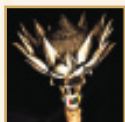


PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA



Annual Report 2005/06

Presiding Officers of Parliament of the Republic of South Africa



Speaker of the
National Assembly:
Ms B Mbete



Chairperson of the
National Council of Provinces:
Mr M Mahlangu



Deputy Speaker of the
National Assembly:
Ms G Mahlangu-Nkabinde



Deputy Chairperson of the
National Council of Provinces:
Ms P Hollander

Secretary's Message



I am pleased to present to the Speaker of the National Assembly and the Chairperson of the National Council of Provinces the Annual Report of Parliament, which covers the financial year April 2005 to March 2006.

The report broadly covers the delivery outputs of Parliament in pursuit of its goal to provide adequate support services for Members of Parliament to fulfil its constitutional functions.

The focus of the Parliamentary Service in the financial year 2005/2006 was in the following strategic areas namely:

- a) The implementation of Enterprise Resource Planning (Marang) System.
- b) The implementation of a Members travel system.
- c) The finalisation of the Financial Management of Parliament Bill.
- d) The reviewing of existing and formulation of new administrative policies.
- e) The development of a Competency Framework aimed at improving human resource capacity for the institution.

The Annual Report is published in compliance with the spirit and provision of the Public Finance Management Act of 1999.

Contained in this report are the financial statements for the year ending 31 March 2006 as well as the Auditor-General's report thereon.

A handwritten signature in black ink, appearing to read 'Z A Dingani'. The signature is stylized and cursive.

Z A Dingani
Secretary to Parliament.



Abbreviations

ACBF	: African Capacity Building Foundation
ACPEU	: African, Caribbean, Pacific-European Union
APRM	: African Peer Review Mechanism
ATCs	: Announcements, Tablings and Committee reports
AU	: African Union
BST	: Budget Statement Two
CPA	: Commonwealth Parliamentary Association
EULSP	: European Union Legislatures Support Programme
ENE	: Estimate of National Expenditure
EUPSP	: European Union Parliamentary Support Programme
FFC	: Financial and Fiscal Commission
FMPA	: Financial Management of Parliament Act
LOD	: Legislative and Oversight
IPU	: Inter Parliamentary Union
JRC	: Joint Rules Committee
KPI	: Key performance indicator
KPA	: Key performance area
MPs	: Members of Parliament
NCOP	: National Council of Provinces
NA	: National Assembly
NC	: National Council
NEPAD	: New Partnership for Africa's Development
PAP	: Pan African Parliament
PFMA	: Public Finance Management Act
POA	: Parliamentary Oversight Authority
SALSA	: Secretaries Association of South Africa
SADCPF	: Southern African Development Community-Parliamentary Forum
SCOPA	: Standing Committee on Public Accounts
UN	: United Nations

Definitions

African Peer Review Mechanism

A key accountability and self-assessment element of the continent's developmental project.

Budget Vote

An individual item of Estimates indicating the amount of money required by the government for a particular programme or function.

Objective

An essential goal intended to be attained (and which is believed to be attainable).

Measurable objectives

Clear statements of specific outcomes or results that can be achieved over a medium-term period in a given programme. They should provide a clear link between the programme's output/s and Parliament's goals, and define the actual impact on service delivery rather than focusing on the level of effort that is expended. They serve as tools to assess the effectiveness of an institution's performance.

Programme

A system of projects or services intended to meet a public need.

Hansard

An official verbatim report of proceedings in the Houses of Parliament.

Primary output

An output that a programme will achieve when all subprogrammes' outputs are considered.

Intended impact

An impact that a programme's output will have on the public or client.

Performance level

An acceptable level of performance that will signal that an objective has been obtained.

Outputs

Final goods and services produced or delivered by departments to customers or clients that are external to the department. Outputs may be defined as the 'what' that departments deliver or provide, contributing towards meeting outcomes that the government wants to achieve.

Outcomes

The end social and economic result of public policies or programmes. They mainly refer to changes in the general state of wellbeing in the communities; for example, a safe and secure environment, healthy citizens, reduction in repeat offenders, etc.

Performance information

This is intended to ensure transparency and accountability in the use of public funds, help government to make the correct budget decisions and contribute to service delivery improvement.

Performance measure

This gives effect to the emphasis on improved transparency and accountability for the management and use of public resources.

Performance targets

These are the targets that are set so as to improve the cost-effectiveness, efficiency and overall effectiveness of service delivery measures.



Output performance measure

This measures how well an expenditure programme (or main division of a Vote) is delivering its output in contributing towards meeting the outcomes that government wants to achieve.

Output measure

It refers to the tabulation, calculation or recording of an activity, representing the level of service provided, for example, the number of Bills passed, number of employees trained, number of policies developed, etc.

Service delivery indicator/Outcome indicator

This is a proxy that is used to measure a certain aspect of output performance which is difficult to measure, and tends to be expressed in quantitative or numerical terms such as percentages, ratios and rates.

Non-financial performance information

This is information that is required on 'programme performance', which includes reports on the extent to which the department (or entity) has delivered on its strategic plans and budget.

Access measure and indicators measure

This determines how well a service is reaching the targeted group.

Standing Committee on Public Accounts

This is Parliament's watchdog over the way taxpayers' money is spent by the executive.

Oversight

This is management by overseeing the performance or operation of Houses in parliament.

Annual report

This is a key reporting instrument for departments to report against the performance targets and budgets outlined in their strategic plans, read together with the Estimate of National Expenditure (for the national sphere) and Budget Statement Two (for the provincial sphere).

Management report

This is a progress report that is based on daily activities of the Division, Section and Unit. It does not place major emphasis on the alignment of activities with the budget allocated to that cost centre.

Audit report

This is an independent assessment of the quality of financial statements, including all disclosures.

Secretary to Parliament

The Chief Executive Officer and Accounting Officer to Parliamentary services.

Contents

Chapter 1: Parliament of the Republic of South Africa	8
1.1 Introduction	8
1.2 Vision Statement	8
1.3 Mission Statement	8
1.4 Values	8
1.5 Core Objectives	9
Chapter 2: Programme Performance	10
2.1 Aim of the Vote	10
2.2 Overview and key Policy Developments	10
2.3 Core Business of Parliament: Achievements and Outputs for 2005-06	11
Chapter 3: Programme 1: Administration	13
Office of the Secretary	13
National Assembly Table Division	45
National Council of Provinces Table Division	49
Legislation and Oversight Division	56
Corporate Services Division	65
Human Resources	67
ICT Section	71
Institutional Support Division	74
Chapter 4: Programme 2: Members' Facilities	83
Chapter 5: Programme 3: Associated Services	85
Chapter 6: Financial Statements	89
Audit Committee Report	90
Report of the Auditor-General	92
Accounting Officer's Report	95
Statement of Accounting Policies and Related Matters	98
Appropriation Statement for the year ended 31 March 2006	104
Notes to the Appropriation Statement	113
Statement of Financial Performance for the year ended 31 March 2006	114
Statement of Financial Position as at 31 March 2006	115
Statement of Changes in Net Assets for the year ended 31 March 2006	116
Cash Flow Statement for the year ended 31 March 2006	117
Notes to Annual Financial Statements for the year ended 31 March 2006	118
Disclosure Notes to the Annual Financial Statements	123
Annexures to the Annual Financial Statements	124
Chapter 7: Annexures	131
Parliamentary Service Organogram	131
Staff Establishment	132
Appointments and terminations	132
Training provided	135



Chapter 1: Parliament of the Republic of South Africa

1.1 Introduction

1.2 Vision Statement

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.

This means:

- A people's Parliament to transform an entire society. Establishing a society based on democratic values, social justice and fundamental human rights
- A people's Parliament of freely elected representatives building on the foundation of a democratic and open society based on the will of the people, their participation and access to Parliament
- A people's Parliament providing a national forum for public consideration of issues, which includes educating, informing and involving the people of South Africa in its processes and acting as a voice of the people
- A people's Parliament co-operating with other spheres of government as it deepens and entrenches our democratic values
- A people's Parliament working with continental and international bodies to create a new democratic and participatory world order
- A people's Parliament passing good laws, and scrutinising and overseeing executive action, as it moves to improve the quality of life of the people of South Africa, building a united and democratic South Africa

1.3 Mission Statement

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

1.4 Values

We believe in the following values:

- **Constitutionality**
Democratic values of human dignity, equality and freedom
Social justice and fundamental human rights
- **People-centeredness**
Respect, integrity and service delivery

- **Co-operative government**

Co-operating with other spheres of government

- **Professionalism and good institutional governance**

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

1.5 Core Objectives

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

They are:

Core Objective 1: To pass laws (legislation)

Core Objective 2: To oversee and scrutinize executive action

Core Objective 3: To facilitate public participation and involvement

Core Objective 4: To facilitate co-operative government

Core Objective 5: To facilitate international participation



Chapter 2: Programme Performance

2.1 Aim of the Vote

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

2.2 Overview and key policy developments

The 2005-06 financial year was characterised by a number of events and milestones in Parliament and across South Africa.

African Peer Review Mechanism

One of the highlights of this period is the high standard of support services provided by the staff in the Information Services, Language Services and Committee sections to ensure that the parliamentary process of the African Peer Review Mechanism is the resounding success that has been acknowledged throughout the country. All the staff who participated worked long hours travelling throughout the country at great sacrifice to themselves and their families at a time when all staff in Parliament were on compulsory December leave. All participants, including civil society, have lauded the report that they have produced as one of the great contributions to this process.

Interpreting services

As an attempt to improve access to the proceedings of the Houses by all South Africans, the Division sought and obtained additional resources to set up a fully fledged interpreting service. Additional booths were built for both Houses. New equipment was purchased and additional staff recruited. For the first time in the history of Parliament, four language practitioners who specialise in South African Sign Language have been employed to enable both Members of Parliament and members of the public who have a hearing impairment to follow the debates, thereby improving the participation of the public in parliamentary proceedings.

Provision of simultaneous interpreting services for Parliament

Additional interpreting booths have been built and equipped for the National Assembly. Eleven new booths were built and relocated for the National Council of Provinces. The additional intake of 44 new Language Practitioners in the interpreting unit, also assist with translations when they are not engaged in interpreting.

2.3 Core Objectives

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

They are:

Core Objective 1: To pass laws (legislation)

Thirty-Eight Bills (38) were passed by the NCOP during the period under consideration. Forty-two (42) Bills were received and processed during this period. Thirty-nine (39) Bills were processed and finalised by the National Assembly committees. Thirty-two (32) Bills were processed and finalised by the Committees of the National Council of Provinces. Thirty-nine (39) Acts were sent to the President for assent without any comebacks.

Core Objective 2: To oversee and scrutinise executive action

The document Programme 2009, updated in terms of the focus areas of delivery that the President highlighted in his State of the Nation Address at the beginning of 2006 and adopted in plenary as a programme of action by the NCOP, embodies the main focus of the work of the Council in the Third Term of Parliament. In terms of this programme the NCOP directs the greater portion of its time and resources toward the performance of oversight work as a mechanism for following up on the implementation of government policies and programmes, as well as the laws it has passed and continues to pass. There is furthermore a deliberate bias in the NCOP's oversight work towards assisting with delivery at local government level.

Core Objective 3: To facilitate public participation and involvement

The Taking Parliament to the People programme is part of Parliament's obligation to facilitate public participation. The public were motivated to participate by forming a civil guard of honour during the State of the Nation Address. This included the Civil Guard of Honour, Eminent Persons and Junior Civil Guard of Honour (Schools). The Public Education Office (PEO) was tasked to assist with the mobilisation of communities as well as co-coordinating activities for the opening and closing ceremonies. The Public Affairs Section (PAS) was tasked with mobilising and publicising the event among surrounding communities. MPs, MPLs, Cabinet Ministers, Deputy Ministers, Councillors, NGOs, and CBOs attended these public participation events.

Core Objective 4: To facilitate co-operative government

While parliaments have traditionally limited their approach to international relations by concerning themselves with monitoring executive action, there is a growing international trend that acknowledges the role of parliaments in not only monitoring, but engaging and shaping foreign policy; a role that has historically and politically been the preserve of the executive branch of government. The Parliament of the Republic of South Africa has openly accepted this new role and is developing mechanisms to ensure that it is able to fully engage in the international political environment. Parliament's engagement in the international relations sphere has undergone significant and positive changes in 2005 that have primarily been driven by the Speaker of the National Assembly.



Core Objective 5: To facilitate international participation

Parliament's international participation

During the Fourth Session of PAP, Researchers provided research-related support to the Members of the South African delegation to PAP. The following research documents were prepared for the Members prior to the Fourth Session:

- Overview of Issues Relevant to the Committee on International Relations, Co-Operation and Conflict Resolution
- Overview of Issues Relevant to the PAP Committee on Human Rights and Justice

Other support in respect of international participation was on the:

- Background Notes for the plenary debate on the United Kingdom (UK) Commission for Africa
- Background Notes for the plenary debate on the Report of the African Union on Peace and Security in Africa
- Background Notes for the plenary debate on the oversight role of PAP

The Research staff also drafted the Report of this session on behalf of the South African Delegation.

Chapter 3: Programme 1: Administration

PURPOSE

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

MEASURABLE OBJECTIVE

Enhance the capacity of MPs by providing administrative and procedural support services for parliamentary processes so that Parliament is able to fulfil its constitutional mandate.

Office of the Secretary

Intended impact and performance level.

Intended impact	Programme output	Performance level
Provide advice on implementation, interpretation and review of Code of Conduct.	Accurate and appropriate advice provided to Members. Investigate complaints on non disclosure of interests. Table amendments to the Code.	Members have a clear understanding of the Code of Conduct. Reports tabled in both Houses. Amendments tabled.
Maintain Register of Members' Interests.	Annual register of Members' Interests.	Accurate and accessible.
Provide secretarial support to Joint Committee on Ethics and Members Interests.	Provide Secretarial Support to Members.	Provided support to the Committee when required. .
Administration of Office.	Office managed in terms of the policies and procedures of Parliament.	Office administered in terms of policy and procedure.
Providing legal support to committees and the parliamentary administration by presenting oral and written legal advice.	Sound legal advice.	Provided sound legal advice.
Provision of Treasury Advice and auditing.	Audit reports.	Provided accurate audit reports.
Facilitating international participation.	Excellent logistical, policy and research support.	Improved engagement with international issues.
Facilitating bilateral engagements.	Efficient and effective content and logistical support.	Improved engagements and/ or relations with foreign Parliaments.



Intended impact	Programme output	Performance level
Facilitate Strategic and Business Planning.	Consolidated Environmental Analysis. Updated and revised Strategic Plan. Updated and revised Business Plans.	Performed according to planning manual.
Monitor and implement the Strategic Plan.	Programme of Strategic objectives managed. Institutional projects managed. Project management support provided. Donor projects.	Performed according to planning manual.
Co-ordination of physical security.	Security in place.	Security provided accordingly.
Provision of access control measures.	Systems of access control in place.	The access control system provided according to plan.
Development and implementation of security procedure.	Security procedure.	Security procedure in place as per Government regulation.
Reduced theft of Parliamentary property/ assets.	Upgrade of security locks.	All MPs offices have been upgraded.
Specific information protected.	Protection of information.	Documents protected as per instruction.
Policy development.	New and refined policies in place.	Policies were developed and refined according to the timeframe.
Efficiency and effectiveness.	Provided audit reports.	Improved efficiency and effectiveness of Parliament.
Ensure that communication serves as a management tool in support of the change process at Parliament.	Management equipped with necessary communication skills/ capacity.	Improved communication skills.
Facilitate active citizenship and interest in the business of Parliament.	An appropriately structured public participation / education concepts for all key Parliamentary events / activities (e.g. People's Assembly, Women's Parliament as per the events calendar). A properly developed public participation / education element for identified outreach initiatives.	Parliamentary events uniformly support public participation and education.

Intended impact	Programme output	Performance level
Ensure that communication is utilised as a vehicle for public education and participation.	A fully operational Resource Centre for Parliament.	An improved information / PR service to clients and visitors.
Competency model.	Competency Framework outlining a list of competencies key to the achievement of strategic objectives by Parliament.	Competency framework developed.
Change Management.	Develop and implement a change management plan for Enterprise Resource Planning (ERP).	Change management plan developed and implemented.

Strategic and Business Planning

Purpose

To advise and support the Secretary to Parliament with regard to the strategic management, the strategic analysis, and strategic positioning of Parliament.

Core business of Parliament: Achievement and output over the previous financial year.

Events that took place over the financial year

Event	Aim of the event	Period of event	Delegation	Achievements
Strategic Plan of Parliament.	Budget Vote 2 Formulate/develop the strategy of Parliament.	May - June	Strategic & business planning office.	Strategic Plan passed in both Houses.
Implementation Summit.	Clarify the Vision, Mission & Values of Parliament as per the Strategic Plan.	July	Strategic & business planning office.	Understanding of the strategy of Parliament as well as the challenges on implementation.
Management Team development.	Top management team development.	September	Strategic & business planning office.	Report
LOD Staff retention.	Facilitate the formulation of a staff retention strategy for LOD.	September	Strategic & business planning office.	To stem high staff turnover in LOD.
Secretary's boardroom.	Develop a state of the art boardroom for the Secretary.	August - December	Strategic & business planning office.	High tech boardroom facility.
Committee rooms.	Conversion of offices into functional committee rooms.	April - June	Strategic & business planning office.	Increased rooms for committee meetings.



Output and service delivery trends

Main task	output	Service delivery indicator	Actual performance
Facilitate Strategic and Business Planning.	<p>Consolidated Environmental Analysis.</p> <p>Updated and revised Strategic Plan.</p> <p>Updated and revised Business Plans.</p>	In accordance with the planning manual.	In accordance with the planning manual.
Monitor and implement the Strategic Plan.	<p>Programme of Strategic objectives managed.</p> <p>Institutional projects managed.</p> <p>Project management support provided.</p> <p>Donor projects co-ordinated.</p>	In accordance with the planning manual.	In accordance with the planning manual.

Legal services

Purpose

To provide sound legal advice and assistance to the Presiding Officers, committees of Parliament, the Joint Tagging Mechanism and the Secretary to Parliament on all aspects of law, including vetting of contracts and representing Parliament at the CCMA.

Core business of Parliament: Achievement and output over the previous financial year.

The workload in the Legal Services Office has increased significantly during the period under review as Parliament has embarked on employing several new systems and programmes that required agreements with service providers. The Office has therefore been tasked to either examine or draft a total of 42 contracts. This constitutes more than ten percent of the total of 357 legal opinions written over the period. The Office has successfully completed three arbitration matters at the CCMA with awards in favour of Parliament during the period under review.

Output and service delivery trends.

Main task	Service delivery	indicator	Actual performance
Legal Opinions (written).	Legal Opinion.	Sound, correct and timeous legal opinion.	Sound Legal Advice.
Legal Opinions (verbal).	Legal Opinion.	Sound, correct and timeous legal opinion.	Sound Legal Advice.
Legal Opinions on the tagging of Bills.	Legal Opinion.	Sound, correct and timeous legal opinion.	Sound Legal Advice.
Draft and edit Standing rules.	Standing rules.	Sound, correct and timeous legal opinion.	Well written rules.
Draft and edit contracts, policies, procedures and guidelines.	Sound contracts, policies, procedures and guidelines.	Sound, correct and timeous legal opinion.	Effective, lawful and sustainable contracts and policies.
Screen Petitions.	Legal Opinion.	Sound, correct and timeous legal opinion.	Sound Legal Advice.
Assist in legal proceedings.	Brief State Attorneys and Counsel. Attend court. Assist, advise and report on litigation proceedings.	Accurate and efficient assistance.	Sound strategy direction and well prepared court documents to ensure successful litigation.
Conduct investigations.	Professional interviews, consultations and compile relevant information.	Clear report with recommendation.	Sound Legal Advice/ recommendations.
Arbitration	Preparing for presentation.	Submit legal argument based on sound law.	Representing Parliament at CCMA.



Quality assurance

The Legal Service Office has in terms of its business planning session for the period under review changed from two legal advisers writing an opinion together to an individual legal adviser writing an opinion. This allows for the Chief Legal Adviser to take responsibility for the quality of all opinions that leave the office. In the absence of the Chief Legal Adviser the Senior Parliamentary Legal Adviser attends to quality control of all opinions. This measure increases the output of work without compromising quality and facilitates the process of performance assessments.

Registrar of Members' Interests

Purpose

Provide support to the Joint Committee on Ethics and Members' Interests to implement ITS functions in terms of the Joint Rules of Parliament.

Core business of the Office of the Registrar of Members' Interests: Achievement and output over the previous financial year.

Output and service delivery trends.

Main task	Output	Service delivery indicator	Actual performance
Provide advice on implementation, interpretation and review of Code of Conduct.	Written advice to Members.	Accuracy of advice.	Timeous and accurate Advice.
	Table report on complaints to the Committee.	Accuracy of reports.	Reports accurate and timeous.
	Table amendments.	Amendments tabled.	Amendments tabled.
Maintain Register of Members' Interests.	Annual Register.	Accurate Register.	Register of Members' Interests finalised in terms of the time-frames set by the Committee.

Treasury Advice and Auditing

Purpose

Provision of Treasury Advice and Auditing function to the Secretary to Parliament on all aspects of internal auditing and co-ordination of external auditing, risk management and fraud prevention.

Core business of Parliament: Achievement and output over the previous financial year.

Output and service delivery trends.

Main Tasks	Output	Service delivery indicator	Actual Performance
Assess compliance with the various systems implemented by management that regulate the usage of resources.	Monitoring of the various systems instituted by management that control and measure the usage of resources.	Internal audits conducted per approved audit plan.	Internal audit reports issued.
Audit of general and computer controls in order to ensure the integrity of financial information.	Monitoring of the integrity of data utilised in the measurement of key performance indicators across all programs.	Internal audits conducted per approved audit plan.	Internal audit reports issued.
Identify high risk areas and their impact on the organisation, to focus the audit work in these areas and to ensure that management is aware and understands the implications of these risks.	Creation of an environment of good control and governance by persistence and focussed auditing.	Performed risk analysis at all stages of the planning process.	Internal audit reports issued.
Ensure that proper procedures are in place to prevent and detect fraud and the creation of a fraud prevention strategy.	Advising management on how to improve the efficiency and effectiveness of policies and procedures and provision of feedback on fraud prevention on monthly basis.	Internal audits conducted per each case of fraud reported.	Internal audit reports issued.



Policy Management

Purpose

To provide research support, analysis and advice on all aspects of policy development, co-ordination, implementation and monitoring.

Output and service delivery trends.

Main task	Output	Service delivery indicator	Actual performance
Policy development.	Developing policies.	Policies developed and implemented.	25 new policies developed and implemented.

Protection Service

Purpose

To create a safe and secured environment for Parliament to function effectively.

Core business of Parliament: Achievement and output over the previous financial year.

Output and service delivery trends.

Main Tasks	Targets/Outputs Service Delivery	Indications	Actual Performance
Provide Safety and Security within the precincts of Parliament.	Environment Safe and Secure.	Create a safe and secure environment.	No loss of life or injury due to threats recorded.
	Internal Movement Controlled.	Movement of all visitors and contractors controlled.	Limited control exercised due to a lack of human resources.
	Access Controlled.	Provided on a daily basis.	Access control provided on a daily basis.
	Contingency Planning.	Evacuation Plan provided for all parliamentary buildings.	Evacuation diagrams completed.
	Personnel Security.	All staff vetted.	Vetting in process.
Protection and monitoring.	Building and property security.	Inspections conducted and response services provided.	Regular inspections conducted, and all incidents responded to.
	Movement of Assets controlled.	Controlled the movement of assets.	Movement of assets controlled.
	Key Control.	Exercise control over the institution's keys.	Locks and keys of all MPs upgraded.
	Physical Protection of Information.	All specified information protected.	No breaches recorded.
	Classified Information.	All specified information protected.	No breaches recorded.



