content Management System
CPA	Commonwealth Parliamentary Association	PDO	Parliamentary Democracy Offices
ER	Employee Relations	PMU	Policy Management Unit
ERP	Enterprise Resource Plan	RPP	Research and Parliamentary Practice
FMO	Financial Management Office	SADC-PF	Southern African Development Community-Parliamentary Forum
IA	Internal Audit	SASL	South African Sign Language
ICSA	Independent Communication of South Africa	SHE	Safety Health and Environment
IGFR	Intergovernmental Fiscal Review	VCT	Voluntary Counseling and Testing
IPU	International Parliamentary Union	TCOE	Total Cost of Employment
ENE	Estimate of National Expenditure		
LOGB	Leader of Government Business		
MSP	Master Systems Plan		
MTEF	Medium Term Expenditure Framework		
NDPW	National Department of Public Works		
OD	Organisational Development		
OSTP	Office of the Secretary to Parliament		
PAF	Policy Advisory Forum		
PAP	Pan-African Parliament		

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.



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

II. VOTE PERFORMANCE

I. VOTE PERFORMANCE

1.1 AIM OF THE VOTE

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

1.2 OVERVIEW AND KEY POLICY DEVELOPMENTS

This was the year which saw the consolidation of Parliament's public programmes in trying to improve public participation. The National Council of Provinces' "Taking Parliament to the People" has completed a full cycle, since all nine Provinces have been visited. There was also a People's Assembly in Mbizana in the Eastern Cape, which was successfully implemented. Other standing programmes (Youth Parliament and Women's Parliament) were also successfully held.

In all these activities participation improved quite significantly in terms of quality of inputs from all participants, the number of people who took part, as well as reaching the people on the periphery of society in line with the theme for the year, "Masijule ngengxoxo Mzantsi – Let's Deepen the Debate, South Africa".

The integration of the outcomes of these activities into the political programme of Parliament, as part of the oversight

function, makes for welcome development in improving public participation.

Parliament is further committed to creating a meaningful and consistent presence among the people in all provinces through Parliamentary Democracy Offices. This should benefit both the public participation and oversight functions.

A total of 44 Bills were passed in the 2007/08 financial year. Parliament is in the process of repealing all unconstitutional pieces of legislation as part of responsibility to ensure constitutionality.

1.3 CORE OBJECTIVES

The core objectives for Parliament indicate our main business.

They are:

Core Objective 1: To pass laws (legislation)

In facilitating and providing support to the legislative function of Parliament, 50 bills were introduced, 78 were submitted and 44 were sent to the President for assent.

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

The National Assembly had replies by President (37) thirty seven, Deputy President (31) thirty one and Ministers (2492) two thousand four hundred and ninety two whilst in National Council of Provinces Deputy President and Ministers had (23) twenty three and (248) two hundred and forty eight respectively. A total of (2831) two thousand eight hundred thirty one replies were provided in this financial year. Committees undertook ninety two (92) oversight trips in this financial year.

Documents scrutinised for accountability	Number of documents submitted
Annual reports submitted	
National departments	32
Government Departments and Entities	189
Constitutional Institutions	10
Other reports	
Public Service Commission	12
Special Reports of the Auditor-General	9
Sector Education and Training Authorities (Seta's)	23
Miscellaneous documents	
Papers tabled -	111
Employment of the South African National Defence Force	15
Government Notices, Proclamations and Regulations	168
Municipal Interventions - NCOP	10
Strategic Plans	41
Written Explanations in terms of section 165(2)(a) of the PFMA	17
Total	637

A total of six hundred and thirty-seven (637) documents including annual reports of National Departments were scrutinised for oversight purposes.

Core Objective 3: To facilitate public participation and involvement

A total of 21 453 people have attended plenary debates in both the National Assembly and the National Council of Provinces and the Extended Public Committees. The following stakeholders participated in Parliament's programmes that were intended to encourage public participation and involvement:-

- 300 Delegates hosted and participated in the Youth Parliament.
- 350 Delegates hosted and participated in the Women's Parliament.
- 1000 Delegates from all over South Africa hosted and participated in the People's Assembly in Mbizana, Eastern Cape. The unveiling of the plaque in honour of OR Tambo at the OR Tambo Memorial was attended by 2500 people.

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

Thirty-two (32) International Conventions were approved in terms of section 231(2) and 231(3). Committees held one hundred and thirty-seven (137) public hearings during the year under review.

STATUTORY FUNCTIONS

National Assembly

The following were approved in the year under review:-

- The exclusion of the remainder of the Farm Henderson 410 from the Addo Elephant Park in terms of section 21(1)(a) of the National Environmental Management: Protected Areas Act, 2003.

- Proclamations Rule 2, 24, 38, 44 and 51 in respect of entities identified by the United Nations Security Council, in accordance with section 35 of the Protection of Constitutional Democracy Against Terrorist and Related Activities Act, 2004.
- Recommendations for appointment to the Judicial Institution Board.
- Recommendations for the filling of a vacancy on the Council of Independent Communications Authority of South Africa (ICASA).
- In terms of section 2(1) of the Remuneration of Public Office Bearers Act, 1998, salary and motor vehicle allowance payable to the President of the Republic of South Africa, and in terms of section 2(2) of the said Act, that the amount of forty thousand rand (R40 000) per annum be determined as that portion of the remuneration of the President to which section 8 (1) (d) of the Income Tax Act, 1962 (Act No 58 of 1962), shall apply.

Other statutory actions undertaken in NA:-

- Filling of a vacancy by the appointment of Judicial Official as councillor on the Council of the Independent Communications Authority of South Africa.
- Suspension from office of Magistrate, Judicial Official, confirmed by the House in terms of section 13(3)(c) of the Magistrates Act, 1993.
- Shortlisting of candidates for appointment to Media Development and Diversity Agency Board. Nomination of Judicial Official to serve on the Commission for Gender Equality according to section 193(5) (b) (ii) of the Constitution.

Withholding of remuneration of Judicial Official, an Additional Magistrate at Pinetown, in terms of the Magistrates Act, 1993.

- Withholding of remuneration Judicial Official, an Additional Magistrate at Queenstown, in terms of the Magistrates Act, 1993.
- Upliftment of provisional suspension of Judicial Official, a Senior Magistrate at Benoni, in terms of the Magistrates Act, 1993.
- Removal from office and withholding of remuneration of Judicial Official, an Additional Magistrate at Port Elizabeth, in terms of the Magistrates Act, 1993.
- Draft Notice on Remuneration of Constitutional Court Judges and Judges.
- Draft Notice on Remuneration of Magistrates.

National Council of Provinces

Information on the discharge of statutory functions as prescribed by legislation (NCOP).

The Magistrates Act 90 of 1993 empowers Parliament to approve the remuneration of magistrates and vacation of office and discharge of magistrates. Section 13 (3) (a) states that a report in which the provisional suspension of a magistrate and the reasons therefor are made known must be tabled in Parliament by the Minister within seven days. Parliament must, as soon as is reasonably possible, pass a resolution as to whether or not the provisional suspension of a magistrate is confirmed. If Parliament passes a resolution that the provisional suspension is not confirmed, the suspension lapses.

Section 12 (b) provides that Parliament must by resolution approve or disapprove the salaries, allowances or benefits of the magistrates. In 2007 the NCOP had considered and made recommendations on Remuneration of Judges and Magistrates; the removal from office and withholding of remuneration of Judicial Official, an additional magistrate at Port Elizabeth, and on the upliftment of the provisional suspension of a magistrate, Judicial Official, Senior Magistrate at Benoni.

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

The Parliament of South Africa has achieved significant successes in fulfilling the objective of international participation. This objective represents and reflects the *raison d'être* articulated in three interconnected documents, namely, the Constitution of the Republic of South Africa, Policy Perspectives and Operational Guidelines for Parliament's Involvement and Engagement in International Relations, and the Vision of Parliament itself.

Section 231 of the Constitution clearly states that the negotiating and signing of all international agreements is the responsibility of the Executive. At the same time, this Section goes on to state that an international agreement is only binding once it has been ratified by the National Assembly (NA) and National Council of Provinces (NCOP).

As a result, it is submitted that if Parliament is allocated the responsibility of ratifying international agreements, then surely, it should be included or at least consulted during the negotiation phase of that

agreement. Parliament's role therefore extends beyond the post de facto ratification of international agreements and overseeing Executive action related to foreign policy. Parliament is in the process of moving away from its traditional role of oversight and ratification, towards democratising foreign policy development by seeking an active role alongside the Executive in this regard.

The Policy Perspectives document adopted by the Joint Rules Committee on 3 November 2006 sets out the various policy imperatives for Parliament's engagement in international relations ranging from consolidating the African agenda to promoting a multilateral global governance system. It further recognizes that in the nature of global issues, each country is affected sooner or later by the problems of other countries, and parliamentarians therefore have a duty to engage with phenomena and policies that impact on the future and welfare of society as a whole.

The Policy Perspectives document also created a Parliamentary Group on International Relations (PGIR). The mandate of the PGIR is essentially to give effect to Core Objective 5 in Parliament's Mission and Vision. The PGIR is meant to provide political advice and guidance on international participation and oversee the participation of delegates involved in international engagements. Furthermore, the PGIR is seized with implementing and monitoring decisions and resolutions adopted at multilateral forums and bilateral meetings.

The Vision of Parliament reinforces Core Objective 5 by suggesting that Parliament can only be an effective institution that is responsive to the needs of the people,

if it is in touch with global developments and recognizes the impact of these developments on domestic policies.

A particular focus area for Parliament is South-South relations with countries such as Angola, Brazil, China, India and Nigeria. These countries are important global players in the South and need to be actively engaged. A Memorandum of Understanding (MOU) has already been signed between the Parliament of South Africa and the Chinese People's Congress. Parliament is in the process of identifying other strategic partners and aims to sign three further MOUs by 2009.

Parliament had fifty-six (56) international bilateral engagements in 2007. Of those, seventeen (17) were incoming and thirty-nine (39) were outgoing visits. These incoming visits include study visits to the National Assembly and briefings on the overall operation and management of the National Assembly and the technical support system for the Members of Parliament.

The African Desk had 24 engagements, most of which involved election observation missions in Southern Africa.

At a multilateral level, Parliament has hosted several international conferences since 2004, including the United Nations Forum on Energy and Sustainable Development and the Parliamentary Network on the World Bank. The IPU recently established a Standing Committee on Relations with the United Nations (UN) in its bid to formalise relations with that body. Parliament was invited to nominate a representative to the Standing Committee and has actively participated in this forum.

Relations with the European Parliament have advanced significantly in the past two years with formal meetings taking place twice a year in Cape Town and Strasbourg respectively. The meetings have focused on a diverse range of issues including regional integration, nuclear energy, human rights and international trade agreements. These meetings were formalized when a Joint Declaration between the European and South African Parliaments was signed in February 2008. This Declaration will serve to further strengthen co-operation between the Parliament of South Africa and the European Parliament.

At an international trade level, the IPU's Steering Committee on the World Trade Organisation (WTO), the ACP-EU's discussions on Economic Partnership Agreements (EPA) and Parliament's involvement in the Parliamentary Network on the World Bank, will most likely be the predominant areas of growth. Peace and security issues will primarily be located in the IPU, SADC-PF and PAP. Lastly, the issues around energy politics will most likely be concentrated at the level of the IPU.

At the same time, given the constitutional mandate afforded to Parliament, greater pressure will be placed on the Executive to ensure that Parliamentarians are included in the negotiation phase of international agreements. While Parliamentarians have formed part of government delegations to various international conferences and election observer missions, their involvement has been largely peripheral.

Parliament's traditional role of passing laws and conducting oversight remains an important core objective for the institution. However, there is clear evidence to suggest

that Parliament has evolved beyond its traditional role and has begun seriously engaging at an international level.

The democratisation of foreign policy development has become an important focus for Parliament and the institution is geared to continually working towards this objective.



II. PROGRAMMES MEASUREMENTS AND ACTUAL PERFORMANCE

II. PROGRAMMES MEASUREMENTS AND ACTUAL PERFORMANCE:

PROGRAMME PERFORMANCE FOR STRATEGIC OBJECTIVE 1:

To build a quality process of scrutinising and overseeing government's action

2.1 PROGRAMME 2: LEGISLATION AND OVERSIGHT

Purpose

To fulfil Parliament's legislative and oversight functions and provide auxiliary services to enable the institution to function smoothly.

