

2014/2015



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Annual

Annual Report

[Annual Report]

2014/2015

PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA
ANNUAL REPORT
2014-2015

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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.



SUBMISSION OF THE ANNUAL REPORT TO THE EXECUTIVE AUTHORITY



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA
ANNUAL REPORT
(2014/15)

Ms B Mbete, Speaker of the National Assembly and Ms TR Modise, Chairperson of the National Council of Provinces

I have the honour of submitting the Annual Report of the Parliament of the Republic of South Africa for the period of 2014/15.

Mr G Mgidlana, Secretary to Parliament

6 August 2015

Date of submission

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LIST OF ABBREVIATIONS

APP	Annual Performance Plan
AV	Audio Visual
BRRR	Budgetary Review and Recommendation Report
CLSO	Constitutional and Legal Services Office
CPA	Commonwealth Parliamentary Association
DRT	Digital Recording and Transcription
ERP	Enterprise Resource Planning
FMPA	Financial Management of Parliament Act, 2009 (Act No. 10 of 2009)
HR	Human Resources
ICT	Information and Communication Technology
ISD	Institutions Supporting Democracy
MATV	Master Aerial Television
MP	Member of Parliament
NA	National Assembly
NCOP	National Council of Provinces
PGIR	Parliamentary Group on International Relations
SABC	South African Broadcasting Corporation
SAN	Storage Area Network

1. GENERAL INFORMATION





1. GENERAL INFORMATION

1.1 Vision, Mission and Values

Our Vision:

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

Our mission:

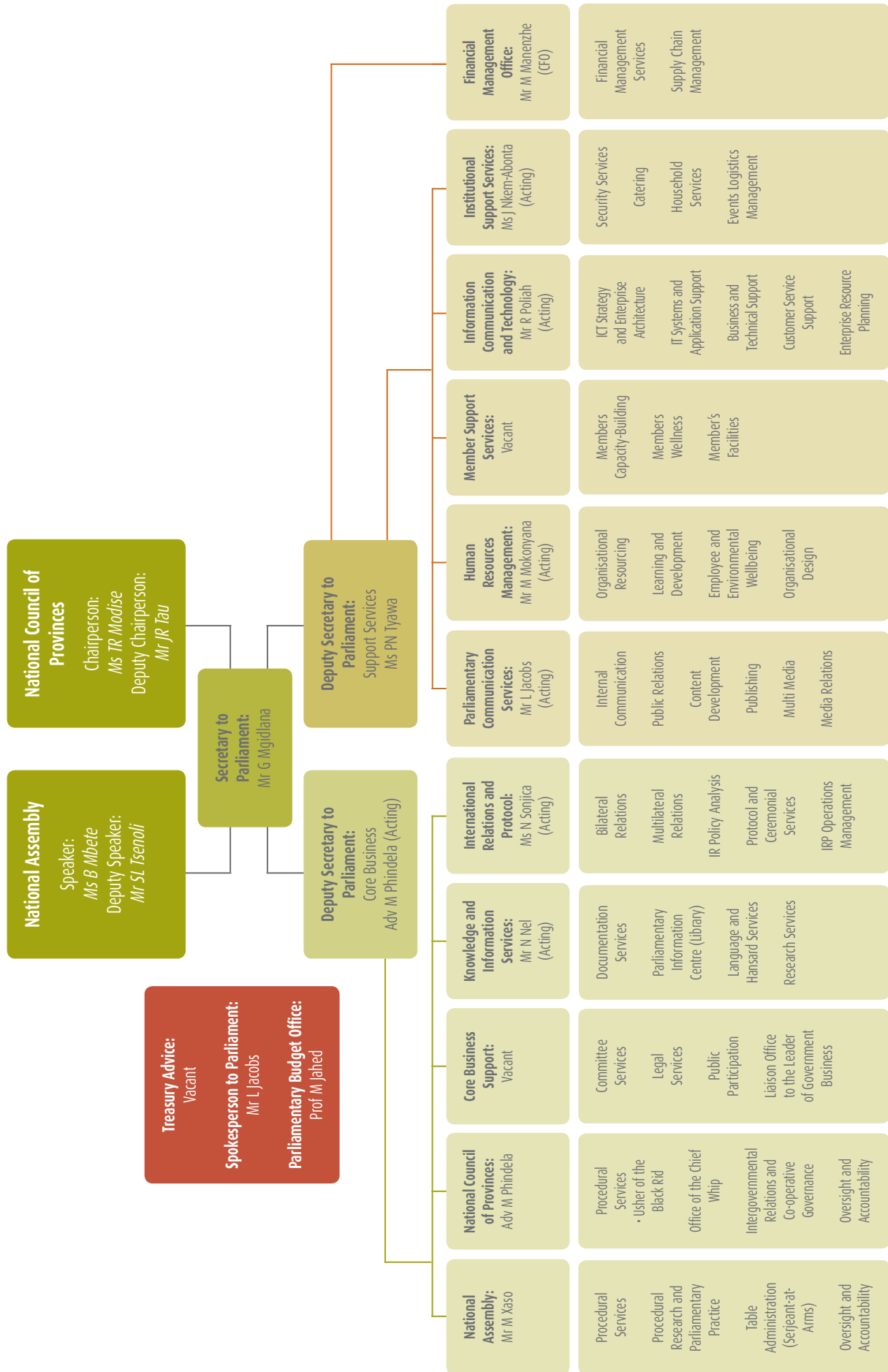
As the freely elected representatives of the people of South Africa, our mission is to represent, and act as a voice of the people, in fulfilling our constitutional functions of passing laws and overseeing executive action.