Achievements

Co-ordination of physical security provided by service providers

During this financial year, a security committee was established to formulate a security framework and a security policy for Parliament. The security policy for Parliament was finalised and signed by the Presiding Officers in December 2005.

Provision of access control measures

During the 2005-06 financial year the Protection Services Section participated in several events and assisted in providing security for several official visits. This Section also received attachments from the Gauteng and Limpopo Legislatures, the Office of the President, the Australian Parliament and the Nigerian Parliament.

Provide inspections of security facilities and equipment

All security facilities and equipment are inspected on a daily basis. Faults are reported and rectified immediately. Design shortfalls have been identified at several entrances.

Co-ordinate personnel security

All Occupational Support Personnel (OSP) were trained in the administration of vetting documentation for parliamentary employees, and all parliamentary employees are being re-vetted. Due to the volume of employees to be vetted, the vetting processes started with key services such as The Office of the Speaker, Office of the Chairperson, Office of the Secretary to Parliament, Protection Services, IT, HR, and the FMO Office.

Theft of Parliamentary property/ assets reduced

Security has been put in place to reduce the property and assets loss. Since the new measures have been in place, no major losses have been reported.

Projects

The Fire Control System in the Old Assembly has been upgraded.

International relations

Purpose

Facilitate Parliament's engagement with multilateral organisations and bilateral engagements with foreign parliaments through the provision of logistical, policy and research support to members and ensuring the implementation of decisions taken at a multilateral level

A. Multilateral Desk

Core business of Parliament: Achievement and output over the previous financial year.

Output and service delivery trends.

Main task	Output	Service delivery indicator	Actual performance
Facilitating international participation.	Providing support to Members to improve participation at an international level.	Improved international participation.	Reports on international participation.



Events that took place at the Multilateral Desk.

Event	Aim of the event	Leader of the Delegation	Achievements
36th CPA Africa Region Conference, Yaounde, Cameroon.	Gathering of all African CPA branches to discuss matters pertaining to the CPA Plenary.	Chairperson of the NCOP.	Started lobbying for the hosting of the 38th CPA Africa Region Conference.
17th CPA Seminar, Cape Town.	Parliament hosted 40 CPA countries to train parliamentarians on various aspects of parliamentary procedure.	Event hosted by the Presiding Officers.	The event was successfully hosted.
112th IPU Manila, Philippines.	Gathering of about 140 parliaments to discuss matters of international significance affecting parliamentarians.	Speaker of the NA.	Lobbying for the IPU President – Mr Casini (Speaker of the Italian Parliament).
CPA Wilton Park Conference, United Kingdom.	The Conference concentrated on good governance and development in conflict affected countries.	Hon F Beukman.	Benchmarks discussed and set for good governance and development strategies developed for conflict affected countries.
Visit by Special Rapporteur on Indigenous Peoples Rights to Chairperson.	UN Special Rapporteur visited five Chairpersons of Portfolio Committees to discuss matters pertaining to indigenous persons.	Chairpersons of the Portfolio committees.	Discussions held with PC Chairpersons on the rights of indigenous peoples within SA.
2nd World Conference of Speakers of the World, New York.	Meeting of Speakers of parliaments affiliated to the IPU.	Speaker of the NA.	Adopted the Declaration on bridging the democracy gap in international relations: A stronger role for parliaments.
51st CPA Plenary Conference: Nadi, Fiji Islands.	Gathering of all CPA branches to discuss matters of international significance to the CPA.	Chairperson of the NCOP.	Lobbying for an "Africa Candidate" for the Secretary General position for 2006.
ACP-EU meeting of the Bureau, Brussels.	Meeting of African, Caribbean and Pacific states on the one hand with Members of the EU states on the other, to discuss trade matters pertaining to the Cotonou Agreement.	Hon D J Sithole.	Ensured that the issues pertaining to the REACH legislation would be discussed at the Edinburgh JPA.
Parliamentary Forum on Energy Legislation and Sustainable Development: Parliament, Cape Town.	Parliament co-hosted an international conference with the UN dealing with issues of energy and sustainable development.	Event hosted by the Presiding Officers.	The event was successfully hosted.

Event	Aim of the event	Leader of the Delegation	Achievements
113th IPU, Geneva.	Gathering of about 140 parliaments to discuss matters of international significance affecting parliamentarians.	Deputy Speaker.	Held several bilateral meetings with various countries including Cuba, Ethiopia & Côte d' Ivoire.
CPA Parliamentary Seminar on Africa: London.	Special seminar hosted by the CPA on African development.	Speaker of the NA.	UK's initiative to focus on Africa in 2005, as Chair of G8 and the European Union and the Commission for Africa Report to galvanise political will behind Africa's own priorities.
Bilateral visit: CPA-UK delegation.	The CPA - UK delegation visited with the Deputy Speaker and Education Portfolio Committee.	Hosted by the Chairperson of the NCOP.	Strengthened relations between the two CPA branches.
Convocation of the 2005 Parliamentary Hearing at the United Nations.	Meeting of parliamentarians to voice issues of concern affecting parliaments to the UN.	Speaker of the NA.	Issues of concern were successfully raised.
10th ACP-EU Joint Parliamentary Assembly: Edinburgh, Scotland.	Meeting of African, Caribbean and Pacific states on the one hand with Members of the EU states on the other, to discuss trade matters pertaining to the Cotonou Agreement.	Hon D J Sithole.	Hosted a meeting for ACP delegates on impact of REACH legislation.
ACP-EU, Brussels.	Meeting of African, Caribbean and Pacific states on the one hand with Members of the EU states on the other, to discuss trade matters pertaining to the Cotonou Agreement.	Hon D J Sithole.	Consolidated ACP approach to economic partnership agreements and met with the EU Delegation for Relations with SA.



B. Bilateral Desk

Core business of Parliament: Achievement and output over the previous financial year.

Output and service delivery trends.

Main task	Output	Service delivery indicator	Actual performance
Influencing good governance practices.	Sharing information and experiences with other Parliaments to enhance democratic principles, especially on the African continent.	Improved international participation.	Reports on bilateral engagements and recording of interventions and lessons learnt.

Events that took place at Bilateral desk

Event	Aim of the event	Delegation Composition	Achievements
Visit of the Speaker of Zimbabwe.	A study visit to learn more about parliamentary processes and oversight mechanisms. <ul style="list-style-type: none"> To engage the Speaker of NA and President Mbeki on various political processes and advice. 	Speaker JL Nkomo and four delegates.	To provide the newly appointed Speaker of Zimbabwe with mechanisms aimed at enhancing a multi-party Parliament. <ul style="list-style-type: none"> Consolidation of Parliamentary relations between the two countries.
Exchange visit by parliamentary staff from Malawi.	To observe how best the administrative structures of Parliament can assist the Parliament of Malawi to transform its parliamentary service procurement and financial management section in line with policy provisions.	One staff member.	An opportunity to share our knowledge base in the financial management area and allow our staff to exchange experiences.
Visit by a Committee on Education, Culture and youth from the Vietnamese Parliament.	To learn from RSA how best can women and youth be accommodated in a democratic institution.	Fifteen MPs.	Information sharing and an opportunity to learn about policies relating to women and youth.

Event	Aim of the event	Delegation Composition	Achievements
Visit by the Tanzanian Parliamentary Commission.	The study visit concentrated on good governance in the area of administration and oversight and how best an efficient parliamentary service can support MPs.	Deputy Speaker of Parliament and Chairperson of the Commission.	Best platform to test the effectiveness of our administrative systems. <ul style="list-style-type: none"> • Possibilities of designing best models in line with principles of good governance.
Visit by Speaker of the Côte d' Ivoire.	To learn on how best to institutionalise a multiparty Parliament. * The effectiveness of the role of Presiding Officers.	Prof. Koulibaly, Speaker of Parliament.	A reciprocal invitation expressed for Speaker Mbete to visit Côte d'Ivoire.
Visit by MPs from the Kingdom of Thailand.	Exchange visit on areas pertaining to rules of both NA and NCOP and how best is RSA able to implement oversight mechanisms and principles and what tools are being used thereof.	Chairpersons and MPs.	Exchange of ideas on house rules and examination of their effectiveness.
Visit by a delegation of MPs from Malawi.	A study visit aimed at understanding the provisions of the Promotion of Access to Information Act.	Deputy Speaker of Parliament and eight MPs.	Undertook to use this piece of legislation as a guide to formulating a similar one but taking into account their special environmental needs.
Visit by the Secretariat members of the House of Representatives of the Kingdom of Thailand.	To tap into RSA experiences around the area of; <ul style="list-style-type: none"> • Parliamentary procedures and minutes • Legislative process • Information technology • Modus operandi of the Secretariat and terms of reference thereof. 	Deputy Secretary.	Allowing managers an opportunity to test their skills base through first hand experience and sharing in their respective fields. * A reciprocal invitation extended for our secretariat to visit Thailand.
Visit by the Speaker of the Parliament of Swaziland.	To learn and seek advice from RSA on how best can Swaziland transform its Parliament into a fully functional democratic institution.	Speaker Sgayoyo Magongo.	Provided information and policy framework to be customised to suit the needs of the Swazi people.



Event	Aim of the event	Delegation Composition	Achievements
Visit by the Governor of Adamawa of Nigeria.	To learn from Secretariat's approach to management and leadership in pursuit of an effective Parliamentary Service.	Governor of Adamawa.	Benchmarking RSA's administrative models and the effectiveness thereof.
Visit by MPs from Kuwait.	To engage around Finance and Economic Affairs, Defense and observe the plenary.	Chairpersons and Ambassador of Kuwait.	Benchmarking our defence and finance policies.
Visit by staff attachment from the Parliament of Namibia.	To observe the functioning of the following structures, namely <ul style="list-style-type: none"> • NCOP • NA Table • IT • Research • Legal Services • Committee Section 	Staff members.	Benchmark our systems and procedures.
Official trip by NA members to the Union of Comoros.	To assist the Union of Comoros to facilitate the reconciliation programme.	Mr Magwanishe Ms CB Johnson.	To effect a sustainable national reconciliation programme.
Visit by the President of Sinn Fein of Northern Ireland.	To address MPs on the peace process in Northern Ireland.	Mr G Adams, President of Sinn Fein.	An insight into the peace process.
Visit by Deputy Speaker of the Parliament of Hungary.	To pay a courtesy call on the Deputy Speaker with a view to enhancing the bilateral relations.	Deputy Speaker Harach.	Sustained bilateral relations. A reciprocal visit extended.

C. Africa Desk

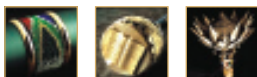
Core business of Parliament: Achievement and output over the previous financial year.

Output and service delivery trends.

Main task	Output	Service delivery indicator	Actual performance
Influencing good governance practices.	Sharing information and experiences with other Parliaments to enhance democratic principles, especially on the African continent, through African Multilateral Forums.	Improved international participation.	Reports on African Multilateral engagements and recording of interventions and lessons learnt.

Events that took place at Africa Desk.

Event	Aim of the event	Delegation Composition	Achievements
Seminar in Tunisia, organised by the Joint Africa Institute, the African Development Bank, the IMF and the World Bank.	To capacitate MPs and enhance the role of parliaments in good governance and poverty reduction in Africa.	The invite was addressed to Madam Speaker, however due to prior engagements she nominated Hon D Gumede.	<ul style="list-style-type: none"> Consolidation of parliamentary relations between the institutions and other countries. Information shared with other parliaments.
Election Observer Mission to the Comoros, organised by the Department of Foreign Affairs.	To observe how free and fair the presidential elections in the Comoros were conducted.	Hon D J Sithole. Hon M M Maunye. Hon A Van Wyk. Hon A C Steyn. Hon P Smith.	<ul style="list-style-type: none"> Consolidation of parliamentary relations between the two countries.
SADC-PF workshop of Chairpersons in Swaziland.	Workshop Chairpersons of Committees dealing with media, information and communications related issues, on broadcasting reforms/ICT regulations.	Hon G G Oliphant. Hon O M Thetjeng.	<ul style="list-style-type: none"> Members informed. Information shared with other parliaments.
SADC-PF Summit of the AU on HIV/Aids, TB and Malaria in Nigeria.	To review the progress made in implementing the Plans of Action on the Abuja Declarations on Malaria (2000) and HIV/Aids, Tuberculosis and other related infectious diseases (2001).	Hon M S Manana.	* Information shared with other Parliaments.



Event	Aim of the event	Delegation Composition	Achievements
Pan-African Parliament 5th Session, Midrand, RSA.	To attend the 5th Ordinary Plenary Session of the PAP.	Hon B Mbete. Hon M J Mahlangu. Hon F Hajaig. Hon S Vos. Hon P Nefolovhodwe.	The 5th Ordinary Plenary Session attended.
SADC-PF 20th Plenary Assembly, Maputo, Mozambique.	To attend the 20th Plenary Assembly of the SADC-PF.	Hon D J Sithole. Hon F Hajaig. Hon L K Joubert.	The Plenary Session attended.
IPU Seminar on Environment, Yaounde, Cameroon.	To capacitate MPs on dealing with issues of environment and water.	Hon C September. Hon C Van Rooyen. Hon H Matlanyane. Adv Z L Madasa. Hon M O Thetjeng. Hon M Swart.	Information shared with other Parliaments and members capacitated.
Parliamentarians for Global Action meeting in New York, USA.	Invited to deliver a presentation to the PGA.	Hon F Hajaig.	<ul style="list-style-type: none"> • Presentation delivered.
Legislative XML Workshop, Italy, Florence.	Invited to present a paper on the PAP. Invited to be capacitated on issues of IT and Legislation.	Hon S Vos. Hon N Kheswa. Hon R O Yako. Hon M Mbangula. Hon S Naidoo.	<ul style="list-style-type: none"> • Paper presented. • Managers capacitated.
SADC-PF Elections Observer Mission to the DRC.	To observe how free and fair the presidential elections in the DRC are and if the SADC Election Guidelines were observed.	Hon S Rwexana. Hon P H Maluleke. Hon R Mohlaloga. Hon S Sigcau.	<ul style="list-style-type: none"> • Elections observed.

Public Affairs

Purpose

To thread responsibilities of diverse administrative and political organs influences and reflect these internally and externally, and harness communication as a management tool.

Measurable objectives

Oversight

Integrates into the system of Parliament and harnesses communication as strategic political tool in support of democracy. Provides strategic communication support to POs, Houses, Committees, etc (influences and reflects the exercise of oversight).

Public Participation

Provides for meaningful interface with broader public.

Executes measurable (unified) public education programme across PAS.

Facilitates appropriate communication training for Leadership, Members and management.

Programme performance

Provided media platforms through press conferences, interview sessions, opinion pieces, etc., for the parliamentary leadership and Committees in communication, profiling and promotion of the business of parliament. Conceptualised and executed events as per the parliamentary events programme, conducted tours and facilitated other interfacing opportunities in support of public participation and education.

Core business of Parliament: Achievement and output over the previous financial year.

Public education office: Publications

Events that took place in public education publication

Event/Project	Aim of the event/project	Delegation	Achievements
Radio programme.	To inform and educate the public on parliamentary processes To promote an understanding of Parliament and its work.	Programme flighted to 14 SABC radio stations, 11 Official Languages: 25 Seconds – infomercials/ads 90 seconds – interviews and docu-dramas 300(5 minutes)seconds – Weekly magazine.	Listenership: Reach – 86% over 26 million people reached Average frequency 31.4.



Event/Project	Aim of the event/project	Delegation	Achievements
Conference on Challenges of Fire and Floods in Human Settlements.	Portfolio Committee on Housing hosted the event. PEO was tasked with organising the event.	MPs, Government Officials mostly from Disaster Management sector, NGOs and CBOs dealing with fire and flood management.	About 150 participants attended the event.
People's Assembly.	To create an opportunity for the public, particularly the most marginalised communities, to engage with Parliament, the Provincial Legislatures and Local Government.	MPs, MPLs, Cabinet Ministers, Deputy Ministers, Councillors, Ward committees, NGOs, CBOs and general public from City of Johannesburg.	Live broadcast of event on SABC2. Live link up with the 9 Provincial Legislatures. About 1500 people attended the Kliptown event. First time that Parliament gathered outside of Cape Town.
Women's Parliament.	To draw together a gathering of women from civil society and parliamentarians across the national spectrum to share and reflect on their common and distinctive experiences.	Participants: Parliamentarians Office of the Status of Women (OSWs) Chapter 9 Institutions NGO and CBO dealing with women's issues.	About 90 participants attended the event.
NCOP "Taking Parliament to People" - Limpopo.	Taking Parliament to People programme is part of Parliament's obligation to facilitate public participation. PEO tasked to assist with mobilisation of communities as well as co-ordinating activities for the opening and closing ceremonies.	PAS was tasked with mobilising and publicising the event to surrounding communities. Participants: MPs, MPLs, Cabinet Ministers, Deputy Ministers, Councillors, NGO, CBOs and general public of Tzaneen district.	About 3000 people attended per day.
State of the Nation Address.	To organise public to participate by forming civil guard of honour during the State of the Nation Address.	Conceptualised event. Organised the: Civil Guard of Honour Eminent Persons Junior Civil Guard of Honour - Schools.	100 Civil Guard of Honour drawn from all the provinces participated. 10 Eminent Persons 270 Junior CGOH – Schools.
"Taking Parliament to People" - Northern Cape.	Taking Parliament to People programme is part of Parliament's obligation to facilitate public participation. PEO tasked to assist with mobilisation of communities as well as co-ordinating activities for the opening and closing ceremonies.	PAS was tasked with mobilising and publicising the event to surrounding communities. MPs, MPLs, Cabinet Ministers, Deputy Ministers, Councillors, NGO, CBOs and general public of Kuruman district.	More than 3000 people attended the event per day.

Output and service trends.

Task	Output	Service delivery indicators	Actual performance
Planning and production of educational and informational material for Members of Parliament, parliamentary staff and the public.	Information provided.	Informative, accurate and timely.	Website: Information provided via website attracted a total of 1 126 958 hits. This is an increase of more than 65% over the previous year.
			InSession: Produced and distributed 3 issues. 320 000 copies.
			Around the House: Produced and distributed 4 issues to all staff and Members.
			Conference on the Challenges of Fire and Floods in Human Settlements: 19 – 20 April 2005, Designed and produced: Banners, bags and t-shirts.
			Mission and Vision of Parliament: 17 May 2005, Mugs, key rings, mouse pads and book markers. 2 000 of each.
			People’s Assembly: 26 to 27 June, Designed and produced: t-shirts, beanies, shopping bags, banners and men’s scarves. Distributed nationally to all provincial events.
			Women’s Parliament: 30 to 31 August, 200 bags, 200 ladies scarves, 30 pashminas and 30 men’s scarves.
	Promotional items in support of events.	Accurate and timely.	Zimbabwean Observer Mission by Members of Parliament: 31 April, Golf shirts, sun hats, umbrellas, cooler bags, suntan lotion, bibs, arm bands, first aid kits and folio bags.
		Taking Parliament to the People: Limpopo: 31 October to 4 November, 3000 t-shirts and peak caps. Also hand held flags.	



Task	Output	Service delivery indicators	Actual performance
			<p>UN Energy & Sustainable Development Conference: 5 to 7 October, Windmills, beaded pens, golf shirts, conference bags. 200 of each.</p> <p>African Peer Review Mechanism: November – December, T-shirts and peak caps. 5 000 of each International Children’s Day: 1 June 40 t-shirts.</p> <p>Secretary’s greeting card: December 500 cards.</p> <p>Speaker’s greeting card: December 500 cards.</p> <p>People’s Assembly: MATV presentation for internal lighting, Posters and booklets.</p>
	Publications in support of events.	Accurate and timely.	<p>Taking Parliament to the People: Limpopo Posters, pamphlets, newsletters and submissions booklets.</p> <p>Taking Parliament to the People: Kuruman 27 to 31 March 2006, 1 000 posters, 10 000 pamphlets, 3 000 newsletters and submissions booklets.</p> <p>UN Energy and Sustainable Development Conference: Booklet and pamphlets.</p> <p>African Peer Review Mechanism: Produced event Newsletter.</p> <p>Annual Report: December 2 000 copies.</p> <p>State of the Nation Address: 11 February 2006, SONA theme publication.</p> <p>Keiskamma Tapestry launch: 8 March 2006, Designed and produced 5 000 brochures for the event.</p>

Public Relations

Events that took place over the year.

Event	Aim of the event	Period of event	Achievements
4 x Conferences.	Facilitate active citizenship as well as international participation and interest in the business of Parliament and South Africa.	Throughout the year.	Conferences received good attendance and were successfully organised.
25 x Exhibitions.	Facilitate active citizenship and interest in the business of Parliament.	Throughout the year.	All exhibitions were successfully facilitated and accommodated. Problems have arisen where ministerial officials do not adhere to the guidelines provided.
32 x Functions, lunches & dinners.	Facilitate active citizenship and interest in the business of Parliament.	Throughout the year.	All functions were successfully facilitated and/or organised.
3 x Joint Sittings.	Facilitate active citizenship as well as international participation and interest in the business of Parliament and South Africa.	Throughout the year.	All Joint Sittings were fully attended by invited guests as well as members of the public.
6 x Launches.	Facilitate active citizenship and interest in the business of Parliament.	Throughout the year.	All launches were fully attended by invited guests as well as members of the public.
4 X Meetings and Workshops.	Facilitate active citizenship and interest in the business of Parliament.	Throughout the year.	Meetings and Workshops received good attendance.
2 x Photo sessions.	Facilitate active citizenship and interest in the business of Parliament.	Throughout the year.	Sessions received maximum participation.
11 x Special sittings and outreach programmes.	Facilitate active citizenship and interest in the business of Parliament.	Throughout the year.	Provided structured support to the NA and NCOP for their sittings and outreach programmes.
8 X State and Delegation Visits.	Facilitate active citizenship and interest in the business of Parliament.	Throughout the year.	Provided structured support to facilitate the visits.



Media Relations

Output and service delivery trends.

Main task	Outputs	Service delivery indicators	Actual performance
Media Management.	Mobilising the regional and national media about the NCOP.	Print Campaign.	Participated in KZN and Limpopo Take Part in Parliament campaign.
	APRM Opinion pieces were disseminated to mainstream media in an attempt to raise awareness about the role of Parliament in the process.	Raising awareness.	Print adverts were placed in both regional and mainstream media targeting members of the public.
	The members of the public were mobilised to attend and had an opportunity to engage Parliament on the APRM process and how they could play a role.	Public Hearings.	The public hearings were successfully held through various provinces of the country.
	Following the NCOP visits to KZN and North West, intensive media support was churned out to highlight the significance of the follow up visits during the 'Take Part in Parliament' campaign.	Follow up visits.	Organised Media interviews for NCOP Presiding Officer.
	Hosted international Journalists, General Secretary of UN, and Prince of Belgium.	Working with international media.	Organised accreditations for International Journalists to attend joint sitting of Parliament.
	Effective media liaison and media support provided for enhance effective people's Parliament.	Media services and support.	Co-ordinated electronic and print media schedules.
	The support to Parliamentary Committees has been intensified to a more interactive level; this includes support for the Joint Committee on Ethics and Members Interest and many other Select Committees in the NCOP.	Support for Committee.	Organised numerous media briefings for Committees and provided media advice.

Organisational Development

Purpose:

Design and implement organisational development initiatives aligned to the strategic objectives of Parliament

Output and service delivery trends.