2.1.1 SUBPROGRAMME 1: NATIONAL ASSEMBLY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide advice and guidance on parliamentary proceedings and procedures.	To ensure that proactive, comprehensive, reliable and timely advice is provided	Efficient functioning of National Assembly proceedings and procedures and strengthening of the oversight function of Parliament.	<p>Provided procedural advice in relation to the development of the oversight model for Parliament, which was adopted by the Joint Rules Committee in March 2008.</p> <p>Provided procedural and secretarial support in respect of the establishment of the Multiparty Womens' Caucus. The report of the JRC was published on the ATC and the rules for the establishment of the Multiparty Womens' Caucus were adopted by the NA.</p> <p>Provided procedural and secretarial support to the Ad Hoc Committee on Chapter 9 Institutions.</p>

2.1.1 SUBPROGRAMME 1: NATIONAL ASSEMBLY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide support in respect of parliamentary proceedings and procedures.	To ensure that comprehensive, accurate and timely support is provided to Members of the National Assembly.	National Assembly resolutions communicated to the Executive as and when adopted by the House.	A mechanism to monitor Executive responses has been put in place. A tracking mechanism was developed and piloted at the beginning of 2008 and finalised for implementation in March 2008.
		Processes and procedures put in place to monitor Executive compliance with House resolutions and delayed replies to questions.	
		Decisions of NA House Committees communicated.	A summary of decisions by the Chief Whip's Forum, Joint Rules Committee, Joint Programme Committee and Panel of House Chairpersons sent to relevant stakeholders within 48 hours. Minutes to the NA Programme Committee sent out two days before next meeting.
		Committee Reports produced and prepared for adoption by the House within set timeframes.	Rules regarding Order in Joint Sittings and Rules of Debate; Rules for establishment of Multiparty Womens' Caucus; Report on language requirements for Bills and Report of Joint Standing Committee on Intelligence approved by the National Assembly.
		House Rules updated on adoption by the Joint Rules Committee.	Updated Rules Book in the process of being compiled.
To render Chamber and administrative support.	To provide a precise and effective Chamber support service, including ensuring a secure environment	Plenary session to run smoothly.	Accurate Parliamentary programme provided timeously.
			Parliamentary programme accessible to stakeholders.
			Record of membership of the NA kept accurate and up to date.
			Appointment of non-elected office-bearers processed promptly according to procedure and policy.

2.1.1 SUBPROGRAMME 1: NATIONAL ASSEMBLY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide procedural advice and support in respect of external parliamentary interaction	To contribute effectively towards Parliament's objective of building a People's Parliament by providing procedural, content and secretarial support to programmes and events hosted by the institution.	Members of the public to have knowledge about Parliament and its function.	<p>Provided advice and support during the State of the Nation Address by the President.</p> <p>Provided content, procedural and secretarial support to the Women's Parliament, Youth Parliament and People's Parliament.</p> <p>Provided training and core business information to the three staff members appointed to the Parliamentary Democracy Offices.</p> <p>Provided training on the core business of Parliament to staff members and Members of Parliament.</p> <p>Participated in SABC broadcasts relating to the functioning of the National Assembly.</p>
	To ensure effective participation by Parliamentary delegations in international forums.	Members of the public to have knowledge about Parliament and its function.	<p>Programmes for visiting delegations prepared according to needs.</p> <p>Clear and comprehensive briefings provided for parliamentary delegations travelling overseas.</p>

2.1.2 SUBPROGRAMME 2: NATIONAL COUNCIL OF PROVINCES

Intended impact and performance level

Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide constitutionally sound procedural and related legal advice.	100 percent accurate and no constitutional comebacks.	Comply with the Constitution of the Republic of South Africa when doing business of Parliament - NCOP.	<p>Provided procedural advice for Joint Rule 159:8.</p> <p>Provided procedural advice on the following interventions in terms of section 139:</p> <p>Impendle Local Municipality (KwaZulu-Natal)</p> <p>Amajuba District Municipality (KwaZulu-Natal)</p> <p>Umzinyathi District Municipality (KwaZulu-Natal)</p> <p>Newcastle Local Municipality (KwaZulu-Natal)</p> <p>Greater Kokstad Municipality (KwaZulu-Natal)</p> <p>Mbombela Local Municipality (Mpumalanga)</p> <p>Mandates prepared on IPU and 38th CPA Africa Region. National Council of Provinces (NCOP) members briefed on IPU. Mandates were also facilitated for the following bills:-</p> <p>National Gambling Amendment Bill (B31B – 2007);</p> <p>Division of Revenue Bill (B4 – 2008);</p> <p>Choice on Termination of Pregnancy Amendment Bill (B21B – 2007).</p> <p>Mandates prepared on IPU. (NCOP) members briefed on IPU.</p> <p>Provided legal advice (relating to procedural issues).</p> <p>Facilitated the understanding of the youth of the NCOP and its processes.</p>

2.1.2 SUBPROGRAMME 2: NATIONAL COUNCIL OF PROVINCES

Intended impact and performance level

Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide constitutionally sound procedural and related legal advice.	100 percent accurate and no constitutional comebacks.	Comply with the Constitution of the Republic of South Africa when doing business of Parliament - NCOP.	<p>NCOP participation in IGR structures improved.</p> <p>Opinion on the intervention in Mpendle District Municipality in terms of sec 139; Challenges on Children's Amendment Bill.</p> <p>Committee's business plans developed and are in line with the overall strategic plan of the NCOP.</p> <p>Committee reports scrutinised and analysed for further actions.</p> <p>Provided support to the mechanism for the scrutiny of delegated legislation.</p> <p>Tagging of Bills in line with the Constitution was 100% accurate.</p> <p>100% accurate records.</p>
To disseminate NCOP information and liaise with Provincial Legislatures and SALGA.	Enhance provincial participation in Parliamentary activities.	100% accurate and information accessible.	Facilitated provincial and SALGA participation.
To provide administrative support to Members of Parliament.	Provide support to employees and Members of Parliament.	Smooth administrative and logistical support to Members of Parliament.	<p>Resources available on demand.</p> <p>Messages delivered promptly.</p> <p>Papers available as per requirement of the Chamber.</p> <p>Documents retrieved within a short space of time.</p> <p>Facilities in acceptable condition.</p>
To programme and schedule House business and for Taking Parliament to the People.	Programme and scheduling of House business.	Maximum participation of members and the public.	Public mobilised and participated when Taking Parliament to the People in North West Province.

2.1.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Intended impact and performance level

Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To facilitate, support the oversight function and building a quality process.	Capacitating members to perform their constitutional responsibility of overseeing executive action and holding the Executive accountable.	Reactive Research Services responding to members' and committees' research requests to enable them to conduct effective oversight.	Extensive content analysis and research support was provided to committee members for National and International conference engagements.
		Proactive Research Services providing members and committees with research products on identified topical issues to facilitate their oversight function.	A total of one hundred and seventy-eight (178) proactive research projects were completed. Many of these papers were in respect of the analyses of the Estimates of National Expenditure (2007) and Annual Reports. Bigger intersectoral projects were started and completed in the year under review. These include a project on Bio-Fuels, Climate Change, Children in Conflict with the Law and Beijing +10 (in progress). In addition, two publications, viz, The Strategic Imperatives as set out in the 2007 State of the Nation Address and a Factsheet: Parliament and the Millennium Development Goals, were successfully completed.
			Two publications on the 2008 State of the Nation Address (SONA) and the 2008 Estimates of National Expenditure are currently being worked on. The latter publication will be a first professionally published form of this product within Parliament to facilitate the oversight work.
			Research support was provided on a number of oversight visits and on two international study tours. Researchers assisted with the production of background papers, on-site research support and providing information and analysis for the compilation of reports.

2.1.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Intended impact and performance level

Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To facilitate, support the oversight function and building a quality process.	Capacitating members to perform their constitutional responsibility of overseeing executive action and holding the executive accountable.	<p>Reactive Research Services responding to members' and committees' research requests to enable them to conduct effective oversight.</p> <p>Proactive Research Services providing members and committees with research products on identified topical issues to facilitate their oversight function.</p>	<p>Research, advice, information and support were offered to the ad hoc Committee on the Review of Chapter Nine and Associated Institutions in the drafting and quality assurance of the Committee report. The report is due for debate in the National Assembly in the 2008 parliamentary year.</p> <p>The Research Unit is now able to offer value-added services such as oral presentations to Committees on research papers prepared for Committee work. Presentations to Committees included, amongst others, the analyses of departmental budgets, annual reports, State of the Nation Address and analyses of legislation. Presentations were also given to the Chairperson's Forum in the National Assembly on, amongst others, a model and process for Portfolio Committees to deal with the Estimates of National Expenditure, and possible focus areas emanating from key strategic documents for consideration by Committees for inclusion in their annual programmes.</p> <p>As each Committee is now allocated a researcher, many researchers have also assisted in the strategic planning sessions of their respective Committees and have assisted with the development of the Committee programmes. Many researchers are also active participants in the planning of Committee work through involvement in the management meetings of their respective Committees.</p>

2.1.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Intended impact and performance level

Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To facilitate, support the oversight function and building a quality process.	Capacitating members to perform their constitutional responsibility of overseeing executive action and holding the executive accountable.	Library and information support to the work of members and staff.	<p>Research support was offered to the Task Team on the Budget, Oversight Model, Public Participation Model, and two Ad Hoc Committees established.</p> <p>Strategic advice and support was provided to the Task Team on the Remuneration of Public Office Bearers (Moseneke Commission) and report was produced.</p> <p>Members of Parliament use the Library of Parliament for information and references for parliamentary work, including preparation for Committee deliberations and plenary debates, and for their studies.</p> <p>The following are the statistics of queries, books circulated and material requested from other libraries:-</p> <p>Information Queries – The Library Reference desk recorded 1 358 queries from Members of Parliament and staff and 259 queries from international researchers and outside clients. There is an increase in the number of queries received from both internal and external clients. The external requests pertain mostly to the Special Services.</p> <p>Collection Development The Library is responsible for developing and maintaining a collection of sources of information to assist Members and Committees of Parliament in their work.</p>

2.1.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Intended impact and performance level

Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To facilitate, support the oversight function and building a quality process.	Capacitating members to perform their constitutional responsibility of overseeing executive action and holding the executive accountable.	Supporting and facilitating oversight processes in committees.	As part of enhancing oversight work, during this period 67 oversight visits were undertaken by committees.
		Questions to the Executive processed and Question Papers published to facilitate members' oversight function.	The total number of questions asked by members to the Executive in the National Assembly was 1188, while questions asked by members of the NCOP to the Executive were 140.
		Enhanced support capacity to committees.	During the period under review, the research capacity of the Unit increased significantly. The recruitment of Content Advisers for committees will be finalised in the 2008/09 financial year. Committees undertook 20 international study visits to learn best practices on committee work.
To facilitate and support the legislative function of Parliament.	Capacitating members to perform their constitutional responsibility of passing legislation	Bills processed/amended by committees and reported on to the House.	<p>During this period, committees completed and reported on 61 pieces of legislation. In the same period 1 Bill was finalized by the Mediation Committee namely the Children's Amendment Bill (Reprint) with textual corrections. The Research Unit provided legislative analyses on key Bills before Committees. Legislative analyses were supplemented with oral presentations to Committees when requested.</p> <p>Further, the National Environmental Laws A/B was finalized by the Environmental Affairs committee but was not dealt with by the National Assembly by the end of the 2007 parliamentary year and subsequently lapsed. It was revived by resolution of the House at the beginning of the 2008 parliamentary year.</p>

2.1.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Intended impact and performance level