Main task	Output	Service delivery indicators	Actual performance
Developing a competency model.	Develop Competency framework.	Acceptance of the competency framework by the institution.	Competency Framework developed.
Change Management support to Marang (Enterprise Resource Planning).	Strategy to manage change during the implementation of an Enterprise Resource Planning system.	Implementation of the change strategy.	Change management strategy developed and implemented.



Project Management

Strategic Projects for the year 2005-06

The projects per Strategic Objectives are:

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

1.1 Constitutional Negotiators Interviews

The Constitution has a number of areas that require clarity, especially with regard to the Oversight role of Parliament. This project was designed to interview the constitutional negotiators in order to understand the thinking at the time of the drafting of the Constitution around the various oversight clauses. This project has already completed 48% of the required interviews and will result in a report for consideration by the Task Team on Oversight and Accountability. These outputs will also provide valuable information for the development of Parliament's Oversight Model.

1.2 Institutions Supporting Democracy Interviews

The role of Institutions Supporting Democracy within the Oversight model of Parliament is being investigated through this project. The project has interviewed all Chapter 9 institutions and other bodies supporting democracy and is in the process of finalising the report for the Task Team on Oversight and Accountability. The outputs of this project will help enrich the oversight model of Parliament.

1.3 Best Practice on Oversight

The Task Team on Oversight and Accountability are in the process of researching and developing a best practice guide for committees. The best practice guide will become a practical institutional tool to improve the effectiveness of committees. The project has made substantial progress and the best practice guide will be launched in 2006 and play an important role in the development of members and staff.

1.4 Audit of Public-funded Institutions

This project conducted research to identify all public-funded institutions accountable to Parliament due to constitutional or legislative requirements. A total of 742 institutions were identified and Parliament is now conducting a process to determine their lines of accountability to Parliament. The project will provide a valuable input to the implementation of Parliament's Oversight Model.

1.5 Development of the Parliamentary Oversight Model

The Parliamentary Oversight Model is a model intended to give the broad framework for Parliament to conduct oversight within its five-year term. The model intends to address the institution's challenges of long-term oversight, programming, executive accountability and resourcing. The oversight model is currently in draft form and will be finalised for adoption by the Joint Rules Committee in 2006.

1.6 Implement the Parliamentary Content Management System (PCMS)

Critical to the effective management of Parliament's core business is the management of parliamentary information in compliance with National Archives regulations. The PCMS project will provide Parliament with electronic document management and workflows for both legislative and oversight processes. In addition the system will have programming and scheduling functionality for the houses and committees. Parliament has already appointed the service provider to implement this two-year project. This project is an initial stepping stone toward proper Knowledge Management within the institution.

1.7 Provide committee rooms with systems and technologies

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

1.8 Human resource capacity needs for implementation of the oversight model of Parliament

This project aims to develop research and analytical capacity for each committee of Parliament in order to assist committees to conduct quality oversight. The additional capacity will assist Parliament to implement its oversight model more effectively. The project will initially focus on 15 committees and over a three-year period address the content needs of all committees.

1.9 Establish a training programme for members in oversight-related areas

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

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

Parliament has the important task of co-ordinating and communicating across portfolio committees, select committees and joint committees on issues that are transversal and must be dealt with greater co-ordination. This project is aimed at developing processes for this co-ordination and with communication. It is a project that is linked to Oversight and Accountability.

1.11 Refurbish and upgrade committee rooms

This project is aimed at the refurbishment of existing committee rooms and the identification and development of additional committee rooms across Parliament.



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

2.1 Implementation of the language policy

The language policy aims at building capacity, systems and process for Parliament to provide language services in all 11 official languages. This project will ensure multilingual services in translation, interpreting and reporting.

2.2 Improve the public participation model

This project is aimed at developing and implementing a model for Parliament that will integrate with the Oversight and Accountability Model in order to make Parliament more responsive to the needs of the people.

2.3 Implement a video-conferencing system

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

2.4 Implement the Parliamentary Intranet

Due to the numerous ICT systems within Parliament, this project is aimed at providing a single integrated access to the various systems.

2.5 Provide translation systems

This project is aimed at implementing translation systems to improve the efficiencies in the language services section of Parliament.

2.6 Develop public participation systems

This project relates to the integration of existing public participation systems and the development of new systems to support the Public Participation Model for Parliament.

2.7 Implement the Parliamentary Broadcasting Project

This project aims at implementing capacity, process and systems to ensure the development and distribution of content from Parliament. The project also aims at upgrading Parliament's existing broadcast infrastructure to meet the demands of digital technology and delivery formats. This project will also look at the storage and digital retrieval of volumes of parliamentary video footage currently inaccessible by the public.

2.8 Establish a SADC participation system

This project aims at developing and implementing systems to support Parliament's participation in SADC.

2.9 Provide people-centred training for staff

As the institution moves towards becoming a People's Parliament that is responsive to the needs of the people, it is important the internal culture of the organisation becomes more people-centred through adequate training of staff.

2.10 Develop new parliamentary symbols

This project has been completed with the installation of the National Assembly Mace and the NCOP Black Rod.

2.11 Develop a new Parliamentary image and position

This project aims at introducing Parliament's new Emblem and promoting the vision, mission and values of Parliament to the people of South Africa.

2.12 Establish Parliamentary Democracy Offices

The aim of this project is to establish nine Parliamentary Democracy Offices to provide parliamentary information directly to the people in less serviced areas of South Africa. The project will initially start with four offices in 2006 and will eventually have mobile units to assist the offices to disseminate information in distant communities.

2.13 Pan-African Parliament Establishment

This project was completed in 2004 when Parliamentary resources were used to support the establishment of the Pan-African Parliament.

2.14 Facilitate SADC co-operation

This project is aimed at facilitating better parliamentary co-operation within SADC PF.

2.15 Unified Communications Project

This project is aimed at the integration of telephones, emails, faxes and other communications required by members. The solution would take into account the mobility of members and the difficulties of communicating with members when they are away on constituency work.

2.16 10-Year Review project

This project is conducting a review of all the achievements of the Parliament of South Africa since 1994 and will result in a book to be launched later in 2006.



3. Build an effective and efficient institution (service delivery improvement programme)

3.1 Improve institutional governance

This project was completed with the adoption by the Joint Rules Committee of the new governance model of Parliament, which provides structures for the effective and efficient running of the institution.

3.2 Parliamentary policy project

This project aims at realigning the policies of parliament with the vision, mission and values of the organisation.

3.3 Financial Administration of Parliament and Provincial Legislatures Bill

This project aims to provide positive input into the development of this legislation and to ensure the implementation of the legislation's provisions within Parliament.

3.4 Enterprise Resource Planning (ERP) System (including integrated Finance, Human Resources, Procurement Systems, budgeting, performance management and planning)

Parliament has implemented a new ERP solution for Finance, Human Resources, Members' Travel and Procurement. The project will now be extended to implement integrated planning, budgeting and performance management systems.

3.5 National Assembly sound and voting system

In 2004 Parliament implemented a new sound and voting system for the NA Chamber to improve the service quality of plenary sessions.

3.6 Implement a digital recording system

Parliament has implemented a digital recording system to record sessions of the houses in digital format and thus reduce the time required to produce parliamentary Hansard.

3.7 Provide a system to record Members' attendance and information

The members' attendance system would provide Parliament with systems to validate member attendance and supply relevant information to the member.

3.8 Integrate the library system

Parliament's library requires a modern library system to manage the library collection and services to the public.

3.9 Upgrade of the IT network

This project, completed in 2004, provided Parliament with a new network backbone with greater bandwidth and redundancy.

3.10 Conduct a skills audit

The skill audit project was completed with the development of a competency model for the institution.

3.11 Competency Assessment Project

This project will assess competencies of all senior staff and management to determine the existing competencies as against the future requirements of Parliament and their positions. These assessments would be done against the competency model determined by the Parliamentary Skills Audit.

3.12 Provide human resource training and development alignment

The competency assessment project will help determine the institution's key development and training requirements in order for the institution to deliver on its mission and vision. This project is aimed at establishing and implementing an organisational programme to provide the required training and development. In addition this project will develop programmes to upskill and develop staff who currently have administrative skill, to enable them to work in a knowledge environment.

3.13 Provide Information Communication Technology contractors

Parliament completed a process to contract additional ICT support services for the institution.

3.14 Changing the culture in Parliament – moral regeneration

This project aims at developing and implementing a long-term programme to introduce and promote good culture and values amongst parliamentary staff.

3.15 Parliamentary process review and change management

This project is aimed at establishing and implementing an institutional change management programme to manage organisational change resulting from Parliament's strategic projects.

3.16 Team development programme

This project established a number of sporting codes, wellness programmes and other events to foster greater team-work, development and co-operation.

3.17 Relocation to 90 Plein Street

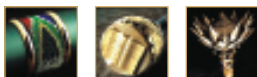
This project, completed in early 2004, relocated over four hundred parliamentary staff to new offices in 90 Plein Street, where modern facilities and a better working environment were created.

3.18 Provide for artworks storage

This project will provide sufficient artwork storage space with suitable provision to ensure the proper preservation of artwork of historical and national importance.

3.19 Asset tracking and management system

The asset tracking and management system would provide Parliament with a fixed asset register for the management of parliamentary assets. This includes the evaluation of artworks. The evaluation of Parliament's fixed assets and artwork collection was completed in 2005.



3.20 Museum

Although Parliament has a number of exhibition areas, the institution has no space allocated for a museum where permanent displays of artwork of national and historical significance can be displayed. This project would identify, renovate and establish the Parliamentary Museum.

3.21 Space Utilisation Project

This project will address the problems of lack of adequate banqueting facilities, facilities to receive foreign dignitaries, including making additional space provisions for the President, the Leader of Government Business and the Speaker's Office.

National Assembly Table Division

Purpose

The National Assembly Table provides overall advice and guidance on, and support in respect of, National Assembly and Parliamentary proceedings and procedures, and related administrative services.

Measurable objectives

The measurable objectives of the National Assembly Table Division in pursuit of the core objectives, which are in line with the strategic objectives of Parliament, are:

- Provide advice and guidance on parliamentary proceedings and procedures
- Provide support in respect of parliamentary proceedings and procedures
- Render Chamber and administrative support
- Provide procedural advice and support in respect of external parliamentary interaction

Intended impact and performance level.

Intended impact	Programme output	Performance level
Provide advice and guidance on parliamentary proceedings and procedures.	Advice and guidance provided on parliamentary proceedings and procedures.	Accurate, appropriate and clear.
Support provided in respect of parliamentary proceedings and procedures.	Support provided in respect of parliamentary proceedings and procedures.	Comprehensive, reliable and prompt.
Render Chamber and administrative support.	Chamber and Administrative support rendered.	According to procedure and Policy.
Provide procedural advice and support in respect of external parliamentary interaction.	Procedural advice and support in respect of external parliamentary interaction.	Appropriate to needs, timely comprehensive and clear.



The output and service delivery trend.

Sub-programmes	Outputs	Service delivery indicators	Actual performance
National Assembly Table.	Advice and guidance provided on parliamentary proceedings and procedures.	Comprehensive, reliable, clear and timely advice and guidance.	Advice and guidance provided for:- <ul style="list-style-type: none"> • 57 sittings of the National Assembly and 7 Joint Sittings • 28 Extended Public Committees • 9 considered rulings • 23 notices of motion
			4 appointments processed in respect of constitutional and other statutory institutions.
	Support provided in respect of parliamentary proceedings and procedures.	Comprehensive, accurate and clear processes and procedures.	Training provided for Members on 10 issues.
			180 requests processed in respect of non-plenary related advice and research.
			Minutes of proceedings produced for 57 sittings of the National Assembly and 28 Extended Public Committees.
			93 House resolutions communicated.
			Support provided to meetings managed by the Division: <ul style="list-style-type: none"> • 5 Joint Rules committees • 4 Joint Subcommittee on Review of the Joint Rules • 8 Task Team on International Relations Policy • 5 Subcommittee on Review of National Assembly Rules • 27 Chief Whips' Forums • 2 Chief Whips Forum Workshops • 24 National Assembly Programme Committees • 4 National Assembly Rules Committees

Sub-programmes	Outputs	Service delivery indicators	Actual performance
			Issue 10 of Procedural Developments in the National Assembly produced.
	Chamber and Administrative support rendered.	House functioning smoothly.	Chamber and administrative support provided in respect of:- <ul style="list-style-type: none"> • 57 Sittings of the National Assembly • 7 Joint Sittings and • 28 Extended Public Committees
			<ul style="list-style-type: none"> • Crossing the floor of 25 members of the National Assembly processed. • The establishment of 5 new parties processed. • 5 parties reviewed a total of 18 candidates lists. • 7 parties' candidates lists submitted after floor crossing period.
	<ul style="list-style-type: none"> • 13 resignations and 13 appointments of members of the National Assembly processed. 		
Procedural advice and support in respect of external parliamentary interaction provided.	Timely, comprehensive and clear.	Procedural advice and support provided on 10 occasions in respect of Parliament's international participation.	



The outputs of the Division

The outputs of the Division, by their nature, continue to be primarily demand driven through House Rules, decisions of the House and its committees, and requests and directives of the Speaker and other presiding officers, whips and members.

Support and participation

There are increasing demands on the Division in terms of support to and participation in task teams and projects:- Oversight Task Team, Panel of House Chairpersons, Chief Whips Task Teams, Transformation Task Team, Video Conferencing Project, Information Communication Technology, Parliamentary Democracy Offices Project.

Procedural Developments in the National Assembly

"Procedural Developments in the National Assembly," a publication produced by the staff of the Division, records significant procedural matters. This publication serves as a source of readily available information, which can be accessed quickly to assist with dealing with procedural matters. Issue 11, which covers the procedural developments for the period January to December 2005, is in the process of completion.

Audit of Statutes

The "Audit of Statutes" is another important publication by the Division. This publication identifies the functions and duties assigned to Parliament in the Constitution and other laws. An update of this publication is nearing completion.

National Assembly Guide to Procedure

A third valuable publication produced by the Division is the National Assembly Guide to Procedure. This publication provides a structured and comprehensive overview of the constitutional and other statutory provisions, the National Assembly and Joint Rules, and established practices and conventions which, taken together, provide the framework within which members exercise their powers and functions.

The first edition of the guide was produced in March 2004. An update of the Guide to Procedure has been commissioned for publication in 2006.

Ten Year Review Publication

The 10 Year Review is a publication, celebrating Parliament's achievements since 1994 and highlighting challenges the institution continues to face. The design and layout of the book are nearing completion. A launch date toward the end of 2006 is being planned in consultation with the Presiding Officers.

National Council of Provinces Table Division

Purpose

Facilitate passage of constitutionally sound legislation and provide constitutionally sound procedural and legal advice.

Measurable objective of the National Council of Provinces

Providing procedural advice and related services as well as liaison with provincial legislatures and local government in accordance with the guidelines determined by the House and the Chairperson.

Intended impact and performance level.

Intended impact	Programme output	Performance level
Provide constitutionally sound procedural and related legal advice.	Procedural advice provided. Procedural guide produced. Prepared minutes of plenaries and House Committees Record of time spent Legal advice provided.	Achieved according to timeframes and accurately. Achieved according to timeframes and accurately. Minutes prepared timeously and accurately. Time recorded accurately. Legal advice provided timeously and accurately.
Provide information and communication with provinces and local government.	Provide information to provinces.	Accurate Information provided to: <ul style="list-style-type: none"> • Provincial legislatures • Provincial liaison officers • SALGA • Ministries • NCOP Members • Public
	Facilitate provincial and SALGA participation.	Provincial and SALGA delegates were included in NCOP workshops and events. Mandates were requested and received on S76 legislation as per the programme for the period in question, prior to the start of the relevant sitting.
Provide security and protocol services.	Chamber security. Access control. Evacuation in the Chamber Protocol services.	No incidents of unauthorised entry in the Chamber were reported. Chamber always kept locked and no incident of unauthorised access reported. No emergency evacuation in the Chambers.



Intended impact	Programme output	Performance level
Provision of administrative support.	Administrative services. Logistics and provision. Documentation management. Facilities management.	Achieved according to timeframes.
Scheduling of House business.	NCOP programming.	Achieved accurately and timely.

Output and service delivery trends

Main task	Outputs	Service delivery indicators	Actual performance
Provide constitutionally sound procedural and related legal advice.	Procedural advice provided. Procedural guide produced. Prepared minutes of plenaries and House Committees. Record of time spent. Legal advice provided	Procedural Advice provided. Procedural Guide produced. Prepared minutes of plenaries and House Committees. Record of time spent. Legal advice provided	No constitutional comebacks. Smooth functioning of the House. 100% Accurate records. No constitutional comebacks.
Scheduling of House business.	NCOP programming.	Programme for NCOP delivered.	Programmes for NCOP delivered in time.
Provide information and communication with provinces and local government.	Provide information. Facilitate provincial and SALGA participation Media liaison.	Improved interaction between Parliament and Public Enhanced participation. Quarterly production of NCOP News.	Information requested by the provinces, SALGA, liaison officers, the public, etc, was disseminated or correctly referred within 24 hours of receipt. Touch screen buttons in the chamber were updated by 12:00 on every sitting day. Reminders for names of special delegates and requests for mandates were submitted 48 hours prior to the relevant sitting. Meetings with provincial and SALGA liaison officers were held to inform them of developments eg Taking Parliament to the People, workshops and administrative issues.
Provide security and protocol services.	Chamber security. Access control. Evacuation in the chamber. Protocol services.	Safe chamber. Controlled access. Evacuation plan developed. Protocol services rendered.	No incident. No unauthorised access. No complaints. Successful evacuation. No breach of protocol.

Main task	Outputs	Service delivery indicators	Actual performance
Provision of administrative support.	Administrative services.	Successful committee meetings.	House committee meetings: Multi Party Whips Forum.
	Logistics and Provision.	Successful NCOP events and projects supporting public participation and oversight.	20 meetings were held: Joint Rules Committee: 4 meetings were held. NCOP Rules Committee: 3 meetings were held. Programming Committee: 19 meetings were held. Joint Programming Committee: 3 meetings and 14 events were held.
	Documentation management.	Effective document management.	Implementation of the new in-house system.
	Facilities management.	NCOP premises prepared.	Chamber cleaned before and after sittings, and all NCOP offices daily before 8:30am.



Achievements

1. President's Annual Address

Aim

To emphasise a theme identified by the Executive (and introduced in the State of the Nation address), on the occasion of a Taking Parliament to the People visit.

Stakeholders

President, NCOP Ministers, MECs, MPLs, SALGA, public and staff members

Achievement

The theme of "People's Parliament at work together with our people" was highlighted and provinces received the opportunity to participate in the debate.

2. Deputy President's Annual Address

Aim

To emphasise a theme identified by the Executive (and introduced in the State of the Nation address), on the occasion of a Taking Parliament to the People visit.

Stakeholders

Deputy President, NCOP and provinces

Achievement

The theme "Towards ensuring that wealth (economy) is accelerated and shared amongst the people" was highlighted and provinces received the opportunity to participate in the debate.

3. International relations

Working visit by Prof Ginandjar Kartasasmita, chairperson of the Indonesian Regional Representatives Council. The Indonesian Regional Representatives Council as a newly established body (Oct 2004) engaged the NCOP in discussions on:

1. Effective supervision of the national budget by a regional chamber
2. Parliament's constituent outreach strategies
3. Effective representation of regional needs and demands
4. Constitutional reform

The Indonesian delegation received briefings on the oversight role of the NCOP, its Committee system, role in budgeting process (including reviewing the national budget, intergovernmental finance, equalisation and revenue sharing), links with the provinces, local government and the public, as well as "Taking Parliament to the People"

4. Workshop conducted

4.1 Presiding Officers

Aim

To consider the draft mandates legislation, protocol and policy for NCOP members' travel to provinces and processing of international agreements. NCOP Presiding Officers and provincial Speakers participated in this workshop.

Achievement

Guidance and input received with respect to the drafting of mandates legislation and adoption in principle of protocols. The important decision was taken that mandates would not be required for international agreements.

4.2 Institutional Memory Reports

Aim

To engage the author of the two institutional memory reports: Second Term Review 1999- 2004 and Speeding Transformation.

Achievement

Inputs and comments received in order to finalise the content of the two reports so that they can be published as the final document.

4.3 Intergovernmental Fiscal Review

Aim

To provide Members of the NCOP with an understanding of the Intergovernmental Fiscal Review (IGFR) and its importance and relevance to Parliament.

Achievement

Workshop arranged arising from discussions between the Minister of Finance and the Chairperson of the NCOP to provide an in-depth insight into the oversight of spending trends in provinces and local government.

4.4 Whippery workshop

Aim

To crystallise the role of Chief Whip, party whips and provincial whips within the NCOP, and between the NCOP whippery and provincial whips.

Achievement

NCOP whippery and provincial whips increased understanding of the role of whips



5. NCOP Youth Parliament

Aim

To recognise that Youth Day was going to be celebrated on 16 June and to provide the NCOP with the opportunity to listen to the youth and also to educate the youth about the NCOP and its constitutional mandate.

Achievement

One hundred and fifty learners (youth) participated in 3 subjects for discussion, which were structured in the format of a mock NCOP plenary, and Ministers participated in the discussions.

6. Taking Parliament to the People

6.1 North West and KwaZulu-Natal

Aim

To review issues highlighted by the initial visits and to monitor progress.

Stakeholders

NCOP permanent delegates, MECs and MPLs, public and staff members participated during this visit.

Achievement

Continued challenges in service delivery were identified, and communities were informed of the progress regarding the issues they originally raised.

6.2 Limpopo

Aim

The programme is part of Parliament's public participation efforts. It is intended to afford people residing in places that are regarded as the back of the beyond an opportunity to interact with Parliament and the Executive.

Stakeholders

NCOP Members, Ministers, MECs and MPLs, SALGA, the public and staff members participated during the visit.

Achievement

Report on hearings compiled and tabled in the NCOP and debated in the House, and report referred to the Executive.

6.3 Northern Cape

Aim

Public participation programme intended to afford people residing in places that are regarded as the back of the beyond an opportunity to interact with Parliament and the Executive.

Stakeholders

NCOP Members, Ministers, MECs and MPLs, SALGA, the public and staff members

Achievement

Draft report compiled, to be tabled and debated in the House and referred to the Executive.

7. Celebration of the NCOP ninth year anniversary

Aim

To celebrate the ninth year of the existence of the NCOP

Stakeholders

NCOP Members and staff, Speaker, Secretary to Parliament

Achievement

People understood the role of the NCOP and its achievements during the past nine years

8. Launch of Private Members' Legislative Proposals manual

Aim

To enable Members and MPLs to effectively introduce legislation in Parliament and the provincial legislatures.

Stakeholders

Forty (40) NCOP members, provincial delegates, representatives from the Konrad Adenauer Foundation.

Achievement

Members of the NCOP, MPLs and other relevant stakeholders were able to realise their constitutional mandate and introduce legislation in Parliament and the provincial legislatures.



Legislation and Oversight Division

Purpose

The purpose of the Legislation and Oversight Division is to provide procedural, administrative, language and information support services to the legislation and oversight function of parliament, as well as to produce Hansard.

The measurable objective of the Legislation and Oversight Division is:

In pursuit of the core objectives of:

- Passing laws;
- Overseeing executive action;
- Facilitating public participation and involvement; and
- Facilitating international participation

The Legislation and Oversight Division provides procedural, administrative, information, research and language support services to Parliament, including facilitating the participation of the Executive through the Office of the Leader of Government Business.

Intended impact and performance level.

Intended impact	Programme output	Performance level
Facilitation of the legislative and oversight functions.	Bills (official text) published for introduction.	Accomplished within agreed time.
	Bills (official translation) proofread and edited.	Accomplished within agreed time.
	Processed Amended Bills (official text).	Achieved within timeframe required by committees.
	Amended Bills (official translation) proof-read and edited.	Accomplished within the agreed time.
	Advice and guidance on committee proceedings and procedures.	Provided as required.
	Research papers and information on legislative matters before committees.	Provided within agreed timeframes in spite of limited resources.
	Research papers for members. Library material for members.	Provided within agreed timeframes in spite of limited resources.
Facilitation of the oversight function.	Published Question Papers.	Published within agreed time.

Intended impact	Programme output	Performance level
	Published official record of questions and replies.	Met the deadline.
	Fact sheets, oral presentations and sectoral advice Library and research material.	Information fact sheets and sectoral advice provided to committees in time.
	Administration requirements of committees met and logistical arrangements for committees' oversight visits made.	Accomplished within the current practice.
	Committee reports drafted, edited and published.	Issues of quality of reports are a challenge
Facilitation of House proceedings and publications.	Produced and published Order Papers.	Published within the agreed timelines.
	Produced and published ATCs.	Produced within agreed time.
	Produced and published Minutes of Proceedings of the Houses.	Submitted in time.
	Simultaneously interpreted speeches.	Provided in time with the recently increased human resource capacity.
	Official report of proceedings (Hansard) drafted, edited and published.	Achieved. A lot of improvement has been seen in the production of the Unrevised Hansard with the improvements that were introduced in the systems and human resource capacity. Publication of hardbound volumes of Hansard and website publications still a challenge with a limited capacity for translation and lack of capacity at quality assurance level.
	Translated texts of documents and speeches.	Not achieved to the maximum, it is still a challenge with limited human resources and it is affecting the publication of Hansard books.
	Ensured availability of Cabinet Ministers to participate in House proceedings and committees.	Achieved.



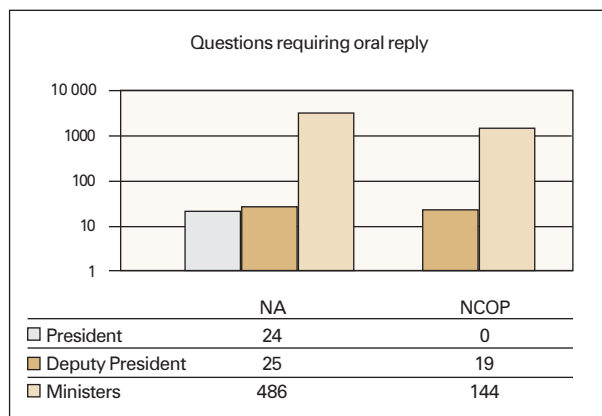
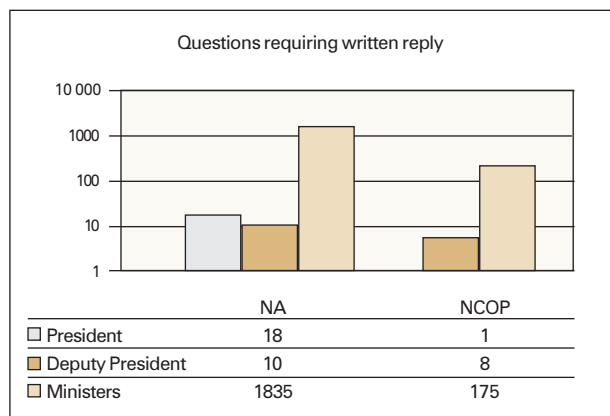
During the year under review this division rendered the following services as per the measurable objective:

1. Processing of legislation

Forty-two (42) Bills were received and processed during this period. Thirty-nine (39) Bills were processed and finalised by the National Assembly committees. Thirty two (32) Bills were processed and finalised by the Committees of the National Council. Thirty-nine (39) Acts were sent to the President for assent without any comebacks.

2. Processing of questions and replies

Written questions and oral replies.



There were a total of 1863 and 184 written replies for the National Assembly and National Council of Provinces respectively. The oral replies were 535 and 163 for the National Assembly and National Council of Provinces respectively. This makes a total of two thousand, three hundred and ninety-eight (2398) questions and replies that were processed for the National Assembly, and three hundred and forty-seven (347) for the National Council of Provinces.

3. Production of papers relating to proceedings of the Houses and committees

This is one of the work performance areas that places a lot of demand on the resources due to its tight delivery deadlines to which staff have consistently performed excellently. The deadline for publications is 08:30 and this has been met irrespective of how late the political input has been received, which has led to staff working long hours (sometimes up to 23:00).

280 pages were produced, printed and published for the following Daily papers as required:

- Order Papers: 62 for National Assembly (NA) in two languages and 40 for National Council of Provinces (NCOP).
- ATCs: 158
- House Minutes: 55–National Assembly, 40 for National Council of Provinces, 4–Joint sittings (2 languages) and 28–Extended Public Committees (2 languages).

4. Provision of guidance and advice in relation to committee proceedings and procedures (excluding House Committees)

Nine hundred and seventeen (917) meetings of committees were held and facilitated during the period April 2005 to March 2006. These meetings dealt with all the business of parliamentary committees such as:

- committee internal affairs;
- activities related to the oversight of the Executive by Parliament, including briefings, interrogation of the annual reports, strategic plans and budgets; and
- processing of legislation.

Minutes of these meetings have been produced.

Committees also undertook one hundred and thirty-eight (138) oversight visits to sites throughout the country. The main objective of the oversight visits was to confirm levels of service delivery at grassroots level and to identify obstacles to service delivery. After each visit committees submitted a report and made recommendations to the Houses on what needed to be done by the Executive to improve service delivery.

African Peer Review Mechanism (APRM)

Four researchers were seconded to the APRM between October 2005 and February 2006. The researchers provided support to the Ad Hoc committees on Corporate Governance; Democracy and Good Political Governance; and Socio-Economic Development. During this process, the researchers provided support to the committees for the collation of their reports to inform the parliamentary report in the APRM. This included providing the committee with background papers, compiling reading materials, arranging committee hearings with stakeholders and attending to logistical requirements thereof, drafting reports on the public hearings, drafting reports of committees and preparing notes for the political report of the Presiding Officers.

5. Provision of Library and Research services to Members, Committees, Management and staff

5.1 Reactive research

The Research Unit received approximately 363 research requests during the period April 2005 to January 2006. Approximately 723 research reports were completed, including 125 proactive research papers. Fifty-five evaluation forms were returned.

Most of the forms indicated positive responses to the research briefs. In general, where comments are included on evaluation forms, it was to request additional information. On occasion, where negative comment was received, it was due to the lack of information received from the Department or where the information was sent to the incorrect address.



Reactive research requests form the bulk (598) of the research work was produced by the Unit. We have seen a slight shift in that the research unit has become more involved in Parliamentary projects, such as the People's Assembly, Women's Parliament, Youth Parliaments, etc, which has necessitated more in-depth papers.

Two researchers were part of a team that was involved in developing guidelines on Parliament's involvement in International Relations.

Two papers, with follow-up questions, were prepared for the Speaker on the crisis in Sudan and Burundi:

- The crises in Darfur – Sudan and Burundi: the role of the African Union (AU), United Nations (UN) and Pan-African Parliament (PAP) in promoting peace and related matters.
- Background to the Conflict, Peace, Negotiations and Future Prospects in Burundi—for the Speaker of the National Assembly

5.2 Proactive Research Papers

A significant component of the Information Services' strategic repositioning within Parliament is for library, research and information services to become more pre-emptive, thereby improving the efficiency and effectiveness of services supporting the work of Members, Committees and management of Parliament.

The Research Unit embarks on various proactive research projects initiated by individual researchers or research teams. The focus of these projects is based on the researchers' assessment of current and forthcoming issues of relevance to Parliament. The products range from short briefs to bigger projects usually undertaken by teams.

For the period under review, the Research Unit embarked on a project entitled, "South Africa and the Millennium Development Goals: Assessing Progress and Challenges". The Project will conduct a situational analysis and assessments that compare the current situation with the targets set by the Millennium Declaration and explore the role of Parliament in ensuring that there is optimal progress and the country is able to meet the targets set by the Goals. A draft report has been produced.

5.3 Facilitation of the oversight functions

Fact Sheets for Members

A number of Fact Sheets were developed during the period under review. These fact sheets present topical and current information in an easily accessible format. The rationale for such fact sheets is that they can serve numerous purposes for Members of Parliament, that is, a quick and handy source of reference, a tool to assist in formulating questions to departmental officials and the Executive, and as a tool for use in debates and speeches.

Review of the Impact of Equality Legislation

A team of researchers is assisting in the preparation of documentation for the review of the impact of equality legislation project. In this regard, the Research Unit has already completed a list of all equality legislation that has been passed since 1994. In addition, the Research Unit is currently undertaking a desktop study looking at research relating to the impact of equality legislation especially as it relates to gender and disability. The Unit

has also drafted a guide, which could be used by Provinces to assist them to conduct provincial reviews, and is doing a comparative analysis between South Africa and other countries with regard to the status of gender and disability in those countries. The countries include Nigeria, Rwanda, Sweden, Norway, Chile, Malaysia, Australia and Bolivia or Nicaragua.

5.4 Parliamentary Bills Digest

The Bills Digest includes a short summary of all legislation that was processed by Committees in Parliament. The Bills Digest gives an indication of the status of the legislation with respect to the legislative process. During the period under review, the Bills Digest was compiled until mid-2005.

5.5 Library DVD Project

The Research Unit assisted the Library with the development of a conceptual framework focusing on an envisaged Library video project. The Research Unit was tasked with scrutinising all the documents outlining the history of the Library, its establishment, aims, and activities and how these activities have changed with the inception of democracy in 1994. The project culminated in the production of a digital video disk (DVD) to be used as a promotional and marketing tool by the Library of Parliament.

5.6 Library collection: Committee work by Reference Librarians

A considerable number of Members of Parliament and staff make regular use of the Reference service and the frequency has increased considerably during the reporting period. Reference work is an indispensable part of the Library function, especially in a parliamentary environment where Members of Parliament are seldom in a position to spend time on information searches themselves.

Information Files/Web logs created/updated

The following new files/web logs/CDs were created:

- Web logs: Education, Gender and Children, Beijing + 10, Violence against women; Women and HIV/AIDS; Children and HIV/AIDS, Trafficking and Migration, Accountability.
- RICH web log for RIC communication purposes discontinued due to lack of interest.
- File on the Dual Economy.
- File on Floor crossing
- File on Good Governance
- File on Public Protector
- File on the Health Charter and the state's proposed medical plan.
- Information file on the title change of the Black Administration Act since 1927 as a result of a long search for the information.
- File on AIDS in the Workplace
- CD of information to Justice Chairperson
- CD of material on APRM



6. Provision of simultaneous interpreting services for Parliament

Members were able to use any official language of their choice and the staff interpreted these simultaneously. The challenge here is the quality of the interpreting, especially when Members use flowery language or slang. Staff undergo training and also participate in terminology development to develop term banks which are appropriate for the parliamentary environment.

Additional interpreting booths have been built and equipped for the National Assembly. Eleven new booths were built and relocated for the National Council of Provinces.

7. Production of the official report of debates in both Houses

Members' speeches were transcribed within 24 hours of delivery. However, producing unrevised Hansard within 48 hours was not always possible due to lack of capacity at the quality control level. This is being addressed by the appointment of 33 Senior Language Practitioners that is currently being processed.

8. Provision of translation services

Since the appointment of 4 extra Language Practitioners per language, in the Interpreting Unit, the translation of Members' speeches delivered in languages other than English is going smoothly. The 24-hour deadline is easily met. However, work still needs to be done to improve the quality of the translations. This will be greatly enhanced by the appointment of Senior Language Practitioners for each language to undertake quality assurance.

The additional intake of 44 new Language Practitioners in the interpreting unit, however, assisted with the translations when they were not engaged in interpreting.

9. Provision of administrative and logistical support to Committees

Nine hundred and seventeen (917) meetings of committees were held and facilitated during the period April 2005 to March 2006. These meetings dealt with all the business of parliamentary committees such as:

- committee internal affairs;
- activities related to the oversight of the Executive by Parliament, including briefings, interrogation of the annual reports, strategic plans and budgets; and
- processing of legislation.

Minutes of these meetings have been produced.

10. Provision of support to Parliament's participation in national, regional and international activities

10.1 Parliamentary Offices

One researcher was involved in a project to establish the provincial Parliamentary Democracy Offices. This involved identifying three possible areas in each province where these offices could be established. The researcher worked closely with Statistics South Africa and drafted methodology for choosing offices across the nine different provinces. Based on the criteria chosen, the data generated three possible options per province. In addition, together with the Chief Researcher, a questionnaire was drafted to measure international best practice.

10.2 Children's Day debate

A researcher was involved in the development of a proposal for possible themes for debates on International Children's Day and National Youth Day. A content framework for celebrations on International Children's Day on 1 June 2005 was developed.

10.3 State of the Nation Address 2006

The theme for the 2006 State of the Nation Address is, "All Shall Have Equal Rights". The Research Unit has formed part of the team working on the conceptualisation of the event. The Unit produced a content framework and content papers for this event.

10.4 People's Assembly

The Research Unit assisted the Public Education Office with the development of a content framework and sectoral papers for the People's Assembly held in October 2004. At the People's Assembly: 50 Years of the Freedom Charter, two researchers co-ordinated the rapporteur component.

10.5 Taking Parliament to the People Programme

At the end of the last reporting period, the Unit provided research support to the NCOP "Putting our People First. Taking Parliament to the People" programme in Mpumalanga, 14 – 18 March 2005. During the period under review, the report was drafted and tabled in the House.

Two researchers provided research support to this programme of the NCOP during November 2005. The Committee Section provided rapporteur services and the researchers were responsible for collating the report. Research papers were also prepared in advance for the Members of Parliament in preparation for the meeting in the Province.

10.6 Pan-African Parliament (Committees and Language Services)

The division, on the request of the Pan-African Parliament, again seconded a staff member to the PAP to continue co-ordinating the committee support services to the 10 committees and five regional caucuses prior to and during the Third Session. The staff member was further given the responsibility of co-ordinating the activities of the interpreting services.

10.7 Women's Parliament

Researchers were involved in the drafting of the content framework for the Second Women's Parliament, which was held in August 2005. This entailed compiling papers on the four thematic areas that were discussed by the meeting. This content framework was used to assist the various Members of Parliament that participated in the different breakaway sessions, which dealt with a variety of thematic areas.

10.8 Youth Day

Youth Day was celebrated in the NCOP on 15 June 2005. This took the form of a Youth Parliament. One researcher was involved in developing the thematic areas and questions for discussion. The researcher, together with the Chief Researcher, briefed the youth in a session preceding the Youth Parliament.



10.9 Provision of support to the South African delegation to the Pan-African Parliament

Two researchers provided research support to the South African Parliamentary delegation attending the Third Ordinary Session of the Pan-African Parliament. The session took place from 29 March to 11 April 2005. A Report was prepared on the Third Ordinary Session of the Pan-African Parliament.

In addition, a number of research papers were requested during the session:

- Fact sheet – HIV and AIDS statistics for Africa.
- Fact sheet – Communicable diseases in Africa.
- Fact sheet – Immunisation in Africa.
- Fact sheet - Health-related Millennium Development Goals.
- Paper on Access to Justice.
- "Preparatory Notes for the Keynote Address at the Strategic Planning Workshop of the Committee on Gender, Family, Youth and People with Disability": Paper produced for the Deputy Speaker's address at the meeting of the Pan-African Parliament.

During the Fourth Session, which was held in Midrand from 21 November – 2 December 2005, two Researchers provided research-related support to the five (5) members of the South African delegation to PAP.

Accordingly, the following research documents were prepared for the members prior to the Fourth Session:

- Overview of Issues Relevant to the Committee on International Relations, Co-Operation and Conflict Resolution
- Overview of Issues Relevant to the PAP Committee on Human Rights and Justice.

During the Session different support was specifically provided to Hon Ms Fatima Hajaig, who hold a seat on the PAP Committee on Human Rights and Justice. The assistance provided ranged from preparing background documents for Ms Hajaig's submission and debate during the plenary sessions to assisting her during the Meetings of the Committee on Human Rights and Justice. Accordingly, the support extended to Ms Hajaig included:

- Background Notes for the plenary debate on the United Kingdom (UK) Commission for Africa.
- Background Notes for the plenary debate on the Report of the African Union on Peace and Security in Africa.
- Background Notes for the plenary debate on the oversight role of PAP.

The Research staff also drafted the Report of the Fourth Session on behalf of the South African Delegation.

Corporate Services Division

Purpose

The Corporate Services Division is responsible for human resources, information and communication technology services.

Measurable objectives

- To provide Human Resource (HR) and Information Communication Technology (ICT) services.

Programme performance

Main achievements of the division in the previous year

- development of human resource strategy
- establishment of the employee wellness programme
- reduction of sick leave
- development of HIV and Aids policy and strategy
- development of the Master Systems Plan (MSP)
- implementation of Oracle Enterprise Resource Planning
- implementation of Members Travel System

Intended impact and performance level.

Intended impact	Programme output	Performance level
Human resource management.	Provision of human resources.	Facilitated recruitment and appointment of staff in accordance with approved policy and procedure.
	Employee benefits administration.	Managed employee benefits in terms of policy and procedure.
	Created platforms for fostering and maintaining good labour relations.	Availability of platforms and support provided within agreed time.
	Provided human resource development services.	Services provided within agreed time frames, policy and procedure.
	Provided support for the utilisation of the performance management system.	Advice and support provided during performance planning, contracting, review and assessment in terms of policy and procedure.
	Provided support for achieving employment equity.	Co-ordinated implementation of employment equity process in compliance with legislation.
	Provided employee assistance services.	Co-ordinated employee wellness services in accordance with policy and agreed time.



Intended impact	Programme output	Performance level
	Managed remuneration and job level information; and provided organisation design services	Accurate information managed and services provided within agreed time and in terms of policy and procedure
	Implementation of human resource information system	Oracle HR system implemented within approved time-frames
Provide information, communication and technology services	Provision of ICT system	The service was provided within the agreed timeframe

Human Resources

Human resource strategy

A strategy was developed to address the challenges facing the human resources function in terms of capacity and alignment with the strategic objectives of Parliament. The strategy also aims to improve human resource capacity to create an efficient and effective institution.

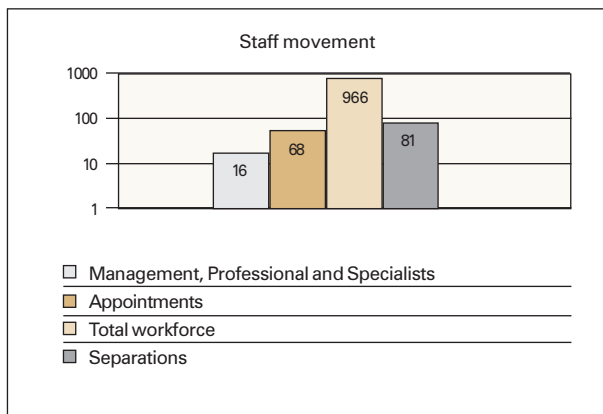
Staff establishment

Parliament employed a total of 966 employees, including fixed-term contract staff.

The organisational structure and details of workforce profile in terms of race and gender, according to occupational categories and levels, are included in the annexure.

Staff movements

Staff movements include changes in staff complement as a result of appointments and separations.



The graph above indicates that a total of 85 separations and 83 appointments were recorded between 1 April 2005 and February 2006 with the total workforce of 964. This indicates 9 percent of labour turnover. The 83 appointments include a total of 16 management, professional and specialist positions from various divisions, sections and units.



Appointments made to key managerial and professional/specialists positions include the following

Position	Division/Section/Unit
Chief Operations Officer	Office of the Secretary
Head	Office of the Speaker
Researcher	Office of Speaker
Manager	Office of the Chairperson
Senior Researcher	Office of the Chairperson
Head	Security Management
Deputy Head	Security Management
Organisational Development Specialist	Office of the Secretary
Manager	Provincial and Municipal Liaison
Section Manager	Catering Services
Section Manager	Procurement
Section Manager	Finance
Section Manager	Management Accounting
Unit Manager	Financial Accounting
Procurement Specialist	Procurement
Team Leader	Bi-Laterals

Employee wellness

The employee wellness programme provides a wide range of services with the overall purpose of enabling employees to improve and maintain a healthy life, which contributes to better performance and service delivery. The service is currently outsourced and a holistic approach to employee wellness has been adopted. The following services were provided:

- training workshops for managers and supervisors to create awareness of the employee wellness programme and services available to staff;
- co-ordinated coaching programmes on leadership and managerial skills;
- 6.7 percent of staff participated in counseling sessions on a number of issues;
- developed a strategy to guide all interventions in relation to HIV and Aids;
- co-ordinated the International/World Aids Day events to strengthen awareness amongst staff and to demystify the stigma associated with HIV and Aids;
- facilitated HIV and Aids awareness workshops to further educate staff;
- provided voluntary counseling and testing on HIV and Aids;
- co-ordinated the Women's Day celebration in recognition of the contributions made by women in various sectors;
- co-ordinated the participation of staff in the Cape Times/FNB Walk and Twilight Team Run as part of the team-building initiatives; and
- co-ordinated wellness days to promote employee wellness.

Labour relations

The purpose of the labour relations function is to create platforms for fostering and maintenance of good labour relations.

Collective agreements

The function facilitated the appointment of the Full-time Shop Steward in terms of the collective agreement reached with NEHAWU. There was no agreement on the negotiations on the conditions of service and the dispute was resolved through arbitration at the CCMA.

Conditions of employment

Parliament implemented a 5.3 % salary adjustment with effect from 1 April 2005 in terms of the three-year agreement on the improvement of conditions of employment concluded with NEHAWU. The adjustment was implemented for staff in the bargaining unit (grades A1 to C3) and for managers and professionals/specialists (grades D1 to F2) in terms of the mandate provided by the Presiding Officers.

Sick leave

The sick leave entitlement for employees was reduced from 86 to 36 working days in a three-year cycle.

Disputes

All conciliations and arbitrations heard at the CCMA and Labour Court regarding alleged unfair dismissals and mutual interest matters were successfully awarded in Parliament's favour.

Labour relations training

Training was arranged for managers and supervisors to empower them with skills to effectively initiate and manage disciplinary action. The critical importance of such training lies in educating managers and supervisors on current and latest developments in legislation and best practices.

Overtime variation

On the recommendation of the auditors and in consultation with organised labour, Parliament successfully obtained an overtime variation from the Department of Labour. The variation enables parliamentary employees to work a maximum of 20 hours overtime per week, instead of the prescribed 10 hours per week.

Performance management

The main objective of the performance management system is to ensure that the strategic and business objectives of Parliament are achieved by setting clear individual performance outputs and measures to review and assess these objectives.

Included in the performance contract is a personal development plan that identifies gaps in required competencies and solutions to address these gaps.

Human resource development

The human resource development function manages training and development programmes.

Training programmes

Parliament spent a total amount of R1 132 453 on training programmes in the 2005-06 financial. The details of training interventions implemented are contained in the annexure. Training programmes implemented include:



- corporate governance
- knowledge management
- language training
- management development
- legislative drafting
- protocol
- project management
- meetings and minute taking

Bursaries

Parliament provides financial assistance to staff to enrol in tertiary institutions to further their educational qualifications and to address knowledge and skills requirements of the institution. A total of 110 staff received bursaries to study at institutions of higher learning at a total cost of R558 638.