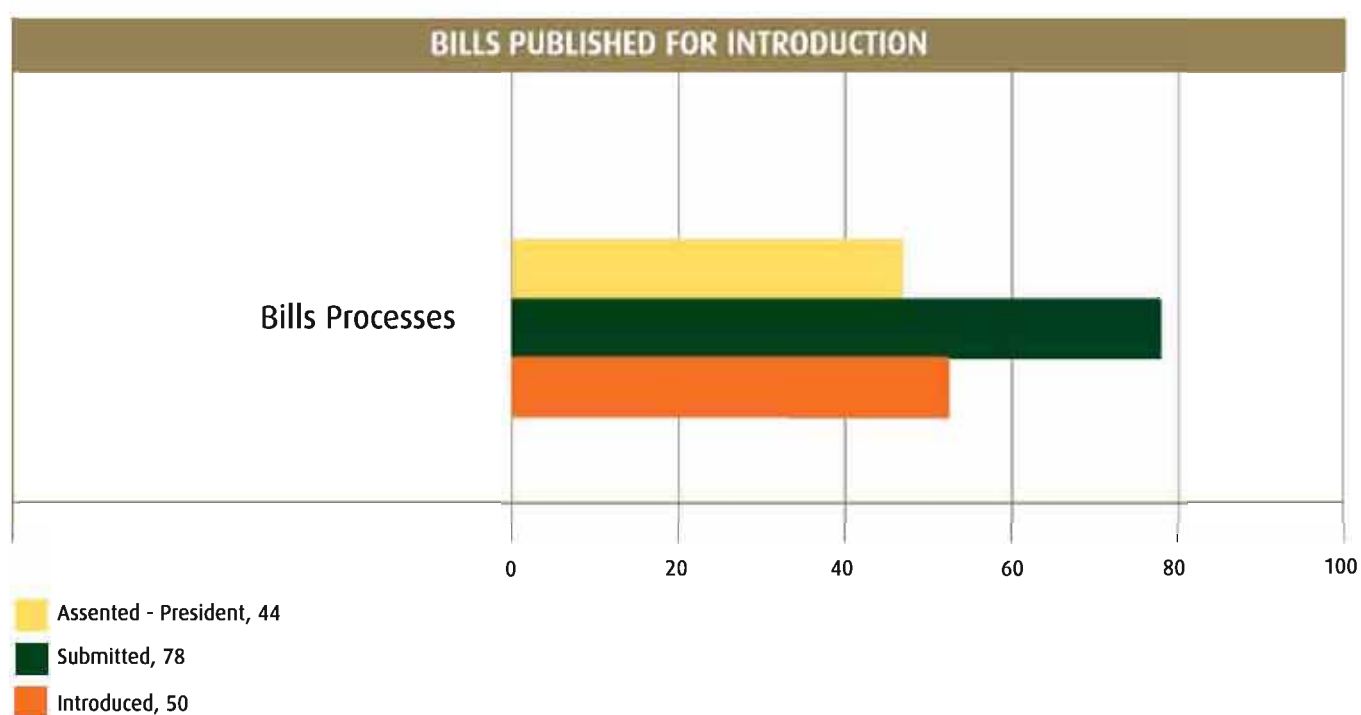
Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To increase the public participation.	Public participation and involvement through use of language understandable to the public.	Language policy implemented in terms of the implementation plan.	<p>Approximately 30% of the overall project implementation plan has been implemented. Recruitment of sessional staff to enable interpreting in committees has started.</p> <p>The positions of Senior Language Practitioners were filled to provide quality assurance of Hansard and other language products. Committee Room E339 has been recently acquired for NCOP Sign Language interpreting. SASL - Interpreting was broadcast on MATV for the first time during the joint sitting for the SONA 2008 opening. The equipment for SASL has been installed in the National Council of Provinces.</p>
To facilitate the House proceedings, records and publications.	Provide records and publications in floor language and English translation and facilitate House proceedings through interpreting.	Members' speeches are interpreted.	<p>Recording and publication of debates: Debates - NA, NCOP and Joint Sitting have been collated up to 13 March 2008 and are being prepared for publication.</p> <p>The debates have been posted on the website.</p>
To produce and publish papers relating to proceedings of Houses and their committees		Members' speeches are recorded, transcribed and published.	
		Parliamentary papers and journals produced and published.	<p>Papers are published in English and Afrikaans and further capacity in this regard is being considered. Published papers for the year under review:</p> <ul style="list-style-type: none"> • 59 x NA minutes of proceedings. • 23 x NCOP minute of proceedings. • 4 x minutes of the Joint Sitting. • 50 x NA Order Paper. • 18 x NCOP Order Papers. • 78 x ATC. <p>89 resolutions being prepared for submission.</p>

2.1.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Intended impact and performance level

Programme Objective	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To facilitate the participation of the Executive in parliamentary proceedings.	Involvement of the executive and availability of the Ministers for parliamentary proceedings is facilitated.	Executive Legislative programme is available to Parliament for programming. Executive meets its obligations to Parliament for oversight and accountability.	Government's legislative programme is kept on track by facilitating and identifying blockages and hastening the process at any stage as required, from inception to enactment. In February 2008, meetings between Ministers, Leader Of Government Business - LOGB and Chief Whip were facilitated to ensure that a prioritized legislative programme was compiled giving due consideration to Parliament's programme of an early adjournment to allow members to prepare for the 2009 elections. Provided strategic political input into the parliamentary programme ensuring that all government priorities are met. Ensuring that important addresses to Parliament by the Executive are scheduled. Facilitated the availability of the members of the Executive for the NCOP programme of Taking Parliament to the People.

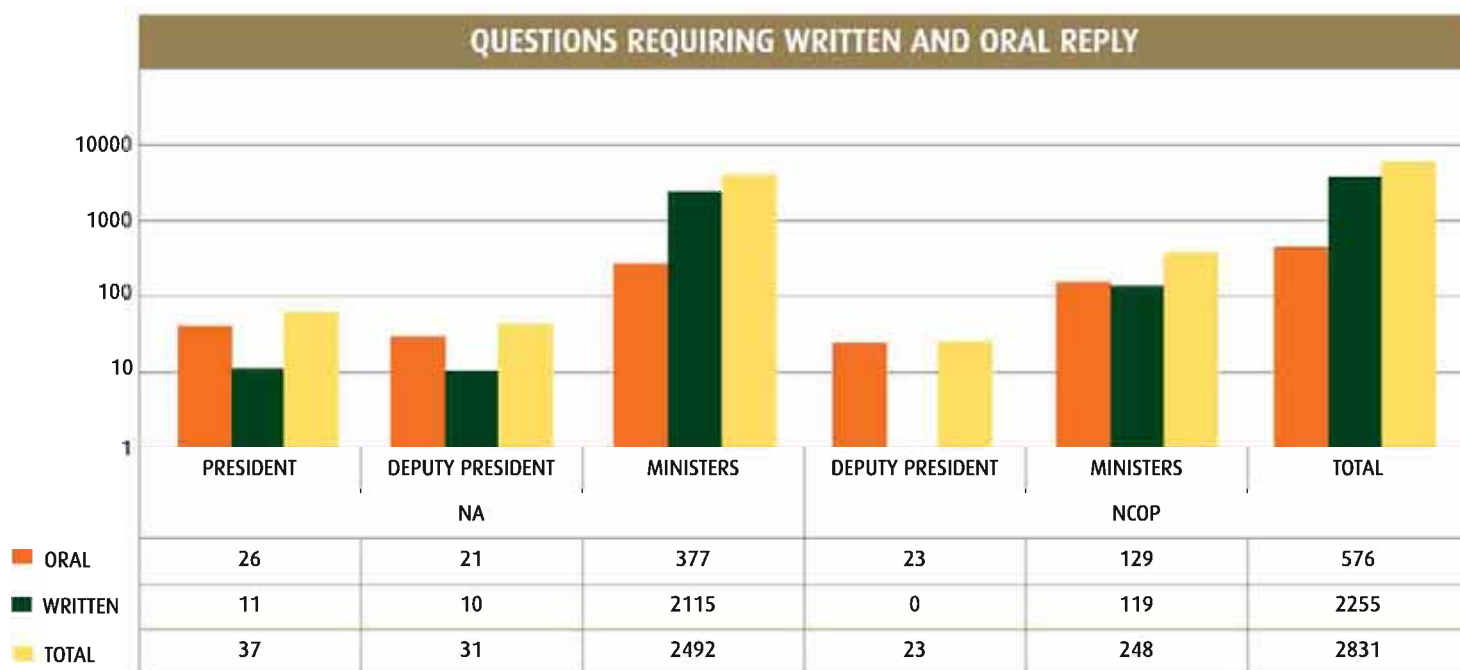
Bills (official text and translation) published for introduction



In facilitating and providing support to the legislative function of Parliament, 50 bills were introduced, 78 were submitted in terms of JR 159 and 44 were sent to the President for assent.

Oversight facilitation.

Written and oral replies



The graph above indicates that the National Assembly had replies by President (37) thirty seven, Deputy President (31) thirty one and Ministers (2492) two thousand four hundred and ninety two whilst in National Council of Provinces Deputy President and Ministers had (23) twenty three and (248) two hundred and forty eight respectively. A total of (2831) two thousand eight hundred and thirty one replies were provided in this financial year.

Sources of information collected for Members of Parliament		
Collection development	Books	Journals
Purchase material	138	3263
Legal deposits	97	2367
Processed material	257	5504
Total	492	11134

The Library services collected 492 books and 11134 journals to assist Members and Committees of Parliament in fulfilling their mandated tasks.

PROGRAMME PERFORMANCE FOR STRATEGIC OBJECTIVE 2:

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

2.2 PROGRAMME 3: PUBLIC AND INTERNATIONAL PARTICIPATION

Purpose

Fulfil Parliament's public participation and international participation role and provide support to undertake such activities.

2.2.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To promote the image and a better understanding of Parliament and its role.	Good media management programme and understanding the role of Parliament.	Increased public participation and accessibility.	There is an increase of Parliament's public communication through the weekly appearances on designated television programmes; weekly radio programmes; opinion pieces on major national weekly titles; newspaper releases; and press conferences. Dynamic content support to Institutional programmes such the hosting of the Inter-Parliamentary Union, and the conference on climate change, Programme of Parliament, Role of Parliament in society.
			New website implemented and maintained. The total hits to Parliament's website for the period under review were 999,043.
To promote the image and a better understanding of Parliament and its role.	Good media management programme and understanding the role of Parliament.	Facilitating public access to Parliament.	A total of 21 453 people processed through the system to attend plenary debates in both National Assembly and National Council of Provinces and the Extended Public Committees. Management information system and statistics were provided. Facilitated security clearance with regard to attendance of sittings in Parliament; Internet booking facility provided. Improved data integrity.

2.2.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To promote the image and a better understanding of Parliament and its role.	Support for the creation and maintenance of a strong visual identity for a more positive image of Parliament.	Improved recognition, appreciation and awareness of Parliament's role.	Produced promotional materials and publications including:- Regular parliamentary publications (distributed nationally) Special supplements in national weeklies included: The Sowetan, City Press, Sunday Times and Rapport.
To promote the image and a better understanding of Parliament and its role.	Support for the creation and maintenance of a strong visual identity for a more positive image of Parliament.	Improved recognition, appreciation and awareness of Parliament's role.	Special Institutional publications/ reports produced, distributed and/or technical support provided in relation to:- Women's Parliament People's Assembly Youth Parliament Presiding Officers' Mid-Term Review
To promote the image and a better understanding of Parliament and its role.	Support for the creation and maintenance of a strong visual identity for a more positive image of Parliament.	Improved recognition, appreciation and awareness of Parliament's role.	Identity management and promotional materials for key institutional activities including:- Fourth People's Assembly; Taking Parliament to the People (Stellenbosch and Potchefstroom); 16 Days of Activism Campaign; and State of the Nation Address.
To promote public education and public participation in the processes and activities of Parliament.	Increase public participation and accessibility.	Public understanding the role of Parliament.	Dedicated communication support service for sourcing, developing and providing regular information on Committee oversight work. Public education content development for the 16 Days of Activism campaign. Communication support was provided for Parliament's events, celebrations and outreach initiatives. Facilitated the involvement by the public in key parliamentary public participation initiatives, eg mobilization of schools and civil society and designation of roles. Provided media and content support to Parliament's oversight responsibility.

2.2.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To develop creative platforms for public education, implement and manage educational content across all PCS applications.	Increase public participation, involvement and accessibility.	Media Support to Committees.	<p>Radio materials produced and flighted on 13 SABC radio stations and broadcast in all 11 official languages:</p> <p>Airtime Format: Advertisements Interviews and docu-dramas Radio magazine programme</p> <p>Special Media projects: View from the House Shift Rights and Recourse</p> <p>Radio Programme:- Reach, spots and frequency Reach / listenership – 20 924 000 listeners through 650 spots.</p> <p>Provided radio support to Committees' work and to Parliament in general.</p> <p>Facilitated the participation by Committee Chairpersons, parliamentary officials, communication staff, etc, to inform and educate the public on a range of issues.</p>

2.2.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To integrate public participation in the programmes and public participation activities of Parliament.	Increase public participation, involvement and accessibility.	Improved recognition, appreciation and awareness of Parliament's role.	<p>Delivery of public education content especially tailored for respective audiences.</p> <p>The following stakeholders participated in Parliament's activities:-</p> <p>300 Delegates hosted and participated in the Youth Parliament.</p> <p>350 Delegates hosted and participated in the Women's Parliament.</p> <p>1000 Delegates from all over South Africa hosted and participated in the People's Assembly in Mbizana, Eastern Cape.</p> <p>Unveiling of the plaque in honour of OR Tambo at the OR Tambo Memorial attended by 2500 attendees.</p>
To integrate public participation in the programmes and public participation activities of Parliament.	Increase public participation, involvement and accessibility.	Improved recognition, appreciation and awareness of Parliament's role.	<p>Created a platform for debate and engagement on content areas that have a direct and indirect impact on relevant interest groups.</p> <p>A total of 26 571 persons were taken on tours for this reporting period.</p>

2.2.2 SUBPROGRAMME: INTERNATIONAL PARTICIPATION

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To manage Parliament's relations at a multilateral level by facilitating international participation within the framework of Parliament's International Relations Policy.	Support the Parliamentary Group on International Relations (PGIR).	Facilitate international participation.	Arranged meeting of members of the Parliamentary Group on International Relations (PGIR).
To manage Parliament's relations at a multilateral level by facilitating international participation within the framework of Parliament's International Relations Policy.	Facilitate Participation of Members at a Multilateral and Bilateral level.	Members to have meaningful participation in International forums.	Facilitate the consolidation of the African Agenda through engagement in the Southern African Development Community Parliamentary Forum (SADC-PF) and Pan-African Parliament (PAP). Provided briefing notes and sessions for delegates. Facilitated travel arrangements for delegates.
To manage Parliament's relations at a multilateral level by facilitating international participation within the framework of Parliament's international relations policy.	Content support for incoming and outgoing delegations.	Members to have meaningful content of topical issues.	Members participated actively in multilateral and bilateral discussions. Support was provided to the delegation of the African Caribbean Pacific and the European Union (ACP-EU); Association of Senate, Shooru and Equivalent Councils in Africa and the Arab World (ASSECAA); Commonwealth Parliamentary Association (CPA); Inter-Parliamentary Union (IPU), amongst others.

PROGRAMME PERFORMANCE FOR STRATEGIC OBJECTIVE 3:

To build an effective and efficient Institution

2.3 PROGRAMME 1: ADMINISTRATION

Purpose

To provide strategic leadership, institutional policy, overall management, administration and corporate service to the executive, management and employees of Parliament.

2.3.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide political strategic direction which supports oversight, legislative, international obligations and public participation.	Effective functioning of the Office of the Speaker.	Provision of leadership and professional support.	Political management of the National Assembly through coordinated meetings of Programming Committee, Rules Committee, NA Forum, Committee of Office-bearers and also on joint committees with the NCOP.
To provide strategic, policy and legal advice to the Office of the Speaker.	Comply to the laws of the country and good governance.	Acceptable risk of governance practice.	Updated legislation and parliamentary procedure. Qualitative legal advice provided in accordance with good governance practices. Risks of liquidation are mitigated.
To provide information which supports oversight, legislative, international obligations and public participation.	Consistent engagement on oversight, legislative, international issues and public participation.	Facilitated oversight, legislative, international issues and public participation.	Quality procedural advice provided on all matters referred to the Office of the Speaker. Quality assured committee reports tabled in the House. All House resolutions referred to the relevant structures. Membership of and participated in, the following international bodies, amongst others: President of the Inter-Parliamentary Unit, Speaker participated in the Pan-African Parliament and Commonwealth Parliamentary Association, Africa Region. <u>Bilateral issues</u> Assisted in establishment and enhancing of relations with a number of countries.

2.3.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide information which supports oversight, legislative, international obligations and public participation.	Consistent engagement on oversight, legislative, international issues and public participation.	Facilitated oversight, legislative, international issues and public participation.	<u>International issues</u> Member of Inter-Parliamentary Union. Participated in Inter-Parliamentary Union sessions.
To provide political strategic direction to the parliamentary service Secretariat.	Office of the Speaker to function smoothly.	Provide support to employees, Office of the Speaker and other stakeholders.	Adopted business plan of the office dealing with all administrative matters. Administrative support in all sectoral Parliaments such as: - Youth Parliament - Women's Parliament - People's Assembly The administrative support in the Office of the Speaker restructured and the new organogram populated. Well refined procurement processes. Improved relations and communication between the office and the Parliamentary Services.
Leadership and Financial Management.	Effective and efficient treasury system.	Facilitate an understanding of parliamentary treasury system	Clearance of the suspense account and ensuring that all the outstanding invoices are paid. Restructure the budget of the Office of the Speaker and ensure that all activities are budgeted for. Budget is monitored through monthly reviews. Accurate reports and forecasts were compiled and presented to the Presiding Officers. There is an improved interaction with the Chief Financial Officer in ensuring sound financial management.

2.3.2 SUBPROGRAMME: OFFICE OF THE CHAIRPERSON

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide strategic political support to the office of the Chairperson: NCOP.	Presidium to have political content.	Well informed Presidium debates and interactions.	Coordinated session for Presidium Officers on contemporary issues that relate to their political mandate in terms of the following:- Political management of the NCOP as a House Processing of legislation Liaising with Provincial Speakers in coordinating and /or implementing provincial mandates. Conducted the political management of Parliament as a whole: During the SONA; Budget Vote; Sectoral Parliament and other issues.
To provide strategic support to Constituency Offices.	Political programme in place.	Well coordinated political programme.	Participated in the formulation of the political programme of the Constituency Offices. Intervened on the service delivery challenges at municipal levels.
To facilitate International participation.	Consistent engagement on international issues.	Facilitate international participation of Presidium.	Presiding Officers participated in bilateral and multilateral sessions, amongst others are the following: Being a member of Pan-African Parliament (PAP). Facilitated drafting of new Strategic Plan for the CPA-Africa Region. <u>Bilateral Relations</u> Established and enhanced relations with a number of countries, especially those with Upper or Second houses. <u>International Relations</u> Member of Inter-Parliamentary Union. Participated in Inter-Parliamentary Union sessions.

2.3.2 SUBPROGRAMME: OFFICE OF THE CHAIRPERSON

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To facilitate International participation.	Consistent engagement on international issues.	Smooth administrative and logistical support to Presidium.	Provided support on the following:- Inter-governmental relations summit in celebration of 10-year anniversary of the NCOP. Taking Parliament to the People in all provinces. Legacy projects - tracing the evolution of NCOP leadership from its inception. Thematic book for the first 10 years of NCOP existence.
To provide strategic administrative support.	Provide support to employees and Presidium.	Support to oversight work.	Provided support in conducting public hearings through different Committee work or visits. Provincial Week – Provided support in conducting oversight on status of government commitment to service delivery in all spheres government. Arranged special follow-up initiatives by Presiding Officers on issues raised during Taking Parliament to the People programmes.
To conduct financial management.	Effective and efficient treasury system.	Facilitate an understanding of parliamentary treasury system.	Facilitated the discussion around Financial Management of Parliament and Legislators Bill including inputs from Legislatures.
To conduct budget management.	Budget monitored and accurate reporting.	Compile accurate reports and prepare forecast for budget within agreed timeframe.	Accurate reports and forecast were compiled and presented to the Presiding Officers and Administration. Budget performance above 95% utilization.

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
Facilitate the completion of the 2008/09 budget.	To ensure that the budget of the institution is aligned to the Strategic plan of the Institution.	Budgets drafted by each budget holder to be aligned to the business specific strategic and business plans for the specific financial year.	Budget process duly completed in accordance with the MTEF Budget guidelines and discussed with National Treasury.
Timeous submission of Financial Statements.	To ensure that sound financial management controls and practices are exercised by the Institution.	Compliance to the legislative requirements.	Annual Financial Statements were submitted and an Unqualified Audit was received for 2006/07 financial year. Year-end plan and procedures have been put in place to ensure readiness for the 2007/08 financial year.
Timeous submission of Financial Statements.	A re-energised, effective HR team, with clear structures, systems	Transforming HR Division to be in line with Global Best	Human Resource Strategy revised to suit organisational needs HR Upskilling Programme designed and commenced Benchmarking strategy for comparing Parliament's HR Practices with International and National Organizations Formulation of programme to interact with critical National/ Global HR Specialists Involvement in Divisional Business Planning Proactive relationship-building plans with Organised Labour Sharing of HR/Leadership Toolkits with Management to enhance effectiveness HR Survey Conducted to ascertain organizational HR needs.
Building an Effective Human Resource Division	Effective recruitment process for Parliament	Effective talent management system for Parliament	248 appointments, of which 16 appointments at managerial and 232 at non-managerial level. 431 positions were created and 115 posts were graded

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
Building an Effective Human Resource Division	Effective administration system	Integrated human resources processes	All employees are part of the Total Cost of Employment system Compulsory subscription for all new employees - new appointments are now drawn in from the interface system
Building an Effective Human Resource Division	A paradigm shift from Performance Management to Performance improvement	An improved performance improvement system put in place for Parliament. Changed mind set of employees Changed attitudes and behaviour, including increased accountability	System configuration finalised and core team trained 138 appeals finalized. 703 bonuses paid 52 notch movements took place. 53% of managers contracted on existing system Manager: Performance Improvement appointed.
To provide performance improvement of employees and alignment of the performance improvement system with strategic objectives.	Sustainable skills base for Parliament. Organisational culture of productivity and Continuous Learning	Re-aligning and creating a pool of relevant skills in Parliament. Productive workforce	4th quarterly monitoring report submitted to the PSETA. Soft skills training for Parliament's employees.
To provide performance improvement of employees and alignment of the performance improvement system with strategic objectives.	Self service users' ability to transact on Marang – Oracle Learning Management	Re-aligning and creating a pool of relevant skills in Parliament. Productive workforce	547 trained since roll-out Approvals by managers done on Oracle Learning Management All bursary and training applications are processed on system Database developed on learning profiles of staff at Parliament
To provide human resource development interventions	New staff members assimilated into Parliament in the shortest possible time	Re-aligning and creating a pool of relevant skills in Parliament. Productive workforce	A total of 173 new employees were inducted. Design & process of Induction has been re-engineered to increase effectiveness
To provide human resource development interventions	Lifelong learning is facilitated through bursary scheme	Alignment with National skills strategy	A total of 110 bursaries were awarded. The bursary restructuring process is still continuing in order to optimize use of bursaries.
To provide human resource development interventions	Skills development through internship programme	Alignment with National skills strategy	A total of 16 interns were recruited during the period under review.

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide human resource development interventions	To transform Parliament's workforce profile to reflect National Demographics	Alignment with National skills strategy	Developed Employment Equity and Skills Development procedure. Parliament's Employment Equity profile has been developed.
To perform Baseline Risk Assessment of Parliament.	To compile Parliament's SHE risk profile and mitigate risks. To comply with the Occupational Health and Safety Act, 85 of 1993	Assessments to be carried out within legislative requirements.	Project complete Report to be tabled to management
To provide Safety, Health and Environmental (SHE) training.	Integration of health and safety related training programmes and workshops	Structured SHE Training programmes developed	SHE infrastructure established. Parliament's employees training on Health and Safety
To provide Safety, Health and Environmental (SHE) training.	To prevent incidents and accidents in the workplace To provide a safe working environment	Incidents/accidents to be reported according to the General Administrative Regulations. Emergency care to be provided timeously	The emergency facility treated, reported and referred the following cases: <ul style="list-style-type: none"> • 27 First Aid cases • 31 Non-disabling injuries • 1 Disabling injury
To recording & measure SHE services.	To establish a healthy lifestyle programme	Healthy and productive workforce	A successful Wellness Week was held in October 2007 wherein 1060 individuals from Parliament participated. Wellness Magazine was published and 1300 copies were distributed. Peer educators were trained on: <ul style="list-style-type: none"> • Self Mastery training • Basic counselling skills • Trauma debriefing • Crisis intervention 257 out of 1400 people participated in the Voluntary Counseling and Testing (VCT) programme during the wellness week. 180 counselling sessions held and stress intervention was conducted on identified groups for 6 days
To promote sound employment relations in Parliament	To foster fair labour practices	Improved work relationship in all Parliament's stakeholders	7 Coaching Sessions for Managers on grievance and disciplinary procedures were done and 44 Managers trained on Initiating Disciplinary Hearings

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To assist Parliament in achieving its objectives by providing a professional, cost effective internal audit and advisory service.	Improved and enhanced internal control, risk management and governance processes for the institution	Proactive advice to management on efficiency, effectiveness and economy on internal control, risk management, governance processes and fraud processes.	Facilitated the establishment of the Risk management process through the development of the Enterprise Risk Management (ERM) Framework and the methodology that informs the Risk Management process and establishment of the Risk Management Committee (RMC).
		Facilitation of workshops and organization of awareness campaigns.	Facilitated management workshops to discuss risk and internal control weaknesses by providing internal audit reports.
		Review and evaluation of the adequacy and effectiveness of the internal control, risk management and governance process as a service to the Presiding Officers, Audit Committee, Secretary to Parliament, and management.	Audit Committee meetings and workshops have been effectively co-ordinated and held. Managing the Fraud Hotline reports and facilitating the development of the Whistle-blowing Policy.
		Co-ordination of assurance providers (including Auditor-General) and Audit Committee activities.	Finalised the Fraud Awareness Campaign Programme with the Service Provider for approval by Management. Facilitated the coordination of scope between the internal and external audit. Coordinating the external audit between the institution and the Office of the Auditor General and report to the Secretary to Parliament on the progress of the external audit.
To provide administrative service to the executive, management and staff of Parliament to support strategic leadership, institutional policy and overall management	To ensure that Parliament is effective and responsive to the needs of the people in safeguarding Chapter 2 of the Constitution of the Republic of SA	Institutional policies that will enhance good parliamentary governance.	The approved 2006 policies have been reviewed and sent out for legal vetting. 24 new draft policies have been developed, consulted on with Organised Labour and are ready for workshopping with all employees

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide administrative service to the executive, management and staff of Parliament to support strategic leadership, institutional policy and overall management	To ensure that Parliament is effective and responsive to the needs of the people in safeguarding Chapter 2 of the Constitution of the Republic of SA	Parliamentary administrations to comply with internal policies to ensure an effective and efficient institution	Human Resources related policies were monitored. Proper intervention on Travel, Accommodation and Subsistence policy was implemented. Analysis of 2006/07 annual report was conducted to identify challenges with a view to enhancing service delivery and contributing to the strategic direction of Parliament.
To create, coordinate and facilitate Organisational Design	To streamline all the functional areas of Parliament to deliver services efficiently and effectively.	Improved parliamentary services.	A comprehensive report was presented to the Task Team as well as the Secretary to Parliament on the agreed date. Recommendations from this report formed part of the final proposal presented to the Presiding Officers. Legal Drafting Function now forms part of the approved Legal Services Office: Constitutional and Legal Services Structure.
To capture and reorganise parliamentary structures	Ensuring that Parliamentary structures are regularly updated and give a true reflection of the institution.	All the Parliamentary structures have re-aligned and continuously being updated.	All the Parliamentary structures are now available in both Visio and ARIS.
To develop the competency based personal development Plans	Ensuring that there is an alignment between the Parliamentary Competencies and employees' development plans.	Personal Development Plans of all employees are aligned to Parliament's Competency Model.	All the Competency Based Development Plans were submitted to the Organisational Development Unit which then forwarded the info to Human Resources for record keeping.
To provide safety & security within the precincts of Parliament	Implementation of Security Policy.	A new Security Policy was introduced. This clarifies roles and responsibility.	In clearing up the areas of dual responsibility of security agencies in Parliament, Security Policy was revised and submitted to the Presiding Officers.