Internships

A total of 17 interns (graduates and students) were placed in the internship programme during this reporting period at a total cost of R271 500. The breakdown of interns is as follows:

- 01 post-graduate
- 10 graduates
- 06 students

Employment equity

Parliament as a national institution aims to develop a workforce representative of the national demographics of the country through the employment equity process. This will ensure that the workforce profile is representative at all occupational categories and levels. Initiatives implemented include the appointment of staff to meet employment equity objectives as well as the training of managers and staff on dealing with diversity. The process of developing a new employment equity plan and related policies was initiated.

The details of the workforce profile in terms of race and gender are contained in the annexure.

Remuneration and job level management

The remuneration and job level management function is responsible for job analysis, evaluation and grading, as well as the maintenance of job level and remuneration information. Services were provided to various business units in organisation structuring, job design and job evaluation. The function also conducted surveys on remuneration in preparation for negotiations and for benchmarking of policies and practices.

Human resource information management

The Oracle HR Information System went live on 2 March 2006 as part of the Marang Enterprise Resource Planning (ERP) project. The implementation of the system will improve human resource information management capacity of the institution. Human resource staff played a major part in the solution design and implementation process. The system currently caters for organisation maintenance, position management and control, recruitment and appointments, employee benefits administration, labour relations, training administration/learning management, personnel administration, payroll administration and report functions.

ICT Section

Main achievements of the ICT Section

The development of the Master Systems Plan (MSP) was followed through with a Change Management Project to provide business units with a detailed understanding of the MSP and its implementation.

The largest of the MSP projects implemented was Project Marang, which involved the implementation of the Oracle Enterprise Resource Planning software to manage Parliament's Finance, Human Resources and Procurement functions. A system was also provided to manage members' travel requirements.

Other achievements for the Section include:

- Constitution of an IT Steering Committee to improve the governance of IT in Parliament.
- Improvements made to the network, backups and Internet and PC security.
- Provision of an ICT Help-Desk
- Provision of ICT Training of Members and staff.
- Improved administration of GroupWise e-mail and the network.
- Electronic refurbishment of 7 Committee Rooms.
- Interpretation systems for NA and NCOP Committees.
- Improved PC technician service.
- Development of micro-systems to assist LOD in their work.

Core business of Parliament: Achievements and outputs over the previous financial year.

Output	Achievement
Change Management Project for the MSP.	Business awareness of the MSP and its implementation plan.
Project Marang.	Improved management of Parliament's Finance, Human Resources and Procurement functions.
Members Travel System.	Improved management of travel for members.
IT Steering Committee.	Improved governance of ICT in Parliament.
Capacity Plan for ICT Section.	Revised structure of Section to align with the strategy of Parliament and MSP requirements.
IT Policies.	Improved governance of IT.
Capacitated ICT Infrastructure.	Improved backups of electronic data. Improved access control over Internet access. Improved server management. Improved Internet bandwidth. Improved anti-virus controls and management.
Capacitated S&V Infrastructure.	Improved electronic facilities in Committee Rooms Improved Interpretation systems for NA and NCOP Committees.



Activities that took place and delivered as per the ICT mandate (main task).

1. Provision of ICT leadership

- Provided an Implementation plan for the Master Systems Plan (MSP)
- Implemented an IT Steering Committee
- Engaged resources through SITA to assist with the implementation of the MSP
- Developed 7 IT policies
- Entered into Service contracts with ETA and Dimension Data

2. Provision of systems

- Implemented the Marang ERP System, which included modules to manage Finance, procurement and Human Resources
- Completed the Electronic Refurbishment of 7 Committee rooms
- Completed Xywrite to Word Conversion
- Provided a Resource Booking System for Committee Rooms
- Provided an ICT Customer Support Helpdesk System
- Provided a Research Management System
- Provided a Legislation and Support website
- Provided a Questions Management System
- Provided a PIO webpage
- Designed and developed a specification for the Intranet tender
- Designed and developed a specification for the Website tender
- Evaluated Voice Recognition Software
- Assisted with the analysis, design and preparation of a tender for the EU-sponsored video conferencing project

3. Support of systems

- Installed **454** new laptops and desktops, and **454** printers for Members.
- Rolled out **274** new PCs, **41** laptops, and **54** printers for support personnel and staff.
- Maintenance performed on the following systems:
 - o Maintained Internet
 - o Maintained GroupWise
 - o Implemented management reports
 - o Implemented Zen for Desktops

4. Provision of infrastructure support services

- Performed maintenance of the Parliamentary Network
- Provided anti-virus security.
- Updated the Tivoli system for data backups
- Implemented NIC teaming on all servers
- Upgraded the DNS and DHCP Servers
- Customised the Service Desk software
- Implemented a Content Filtering System to manage Internet access.

- Upgraded the Internet proxy server
- Upgraded the Netware servers to version 6.5
- Updated firewall policies and rules to improve WAN controls
- Relocated Wan Infrastructure to 90 Plein Street
- Provided infrastructure for the ERP solution
- Installed desktops and thin Client infrastructure in the training room
- Upgraded storage systems
- Provided anti-virus security.
- Implemented system monitoring tools

5. Provision of customer care and admin support services

- Provided ICT Customer Support Helpdesk
- Provided ICT Training to Members and staff numbering 46 and 615 respectively
- 6718 requests for IT assistance were processed.
- Compiled inventory of ICT Assets
- Provided Electronic Tagging of Assets
- Updated Asset management system

6. Provision of audio and video services

- Installed 15 monitors for Members and parliamentary management. 21 offices were cabled for MATV.
- 54 NA sittings, 38 NCOP sittings, and 2 joint sittings were recorded. Live feeds were provided to the SABC, E-TV and DSTV.
- Audio services were provided for 2240 Committee meetings.
- Assisted NCOP in providing audio services for sessions in Provinces.
- Provided extended audio and video services for the People's Assembly, Women's Parliament, and State of the Nation Address, Budget Speech and EPCs.



Institutional Support Division

Purpose

Institutional Support Division supports Parliament's 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" through rendering the following in an effective and efficient manner:

- Provisioning services
- Catering services
- Housekeeping and accommodation
- Documentation Management
- Health and safety services
- Artwork Management

Measurable objectives of the Institutional Support Division:

- To provide management of documents and records by ensuring their classification, distribution, preservation, conservation and production and reproduction of other parliamentary papers.
- To provide for the provisioning and procurement of goods and services.
- Provisioning of meals to members of Parliament, cater for functions and provide refreshments for committees.
- To provide adequate office accommodation, parking facilities and office maintenance to all members and administrative staff.
- To ensure that the artworks and artefacts in Parliament are preserved, recorded, maintained and accessible.
- To provide a SHE Management system driven through certain objectives that stem from the requirements of the Occupational Health and Safety Act 85/ 1993.

Intended impact and performance level.

Intended impact	Programme output	Performance level
Procurement services.	Timely delivery, quality goods/ services, according to the procurement procedures.	Timely delivery of quality goods & services.
Catering services.	Healthy meals and refreshments served on time.	Timely, quality, within budget.
Accommodation and Housekeeping service.	Co-ordinating office, parking accommodation including maintenance of buildings and housekeeping services.	Adequate, maintained facilities including office, parking and grounds and house-keeping services.
Document management Effective use of information.	Providing documents and records management.	Improved access to information.

Intended impact	Programme output	Performance level
Health and Safety services.	Safety, Health, Environmental Quality (SHEQ) system implemented in time and management / control processes established.	Improved Legal compliance, SHE GAP audit and risk assessments conducted.
Making art/ antique collection and information on it accessible.	Providing an up-to-date database and ongoing maintenance and display of artworks and antiques.	Improved access to information and ongoing preservation and display.

Output and service delivery trends.

Main task	Outputs	Service delivery indicators	Actual performance
Provide document and records management for Parliament.	Monitoring usage of telephone services.	Reports provided on usage of telephone services.	Reporting on usage of telephone services.
	Papers tabled before Parliament.	Papers recorded in the ATC.	Papers referred to appropriate committees.
	Daily papers delivered.	Members and staff received papers.	Papers delivered to Members' offices by not later than 09:00.
	Conserved and preserved books and paper-based artefacts.	Books and paper-based artifacts available for use.	Books and paper-based artefacts preserved.
	Printed documents bound into books.	Created books from printed materials.	Bound documents into books for preservation.
	Printed and reproduced documents.	Papers required for service made available.	Papers produced for the service.
	Updated file plan and availability of records.	Control and archive records.	Inventory of records compiled.
Provide Catering Services.	Meals served in restaurants.	Time spent between order taking and delivery time. Satisfied clients.	Meals delivered within 3 minutes of placing order.
	Functions catered for Committee; light meals and refreshments served.	Satisfied clients.	Meals ready when delegates arrive. Meals and refreshments delivered 10 minutes before meal breaks.



Main task	Outputs	Service delivery indicators	Actual performance
Provisioning and Procurement of goods and services.	Procurement of goods and services facilitated.	Timely, quality delivery, in accordance with procurement procedures.	Goods and services delivered on time.
	Arrange enabling contracts/term agreements.	Timely in accordance with procedure.	All enabling contracts in place before expiry thereof.
	Provision of vehicles.	Timely	Vehicles provided to POs.
	Provide vehicles and drivers.	Timely	Vehicles and drivers provided to all staff.
	Travel service provided.	Timely	Travel service arranged for committees and staff.
Accommodation and housekeeping services.	Allocated office space.	Request forwarded to DPW for additional accommodation.	Reporting on acquired office space/building. Reporting on allocated office space.
	Delivered mail/documents.	Documents/mail received.	Documents/mail delivered to Members' and staff offices. Timeously.
	Co-ordinated cleaning/upgrading/refurbishment of buildings.	Co-ordinated and requested cleaning/upgrading of buildings and grounds.	Reporting on cleaned/upgraded buildings and grounds.
		Interior cleaning of buildings.	Timeously and professionally.
	Special services in N A Chamber.	Provide services during sittings and special events.	Timeously and professionally.
	Move assets [furniture].	Furniture moved and disposed of.	Timeously
Refurbishment (offices and other various areas).	Co-ordinate refurbishment of various areas.	Timeously	
Effective and Efficient Safety, Health and Environmental Quality (SHEQ) system.	Compliance with the OHS Act, Environmental Act, Building Regulations, etc.	Conduct legal compliance audits and risk assessments.	100% assessments conducted and reporting on compliance and non compliance to established health and safety committees.

Main task	Outputs	Service delivery indicators	Actual performance
Making art antique collection and information on it accessible.	Inventory compiled and maintained.	Up to date inventory available for use.	Compiling of inventory ongoing.
	Condition reports compiled and conservation programme maintained.	Up-to-date condition reports available for reference and conservation programme ongoing.	Compiling of condition reports and referral of works to conservationists ongoing.
	Conditions in upgraded storage rooms maintained.	Storage rooms maintained as per museum best practices.	Maintenance of storage rooms ongoing.
	Selection of art and artefacts displayed.	Selection of art and artefacts on display in Parliament.	A selection of art and artefacts are on display in public areas in Parliament.
	Loan agreements entered into with borrowers and loans monitored.	Loans effected as per agreement and artworks put on display at borrowing institutions.	Loans monitored and ongoing.
	Public outreach actions implemented.	Public outreach working relationships established.	Public outreach efforts ongoing.
	Inventory compiled and maintained.	Up to date inventory available for use.	Compiling of inventory ongoing.

THE DELIVERY PROCESS PER MAIN TASK OF ISD DIVISION

1. PROVIDE DOCUMENT AND RECORDS MANAGEMENT FOR PARLIAMENT

1.1. Provision of telephone administration service

The Telephone Administration Office is using a telephone management system to report on the usage of telephones. The reports produced by the system are forwarded to the Finance Management Office for billing the various offices.

1.2. Facilitating tabling of papers

Papers received for tabling are checked against the appropriate legislation to establish the purpose for tabling. A recommendation is sent to the Presiding Officers for referral of the paper tabled to the appropriate committee. The referral will either be for consideration and report or for information based on the established purpose for tabling the paper.



1.3. Distribution of papers to members and staff

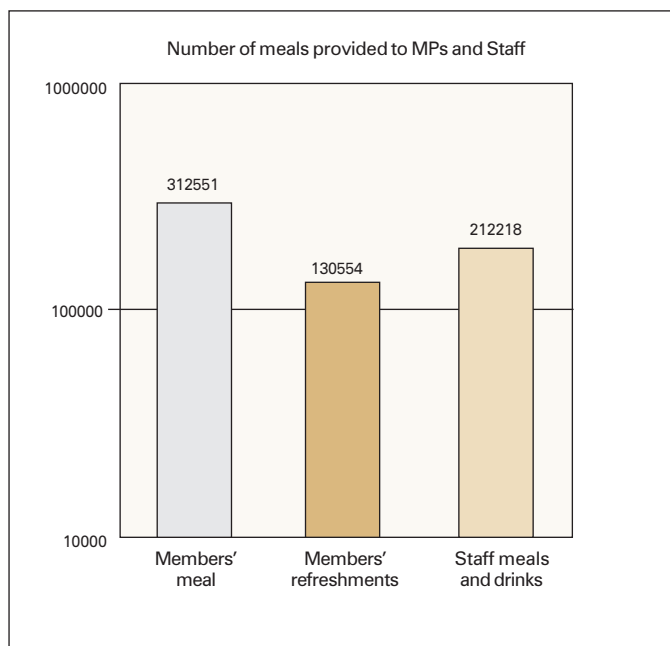
Papers for the parliamentary proceedings such as Order Papers and Bills are delivered to Members and other stakeholders every morning before 09h: 00 during session

The daily papers are also distributed electronically to Members, staff and other stakeholders outside Parliament. Parliamentary papers are also distributed to schools for use as resource materials and also to promote understanding of parliamentary processes.

1.4. Conservation of books and paper artefacts

In the main, books that are conserved in the Conservation Laboratory are Library books. The unit is also involved in the conservation of the maps of Parliament. It also assists in the preparation of other artworks for exhibitions by both the Artworks Office and the Parliamentary Millennium Project Office.

2. PROVIDE CATERING SERVICES



2.1 The graph above indicates the number of meals served to members of Parliament and staff during this financial year.

2.2 Personnel Matters: The position of Section Manager was filled.

2.3 Refurbishments: Old Assembly Building Sam's Bar was renovated.

2.4 The outsourcing of the staff cafeteria was concluded and awarded to Royal Sechaba Food Services.

3. PROVISIONING AND PROCUREMENT OF GOODS AND SERVICES

Number of orders raised for the 2005-6 financial year amounts to 57 204.

Servicing the Procurement Committee:

16 Procurement Committee meetings were conducted in the financial year.

Tender administration:

Tenders advertised in the 2004-05 financial year amount to 11 tenders.

4. ACCOMMODATION AND HOUSEKEEPING SERVICES

4.1. Providing and allocating of offices for Members and Staff

The Department of Public Works leases buildings to provide Parliament with office space. The allocation of offices for political parties (Members and political party support staff and administrative staff is done by Household Services). Lack of adequate Parliamentary office space remains a challenge.

4.2 Providing and allocating Parking for Members and Staff

The Department of Public Works allocates parking space for Parliament. Household Services provide block allocations of parking bays to Members of Parliament and administrative staff.

Lack of adequate parking facilities for both Members of Parliament and parliamentary officials remains a serious concern.

4.3. Distribution of mail/documents to Members and Staff

Household Services receives, sorts and distributes mail/documents for Members of Parliament and administrative staff (officials). This service includes internal mail/document distribution (office to office).

4.4 Maintenance of buildings and grounds

The Department of Public Works, through facilities management (WSP / DSVH), is responsible for the maintenance/refurbishment/upgrading of all buildings within the parliamentary precincts.

The maintenance/cleaning of grounds and gardens forms part of their responsibilities and Household Services monitors and reports on their performance.

Insufficient budget allocations for refurbishment/upgrading of buildings and the turn-around time on services provided by both the Department of Public Works and WSP/DSVH have been a cause for concern in the past years.

4.5 Providing NA Chamber Services

Household Services provides services in the National Assembly Chamber during sittings and special events.

All Chamber Service Officers were transferred to Protection Services with effect from 1 April 2005.



4.6 Office Movement

Household Services is responsible for relocating Members to various offices/buildings. Unused furniture storage and disposal is also Household Service's responsibility. Broken and irreparable furniture was auctioned.

4.7 Refurbishment – Offices and other areas

Household Services is responsible for the co-ordination and refurbishment of office and other facilities. These recently included the Medical Clinic, Postal Agency and numerous offices.

5. EFFECTIVE AND EFFICIENT SHEQ SYSTEM

5.1 Ensuring a health and safe work environment

The SHE Unit used the newly developed Occupational Health and Safety Policy to ensure that a risk-free work environment is maintained on a continuous basis. Functional health and safety related committees were established, and monthly meetings were held by the Central Health and Safety Committee, Health and Safety Reps Committee, Emergency Preparedness Planning Committee and the Parliamentary SHEQ Steering Committee.

5.2..Ensuring availability of information

Information received from outside suppliers was checked against the Occupational Health and Safety Act and Parliamentary Rules before disseminating it to various stake-holders within the precincts.

5.3 Staff training on health and safety related issues

Outcome-based training was regularly arranged and it was ensured that all training material was aligned with the SAQA-approved Unit Standards, accredited with Health and Welfare SETA and that the training provider was recognised and approved nationally. The 2005-06 training programme focused more on the following:

- Behaviour Safety Presentation
- SETA Accredited Health and Safety training
- Fire, First Aid, Hazardous material, Hygiene
- Risk Assessments, Emergency and Evacuation plans and procedures
- Legal and Safety, Health Environmental Risk Quality (SHERQ) compliance Audits

5.4 Ensuring the safe use of machinery and equipment

Audits were carried out on all safety appliances and maintenance of building structures, equipment and components as follows:

- Health and Safety: First Aid & Fire Fighting Equipment, Escape Routes & Emergency Preparedness;
- Plant and Machinery: Air-conditioners, Store Rooms, Emergency Power Systems & Fire & Smoke detection;
- Public Areas: Walls & Floors (All surfaces, ie tiles, paint surfaces, carpets, etc) Ceilings, Canteens, Staircases & Hazardous Chemical Substances;
- Gardens and Outside Premises: Roof & Gutters, Fencing & Walling, Building Entrance & Lawns/Gardens.

5.5 Environmental Management

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

5.6 Managing activities of health and safety representatives

Health and Safety representatives provide the employer and employees with information regarding occupational health and safety. They inform people regarding what can be done and what cannot.

5.7 Providing advisory service within the Parliamentary SHE Steering Committee

The SHE Unit advises the SHE steering committee on general issues relating to compliance with the requirements of the Occupational Health and Safety Act No. 85 of 1993 as amended.

6. MAKING ART/ ANTIQUE COLLECTION AND INFORMATION ON IT ACCESSIBLE

6.1 Compiling and maintaining of artworks and artefacts inventory

The databases for artworks and artefacts in the Artworks Office and the Library of Parliament are both being constantly added to and developed. Approximately 2 400 items on the Library's artworks database have been assessed. To date detailed information on approximately 650 artworks and artefacts have been entered into the Artworks Office's database. The inventories continue to grow as more works are located, purchased and accessioned.

The initial photographic documentation of the artworks and artefacts was completed, and covered approximately 80% of the collection. Further photographing will take place in the next financial year and it is planned that the photographs will become available on Parliament's IT Server network. The professional valuation figures for 90% of items were incorporated into the databases.

The public continued to make use of the collections, especially researchers in need of illustrative material.

6.2 Compiling of condition reports and maintaining of conservation programme

Parliament's two conservators for flat paper artefacts treated 65 artworks on paper and 15 maps. This included full conservation, making of individual mounts and Melinex sleeves for storage. In addition the Artworks Office oversaw the restoration of Parliament's collection of official robes, wigs and hats, as well as the collection of antique clocks by specialist restorers. The Office continued to identify and provide storage for Parliament's antique furniture and oversaw the restoration of a number of items.

6.3 Maintaining of storage rooms for art and artefacts.

The upgrading by the Department of Public Works of the storerooms for artworks and artefacts was completed at the end of the 2005-06 financial year. The shelving, climate control and fire prevention systems were all upgraded. The reorganising of the maps in their storage units continued.



6.4 Permanent and temporary display of artworks.

The Standard Bank of SA purchased the Keiskamma Tapestry and has lent it to Parliament for display for an extended period. The Artworks Office was fully involved in the planning, textile conservation, installation and PR activities around this event.

The Office continued to select and hang artworks in the Speaker's suite as requested. The Office also continued to obtain artworks from the various provinces for display in the NCOP, in consultation with the NCOP Political Office Bearers. The Office selected and arranged the purchase of two artworks for the suite of the Secretary to Parliament. The Office purchased two artworks for the new lounges in the NA Wing.

The Artworks Office continued to advise and assist with other exhibitions in the precincts.

6.5 Lending of artworks to institutions for display under approved conditions

A number of internal and external loan requests were processed, including the Langenhoven portrait bust to the Afrikaanse Taalmuseum in Paarl, and the Helen Suzman portrait painting to the SA Jewish Museum.

6.6 Fulfilling a public outreach function in Parliament

The Office has ongoing contact with various state and private institutions, including DAC, SAHRA, the SA Museums Association and Iziko (incorporating the SA National Gallery and the Michaelis Collection). This regular contact includes serving on their committees and being consulted on heritage-related matters. Parliament's art collection is of national importance as part of South Africa's cultural heritage, and such contact and outreach efforts are mutually beneficial.

Chapter 4:

Programme 2: Members' Facilities

Purpose

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

Measurable objectives

Provide facilities to members and former members of Parliament, according to internal policy, so that they can fulfil their functions efficiently and effectively.

Intended impact and performance level.

Intended impact	Programme output	Performance level
Support and service to Members of Parliament.	Provision of facilities for Members in accordance with policy.	Provided professional and effective service delivery.

Output and service delivery trends.

Main task	Output	Service delivery indicators	Actual performance
Members' HR administration.	Maintained personal data.	Current and accurate.	Data maintained and validated.
Members' travel administration.	Payments to members and creditors.	Timely and accurate.	Improved turnaround time for payments and successful implementation of an electronic procurement platform.
Committee expense administration.	Payments for S&T and creditors.	Timely and accurate.	Payments processed.
Members' telephone facility administration.	Payments to members.	Timely and accurate.	Payments processed.



Significant activities plan that took place in the division

Parliament has successfully implemented a travel procurement system for Members and their dependants that enforces stricter travel policy compliance without restriction, while at the same time providing each Member with traveller satisfaction and professional service.

Members procure their travel via an electronic platform in accordance with travel policy. The system addresses significant shortcomings in the previous travel procurement process.

The new system provides the following service to members:

- Central storage of data accessible by Parliament.
- Electronic control of entitlements.
- Stricter adherence to travel policy.
- Airline data on flown revenue.
- Control before the fact.
- Multiple ways to use the system.
- Travel statements and procurement data available to Members.

The system is Internet-based, allowing Members to procure and authorise travel irrespective of their location by SMS or via the Internet.

A travel centre is fully operational within the parliamentary precincts, staffed by six experienced travel specialists and two administrative staff. The travel agencies of choice previously used by Members have been accredited and trained to provide a continuing service to Members while utilising the electronic procurement platform implemented by Parliament

From 1 April 2006 all Members procure their travel through the platform, either by self service or through an accredited travel agency.

Main achievements

The successful implementation of a travel procurement system for Members and their dependants.

Chapter 5:

Programme 3: Associated Services

Purpose

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

Measurable objectives

Contribute to multiparty democracy through timely and efficient financial support to political parties represented in Parliament.

Intended impact and performance level.