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide safety & security within the precincts of Parliament	Access Control	To ensure the screening and effective access of authorised persons to the parliamentary precincts. All office bearers, visitors and contractors to be issued with an access card.	Office-bearers that were screened were issued with access cards. Issuing of access cards to contractors was introduced and is working well.
To provide safety & security within the precincts of Parliament	Internal Movement Controlled	To effectively control the movement of visitors and contractors within parliamentary buildings. To monitor and record the movement of visitors and contractors.	The appointment of additional staff considerably enhanced the control of visitors and contractors by means of escorts and patrols.
To provide safety & security within the precincts of Parliament	Contingency Planning	To develop comprehensive contingency plans for Parliament in addressing security related disasters.	Parliamentary Emergency Preparedness Manuals were developed.
To provide safety & security within the precincts of Parliament	Personnel Security	The facilitation for screening and vetting of all officials and contractors by our service providers (SAPS, NIA).	A total of 320 parliamentary employees were screened in the year under review
To provide safety & security within the precincts of Parliament	Chamber Security	The application of assessment, preparation and security deployment for any session programmed for the National Assembly and NCOP Chambers.	Professional and effective security is always provided to both houses with very few complaints ever received.
To provide safety & security within the precincts of Parliament	Building & Asset Security	Protection of parliamentary buildings and assets.	All parliamentary assets were controlled and all reported cases were dealt with properly.
To provide safety & security within the precincts of Parliament	Building & Asset Security	Provision of quality security advice and support to the PDO Offices.	Security Assessments were conducted on proposed offices in Limpopo and Northern Cape. This process will be continued with other venues identified in the remaining Provinces.

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To provide safety & security within the precincts of Parliament	Event Security Management	Provisioning and coordination of security and Parliament's special events and visits.	During the financial year, the Protection Services Section successfully provided security for the following events: •Youth Parliament •Commonwealth Parliamentary Association (CPA) •Women's Parliament •NCOP Emergency Meeting: Sebokeng •People's Assembly •NCOP: Western Cape •IFLA Conference •NCOP Feedback Session – Limpopo-Tzaneen •NCOP Feedback Session NC-Kuruman
To promote a culture of transparency and accountability in respect of personal interests of members.	To promote transparency and accountability, thereby developing public trust and confidence in Parliament.	Compliance with the code of parliamentary ethics.	Disclosure of Members published and correct advice was provided in accordance with the Joint Rules of Parliament. Effective support provided to the Joint Committee on Ethics and Members Interests
To promote a culture of transparency and accountability in respect of personal interests of designated parliamentary officials	To promote transparency and accountability, thereby developing public trust and confidence in Parliament.	Compliance with the code of parliamentary ethics.	Report handed over to Secretary to Parliament.
To establish Parliamentary Democracy Offices	Increase public participation	Parliamentary Democracy Offices in place	Location and buildings identified. Lease agreement between Department of Public Works and landlords signed Refurbishment of buildings is in progress.

2.3.3 SUBPROGRAMME: OFFICE OF THE SECRETARY

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To render efficient and professional protocol and ceremonial services to Parliament	To ensure that parliamentary ceremonies and courtesies are extended by Parliament to South African and visiting foreign dignitaries	Performing an emissary function in receiving Heads of Diplomatic Missions and representing the Presiding Officers at functions.	Complete protocol and ceremonial services were provided to Presiding Officers. Complete protocol and ceremonial services were provided during incoming visits from the CPA Regional conference.
To facilitate the completion of the 2008/09 budget and consolidate the inputs for submission timely to the National Treasury.	To ensure that the budget of the institution is aligned to the Strategic Plan of the Institution.	Budgets drafted by each budget holder to be aligned to the business specific strategic and business plans for the specific financial year.	Budget process duly completed in accordance with the MTEF Budget guidelines and discussed with National Treasury.
To submit Financial Statements timeously.	To ensure that sound financial management controls and practices are exercised by the Institution.	Compliance to the legislative requirements.	Annual Financial Statements were submitted and an Unqualified Audit was received for 2006/07 financial year. Year-end plan and procedures have been put in place to ensure readiness for the 2007/08 financial year.

2.3.4 SUBPROGRAMME: CORPORATE SERVICES

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To implement the MSP program and Management Information System.	Implement the consolidation of administration and management of Parliament.	Provision and support systems.	<p>Contracting, Career Management and Daily Business Intelligence has taken place.</p> <p>Negotiating Memorandum of Understanding with the Eastern Cape Legislature to extend the Parliament Oracle platform to the Legislature (Shared Services Model).</p> <p>Framework for the Operationalisation of MSP Projects has been developed and accepted by ICT Steering Committee.</p> <p>Framework for the Governance of Projects - Project Governance Model currently under review.</p> <p>Integration of Change Management Strategies for the following tasks has been rolled out:- Website; Parliament Content Management System; Intranet; Marang Consolidation; and Unified Communication.</p>

2.3.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To ensure the effective use of information.	Electronic management of documents and records including the automation of process for the core business of Parliament.	Content Management System implemented across Parliament. To improve communication between Members and Parliament.	The electronic document management system (PCMS) was implemented successfully and access and use of information has improved.
			The Unified Communication System was implemented for Members and Senior Management of Parliamentary Service.
To ensure that accommodation and housekeeping services is available, adequate and maintained.	Accommodation and other housekeeping services provided.	Office accommodation provided and allocated as prescribed in the policy.	Two wings of the 8th floor 90 Plein Street have been refurbished in preparation for the occupation of parliamentary staff. New Wing decanting process to pave way for the upgrading of the Speaker's boardroom and the Leader of Government Business process was successfully completed. The refurbishment of Good Hope Chamber and cafeteria has commenced and it is envisaged that the project will be completed by end of May 2008. Africa House refurbished and still in progress.
To ensure that accommodation and housekeeping services is available, adequate and maintained.	Accommodation and other housekeeping services provided.	Defects reported to NDPW.	Annual building plans were submitted to Parliament indicating the state of the parliamentary buildings.
To ensure that accommodation and housekeeping services is available, adequate and maintained.	Accommodation and other housekeeping services provided.	Facilities upgraded/refurbished timely as per specification.	Priorities based on projects that fulfil legal compliance and those that reflect backlog building maintenance were discussed and identified by Parliament, NDPW and DSVH.

2.3.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To ensure that accommodation and housekeeping services is available, adequate and maintained.	Accommodation and other housekeeping services provided.	Facilities upgraded/refurbished timely as per specification.	All projects have been costed and Parliament is awaiting the final submissions of the Building Plans from NDPW which reflect the projects that will commence by 2008/09 financial year [5-year plan].
To ensure that accommodation and housekeeping services is available, adequate and maintained.	Accommodation and other housekeeping services provided.	Facilities upgraded/refurbished timely as per specification.	<p>Recess Spring Cleaning programmes were successfully undertaken by NDPW, DSVH, Thubalethu Cleaning Services and ABA Cleaning Services.</p> <p>A cleaning tender has been advertised for Public Areas, 90 Plein building and the National Assembly Chamber.</p>
To ensure that accommodation and housekeeping services is available, adequate and maintained.	Accommodation and other housekeeping services provided.	Furniture disposed of as per policy directive.	<p>Parliamentary medical clinic has been provided with new furniture.</p> <p>All obsolete and broken furniture has been disposed of.</p> <p>Long passage benches have been re-upholstered and placed in different buildings and committee rooms.</p> <p>A number of solid wood chairs have been re-upholstered for use as additional furniture whenever a need arises.</p>
To provide document management system.	Documents collected and distributed daily and timely.	Mail/documents/newspapers distributed to relevant members and the administration daily and timely.	The introduction of PCMS has enhanced the safe storage of documents.

2.3.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

The intended impact and performance level

Programme objectives	Measure	Actual performance against the Outcome or target	
		Outcome or target	Actual performance
To maintain, conserve and develop Parliament's artworks and heritage collections, and to make the collections and their information accessible.	Artworks and heritage collections and their information maintained as per museum best practices, and made accessible.	Improved access to up-to-date information and ongoing preservation, conservation and display.	Compiling of inventory ongoing. Visual documentation (digitising) of collection progressing. Recording of conditions data and referral of works to conservationists ongoing. Selections of art and heritage items are on display in public areas in Parliament.
	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.
To ensure that the Space Utilisation Project addresses Parliament's strategic objectives.	To address the spatial challenges of Parliament by providing sufficient office space for Members of Parliament, Speaker of the NA, the Presidential suites, the chambers, as well as staff office space requirements.	<p>To build a joint sitting chamber with a bigger public gallery and an executive gallery.</p> <p>To build a multi-purpose facility, which will provide space for various committees and lounges for visiting foreign dignitaries.</p> <p>Provision of office space for Members of Parliament, office of the Speaker, the Presidential suites and the office of the Leader of Government Business.</p> <p>To provide office space for the office of Protocol and JSCI (Joint Standing Committee on Intelligence) – Africa House.</p>	DPW procurement process has been done and construction is already in progress in Africa House, Executive Suites and Speaker's suite.

STRATEGIC SOURCING

Report of the Procurement Committee for the 2007/08 financial year.

Composition of Committee

A new Procurement Committee, comprising the following members listed below, was appointed with effect from 1 April 2007. The Procurement Committee conducted 10 meetings during the period under review.

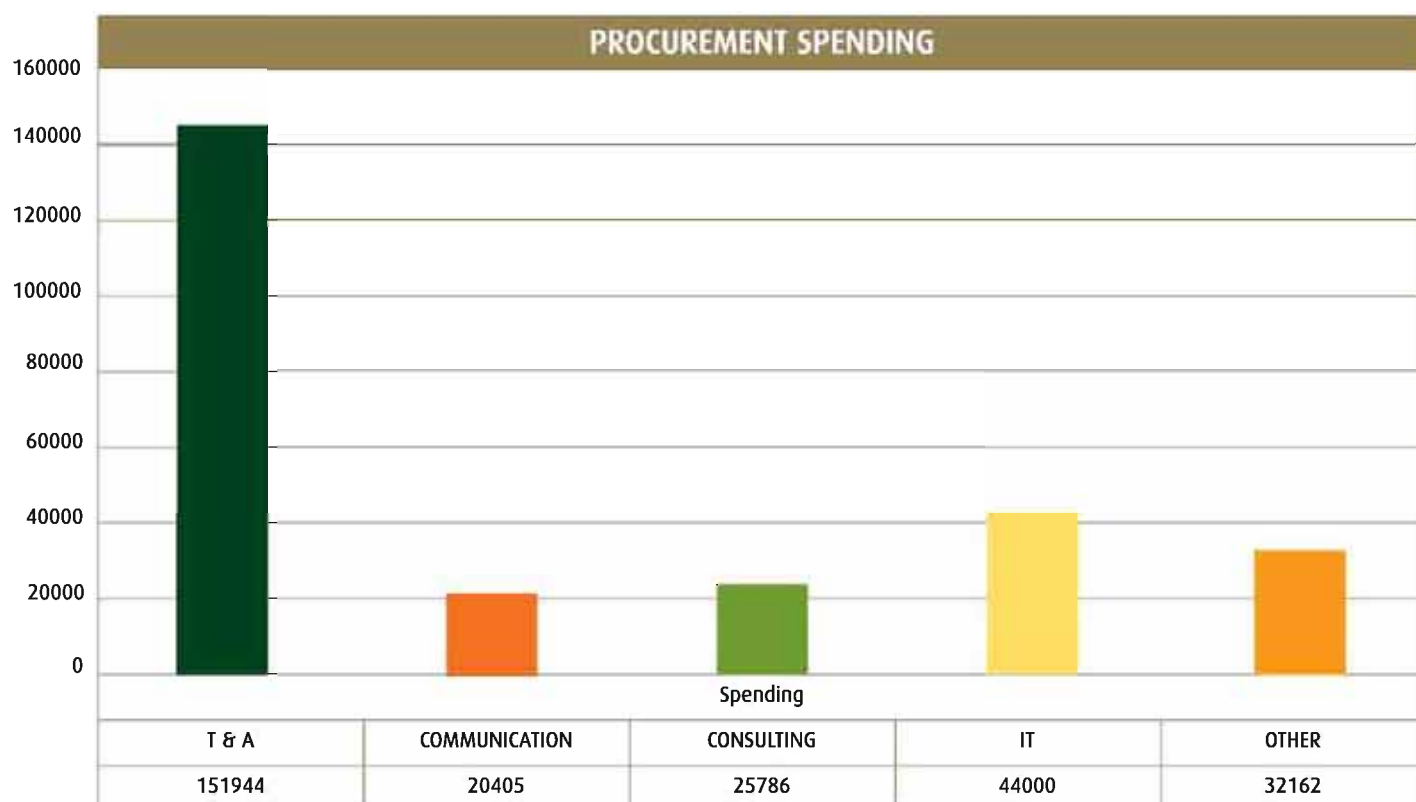
Members	Meetings attended
Mr MK Mansura (Chairperson)	10
Ms D O'Brien	9
Adv. LL Matyolo-Dube	4
Mrs N Keswa	4
Mr P Netshandama	9

An amount of R218 203m or 79% (of R274 297m) was spent on BEE companies in the following BEE categories.

BEE Expenditure

BEE Category	Value R'000	%
>0 – 25%	R90 206	33%
26 – 50%	R31 981	12%
51 -100%	R94 217	34%

Procurement spend for 2007/08



In the 2007/08 financial year a total amount of R20 405m was spent on Communication, R151 944m on Travel and Accommodation, R25 786m on Consulting, R44 000m on IT and R32 162m on Other Goods and Services as depicted in the graph above.

Tenders Awarded

During the 2007/08 financial year, various evaluation committee made recommendations on tender awards to the Procurement Committee. The Procurement Committee considered and recommended the award of the eleven (11) contracts, amounting to R44 122m 122m, to the Secretary to Parliament for approval.

Contracts awarded for period ending 31 March 2008

Type of Services	Name of company	BEE Status	Value R'000
IPU Transport	Mega Coaches	23%	R3 200
ICT Infrastructure System	Business Connexion	25.50%	R2 619
Electronic Refurbishment of Committee Rooms	Dimension Data	25.50%	R9 394
Procurement of full colour Digital Imaging Printing	Corporate Business Automation	40%	R5 096
Procurement of Members Furniture	Mobilia	26%	40% of Furniture Cost (R7200)
Procurement of Members Furniture	Martin Neethling	0%	40% of Furniture Cost (R7200)
Procurement of Members Furniture	Office Focus	100%	20% of Furniture Cost (R3600)
ICT Equipment for PDO offices	Gijima Ast Holdings	38.50%	R5 500
Catering	Pitseng Site Services	90%	R1 157
Procurement of Audio visual SALS equipment	Digivision	24%	R763
Personal Accident Insurance	Glenrand MIB	33%	R3 489

A total of R 36 922m (of R44 122m) was spent on BEE companies in the following BEE categories:

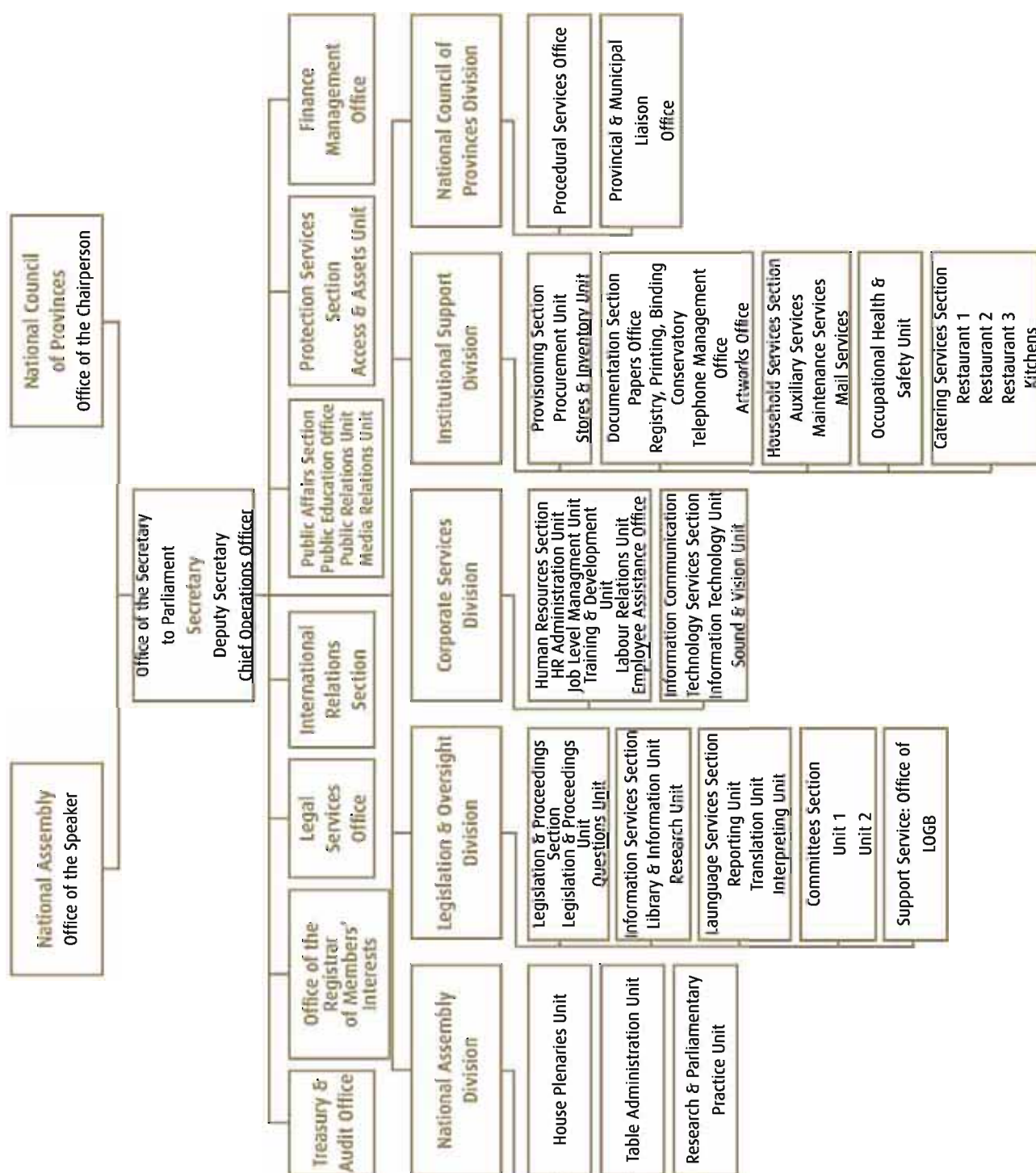
Value of contracts awarded to BEE companies

BEE Category	Value R'000	%
>0 – 25%	R 3 963	10.73%
26 – 50%	R28 202	76.38%
51 -100%	R4 757	12.88%

VII. ANNEXURES

VII. ANNEXURES

7.1 PARLIAMENTARY SERVICE ORGANOGRAM



HUMAN RESOURCE INFORMATION SECTION

7.2.1 EMPLOYMENT EQUITY: STAFF ESTABLISHMENT

Staff Establishment by Occupational Category											
Occupational Level	Total Workers in Level	Male				Total	Female				Total
		African	Coloured	Indian	White		African	Coloured	Indian	White	
Top Management	2	1	1	0	0	2	0	0	0	0	0
Senior Management	12	6	2	0	0	8	3	0	1	0	4
Prof. Qualified and Experience Specialist and Mid-Management	123	42	5	11	11	69	27	17	2	8	54
Skilled, Academic, Jr. Management, Supervisors, Foremen and Superintendents.	455	123	42	7	21	193	135	84	5	38	262
Semi-skilled and Discretionary Decision Making	392	63	81	5	23	172	131	80	2	7	220
Unskilled and Defined Decision Making	198	6	50	0	5	61	26	92	1	18	137
Total	1182	241	181	23	60	505	322	273	11	71	677

HUMAN RESOURCE INFORMATION SECTION

7.2.1 EMPLOYMENT EQUITY: STAFF ESTABLISHMENT

Number of Staff with Disabilities per Occupational category											
Occupational Level	Male					Female					Total
	Total Workers in Level	African	Coloured	Indian	White	Total	African	Coloured	Indian	White	
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	3	0	0	1	0	1	1	1	0	0	2
Skilled, Academic, Jr. Management, Supervisors, Foremen and Superintendents.	5	1	0	0	0	1	0	2	0	2	4
Semi-skilled and Discretionary Decision Making	4	1	2	0	0	3	1	0	0	0	1
Unskilled and Defined Decision Making	1	0	1	0	0	1	0	0	0	0	0
Total Permanent	13	2	3	1	0	6	2	3	0	2	7
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
Grand Total	13	2	3	1	0	6	2	3	0	2	7

7.2.1 New employment by Race and Gender

Race and Gender	Total employees	% of total employees
African Male	76	0.4
African Female	75	0.4
Coloured Male	10	0.0
Coloured Female	23	0.1
Indian Male	3	0.0
Indian Female	4	0.0
Total Blacks, Male	89	0.4
Total Blacks, Female	102	0.5
White Male	7	0.0
White Female	3	0.0
Total	201	

7.2.1 New employment by Grade

Division	A	B	C	D	E	F	Total employed	% of employees employed
CSD	0	7	6	3	0	0	16	0.1
HRD	0	10	3	4	1	0	18	0.1
ISD	1	5	1	0	0	0	7	0.0
LOD	0	14	82	1	0	0	97	0.5
NA	0	0	1	0	0	0	1	0.0
NCOP	0	4	0	1	0	0	5	0.0
OSTP	0	20	21	13	3	0	57	0.3
Total	1	60	114	22	4	0	201	1.0

7.2.1 Renewed contracts per Race

Renewed contracts per Race					
Reasons	African	Coloured	Indian	White	Total
Benefit adjustments	2	0	0	0	2
Job Evaluation	0	2	0	1	3
Lateral Movement	2	1	0	0	3
Market Adjustment	1	0	0	0	1
New Contract	1	0	0	1	2
Progression Notch	2	9	2	8	21
Promotion	18	11	1	5	35
Re-evaluation	4	8	0	0	12
Secondment	4	0	0	0	4
Transfer Adjustment	1	1	0	0	2
Total	35	32	3	15	85

7.2.2 Renewed contracts per Grade

Renewed contracts per Grade							
Reasons	A	B	C	D	E	F	Total
Benefit adjustments	0	0	2	0	0	0	2
Job Evaluation	0	0	3	0	0	0	3
Lateral Movement	0	0	3	0	0	0	3
Market Adjustment	0	0	0	0	0	1	1
New Contract	0	0	0	2	0	0	2
Progression Notch	4	6	9	2	0	0	21
Promotion	0	1	24	10	0	0	35
Re-evaluation	0	0	9	3	0	0	12
Secondment	0	0	4	0	0	0	4
Transfer Adjustment	0	0	1	1	0	0	2
Total	4	7	55	18	0	1	85

7.2.2 APPOINTMENTS AND SEPARATIONS

Separations of employees by Race, Gender and Grade

Race and Gender	Grade level				
	A	B	C	D	Total
African Male	0	8	41	0	49
African Female	0	15	25	4	44
Coloured Male	2	1	19	0	22
Coloured Female	4	7	8	0	19
Indian Male	0	1	2	0	3
Indian Female	0	0	0	1	1
Total Blacks, Male	2	10	62	0	74
Total Blacks, Female	4	22	31	5	62
White Male	1	0	0	1	2
Total	7	32	93	6	138