Intended impact	Programme output	Performance level
Management reporting.	Compilation of budget facilitated Current year budget maintained Reports provided.	Performed according to expected standards.
Financial accounting.	Managed credit exposure. Financial transactions recorded. Funds managed. Reports provided.	Provided timely and efficient support.
Members' support.	Establish Members' needs. Facilitate the provision of needs. Reporting. Provided timely support to Members' needs. Members' facilities administration. Members' database maintained. Utilisation of facilities controlled. Reports provided. Members' payroll maintained. Access to Members' entitlements managed. Committee expense administered.	Members were provided with the required services.



Output and service delivery trends.

Main task	Outputs	Service delivery indicators	Actual performance
Management reporting.	<p>Compilation of budget facilitated.</p> <p>Current year budget maintained.</p> <p>Reports provided.</p>	<p>Timely and in terms of policy.</p> <p>Accurately & transparently.</p> <p>Timely, accurate, relevant.</p>	<p>Necessary assistance was given to budget-holders and the budget was completed on time.</p> <p>Budget-holders were assisted to ensure compliance.</p> <p>Accurate reports were provided on time.</p>
Financial accounting.	<p>Managed credit exposure.</p> <p>Financial transactions recorded.</p> <p>Funds managed.</p> <p>Reports provided.</p>	<p>Within credit policy.</p> <p>Timely, accurate.</p> <p>Efficiently, within policy.</p> <p>Timely, accurate, relevant.</p>	<p>Compliance with credit policy was ensured and maintained.</p> <p>Recording of transactions was done timeously in order to meet reporting target dates.</p> <p>Funds were requested on time from Treasury and no interest was paid for late payments.</p> <p>The relevant reports were provided on a monthly basis or when required.</p>
Members' support.	<p>Establish Members' needs.</p> <p>Facilitate the provision of needs.</p> <p>Reporting.</p>	<p>Members' needs established.</p> <p>The provision of Members' needs facilitated.</p> <p>Reports provided.</p>	<p>Members' needs were monitored throughout the year.</p> <p>The necessary services to meet the needs of members were provided and constantly improved where necessary.</p> <p>The relevant reports were provided timeously.</p>
Members' facilities administration.	<p>Members' database maintained.</p> <p>Utilisation of facilities controlled.</p>	<p>Complete, accurate.</p> <p>Within policy.</p>	<p>Strict control as per policy ensured member satisfaction.</p> <p>All relevant reports related to members were provided timeously and were deemed accurate by members.</p>

Main task	Outputs	Service delivery indicators	Actual performance
	<p>Reports provided.</p> <p>Members' payroll maintained.</p> <p>Access to Members' entitlements managed.</p> <p>Committee expense administered.</p>	<p>Timely, accurate, relevant.</p> <p>Timely, complete, accurate.</p> <p>Within policy, timely.</p> <p>Within policy, timely Database of old and new members and changes of members' affiliation was maintained.</p>	<p>Members were paid the correct amounts on the days as laid down by policies.</p> <p>New systems were put in place to ensure easier access and management of entitlements.</p> <p>Expenses were managed in line with budgets.</p>

PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA



Financial Statements



Audit Committee Report

Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2006.

Audit Committee Members and Attendance:

The audit committee consists of the members listed hereunder and meets twice per annum as per its approved terms of reference. During the current year one meeting was held due to the requirement of appointing a new committee.

Name of Member	Number of Meetings Attended
Ms Z. Rylands (Chairperson)	1
Mr D. Msibi	1
Mr E. Sogoni	0
Mr D. Gumede	1

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities in the spirit of section 38 (1)(a) of the PFMA and Treasury Regulation 3.1.1.3. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its audit committee charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The effectiveness of Internal Control

The approved internal audit plan focussed on the following areas during the period under review and did not cover the entire spectrum of Parliament:

- Follow up on issues reported to the committee on previous audits
- Donor funding
- Committees support function
- Legislation and oversight
- Payroll
- Grants to political parties and
- Stores management

Adhoc audits on the following areas were also conducted:

- NCOP website
- Travel solution proposals
- Procurement due diligence
- Travel system control review
- Alleged misuse of transport
- National Assembly refurbishment
- Leave audit and
- Public works

A post implementation assessment of the new accounting system was undertaken and reported on by internal audit. The Audit Committee therefore cannot express an opinion on the effectiveness of the internal controls that was not covered in those areas not audited.

During the year under review various control weaknesses were identified by both Internal Audit and the Auditor-General. Matters requiring attention were brought to the attention of Management for further action. The audit Committee is satisfied with the good progress made by Management in addressing those issues highlighted. The progress will be reviewed by the Audit Committee on a regular basis.


The Audit Committee also awaits the finalisation of the proposed Financial Administration for Parliament and the Provincial Legislature Bill which is currently with the political parties for consideration.

Evaluation of Financial Statements

The Audit Committee has

- Reviewed and discussed with the Auditor-General and the Accounting Officer the audited annual financial statements to be included in the annual report;
- Reviewed the Auditor-General's report and management response;
- Reviewed changes in accounting policies and practices;
- Reviewed significant adjustments resulting from the audit;
- Been briefed on the extent of the member facilities fraudulent claims by certain travel agencies and that the matter is still under investigation.

The Audit Committee concurs and accepts the conclusions of the Auditor-General on the annual financial statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor-General.



Ms. Z. Rylands
Chairperson of the Audit Committee
04 August 2006



Report of the Auditor-General to Parliament on the Financial Statements of Vote 2 - Parliament for the Year ended 31 March 2006

1. Audit Assignment

The financial statement as set out on pages 98 to 130, for the year ended 31 March 2006, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). These financial statements are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

2. Scope

The audit was conducted in accordance with the International Standards on Auditing read with General Notice 544 of 2006, issued in Government Gazette no. 28723 of 10 April 2006 and General Notice 808 of 2006, issued in Government Gazette no. 28954 of 23 June 2006. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements,
- Assessing the accounting principles used and significant estimates made by management, and
- Evaluating the overall financial statement presentation.

I believe that the audit provides a reasonable basis for my opinion.

3. Basis of Accounting

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

4. Qualification

4.1 Asset management

The audit review of the asset management at the National Parliament revealed the following discrepancies:

(i) Inspection and verification of details and amounts recorded in the asset register identified the following:

- Assets included in the asset register amounting to R2,934,455 could not be physically verified due to incomplete details reflected on the asset register to perform physical verification procedures.
- The asset management policy relating to the capitalisation of assets requires management to expense assets purchased with a value lower than R5 000.00. For the year under review management had deviated from the above policy where assets below R5 000.00 were capitalised, since it could be assessed that the item would result in an enduring benefit to Parliament.

However, it has been identified that the above deviation has not been consistently applied for the year under review, since items that qualified in terms of the above deviation were not capitalised. An exercise has not been performed to determine the quantity of assets that were expensed incorrectly and as a result the financial statements are misstated by an unknown amount.

- (ii) An unreconciled difference amounting to R306,025 was identified between the fixed asset register and the financial statements. The financial statements are understated with the above mentioned amount.

Due to the weaknesses identified above, uncertainty exists with regard to the existence, accuracy and completeness of the assets owned by the National Parliament.

5. Audit Opinion

In my opinion, except for the effect on the financial statements of the matters referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Parliament at 31 March 2006 and the results of its operations and its cash flows for the year then ended, in accordance with the modified accrual basis of accounting determined by the National Treasury of South Africa, as described in note 1 to the financial statements.

6. Emphasis of matter

Without further qualifying the audit opinion, attention is drawn to the following matters:

6.1 Surplus funds relating to statutory appropriations

Section 31(7) of the Powers and Privileges Act (Act 91 of 1963) requires Parliament to surrender surplus funds relating to statutory appropriations to National Treasury. Surplus funds amounting to R4,6 million relating to the 2004/05 financial year was not surrendered to National Treasury during the year under review.

6.2 Policies and procedures

An evaluation of the approved policies and procedures and compliance thereto by Parliament was performed and the following were noted:

- Evidence relating to the evaluations of the performance of staff for the year under review could not be provided for audit purposes contrary to paragraph 1 of the procedure manual for human resources.
- The approved debt recovery policy does not include the conditions, circumstances and timing of debtors to be recognised in the provision for bad debts and the timing and process for the actual bad debt write-offs.
- A register of all the laws and regulations applicable to Parliament could not be submitted for audit purposes.
- Process flows and procedure manual were not compiled per audit cycle but for certain parts of the audit cycle. Furthermore, the manuals and process flows does not include references to applicable laws and regulations.

6.3 Weaknesses in internal control

The following internal control weaknesses of Parliament were noted:

- A risk management policy could not be submitted for audit purposes. Furthermore it was noted that a risk committee exists, however, no meetings were held during the 2005/06 financial year.
- Performance information is included in the annual report however, a performance review policy does not exist. An analysis and review of performance information is not frequently performed and evidence of management actions as a result of the performance reviews could not be obtained.
- The code of conduct included in the fraud prevention plan, was not signed, as acknowledged, committed and understood by the staff member at Parliament.



6.4 Unresolved matters reported in prior years

6.4.1 Tax RSA account

Reference is made to paragraph 4.1.2 of the 2001/02 audit report [followed up as per par. 5.5(1) of the 2003/04 audit report and par. 5.4 (a) of the 2004/05 audit report], where it was reported that explanations could not be provided in respect of the finalisation of the 1997 tax reconciliation and the related debt amounting to R468,555 due in this regard.

It was identified that the above amount has been set-off against the SARS liability disclosed in the contingent liability note 17. No supporting documentation could be furnished to indicate that the debt owed by SARS has been confirmed to facilitate the set off against future liability.

6.4.2 Parliamentary Association

With reference to paragraph 5.4 of the 2004/05 audit report, information regarding the future use of the availability arrangements in respect of Parliamentary Association of the prior period could still not be obtained. It was noted in the memo, dated 19 April 2005 from the Chief Legal Advisor that the Speaker instructed that the money be transferred to the Parliamentary disaster fund. Feedback received from management has identified that no further progress has been made in this regard.

6.4.3 Parliament Finance Bill

The Finance bill in respect of Parliament's own legislation to manage Parliament's finances, which is currently known as the "Financial Administration of Parliament and the Provincial Legislatures Bill" and Parliament's own "Treasury Regulations" have not been finalised. The feedback received from management is that the Bill is under discussion in the Parliamentary Portfolio Committee for Finance and has therefore not been finalised as yet.

6.5 Performance information

An evaluation performed of the performance reporting at Parliament, identified the following:

- The objectives as per the strategic plan cannot be linked to the objectives per the budget nor to the objectives reflected in the annual report and therefore the actual achievements cannot be compared to the desired outcome.
- In addition, the strategic plan does not include measurable objectives, expected outcomes, programme outputs, indicators or targets.

7. Appreciation

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

Shaheer Fakie



Report of the Accounting Officer for the Year ended 31 March 2006

Report of the Secretary to Parliament to the Presiding Officers and the Parliament of South Africa.

1. General review of the state of financial affairs

1.1 Financial performance for the year end 31 March 2006:

	R million
Unspent funds brought forward from 2004/5	186
Generated Revenues	24
Local and Foreign Aid Assistance	3
Annual appropriation	672
Statutory appropriation (direct charge)	213
Total available funds	1,098
Actual expenditure for the year	
Statutory (direct charge)	211
Other expenditure	580
Net surplus for the financial year	307

R 55,7 million of the prior year surplus was allocated to projects in pursuance of the strategic objectives
These are:

	Actual spend R million
Build a quality process of scrutinising and overseeing government's action: <ul style="list-style-type: none"> • Parliamentary Content Management System • Committee Rooms Refurbishment • Upgrade of PO's Boardrooms • Peoples Assembly • Commissioned Research and Equipment for Committees 	28,4
Build a people's Parliament that is responsive to the needs of all the people of South Africa <ul style="list-style-type: none"> • African Peer Review • Image and Branding • Language Policy 	7,5
Build an effective and efficient institution <ul style="list-style-type: none"> • Enterprise Resource Planning System • Members' Office Refurbishment • Master Systems Plan 	32,3



1.2 Space utilisation fund

R250 million

The Presiding Officers have authorised the earmarking of R151 million for the creation of a space utilisation fund. It is envisaged that an additional R100 million from unspent funds will be allocated to this fund. The fund will be used to improve building facilities as required by Parliament. Plans are being drafted in conjunction with the Department of Public Works.

2. Services rendered by the Parliamentary Service

Parliament's vote comprises three programmes, namely:

- Programme 1: Administration;
- Programme 2: Members' Services;
- Programme 3: Associated Services.

In accordance with the Constitution, Members' remuneration is a Direct Charge against the National Revenue Fund.

Programme 1: Administration

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

Programme 2: Members' Facilities

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

Programme 3: Associated Services

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

3. Utilisation of donor funds

During the year, Parliament received funding from foreign donors. These funds were utilised for various projects aimed at building capacity amongst Members and staff.

4. Trading entities

Parliament operates catering facilities that are utilised by Parliamentary Committees, Members of Parliament, personnel within the Parliamentary precinct and other outside entities.

5. Organisations to whom transfer payments have been made

Transfer payments during the year comprised:

- Political Party Support provides financial support to political parties represented in Parliament.
- Constituency Support provides financial support to the constituency offices of political parties represented in Parliament.
- Party Leadership Support provides financial support to leaders of political parties represented in Parliament.
- Membership Fees funds membership fees to certain interparliamentary bodies so that Parliament may continue its involvement in international participation programmes and in the activities of interparliamentary associations.

6. Misuse of Members' Travel Warrants

Recovery of the amounts established through the forensic audit is continuing through the liquidation process.

Current status:

Name of travel agent	Quantum of Fraud established as per initial forensic report	Debt established by Liquidators as owing by MPs, ex-MPs and related parties	Parliament's validated claim inclusive of costs	Recoveries from liquidators to date	Projected recovery in insolvency matters only
Bathong Travel & Tours (Pty) Ltd	3,341,768	3,078,821	4,987,106		2,500,926
Business & Executive Travel (Pty) Ltd	3,429,289	1,517,254	3,126,710		739,979
Ilitha Travel and Tours (Sole Trader)	2,040,378	549,484	2,184,102	8,487	395,405
ITC Sure Travel (Pty) Ltd	5,486,106	2,582,675	4,535,166	637,938	409,952
Star Travel Bureau CC	2,751,562	1,744,250	3,407,224		1,047,382
Eyabantu Travel	158,160				
Total	17,207,263	9,472,484	18,240,308	646,425	5,093,644

Approval

The attached annual financial statements set out on pages 98 to 130 have been approved by the Accounting Officer.



ZA Dingani
Secretary to Parliament
31 May 2006



Statement of Accounting Policies and Related Matters for the Year ended 31 March 2006

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

1. Presentation of the Annual Financial Statements

Basis of preparation

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

Presentation currency

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

Rounding

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

Comparative figures

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

2. Revenue

Appropriated funds

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

Other revenue

Sale of goods and services other than capital assets

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

Interest, dividends and rent on land

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

Laptops issued to members

Members of Parliament are issued laptops and printers upon being sworn in. The equipment remain the assets of Parliament. Members of Parliament are given the option to purchase the equipment at residual value at the end of the parliamentary term or at replacement value upon resignation during the parliamentary term. Monthly salary deductions which equal the residual value at the end of the parliamentary term are made from members who intend to purchase the equipment.

Sale of capital assets

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

Financial transactions in assets and liabilities

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

Local and foreign aid assistance

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

3. Expenditure

Compensation of employees

Salaries and wages comprise payments to Parliament employees.

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

Short-term employee benefits

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

Post employment retirement benefits

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

Long-term employee benefits and other post employment benefits

Termination benefits

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



Medical benefits

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

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

Other employee benefits

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

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

Goods and services

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

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

Financial Transactions in assets and liabilities

Financial transactions in assets and liabilities include bad debts. Bad debts are recognised as an expense in the Statement of Financial Performance when they are identified as irrecoverable and the Secretary's approval is granted. Provision is made for bad/ doubtful debts which are considered irrecoverable but which have not been approved by the Secretary as bad debts at year end.

Unauthorised expenditure

Unauthorised expenditure is the overspending of a vote or a main division within a vote, or, expenditure that was not made in accordance with the purpose of a vote, or, in the case of a main division, not in accordance with the purpose of the main division.

Irregular expenditure

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

4. Transfers and subsidies

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

5. Expenditure for capital assets

Capital expenditure is expenditure incurred on the acquisition of assets that can be used repeatedly and continuously in production for more than one year. Expenditure incurred on assets having a cost of less than R5 000.00 per item is recognised as an expense in the Statement of Financial Performance when the expenditure is incurred.

6. Current assets

Receivables

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

Recoverable revenue

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

Cash and cash equivalents

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

Inventory

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

Prepayments and advances

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

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

7. Fixed Assets

Fixed assets are recognised at cost of acquisition or fair value. Cost is the amount of cash or cash equivalent paid. Fair value is the amount for which an asset would be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. Cost includes all expenditure incurred to bring the fixed asset to its useful purpose, including inter alia:



- Import duties and taxes
- Site preparation
- Delivery and handling
- Professional fees
- Installation and assembly costs
- Expenditure relating to a specific fixed asset that increases the useful life of the asset.

At 31 March 2005 all fixed assets were inventoried and revalued and reflected at their fair value. The aggregate fair value amounts of these fixed assets are shown per category. The remaining heritage assets will subsequently be revalued in the future and their fair values will be recognised at that time. Depreciation is applied to re-valued assets.

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

All fixed assets are to be professionally revalued every three years. When the carrying amount of a class of fixed asset comprising items with costs of acquisitions exceeding R5 000.00 per item is increased as a result of a revaluation, the increase is credited directly to a revaluation surplus. To the extent that a revaluation reverses a revaluation decrease of a fixed asset with an acquisition cost below R5 000.00 and previously expensed, the surplus is recognised as revenue. When the carrying amount of a class of fixed asset comprising items with costs of acquisitions exceeding R5 000.00 per item is decreased as a result of a revaluation, the decrease is debited directly to a revaluation surplus. To the extent that a revaluation reverses a revaluation increase of a fixed asset with an acquisition cost below R5 000.00 and previously expensed, the deficit is recognised as an expense. At each reporting date, an assessment will be made to establish whether a fixed asset has been impaired. In the case of impairment, an estimate of the recoverable service amount of the affected assets will be made, and such impairment losses recognised in the Statement of Financial Performance at that time.

Depreciation

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

The depreciation rates are as follows:

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

8. Liabilities

Payables

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

Accruals

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

Provisions

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

Lease commitments

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

Commitments

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

Deferred income

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

Contingent liabilities

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

9. General

Key management personnel

Key management personnel comprises of the following:

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

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

- Senior Managers: Divisional managers



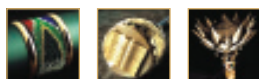
Appropriation Statement for the Year ended 31 March 2006

Appropriation per Programme									
	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Administration									
Current payment	375,862	-	52,247	428,109	370,902	57,207	86.6%	294,677	285,828
Transfers and subsidies	665	-	(109)	556	575	(19)	103.4%	-	-
Payment for capital assets	17,267	-	795	18,062	17,407	656	96.4%	32,980	28,290
2. Members' Services									
Current payment	181,067	-	(52,452)	128,615	113,236	15,379	88.0%	157,471	98,981
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	1,390	-	-	1,390	633	757	45.5%	13,016	10,691
3. Associated Services									
Current payment	-	-	-	-	-	-	-	1,280	1,490
Transfers and subsidies	96,161	-	(481)	95,680	95,181	499	99.5%	76,720	73,746
Payment for capital assets	-	-	-	-	-	-	-	-	-
Subtotal	672,412	-	-	672,412	597,934	74,479	88.9%	576,144	499,026
Statutory Appropriation									
Current payments	213,149	-	-	213,149	211,719	1,430	99.3%	208,527	203,903
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	-	-	-	-	-	-	-	-	-
Total	885,561	-	-	885,561	809,653	75,909	91.4%	784,671	702,929
Reconciliation with Statement of Financial Performance									
Add: Prior year unauthorised expenditure approved with funding									
Departmental receipts				23,667				16,479	
Local and foreign aid assistance				2,492				1,850	
Actual amounts per Statement of Financial Performance (Total Revenue)				911,720				803,000	
Investments acquired and capitalised during the current financial year, but expensed for appropriation purposes					(18,040)				(37,937)
Actual amounts per Statement of Financial Performance					791,613				664,992

Appropriation Statement

for the Year ended 31 March 2006

Appropriation per Economic classification									
	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	255,049	-	(64,663)	190,386	189,463	923	99.5%	208,158	187,781
Goods and services	301,880	-	64,458	366,338	294,675	71,663	80.4%	245,270	198,518
Interest and rent on land	-	-	-	-	-	-	-	-	-
Financial transactions in assets and liabilities	-	-	-	-	-	-	-	-	-
Transfers & subsidies									
Provinces & municipalities	665	-	(109)	556	-	556	0.0%	-	-
Departmental agencies & accounts	-	-	-	-	-	-	-	-	-
Universities & technikons	-	-	-	-	-	-	-	-	-
Foreign governments & international organisations	1,043	-	(1)	1,042	575	467	55.2%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	-	-	-
Non-profit institutions	95,118	-	(480)	94,638	95,181	(543)	100.6%	76,720	73,746
Households	-	-	-	-	-	-	-	-	-
Gifts and donations	-	-	-	-	-	-	-	-	-
Payment for capital assets									
Buildings & other fixed structures	-	-	-	-	-	-	-	-	-
Machinery & equipment	18,657	-	795	19,452	18,040	1,413	92.7%	45,996	38,981
Biological or cultivated assets	-	-	-	-	-	-	-	-	-
Software & other intangible assets	-	-	-	-	-	-	-	-	-
Land & subsoil assets	-	-	-	-	-	-	-	-	-
Total	672,412	-	-	672,412	597,934	74,479	88.9%	576,144	499,026



Appropriation Statement

for the Year ended 31 March 2006

Statutory Appropriation									
	2005/06							2004/05	
Direct charge against National Revenue Fund	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
List all direct charges against the Revenue Fund	213,149	-	-	213,149	211,719	1,430	99.3%	208,527	203,903
President and Deputy President salaries	-	-	-	-	-	-	-	-	-
Member of executive committee/parliamentary officers	-	-	-	-	-	-	-	-	-
Judges salaries	-	-	-	-	-	-	-	-	-
Sector education and training authorities	-	-	-	-	-	-	-	-	-
SETA	-	-	-	-	-	-	-	-	-
National skills fund	-	-	-	-	-	-	-	-	-
Total	213,149	-	-	213,149	211,719	1,430	99.3%	208,527	203,903

Appropriation Statement

for the Year ended 31 March 2006

Detail per programme 1 - Administration

Programme per subprogramme	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1.1 Office of the Secretary									
Current payment	174,257	-	88,072	262,329	198,200	64,129	75.6%	115,186	112,587
Transfers and subsidies	665	-	-	665	575	90	86.5%	-	-
Payment for capital assets	12,905	-	-	12,905	13,468	(563)	104.4%	32,980	28,290
1.2 National Assembly									
Current payment	9,883	-	(3,963)	5,920	5,805	115	98.1%	6,442	5,149
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	156	-	-	156	201	(45)	128.8%	-	-
1.3 National Council of Provinces									
Current payment	15,217	-	(4,065)	11,152	11,676	(524)	104.7%	12,390	10,114
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	1,397	-	-	1,397	313	1,084	22.4%	-	-
1.4 Legislation and Oversight									
Current payment	96,778	-	(19,805)	76,973	76,894	79	99.9%	92,690	75,602
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	456	-	-	456	811	(355)	177.9%	-	-
1.5 Corporate Services									
Current payment	28,807	-	(2,205)	26,602	28,665	(2,063)	107.8%	23,183	30,776
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	1,398	-	-	1,398	1,745	(347)	124.8%	-	-
1.6 Institutional Support									
Current payment	50,920	-	(5,101)	45,819	49,662	(3,843)	108.4%	44,786	51,600
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payment for capital assets	955	-	-	955	869	86	91.0%	-	-
Total	393,794	-	52,933	446,727	388,884	57,844	87.1%	327,657	314,118