7.2.2 Renewed contracts of employees per Division

Renewed contracts of employees per Division								
Reasons	CSD	HRD	ISD	LOD	NA	NCOP	OSTP	Total
Benefit adjustments	0	1	1	0	0	0	0	2
Job Evaluation	0	1	0	1	0	0	1	3
Lateral Movement	1	0	0	2	0	0	0	3
Market Adjustment	0	0	0	0	0	0	1	1
New Contract	0	1	5	11	0	0	4	21
Progression Notch	2	3	3	13	4	1	9	35
Promotion	2	3	3	13	4	1	9	35
Re-evaluation	0	0	0	1	0	0	11	12
Secondment	0	0	0	0	0	0	4	4
Transfer Adjustment	0	0	0	0	0	0	2	2
Total	3	6	10	28	4	1	33	85

7.2.3 Sick leave taken from January 2007 to March 2008 by Grade

Grade level	Total days taken	% of total days taken	Number of medical certificate submitted	% of medical cert. submitted	% with medical cert.
A	2319	33.11%	868	30.9%	37.4%
B	2419	35.54%	1075	38.2%	44.4%
C	1860	26.56%	844	30.0%	45.4%
D	385	5.50%	8	0.3%	2.1%
E	20	0.29%	16	0.6%	80.0%
F	1	0.01%	1	0.0%	100.0%
Total	7004		2812		40.1%

7.2.3 Annual Leave for January 2007 to December 2007

Grade level	Total days	Number of Cert submitted	Number of Employees using Annual Leave
A	5214	15	564
B	7206	10	295
C	7764	07	195
D	2190	0	162
E	170	0	7
F	56	0	2
Total	22600	32	1225

7.2.3 Capped Leave for January 2007 to December 2007

Grade level	Total days of capped leave taken	Average number of days taken per employee	No. of employees who took capped leave
A	53	0	163
B	201	1	194
C	325	3	127
D	3	0	33
E	193	48	4
F	0	0	0
Total	775	52	521

7.2.3 Leave Payouts

	Total days	Average number of days taken per employee	No. of employees using Capped leave
Capped leave payouts on termination of service for 2007/08	777	4	197
Current leave payouts on termination of service for 2007/08	9135	8	1135
Total	9912	12	1332

7.2.4 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						
Types of Misconduct Addressed and Disciplinary Hearings			Salary Scale			Total
	A	B	C	D	E	
Unfair Labour practice						4
Misrepresentations						0
Theft, bribery, corruption, defeating the ends of justice and fraud						1
Assault						0
Abuse of alcohol drugs and other stupefying substances						1
Insubordination						1
Improper, disgraceful and unacceptable conduct at work						1
Absent without authorised leave						4
Improper, disgraceful and unacceptable conduct at work						1
Sexual Harassment						0
Misuse or Damage of Parliamentary Property						2
Negligence						0
Abusive behavior						2
Conduct in the performance of Duty						0
Political Participation						0
Failure to comply with an instruction						3

7.2.4 LABOUR RELATIONS

Labour Relations						
Types of Misconduct Addressed and Disciplinary Hearings	Salary Scale					
	A	B	C	D	E	Total
Non disclosure of financial and other private interest						0
Inflammatory comments regarding manager						1
Procurement misconduct						0
Allegations – serious criminal activities						3
Non adherence to policy and procedure						0
Incapacity						0
Total						23

7.2.4 Table 2: Grievances Lodged for 1 April 07 to 31 March 08

Grievances Lodged	Salary Scale					
	A	B	C	D	E	Total
Resolved						10
Not resolved						3
Total						13

7.2.4 Table 3: Disputes Lodged for 1 April 07 to 31 March 08

Disputes Lodged	Salary Scale					Total
	A	B	C	D	E	
Disputes Lodged						5
Upheld						0
Dismissed						7
Pending CCMSA, Labour Court and others						2
Total						14

7.2.4 Table 3: Precautionary Suspension for 1 April 07 to 31 March 08

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

7.2.5 Internships per Division (AApril 2007 - March 2008)

Section/Unit	Africans		Coloured		Indian		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Office of the Secretary	1	2	0	1	0	0	1	0	2	3
Institutional Support	0	0	0	0	0	0	1	0	1	0
Legislation and oversight	2	2	0	0	0	0	0	0	2	2
Human Resources	0	0	0	0	0	0	0	0	0	0
Corporate Services	3	0	2	0	0	0	0	0	5	0
National Assembly	0	0	0	0	0	0	0	0	0	0
National Council of Provinces	1	0	0	0	0	0	0	0	1	0
Total	8	4	2	1	0	0	2	0	11	5

7.2.5 Internships per NQF level (April 2007 - March 2008)

Qualification type & NQF level	Africans		Coloured		Indian		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Hons Degree, NQF 7	0	0	0	0	0	0	1	0	1	0
Degree, NQF 6	5	3	0	1	0	0	1	0	6	4
B Tech, NQF 6	0	0	0	0	0	0	0	0	0	0
HDE, NQF 6	0	0	0	0	0	0	0	0	0	0
National Diploma, NQF 5	0	0	0	0	0	0	0	0	0	0
National Certificate, NQF 5	3	0	2	0	0	0	0	0	5	0
Total	8	3	2	1	0	0	2	0	12	4

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
Legislators & Managers	Female			Business Writing		1
	Male			Advanced Project Management		1
	Female			Facilitating Organisational Development		1
	Male			Conciliation and Arbitration		1
	Female			Events Management		1
	Male			Events Management		1
	Female					
	Male			Facility Service Procurement		1
	Female			Finance and Budgets Made Simple : course		2
	Male			Finance and Budgets Made Simple : course		6
	Female			Human Resource (end-user) Training		3
	Male			Human Resource (end-user) Training		2
	Female			Induction Programme		5
	Male			Induction Programme		6
	Female				Institute of People Management Convention (IPM)	1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male				Key Skills for Effective Managers : seminar	7
	Female				Key Skills for Effective Managers : seminar	1
	Male			Management of HIV/Aids in the Workplace		1
	Male			MS Excel - Introduction		1
	Male			MS Powerpoint - Advanced		1
	Male			MS Powerpoint - Introduction course		2
	Male			New Managers Programme (NMP)		1
	Male			Oracle - Asset Management Fundamentals		2
	Male			Oracle - Inventory, Receiving and Receipting		1
	Male			Oracle - Labour Relations Review : course		2
	Female			Oracle - Learning Management (End-User)		5
	Male			Oracle - Learning Management (End-User)		12
	Female			Oracle - Learning Management Review : course		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Oracle HRMS Administration : course		1
	Female			Parliamentary Content Management System		18
	Male			Parliamentary Content Management System		39
	Female			Performance Management		1
	Male			Performance Management		1
	Male			Powerpoint for Managers		1
	Female			Project Management : X-pert		1
	Male			Project Management		1
	Female				Skills Africa Summit 2007	1
	Male			Project Management : X-pert		1
	Female			Strategic Planning and Change Management		2
	Male			Strategic Planning, Performance Management and Policy Development		1
	Female			Talent Development Certificate		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Working with Emotional Intelligence		1
	Female			Daily Business Intelligence		10
	Male					19
	Male			French Beginners		3
	Female					2
	Male			Induction Programme		1
	Male			Oracle - Human Resource (Self-service)		1
	Male			Oracle - Learning Management (Self-service)		2
	Female			Parliamentary Content Management System (PCMS)		2
	Male					3
	Female			Portuguese Beginners		1
	Male				Balanced Scorecard Workshop - EES	1
	Male				Integrated Employee Wellness Programmes Conference	1
	Male				Masterclass Seminar	1
Professionals	Female			Groupwise Advanced		2
	Male			Groupwise Advanced		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Human Resource (end-user) Training		3
	Male			Human Resource (end-user) Training		1
	Female			Induction Programme		3
	Male			Induction Programme : class (Aug)		1
	Female			Internet - Introduction		2
	Male			Internet - Introduction		1
	Female				Key Skills for Effective Managers : seminar	1
	Male			MS Excel - Introduction		1
	Female			MS Excel - Introduction		2
	Male			MS Powerpoint - Introduction course		1
	Female			MS Powerpoint - Introduction course		2
	Male			MS Word - Customised		1
	Female			MS Word - Customised		2
	Male			MS Word - Introduction		1
	Female			MS Word - Introduction		2
	Male			Oracle - Learning Management (End-User)		2

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Oracle - Learning Management (End-User)		5
	Male			Parliamentary Content Management System		5
	Female			Parliamentary Content Management System		7
	Male			Programme in Legislative Drafting		2
	Female			Project Management		1
	Male			Windows File Management		1
	Female			Windows File Management		2
	Female			Daily Business Intelligence		1
	Female			Internet and Web Design		1
Technicians & Associate Professionals	Female					
	Male			AMX Operation Certificate		1
	Female					
	Male				Annual Conference for Supply Chain Professionals	1
	Male				Breakfast Seminar on Procurement Issues	1
	Female			Coaching to Excellence		1
	Male			Business Writing		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Competency-Based Recruitment and Interviewing Skills		4
	Male			Competency-Based Recruitment and Interviewing Skills		1
	Female			Customer Service - Papillon		3
	Male			Customer Service - Papillon		1
	Female			Dust in Collections		2
	Male			Dust in Collections		1
	Female			Excel Customised : Working with Large Worksheets		1
	Male			Filing - Plan, Monitor and Control an Information System		4
	Female			Filing - Plan, Monitor and Control an Information System		8
	Male			Groupwise Advanced		1
	Female			Human Resource (end-user) Training		16
	Male			Human Resource (end-user) Training		16

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Hypertext Markup Language 4.0 (Level 3)		1
	Male			Induction Programme		24
	Female			Induction Programme		30
	Male			Institute of People Management Convention (IPM)		1
	Female			Integrating Needs Analysis, Assessment and Evaluation of Training		1
	Male			Interpersonal Skills		4
	Female			Interpersonal Skills		5
	Male			Labour Law Court Proceedings		1
	Female			ITIL Service Delivery : class		1
	Male			Knowledge and Information Auditing and Mapping		1
	Female				Key Skills for Effective Managers : seminar	1
	Male			Labour Market 2008 : Trends and Implications for Human Resource Executives		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Labour Relations		1
	Male			Management of HIV/Aids in the Workplace		1
	Female			Management Development Programme (Module 4)		1
	Male					
	Female			Monitoring and Evaluation		2
	Female			MS Excel - Intermediate		4
	Male			MS Excel - Introduction		5
	Female			MS Excel - Introduction		5
	Male					
	Female			MS Excel Expert		1
	Female			MS Powerpoint - Introduction course		1
	Female			MS Powerpoint Expert		1
	Male			MS Visio basic		1
	Female			MS Visio basic		1
	Female			MS Word - Introduction		1
	Female			Multicamera training		1
	Male			Oracle - Asset Management Fundamentals		1
	Female			Oracle - Asset Management Fundamentals		2
	Male			Oracle - General Ledger Training		1
	Female			Oracle - General Ledger Training		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Oracle - HRMS Implement and Administer Payroll		3
	Female			Oracle - HRMS Implement and Administer Payroll		5
	Male			Oracle - Labour Relations Review : course		1
	Female			Oracle - HRMS Self-Service Review : course		3
	Male			Oracle - Learning Management (End-User)		35
	Female			Oracle - Learning Management (End-User)		43
	Male			Oracle - Recruitment : course		1
	Female			Oracle - Learning Management Review : course		1
	Female			Oracle HRMS Administration : course		5
	Male			Orientation to Management		2
	Female			Orientation to Management		5
	Male			Parliamentary Content Management System		97

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Parliamentary Content Management System		119
	Male			Powerpoint for Managers		1
	Female			Presentation Skills (Effective Public Speaking)		1
	Male			Preventing Pests by Integrated Pest Management		1
	Female			Preventing Pests by Integrated Pest Management		1
	Male			Programme in Project Management		12
	Female			Programme in Project Management		11
	Male			Project Management		1
	Female			Project Management		1
	Male			Project Management : X-pert		2
	Female			Project Management : X-pert		2
	Male			Protocol and Communication		1
	Female			Protocol and Communication		3

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Strategic Planning, Performance Management and Policy Development		3
	Female			Public Relations Management		1
	Male			Statistical Package for the Social Sciences (SPSS)		1
	Female			Software Asset Management		1
	Male			Speed Reading		3
	Female			Speed Reading		6
	Male			Structured Query Language (SQL) - Beginners		5
	Female			Structured Query Language (SQL) - Beginners		4
	Male			Train the Trainer		4
	Female			Train the Trainer		2
	Male			Typing Tutor		1
	Female			Typing Tutor		4
	Male			Working with Emotional Intelligence		1
	Female			Working with Emotional Intelligence		7
	Male			Writing Reports Effectively		1
	Female			Writing Reports Effectively		4
	Male			Business Writing		3
	Female			Business Writing		4