Appropriation Statement for the Year ended 31 March 2006

Economic classification	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	237,557	-	(64,662)	172,895	189,463	(16,568)	109.6%	192,148	170,161
Goods and services	138,305	-	116,909	255,214	181,439	73,775	71.1%	102,529	115,667
Interest and rent on land	-	-	-	-	-	-	-	-	-
Financial transactions in assets and liabilities	-	-	-	-	-	-	-	-	-
Transfers & subsidies									
Provinces & municipalities	665	-	(109)	556	575	(19)	103.4%	-	-
Departmental agencies & accounts	-	-	-	-	-	-	-	-	-
Universities & technikons	-	-	-	-	-	-	-	-	-
Foreign governments & international organisations	-	-	-	-	-	-	-	-	-
Public corporations & private enterprises	-	-	-	-	-	-	-	-	-
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	-	-	-	-	-	-	-	-	-
Gifts and donations	-	-	-	-	-	-	-	-	-
Payments for capital assets									
Buildings & other fixed structures	-	-	-	-	-	-	-	-	-
Machinery & equipment	17,267	-	795	18,062	17,407	656	96.4%	32,980	28,290
Biological or cultivated assets	-	-	-	-	-	-	-	-	-
Software & other intangible assets	-	-	-	-	-	-	-	-	-
Land & subsoil assets	-	-	-	-	-	-	-	-	-
Total	393,794	-	52,933	446,727	388,884	57,844	87.1%	327,657	314,118

Appropriation Statement

for the Year ended 31 March 2006

Detail per programme 2 - Members' Services

Programme per subprogramme	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
2.1 National Assembly									
Current payment	114,423	-	(3,185)	111,238	98,100	13,138	88.2%	137,527	86,446
Transfers and subsidies	-	-	-	-	-	-		-	-
Payment for capital assets	1,390	-	-	1,390	633	757	45.5%	11,367	9,303
2.2 National Council of Provinces									
Current payment	66,644	-	(49,267)	17,377	15,136	2,241	87.1%	19,944	12,535
Transfers and subsidies	-	-	-	-	-	-		-	-
Payment for capital assets	-	-	-	-	-	-		1,649	1,388
Total	182,457	-	(52,452)	130,005	113,869	16,136	87.6%	170,487	109,672



Appropriation Statement for the Year ended 31 March 2006

Economic classification	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current									
Compensation of employees	17,492	-	(1)	17,491	-	17,491		16,010	17,620
Goods and services	163,575	-	(52,451)	111,124	113,236	(2,112)	101.9%	141,461	81,361
Interest and rent on land	-	-	-	-	-	-		-	-
Financial transactions in assets and liabilities	-	-	-	-	-	-		-	-
Transfers & subsidies									
Provinces & municipalities	-	-	-	-	-	-		-	-
Dept agencies & accounts	-	-	-	-	-	-		-	-
Universities & Technikons	-	-	-	-	-	-		-	-
Foreign governments & international organisations	-	-	-	-	-	-		-	-
Public corporations & private enterprises	-	-	-	-	-	-		-	-
Non-profit institutions	-	-	-	-	-	-		-	-
Households	-	-	-	-	-	-		-	-
Gifts and donations	-	-	-	-	-	-		-	-
Capital									
Buildings & other fixed structures	-	-	-	-	-	-		-	-
Machinery & equipment	1,390	-	-	1,390	633	757	45.5%	13,016	10,691
Biological or Cultivated assets	-	-	-	-	-	-		-	-
Software & other intangible assets	-	-	-	-	-	-		-	-
Land & subsoil assets	-	-	-	-	-	-		-	-
Total	182,457	-	(52,452)	130,005	113,869	16,136	87.6%	170,487	109,672

Appropriation Statement

for the Year ended 31 March 2006

Detail per programme 3 - Associated Services

Programme per subprogramme	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
3.1 Political Party Support									
Current payment	-	-	-	-	-	-	-	-	-
Transfers and subsidies	31,688	-	-	31,688	31,697	(9)	100.0%	31,932	30,360
Payment for capital assets	-	-	-	-	-	-	-	-	-
3.2 Constituency Support									
Current payment	-	-	-	-	-	-	-	-	-
Transfers and subsidies	59,956	-	(1)	59,955	59,930	25	100.0%	40,797	40,041
Payment for capital assets	-	-	-	-	-	-	-	-	-
3.3 Party Leadership Support									
Current payment	-	-	-	-	-	-	-	-	-
Transfers and subsidies	3,474	-	-	3,474	3,474	-	100.0%	3,991	3,293
Payment for capital assets	-	-	-	-	-	-	-	-	-
3.4 Membership Fees									
Current payment	-	-	-	-	-	-	-	1,280	1,490
Transfers and subsidies	1,043	-	(480)	563	80	483	14.2%	-	52
Payment for capital assets	-	-	-	-	-	-	-	-	-
Total	96,161	-	(481)	95,680	95,181	499	99.5%	78,000	75,236



Appropriation Statement for the Year ended 31 March 2006

Economic classification	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current									
Compensation of employees	-	-	-	-	-	-	-	-	-
Goods and services	-	-	-	-	-	-	-	1,280	1,490
Interest and rent on land	-	-	-	-	-	-	-	-	-
Financial transactions in assets and liabilities	-	-	-	-	-	-	-	-	-
Transfers & subsidies									
Foreign governments & international organisations	1,043	-	(480)	563	80	483	14.2%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	-	-	-
Non-profit institutions	95,118	-	(1)	95,117	95,101	16	100.0%	76,720	73,746
Households	-	-	-	-	-	-	-	-	-
Gifts and donations	-	-	-	-	-	-	-	-	-
Capital									
Buildings & other fixed structures	-	-	-	-	-	-	-	-	-
Software & other intangible assets	-	-	-	-	-	-	-	-	-
Land & subsoil assets	-	-	-	-	-	-	-	-	-
Total	96,161	-	(481)	95,680	95,181	499	99.5%	78,000	75,236

Notes to the Appropriation Statement for the Year ended 31 March 2006

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

Detail of these transactions can be viewed in note 8 (Transfers and subsidies) and Annexure 1 to the annual financial statements.

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

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

3. Explanations of material variances from Amounts Voted (after virement):

3.1 Per programme:

virement	Voted Funds after Expenditure	Actual	R'000	%
Administration	446,727	388,884	57,844	13%
	The Presiding Officers authorised roll over of funds for various projects to continue in the new financial year.			
Members' Services	130,005	113,869	16,136	12%
	Members' services are budgeted to cater for the maximum possible expenditure - in practice Members do not take up all entitlements.			
Associated Services	95,680	95,181	499	1%

3.2 Per economic classification:

R'000

Current expenditure

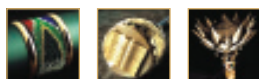
Compensation of employees	923
Goods and services	71,663
Interest and rent on land	-
Financial transactions in assets and liabilities	-
Unauthorised expenditure approved	-

Transfers and subsidies

Provinces and municipalities	556
Departmental agencies and accounts	-
Universities and technikons	-
Public corporations and private enterprises	-
Foreign governments and international organisations	467
Non-profit institutions	(543)
Households	-

Payments for capital assets

Buildings and other fixed structures	-
Machinery and equipment	1,413
Heritage assets	-
Biological assets	-
Software and other intangible assets	-
Land and sub soil assets	-



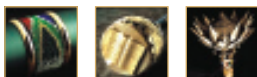
Statement of Financial Performance for the Year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
REVENUE			
Annual appropriation	1	672,412	576,144
Statutory appropriation	2	213,149	208,527
Departmental revenue	3	23,667	16,479
Local and foreign aid assistance	4	2,492	1,850
TOTAL REVENUE		911,720	803,000
EXPENDITURE			
Current expenditure			
Compensation of employees	5	401,182	391,684
Goods and services	6	287,865	199,065
Financial transactions in assets and liabilities	7	7,368	396
Local and foreign aid assistance		17	102
Total current expenditure		696,432	591,247
Transfers and subsidies	8	95,181	73,745
TOTAL EXPENDITURE		791,613	664,992
SURPLUS/(DEFICIT) FOR THE YEAR		120,107	138,008
Reconciliation of Net Surplus/(Deficit) for the year			
Funds unutilised		93,948	119,781
Departmental revenue		23,667	16,479
Local and foreign aid assistance		2,492	1,748
SURPLUS/(DEFICIT) FOR THE YEAR		120,107	138,008
Net surplus for the year			
Opening balance		186,994	54,538
Prior year adjustment	9	2,077	(928)
Voted funds to be surrendered	15	(1,431)	(4,624)
		307,747	186,994

Statement of Financial Position

as at 31 March 2006

	Note	2005/06 R'000	2004/05 R'000
ASSETS			
Current assets			
		336,556	196,724
Fruitless and wasteful expenditure	18	16,561	-
Cash and cash equivalents	10	283,080	172,893
Other financial assets	11	203	487
Prepayments and advances	12	31,345	19,117
Receivables	13	5,367	4,227
Non-current assets			
		63,708	52,521
Fixed assets	14	71,059	52,521
Less: Accumulated depreciation		(7,351)	-
TOTAL ASSETS		400,264	249,245
LIABILITIES			
Current liabilities			
		69,785	55,094
Voted funds to be surrendered to the Revenue Fund	15	6,055	4,624
Payables	16	63,730	50,470
Non-current liabilities			
		324,968	188,711
Revenue surplus		307,747	186,994
Fruitless and wasteful expenditure	18	17,207	-
Deferred income	17	14	1,717
TOTAL LIABILITIES		394,753	243,805
NET ASSETS		5,511	5,440
Represented by:			
Revaluation Reserves		5,511	5,440
TOTAL		400,264	249,245



Statement of Changes in Net Assets

for the Year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
Revaluation Reserve			
Balance at 1 April		5,440	-
Revaluation adjustment (Housing departments)		71	-
Transfers		-	5,440
Other		-	-
Balance at 31 March		<u>5,511</u>	<u>5,440</u>
TOTAL		<u><u>5,511</u></u>	<u><u>5,440</u></u>

Cash Flow Statement

for the Year ended 31 March 2006

	Note	2005/06 R'000	2004/05 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		911,689	813,734
Annual appropriated funds received	1.1	672,411	576,144
Statutory appropriated funds received	2	213,150	208,527
Departmental revenue received	3	22,990	16,185
Local and foreign aid assistance received	4	2,492	1,850
Net (increase)/ decrease in working capital	18	646	11,028
Surrendered to Revenue Fund		-	(401)
Current payments		(696,432)	(592,175)
Add back non- cash item		7,473	-
Transfers and subsidies paid		(95,181)	(73,745)
Net cash flow available from operating activities		127,549	147,413
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets		(18,040)	(37,937)
Payments for investments		-	-
Proceeds from sale of capital assets	3	677	294
Proceeds from sale of other financial assets		-	-
(Increase)/ decrease in loans		-	-
(Increase)/ decrease in assets		-	-
(Increase)/ decrease in other financial assets		-	-
Net cash flows from investing activities		(17,363)	(37,643)
CASH FLOWS FROM FINANCING ACTIVITIES			
Distribution/dividend received		-	-
Increase (decrease) in loans received		-	1,630
Increase/ (decrease) in net assets		-	-
Increase/ (decrease) in non-current payables		-	-
Net cash flows from financing activities		-	1,630
Net increase/ (decrease) in cash and cash equivalents		110,187	111,400
Cash and cash equivalents at beginning of period		172,893	61,493
Cash and cash equivalents at end of period		283,080	172,893



Notes to the Annual Financial Statements for the Year ended 31 March 2006

1. Annual Appropriation

1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act for National Departments (Voted Funds)

	2005/06			2004/05
	Total Appropriation R'000	Actual Expenditure R'000	Variance over/(under) R'000	Total Appropriation R'000
Programmes				
Administration	393,794	388,883	4,911	327,657
Members' Services	182,457	113,869	68,588	170,487
Associated Services	96,161	95,181	980	78,000
Total	672,412	597,933	74,479	576,144

2. Statutory Appropriation

Note

Amount forming a direct charge on the National Revenue Fund in respect of salaries, allowances and other benefits of office-bearers and other members of the National Assembly and the National Council of Provinces (in terms of Act No. 6 of 1994)

2005/06
R'000

2004/05
R'000

213,149

208,527

3. Departmental revenue

Description

Sales of goods and services other than capital assets	7,381	5,876
Interest, dividends and rent on land	16,125	9,876
Sales of capital assets	677	294
Financial transactions in assets and liabilities	130	433
Other revenue	24,313	16,479

4. Local and foreign aid assistance

2,492

1,850

5. Compensation of employees

5.1 Salaries and wages

Basic salary	266,285	251,707
Performance award	782	2,170
Service Based	-	852
Compensative/circumstantial	371	388
Periodic payments	10	11,667
Other non-pensionable allowances	56,146	51,845
Total salaries and wages	323,594	318,629

5.2 Social contributions

5.2.1 Short term employee benefits

Pension	31,977	29,833
Medical	22,862	21,284
UIF	1,008	-
Insurance	3,410	4,318
Total social contributions	59,257	55,435

5.2.2 Post retirement benefits

Medical	18,331	17,620
Total compensation of employees	401,182	391,684

Average number of employees	974	946
-----------------------------	-----	-----

Notes to the Annual Financial Statements

for the Year ended 31 March 2006

	Note	2005/06 R'000	2004/05 R'000
6. Goods and services			
Advertising		6,340	3,959
Bank charges and card fees		248	216
Bursaries (employees)		422	480
Communication		16,382	14,682
Computer services		4,631	2,512
Commission		124	-
Consultants, contractors and special services		86,112	36,334
Courier and delivery services		531	454
Entertainment		304	242
Audit fees	6.1	3,910	2,492
Equipment less than R5 000	6.2	4,898	1,044
Fruitless and wasteful expenditure	6.3	-	252
Inventory	6.4	7,366	9,355
Learnerships		43	251
Legal fees		369	445
Maintenance, repair and running costs		2,934	2,272
Membership fees		575	1,490
Operating leases		3,118	2,256
Personnel agency fees		498	558
Plant flowers and other decorations		344	218
Printing and publications		13,524	8,119
Professional bodies and membership fees		2	-
Resettlement costs		1,478	2,221
Subscriptions		13	-
Translations and transcriptions		47	-
Transport provided as part of the departmental activities		104	-
Travel and subsistence	6.5	119,987	97,609
Venues and facilities		7,253	5,734
Protective, special clothing & uniforms		626	484
Training & staff development		4,940	4,636
Town & regional planning		742	750
Total goods and services		287,865	199,065
6.1 Audit fees			
External audits		1,266	947
Internal audits		2,644	1,545
Total audit fees		3,910	2,492
6.2 Equipment less than R5 000			
Capital expenditure - artwork & antiques		44	6
Capital expenditure - audio visual equipment		511	19
Capital expenditure - computer		2,250	309
Capital expenditure - general		524	319
Capital expenditure - furniture & fittings		1,530	354
Capital expenditure - labour saving devices		39	37
Total equipment less than R5 000		4,898	1,044
6.3 Fruitless and wasteful expenditure		-	252
6.4 Inventory			
Other inventory		212	247
Food and Food supplies		6,253	5,579
Other consumables		758	560
Stationery and Printing		-	2,778
Restoration and fittings		80	180
Medical Supplies		63	11
Total inventory		7,366	9,355
6.5 Travel and subsistence			
Local		106,092	92,376
Foreign		13,895	5,233
Total travel and subsistence		119,987	97,609



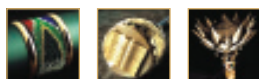
Notes to the Annual Financial Statements for the Year ended 31 March 2006

	Note	2005/06 R'000	2004/05 R'000
7. Financial transactions in assets and liabilities			
Depreciation			
Depreciation Computer Equipment - at cost		4,538	-
Depreciation Computer Software		81	-
Depreciation Equipment - at cost		934	-
Depreciation Furniture & fittings - at cost		476	-
Depreciation Vehicles - at cost		422	-
Depreciation Audio & Visual Equipment - at cost		982	-
Total depreciation		7,433	-
Bad debts			
Bad debts provided for		(65)	383
Bad debts written off		-	13
Total bad debts		(65)	396
Total financial transactions in assets and liabilities		7,368	396
8. Transfers and subsidies			
Non-profit institutions	Annexure 1K	95,181	73,745
Total transfers and subsidies		95,181	73,745
9. Prior year adjustment			
9.1 Parliament previously provided for the possible payment of both employer and employee portions of the UIF which may have to be paid due to the changes in the Unemployment Fund Act which indicates that employees of Parliament now fall within the ambit of the Act. This was confirmed at meetings held with the Department of Labour. Investigations are underway to determine how the employee portion can be recovered from current and former employees and Parliament has decided to show only the employer portion as a liability while the employee portion is shown as a contingent liability.			
9.2 An error in the calculation of political party support during prior years led to an overstatement of expenses for transfers and subsidies.			
9.3 Income received for future purchases of parliamentary assets (laptops) by members were erroneously recognised as income in prior years. This is now included in the total for accruals in the Position Statement.			
9.4 Parliamentary symbols (2 x duplicate maces) acquired during the past year was posted to expenses in error.			
The effect of all the above changes is as follows:			
Increase/decrease in net surplus due to:			
9.1 decrease in compensation of employee expenses		928	(928)
9.2 decrease in transfers and subsidies		588	-
9.3 decrease in other income		(114)	-
9.4 decrease in goods and services		675	-
Total		2,077	(928)
10. Cash and cash equivalents			
Cash on hand		109	11
Cash with commercial banks		282,971	172,882
Total cash and cash equivalents		283,080	172,893

Notes to the Annual Financial Statements

for the Year ended 31 March 2006

	Note	2005/06 R'000	2004/05 R'000
11. Other financial assets			
Catering stock		203	163
Stationery stock			324
Total other financial assets		203	487
12. Prepayments and advances			
Description			
Travel and subsistence		52	5
Prepayments		31,293	19,112
Total prepayments and advances		31,345	19,117
13. Receivables			
Households and non profit institutions	Annexure 6	328	466
Staff debtors	13.1	1,695	2,361
Other debtors	13.2	3,344	1,400
Total receivables		5,367	4,227
13.1 Staff debtors			
Staff debtors		1,916	2,744
Provision for bad debts		(221)	(383)
Total staff debtors		1,695	2,361
13.2 Other Debtors			
Other Debtors		3,225	1,008
ACBF - donor aid organisation			343
Media		12	-
Parliamentary Millenium Project		63	-
UNESCO		30	-
Motor vehicle loans to former members of parliament		14	49
Total other debtors		3,344	1,400
14. Fixed Assets			
14.1 Fixed assets at valuation			
Heritage assets		33,906	33,906
Audio & visual equipment		2,837	2,837
Computer Equipment		8,319	8,319
Equipment		3,908	3,908
Furniture & fittings		334	334
Motor vehicles		465	465
Total fixed assets at valuation		49,769	49,769
14.2 Fixed assets at cost			
Heritage assets		1,324	35
Audio & visual equipment		5,430	377
Computer Equipment		8,151	2,110
Equipment		1,277	74
Furniture & fittings		3,340	156
Motor vehicles		1,768	-
Total fixed assets at cost		21,290	2,752
		71,059	52,521



Notes to the Annual Financial Statements for the Year ended 31 March 2006

	Note	2005/06 R'000	2004/05 R'000
15. Voted funds to be surrendered to the Revenue Fund			
Opening balance		4,624	401
Transfer from Statement of Financial Performance		1,431	4,624
Transfer to income statement		-	-
Paid during the year		-	(401)
Closing balance		6,055	4,624
16. Payables – current			
Description			
Amounts owing to other entities	Annexure 7	1,108	27
Other payables		62,622	50,443
Total payables - current	16.1	63,730	50,470
16.1 Other payables			
Description			
Accruals	16.1.2	34,938	24,684
Provisions	16.1.1	16,186	16,488
Suppliers		11,498	8,816
Current portion of non-current liabilities		-	455
Total other payables		62,622	50,443
Employee benefit provisions			
16.1.1 Leave entitlement		4,589	4,320
Thirteenth cheque		3,279	3,039
Performance awards		1,900	2,169
Capped leave commitments		4,849	5,104
UIF		1,569	1,856
Total		16,186	16,488
16.1.2 Accruals			
By economic classification			
Compensation of employees		-	266
Goods and services		32,028	19,285
Transfers and subsidies		-	1,031
Machinery and equipment		2,910	4,102
Total accruals		34,938	24,684
17. Payables Non-current			
Deferred income		14	2,172
Less: current portion		-	(455)
Total payables non-current		14	1,717
18. Fruitless and wasteful expenditure			
18.1 Reconciliation of fruitless and wasteful expenditure			
Opening balance		-	-
Fruitless and wasteful expenditure – current year		17,207	-
Current		17,207	-
Capital		-	-
Amounts recovered		(646)	-
Total Fruitless and wasteful expenditure		16,561	-

Fruitless and wasteful expenditure relates to the investigation into travel fraud committed during the past years. The investigation is still ongoing but the above amounts have been confirmed already. It is expected that further amounts might be uncovered during the coming financial year.