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Daily Business Intelligence		7
	Female			Daily Business Intelligence		5
	Male			First Aid Level 1 and 2		4
	Female			First Aid Level 1 and 2		5
	Male			French Beginners		2
	Female			French Beginners		2
	Female			Hypertext Markup Language 4.0		1
	Female			Induction Programme		20
	Male			Induction Programme		24
	Female			ITIL Foundation Certificate		1
	Female			Microsoft Excel - Advanced		2
	Female			Microsoft Excel - Introduction		3
	Female			Microsoft Powerpoint - Advanced		1
	Female			Microsoft Powerpoint - Introduction		1
	Male			Oracle - Human Resource (Self-service)		12
	Female			Oracle - Human Resource (Self-service)		27

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Oracle - Learning Management (Self-service)		12
	Female			Oracle - Learning Management (Self-service)		7
	Male			Parliamentary Content Management System (PCMS)		33
	Female			Parliamentary Content Management System (PCMS)		24
	Male			Portuguese Beginners		2
	Female			Portuguese Beginners		3
	Male			Project Management (Methods for use in Business)		2
	Male			Systems Analysis and Design		1
Clerk	Female			A Secretary's Guide to Meetings and Minute Taking		1
	Male			Achieving Disability Equity in the Workplace		1
	Female			Advanced Project Management		1
	Female				Annual Human Resource Africa Summit	2

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Parliamentary Content Management System		1
	Female			BTEC Professional Certificate in Project Management		1
	Male			Business Writing		2
	Female			Business Writing		2
	Male			Competency-Based Recruitment and Interviewing Skills		2
	Female			Coordinate Events, Meetings and Travel Arrangements		1
	Male			Customer Service - Papillon		4
	Female			Customer Service - Papillon		12
	Female			Dealing with Difficult People		1
	Female			Diploma in Information Systems Project Management		1
	Female			Effective Executive Secretary or Personal Assistant		3
	Male			Filing - Plan, Monitor and Control an Information System		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Groupwise Advanced		1
	Male			Finance and Budgets Made Simple : course		1
	Female			High Performance Personal Assistant or Administrator		1
	Male			Human Resource (end-user) Training		6
	Female			Human Resource (end-user) Training		21
	Male			Increasing My Effectiveness for Secretaries and Personal Assistants		1
	Female			Induction Programme : class		35
	Male			Induction Programme : class		18
	Female			Innovative Retention Strategies for Generation X and Y		1
	Male			Legal Writing : course		1
	Female			Introduction to Groupwise		1
	Male			MS Excel - Intermediate		1

7.2.5 Training Provided

Training Provided						
Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Management Development Programme (Module 3)		1
	Female			MS Excel - Intermediate		3
	Male			MS Excel - Introduction		1
	Female			MS Excel - Introduction		8
	Female			MS Powerpoint - Introduction course		6
	Female			MS Word - Creating an Index		3
	Female			MS Word - Introduction		1
	Female			MS Word - Secretaries and PA's		2
	Female			MS Word - Table of Contents		4
	Female			New Managers Programme (NMP)		1
	Male			Oracle - General Ledger Training		1
	Female			Oracle - General Ledger Training		2
	Male			Oracle - HRMS Implement and Administer Payroll		1
	Female			Oracle - HRMS Implement and Administer Payroll		3

7.2.5 Training Provided

Training Provided						
Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Oracle - Inventory, Receiving and Receipting		1
	Female			Oracle - HRMS Self-Service Review : course		1
	Male			Oracle - Procurement / Purchasing		2
	Female			Oracle - Labour Relations Review : course		1
	Male			Oracle - Learning Management (End-User)		30
	Female			Oracle - Learning Management (End-User)		99
	Male			Oracle - Payables Fundamentals		2
	Female			Oracle - Payables Fundamentals		9
	Female			Oracle - Receivables Fundamentals		2
	Female			Oracle HRMS Administration : course		3
	Male			Oracle Self-Service Training: March		2
	Female			Oracle Self-Service Training: March		2
	Male			Parliamentary Content Management System		101

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Parliamentary Content Management System		254
	Female			Performance Budgeting and Costing		1
	Female			Policy Development and Management		3
	Female			Powerpoint for Administrators		4
	Female			Presentation Skills (Effective Public Speaking)		2
	Male			Programme in Project Management		1
	Female			Process Incoming and Outgoing Telephone Calls		1
	Male			Project Management (Varsity College)		1
	Female			Project Management : X-pert		2
	Male			Project Management : X-pert		1
	Female			Protocol and Communication		12
	Male			Protocol and Communication		1
	Male			Research		3

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female				Secretaries Convention and Skills Development	1
	Female			Sign Language		1
	Female			Speed Reading		1
	Female			Strategic Planning, Performance Management and Policy Development		2
	Male			Supply Chain Management		2
	Female			Structured Query Language (SQL) - Beginners		1
	Male			Telephone Etiquette - PST		2
	Female			Telephone Etiquette - PST		7
	Male			The Fundamentals of Purchasing and World Class Procurement		2
	Female			The Fundamentals of Purchasing and World Class Procurement		1
	Male			Typing Tutor		1
	Female			Typing Tutor		1
	Male			Working with Emotional Intelligence		1
	Female			Working with Emotional Intelligence		3

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male				Master class Seminar	1
	Female			Writing Reports Effectively		5
Sales & Service Workers	Female			Business Writing		1
	Male			Effective Team Leader Skills		2
	Female			Effective Team Leader Skills		4
	Male			Groupwise Advanced		1
	Female			Events Management		1
	Male			Human Resource (end-user) Training		6
	Female			Facilities Contract Management		1
	Male			Induction Programme		7
	Female			Induction Programme		1
	Male			Introduction to Groupwise		7
	Female			Introduction to Groupwise		1
	Male			MS Access		1
	Male			MS Excel		1
	Female			MS Excel - Introduction		3
	Male			MS Excel - Introduction		13
	Male			MS Powerpoint		1
	Male			MS Powerpoint - Introduction course		5

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Office Administration		1
	Male			MS Word - Creating an Index		2
	Female			MS Word - Introduction		1
	Male			MS Word - Introduction		5
	Male			MS Word - Table of Contents		1
	Female			Office Computing		15
	Male			Office Computing		7
	Female			Oracle - Asset Management Fundamentals		2
	Male			Oracle - Asset Management Fundamentals		5
	Female			Oracle - Inventory, Receiving and Receipting		3
	Male			Oracle - Inventory, Receiving and Receipting		3
	Female			Oracle - Learning Management (End-User)		23
	Male			Oracle - Learning Management (End-User)		23
	Female			Parliamentary Content Management System		38

7.2.5 Training Provided

Training Provided						
Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Parliamentary Content Management System		46
	Female			Personal Computing		1
	Male			Practical Facilities Management		2
	Female			Practical Facilities Management		4
	Male			Supply Chain Management		1
	Female			The Fundamentals of Purchasing and World Class Procurement		1
	Male			The Fundamentals of Purchasing and World Class Procurement		1
	Female			Typing Tutor		3
	Male			Typing Tutor		8
	Female			Induction Programme		1
	Female			Microsoft Powerpoint - Advanced		1
	Female			Oracle - Human Resource (Self-service)		1

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Male			Oracle - Learning Management (Self-service)		4
	Female			Oracle - Learning Management (Self-service)		6
	Male			Policy Development and Management		1
	Male			Public Relations Management		1
	Female			Portuguese Beginners		1
Elementary Occupation	Female			Oracle - Learning Management (End-User)		7
	Male			Oracle - Learning Management (End-User)		2
	Female			Parliamentary Content Management System		1
	Female			Oracle - Learning Management (Self-service)		1
	Male			Oracle - Learning Management (Self-service)		1
Crafts and Related Workers	Female					
	Male					
Plant and Machine Operators	Female			AMX Operation Certificate		1
	Male			AMX Operation Certificate		4

7.2.5 Training Provided

Occupational Categories	Gender	Employment	Leaderships	Skills Programme	Other forms of training	Total
	Female			Induction Programme		1
	Male			Induction Programme		1
	Female			MS Powerpoint - Introduction course		2
	Male			MS Powerpoint - Introduction course		1
	Female			MS Word - Introduction		1
	Male			Multicamera training		1
	Female			Multicamera training		4
	Male			Oracle - Learning Management (End-User)		4
	Female			Oracle - Learning Management (End-User)		5
	Male			Parliamentary Content Management System		11
	Female			Parliamentary Content Management System		6
	Female			Protocol and Communication		1
	Male			First Aid Level 1 and 2 - 2008		1
	Female					1
	Male			Induction Programme		7
	Male			Oracle - Learning Management (Self-service)		3
	Male			Portuguese Beginners		1

7.2.6 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
Clinic Sister in the Clinic	Apply Universal precautions e.g. use gloves, use of sharps containers, correct method of giving injections and finger pricks. If the unfortunate needle stick happens, the Post Exposure Prophylaxis treatment will be given within to her.
First Aiders	First Aiders have been nominated by line groups and have been sent for training which includes how to apply universal precautions. Training has been given to catering staff about their rights and benefits for Occupational Exposure.

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		Dr. S. Paruk Division Manager: Human Resources
2. Does Parliament have a dedicated unit or has it designated specific staff members to promote the health and well being 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		Parliament has a dedicated Wellness Unit for promoting Health and Wellbeing of employees. It consists of 3 internal staff members and an outsourced service. The annual Budget is R2.8m

7.2.6 HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

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
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 a Wellness Programme which focuses mainly on: 1. HIV/AIDS response strategy 2. Policies and Procedures 3. Awareness and education 4. Prevention Programmes 5. Consultation and advice 6. Counseling 7. Case Management
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		WELLNESS COMMITTEE Dr S. Paruk (HR Executive); BS Bashe (Organisational Wellness & Chairman); V. Mathiti (Manager: Wellness Programme and Performance); Adv. S. September (Manager: Employment Relations); I. Moorad (Manager: Remuneration & Benefits); Z. Mahlangu (Manager: SHE Unit); S. Arendse (Wellness Coordinator); M. Lawrence (SHE Coordinator); G. Kassiem (Sporting Codes); G. Kleinwerck (HIV/AIDS Peer Educator); M.Nyikana (Member's interests); C. Damons (Employment Relations Officer); A. Groener (); S. Creight (Finance); T. Warricker (First Aider); N. Maart (SHE Representative). Over and above this, there are is an HIV/AIDS Peer Educators meeting.

7.2.6 HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

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
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
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 awareness policy, awareness campaigns, establishment of peer educators. External Service Provider on EAP has been contracted i.e. Ndawo Consulting. Testing and support services is done through them.
7. Does Parliament encourage its employees to undergo Voluntary Counseling and Testing (VCT)? If so, list the results that you have achieved.	X		Parliament's HIV/AIDS strategy promotes participation on VCT programme. The VCT programme is done on the premises and it is provided by external consultant. Staff is encouraged to use external facilities as well. Two sessions were held, in February and October 2007 during the wellness weeks, where 35% of participated in the programme
8. Has Parliament developed measures/ indicators to monitor and evaluate the impact of its health promotion programmes? If so, list these measures/ indicators	X		Monthly and quarterly reports. Attendance to workshops, VCT and psychosocial counseling sessions.

7.2.7 Performance Rewards by Occupational Category

Performance Rewards by Occupational Category					
Occupational Level	Number of Beneficiaries	Total employees	% of total employees	Cost (R'000)	Av Cost per Beneficiary
A	190	198	17	634	3.3
B	271	392	33	1.187	4.3
C	178	455	39	1.794	10
D	58	123	10	766	13.2
E	5	12	1	125	25
F	2	2	00	87	44
Total	704	1182	100	4.596	07

7.2.7 Performance Rewards by Gender and Race

Performance Rewards by Gender and Race					
Race and Gender	Number of Beneficiaries	Total employees	% of total employees	Cost (R'000)	Av Cost per Beneficiary
African Male	100	241	20	725	7.2
African Female	175	322	27	879	5
Coloured Male	160	181	15	833	5.2
Coloured Female	214	273	23	1.159	6
Indian Male	16	23	2	179	11
Indian Female	5	11	01	57	11
Total Blacks, Male	276	445	38	1.738	6.2
Total Blacks, Female	394	606	51	2.096	05
White Male	49	60	5	306	6
White Female	65	71	06	455	7
Total	784	1182	100	4.596	6

7.2.7 Performance Rewards by Race

Performance Rewards by Race					
Race	Number of Beneficiaries	Total employees	% of total employees	Cost (R'000)	Av Cost per Beneficiary
African	275	563	48	1.604	6
Coloured	374	454	38	1.993	5
Indian	21	34	3	236	11
White	114	131	11	762	7
Total	784	1182	100	4.596	6



PO Box 15 Cape Town 8000 Republic of South Africa

Tel: 27 (21) 403 2911

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