Disclosure notes to the Annual Financial Statement for the Year ended 31 March 2006

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

	Note	2005/06 R'000	2004/05 R'000
19. Contingent liabilities			
Other	ANNEXURE 3B	2,318	70
Total		<u>2,318</u>	<u>70</u>

20. Lease Commitments

	Motor Vehicles R'000	Office Equipment R'000	Machinery & equipment R'000	Total R'000	Total R'000
20.1 Operating leases					
Not later than 1 year	42	600	-	642	965
Later than 1 year and not later than 5 years	-	-	-	-	598
Later than five years	-	-	-	-	-
Total present value of lease liabilities	<u>42</u>	<u>600</u>	<u>-</u>	<u>642</u>	<u>1,563</u>

21. Key management personnel

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

Description	No of Individuals	Total R'000	Total R'000
Political Office Bearers (provide detail below) Officials	4	2,896	2,739
Level 15 to 16	3	2,322	1,626
Level 14	6	3,943	4,594
Family members of key management personnel			
Total		<u>9,161</u>	<u>8,959</u>

Presiding Officers:

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



Annexures to the Annual Financial Statements

for the Year ended 31 March 2006

ANNEXURE 1J

STATEMENT OF TRANSFERS TO FOREIGN GOVERNMENT AND INTERNATIONAL ORGANISATIONS

FOREIGN GOVERNMENT/ INTERNATIONAL ORGANISATION	TRANSFER ALLOCATION				EXPENDITURE		2004/05
	Adjusted Appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Funds Transferred %	Final Appropriation Act R'000
Transfers							
Membership fees	1,043	-	(1)	1,042	575	55.2%	1,490
Total	1,043	-	(1)	1,042	575	55.2%	1,490
Total	1,043	-	(1)	1,042	575	55.2%	1,490

Annexures to the Annual Financial Statements

for the Year ended 31 March 2006

ANNEXURE 1K

STATEMENT OF TRANSFERS/SUBSIDIES TO NON-PROFIT INSTITUTIONS

NON PROFIT ORGANISATION	TRANSFER ALLOCATION				EXPENDITURE		2004/05
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
Constituency allowance	59,956	-	-	59,956	59,930	100.0%	40,041
Party leadership allowance	3,474	-	-	3,474	3,474	100.0%	3,293
Party support allowance	31,688	-	-	31,688	31,697	100.0%	30,359
Membership fees	1,043	-	-	1,043	80	7.7%	52
	96,161	-	-	96,161	95,181	99.0%	73,745



Annexures to the Annual Financial Statements for the Year ended 31 March 2006

ANNEXURE 3B STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2006

Nature of Liability	Opening Balance 01/04/2005 R'000	Liabilities incurred during the year R'000	Liabilities paid/cancelled/reduced during the year R'000	Liabilities recoverable (Provide details hereunder) R'000	Closing Balance 31/03/2006 R'000
Other					
Penalties and interest - SARS	70	675	-	-	745
Unemployment Insurance Fund	-	1,573	-	-	1,573
	70	2,248	-	-	2,318
Total	70	2,248	-	-	2,318

ANNEXURE 3B (continued) STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2006

Nature of Liabilities recoverable	Opening Balance 01/04/2005 R'000	Details of Liability and Recoverability	Movement during year R'000	Closing Balance 31/03/2006 R'000
Unemployment Insurance Fund		Employee share of UIF not paid for period April 2003 to November 2005 The chances of recovering this from the employees are minimal as some have already left the employment of Parliament.		
Total				

Annexures to the Annual Financial Statements

for the Year ended 31 March 2006

ANNEXURE 4

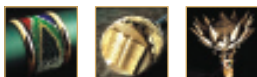
CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

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

ANNEXURE 4.1

ADDITIONS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	Cash R'000	In-Kind R'000	Total R'000
BUILDING AND OTHER FIXED STRUCTURES	614	-	614
Heritage assets	614	-	614
MACHINERY AND EQUIPMENT	17,426	70	17,496
Transport assets	1,768	-	1,768
Computer equipment	6,218	70	6,288
Furniture and Office equipment	3,184	-	3,184
Other machinery and equipment	6,256	-	6,256
TOTAL CAPITAL ASSETS	18,040	70	18,110



Annexures to the Annual Financial Statements for the Year ended 31 March 2006

ANNEXURE 4.2

CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2005

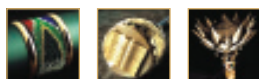
	Additions	Disposals	Total
	R'000	R'000	Movement
			R'000
MACHINERY AND EQUIPMENT	9,144	-	9,144
Transport assets	120	-	120
Computer equipment	4,485	-	4,485
Furniture and Office equipment	1,679	-	1,679
Other machinery and equipment	2,860	-	2,860
TOTAL CAPITAL ASSETS	9,144	-	9,144

Annexures to the Annual Financial Statements

for the Year ended 31 March 2006

ANNEXURE 6 INTER-GOVERNMENTAL RECEIVABLES

Government Entity	Confirmed balance		Unconfirmed balance		Total	
	31/03/2006	31/03/2005	31/03/2006	31/03/2005	31/03/2006	31/03/2005
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
Auditor General	-	-	1	3	1	3
Department of Agriculture & Land Affairs	-	3	-	-	-	3
Department of Arts & Culture	-	-	-9	1	-9	1
Department of Communication	-	-	44	43	44	43
Department of Correctional Services	-	-	3	2	3	2
Department of Defence	-	-	-8	1	-8	1
Department of Education	-	-	1	-	1	-
Department of Environmental Affairs	-	-	9	31	9	31
Department of Foreign Affairs	-	-	1	9	1	9
Department of Health	-	-	26	194	26	194
Department of Home Affairs	-	-	7	39	7	39
Department of Housing	-	-	-2	4	-2	4
Department of Immigration	-	-	-	2	-	2
Department of Intelligence	-	-	1	23	1	23
Department of Labour	-	-	-	3	-	3
Department of Media & Liaison	-	-	-	5	-	5
Department of Minerals & Energy	-	-	2	19	2	19
Department of Public Works	-	-	12	15	12	15
Department of Safety & Security	-	-	2	31	2	31
Department of Social Development	-	11	1	-	1	11
Department of Sport & Recreation	-	-	22	4	22	4
Department of Trade & Industry	-	-	14	2	14	2
Department of Transport	-	-	-	1	-	1
Department of Water Affairs	-	-	3	5	3	5
Department of Local & Provincial Government	-	6	2	-	2	6
Provincial Legislature	-	-	19	1	19	1
SA Police	-	-	8	8	8	8
Department of Finance	-	-	4	-	4	-
Department of Justice	-	-	3	-	3	-
Department of Public Service & Administration	-	-	2	-	2	-
	-	20	168	446	168	466



Annexures to the Annual Financial Statements

for the Year ended 31 March 2006

ANNEXURE 6

INTER-GOVERNMENTAL RECEIVABLES

Government Entity	Confirmed balance		Unconfirmed balance		Total	
	31/03/2006	31/03/2005	31/03/2006	31/03/2005	31/03/2006	31/03/2005
	R'000	R'000	R'000	R'000	R'000	R'000

Other Government Entities

National Treasury	-	-	39	-	39	-
Office of the President	-	-	49	-	49	-
SARS	-	-	72	-	72	-
	-	-	160	-	160	-
TOTAL	-	20	328	446	328	466

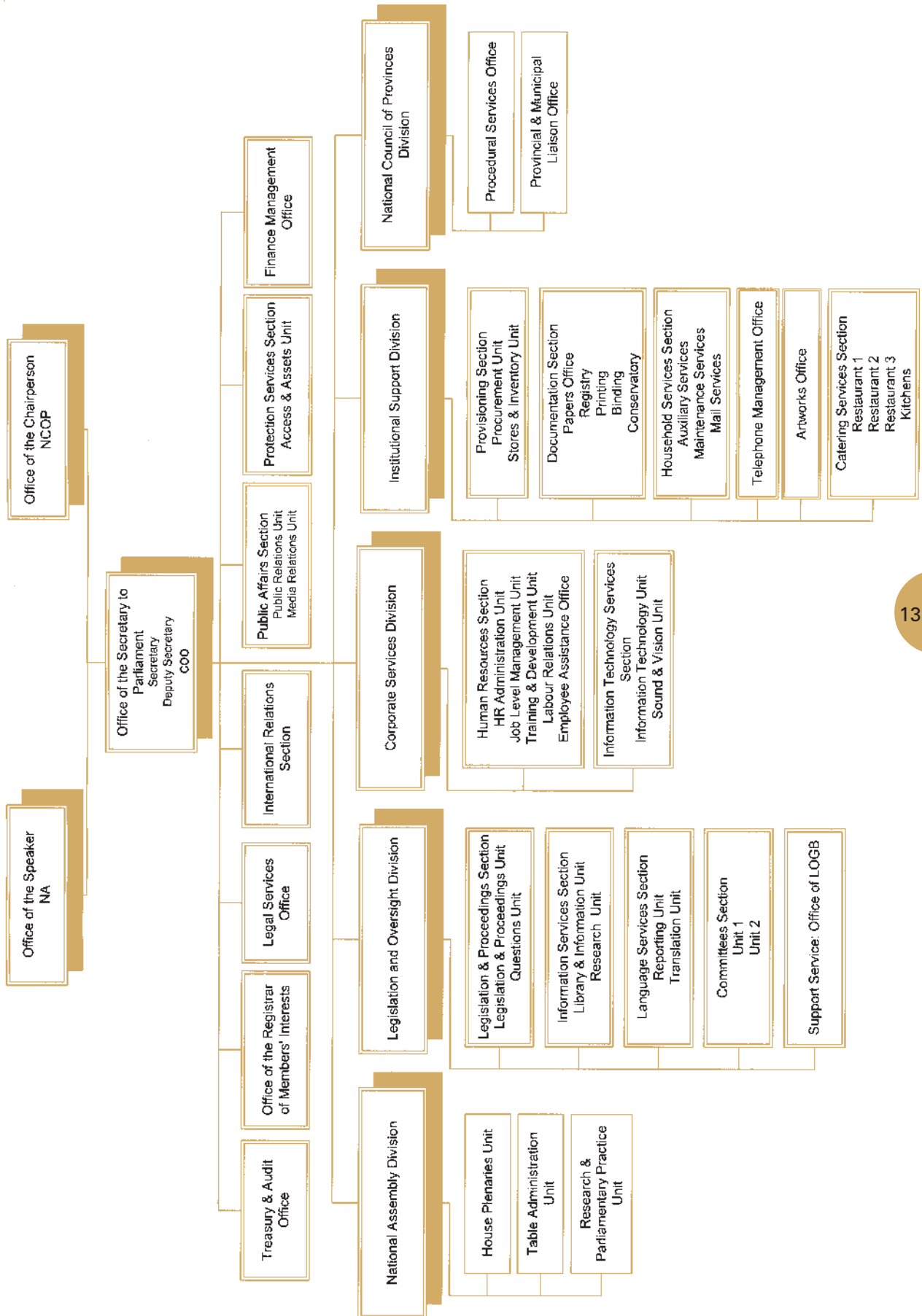
ANNEXURE 7

INTER-DEPARTMENTAL PAYABLES – CURRENT

Government Entity	Confirmed balance		Unconfirmed balance		Total	
	31/03/2006	31/03/2005	31/03/2006	31/03/2005	31/03/2006	31/03/2005
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
SARS	-	27	-	-	-	27
Department of Foreign Affairs	1,078	-	-	-	1,078	-
Department of Transport	30	-	-	-	30	-
TOTAL	1,108	27	-	-	1,108	27

ANNEXURES

Organogram





ANNEXURES

Number of Staff per Occupational Category

Occupational Categories	Male				Female				Total
	A	C	I	W	A	C	I	W	
Legislators, Senior official and Managers	24	9	6	5	8	4	2	4	62
Professionals	2	0		1	0	3	0	0	5
Technicians and associate professionals	66	13	5	17	48	26	2	28	199
Clerks	57	48	4	8	109	102	3	25	356
Service and sales workers	22	74	3	23	46	73	0	18	259
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	3	9	1	5		1	0	1	21
Elementary occupations	4	17	0	0		37	1	1	63
TOTAL PERMANENT EMPLOYEES	150	171	14	55	193	226	5	70	884
NON-PERMANENT EMPLOYEES	28	3	5	4	18	15	2	7	82
TOTAL EMPLOYEES	178	174	19	59	211	241	7	77	966

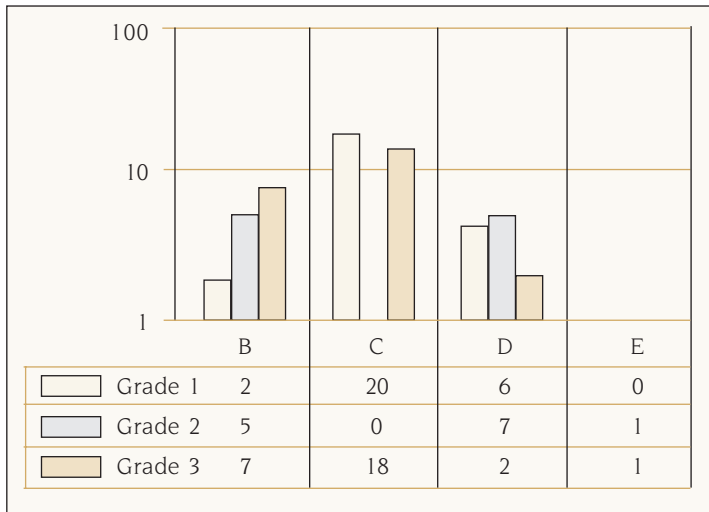
Number of Staff with disabilities per Occupational level

Occupational Categories	Male				Female				Total
	A	C	I	W	A	C	I	W	
Legislators, Senior official and Managers	0	0	0	0	1	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0
Technicians and associate professionals	0	0	0	0	0	2	0	1	3
Clerks	1	1	0	0	0	0	0	0	2
Service and sales workers	0	2	0	0	0	0	0	0	2
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT EMPLOYEES	1	3	0	0	1	2	0	1	8
NON-PERMANENT EMPLOYEES	0	0	0	0	0	0	0	0	0
TOTAL EMPLOYEES	1	3	0	0	1	2	0	1	8

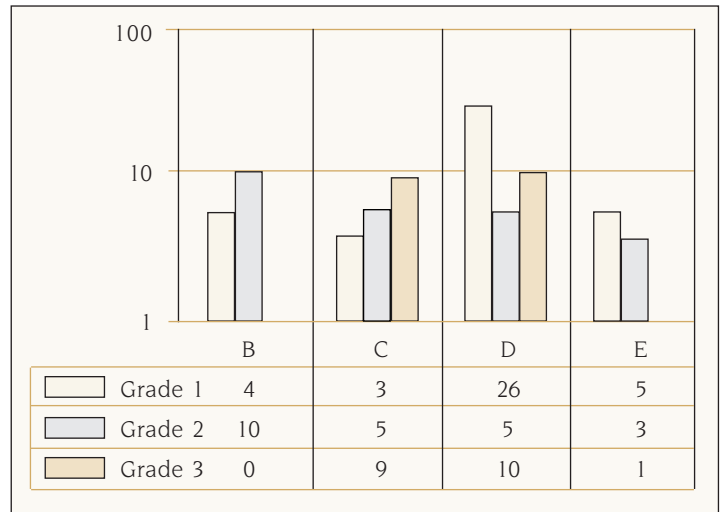
ANNEXURES

Number of Staff per Occupational Category

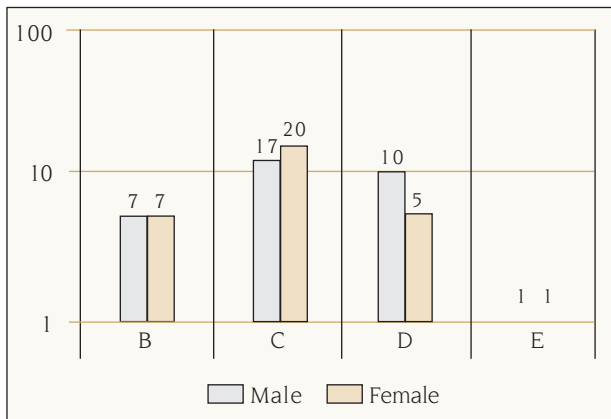
Appointments per Grade



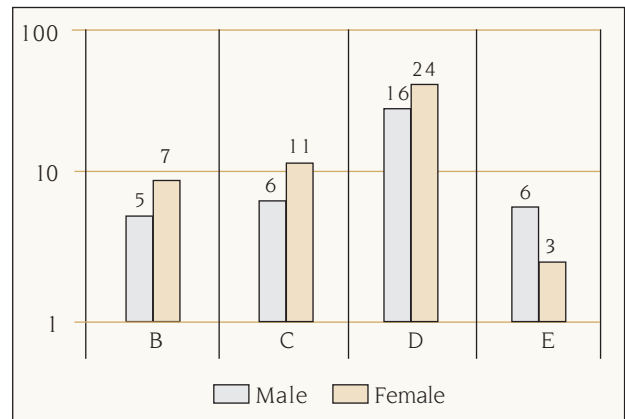
Termination per Grade



Appointments by Gender



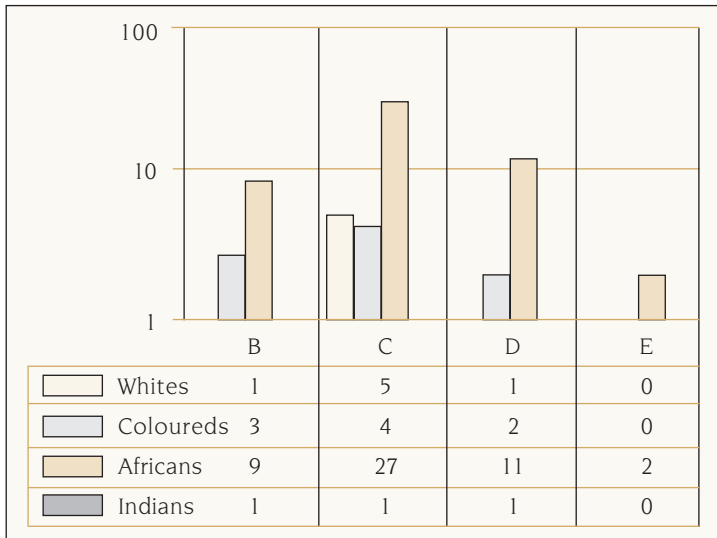
Terminations by Gender



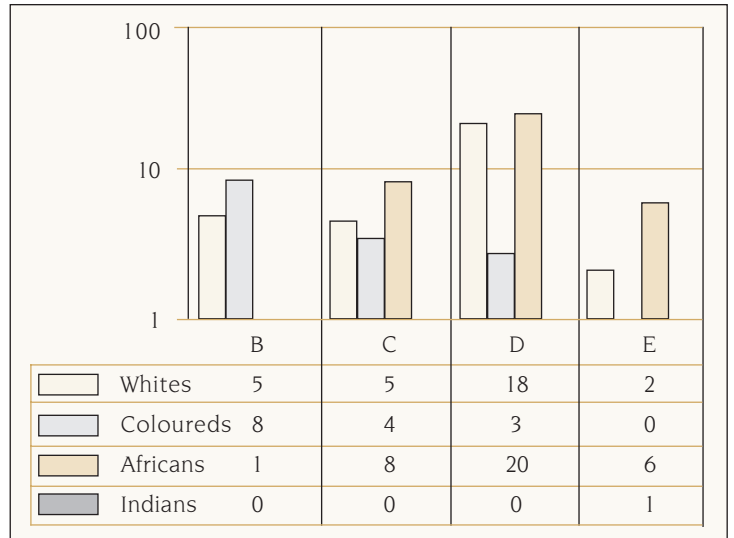


ANNEXURES

Appointments by Race



Termination by Race



Please note; A, B, C, D and E above is a salary category and A1 to A3, B1 to B3, C1 to C3, D1 to D3 and E1 to E3 is a Grade

ANNEXURES

Training Provided

Breakdown of staff attending workshops/conferences during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	4	5	2		2		1	1	9	6
Professionals	7	2	2	4	1	1	1	3	11	10
Technicians & Associate Professionals	5	2	6	2				3	11	7
Clerk	1	2	1	1				2	2	5
Sales & Service Workers	1								1	
Elementary Occupation		2								2
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL - 64	18	13	11	7	3	1	2	9	34	30

Breakdown of staff attending IT/Computer training during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	4	5	2		2		1	1	9	6
Legislators & Managers	1	2					1		2	2
Professionals	13	1	8	8	2		2	1	25	10
Technicians & Associate Professionals	17	13	9	10				8	26	31
Clerk	21	19	28	23	1			3	50	45
Sales & Service Workers	8	20	52	26	2		7	2	69	48
Elementary Occupation	3	8	3	1					6	9
Crafts and Related Workers	2								2	
Plant and Machine Operators			4	3	2				6	3
TOTAL - 334	65	63	104	71	7		10	14	186	148



ANNEXURES

Breakdown of staff attending training on corporate governance during 2005/6

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

Breakdown of staff attending training on knowledge management during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	2								2	
Professionals	2			2					2	2
Technicians & Associate Professionals	2	1							2	1
Clerk										
Sales & Service Workers		1								1
Elementary Occupation										
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL - 10	6	2		2					6	4

Breakdown of staff attending training on financial management/budgeting during 2005/6

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

ANNEXURES

Breakdown of staff attending job analysis training during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	5	2		1					5	3
Professionals	1			1				1	1	2
Technicians & Associate Professionals		1	4						4	1
Clerk				3						3
Sales & Service Workers										
Elementary Occupation				1						1
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL - 20	6	3	4	6				1	10	10

*Breakdown of staff attending Secretarial training during 2005/6 **

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	1								1	
Professionals										
Technicians & Associate Professionals								3		3
Clerk	10	24	5	24			3	4	18	52
Sales & Service Workers	2	4	9	4			4	1	15	9
Elementary Occupation			1	1					1	1
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL - 219	13	28	15	29			7	8	35	65

* Includes Filing, Office Administration, Secretarial, Meetings & Minute-Taking, Telephone, Receptionist and Frontline

Breakdown of staff attending access control training during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers										
Professionals										
Technicians & Associate Professionals										
Clerk										
Sales & Service Workers	1	3	2	2			1		4	5
Elementary Occupation										
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL - 9	1	3	2	2			1		4	5



ANNEXURES

*Breakdown of staff attending language training during 2005/6 **

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	1			2					1	2
Professionals	1	1							1	1
Technicians & Associate Professionals	16	14	7	8				3	23	25
Clerk	8	39	3	22			1	8	13	68
Sales & Service Workers										
Elementary Occupation										
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL – 134	26	54	10	32			1	11	38	96

* Includes Languages, Communication skills, business writing, presentation skills

*Breakdown of staff attending management training during 2005/6 **

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers		1			1				1	1
Professionals				3				1		4
Technicians & Associate Professionals				2						2
Clerk										
Sales & Service Workers	2		5	1					7	1
Elementary Occupation										
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL – 16	2	1	5	6	1			1	8	8

* Includes Management, Supervisory and Project Management

ANNEXURES

Breakdown of staff attending Initiating Disciplinary Enquiries during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	5	1	1				2		6	3
Professionals			1						1	
Technicians & Associate Professionals	4		1	4			2	2	7	6
Clerk	3	1		3					4	3
Sales & Service Workers	2	3	4	4					6	7
Elementary Occupation	1	2							1	2
Crafts and Related Workers										
Plant and Machine Operators			1						1	
TOTAL – 47	15	7	8	11			4	2	26	21

Breakdown of staff attending Human Resources Management training during 2005/6

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

Breakdown of staff attending Practical Update on Government Technology during 2005/6

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



ANNEXURES

Breakdown of staff attending Identification and Prevention of Fraud and Corruption during 2005/6

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

Breakdown of staff attending Wine Tasting during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers	1								1	
Professionals										
Technicians & Associate Professionals										
Clerk										
Sales & Service Workers	1	2	1	6			2	3	4	11
Elementary Occupation				2						2
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL – 18	2	2	1	8			2	3	5	13

Breakdown of staff attending Managing the Employment Process during 2005/6

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

ANNEXURES

Breakdown of staff attending Advanced Skills Auditing during 2005/6

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

Breakdown of staff attending Performance Management in Relation to Service Delivery Excellence during 2005/6

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

Breakdown of staff attending Diploma in Conference, Exhibition and Event Management during 2005/6

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



ANNEXURES

Breakdown of staff attending Storekeeping and Stock Control during 2005/6

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

Breakdown of staff attending Train as a Facilitator of Learning during 2005/6

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

Breakdown of staff attending Ergonomics/Office Safety during 2005/6

Occupation	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Legislators & Managers										
Professionals										
Technicians & Associate Professionals										
Clerk										
Sales & Service Workers										
Elementary Occupation	2		10						12	
Crafts and Related Workers										
Plant and Machine Operators										
TOTAL – 12	2		10						12	

ANNEXURES

Breakdown of Internships per Section/Unit (April 2005 - March 2006)

Section/Unit	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Sound & Vision	1	2							1	2
Public Relations	3								3	
Finance Management Office		1								1
Human Resources	1	1							1	1
Library		1								1
Documentation	3								3	
National Council of Provinces	1	1		1					1	2
Procurement	1								1	
TOTAL - 17	10	6		1					10	7

Breakdown of Internships per Section/Unit (April 2005 - March 2006)

Qualification type & NQF level	Africans		Coloureds		Indians/Asians		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Degree, NQF 6	3	2							3	2
B Tech, NQF 6	1			1					1	1
National Diploma, NQF 5	5	3							5	3
National Certificate, NQF 5	1	1							1	1
TOTAL - 17	10	6		1					10	7



NOTES