Values:

Our values are informed by that which we treasure and hold dear. Our values are the foundation that gives rise to the policies and management philosophy of Parliament, to guide the implementation of everyday services and projects. The values of Parliament are derived from the role that Parliament plays in the context of our democracy. Therefore, our values are informed by the people of South Africa, the Constitution, our co-operation and other forms of government, and our will to act with professionalism and good institutional governance. We keenly believe in the following:

- **Constitutionality:** we subscribe to social justice, fundamental human rights and the democratic values of human dignity, equality and freedom as listed in the Bill of Rights, a cornerstone of democracy in South Africa;
- **People-centeredness:** we respect our people, honour our integrity and are committed to service delivery;
- **Co-operative government:** we co-operate with other spheres of government; and
- **Professionalism and good institutional governance:** we are accountable and transparent, provide value for money, are customer-focused and strive for the highest service quality.

1.2 Organisational Structure





1.3 Legislative and Other Mandates

Parliament is responsible for the administration of the following legislation:

Table 1: Legislative Mandate of Parliament

No	legislation / mandate	Purpose
1	Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996)	Chapter 4 of the Constitution stipulates how Parliament must conduct its work – its composition, functions and powers.
2	Financial Management of Parliament Act, 2009 (Act No. 10 of 2009)	To regulate the financial management of Parliament in a manner consistent with its status in terms of the Constitution; to ensure that all revenue, expenditure, assets and liabilities of Parliament are managed efficiently, effectively and transparently; to provide for the responsibilities of persons entrusted with financial management in Parliament; to provide financial management norms and standards for provincial legislatures; and to provide for matters connected therewith.
3	Money Bills Amendment Procedure and Related Matters Act, 2009 (Act No. 9 of 2009)	To provide for a procedure to amend money Bills before Parliament and for norms and standards for amending money Bills before provincial legislatures and related matters.
4	Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004 (Act No. 4 of 2004)	To define and declare certain powers, privileges and immunities of Parliament, provincial legislatures, members of the National Assembly, delegates to the National Council of Provinces and members of provincial legislatures; and to provide for incidental matters.

1.4 Offices Reporting to the Executive Authority

The following Offices report to the Executive Authority of Parliament:

Table 2: Offices reporting to the Executive Authority

Name of entity	Legislation	Nature of Business
Budget Office	Money Bills Amendment Procedure and Related Matters Act, 2009 (Act No. 9 of 2009)	To provide independent, objective and professional advice and analysis to Parliament on matters related to the budget and other money Bills To support the implementation of the Money Bills Act by undertaking research and analysis for the committees referred to in section 4.
Office of the Institutions Supporting Democracy	National Assembly Resolution 21 of November 2008	To facilitate and co-ordinate all engagements between Parliament and the Institutions Supporting Democracy (ISD) in order to ensure meaningful engagement and support.

1.5 Executive Authority's Statement

The 2014/15 financial year, following the national general elections held on 7 May 2014, saw the triumph of democracy. The will of the people of South Africa resulted in the establishment of the 5th Parliament. The transition from the 4th to the 5th Parliament marked the 20th anniversary of our freedom. The year 1994 was a historical occasion on which President Nelson Mandela took the oath of office as the first President of a free and democratic South Africa. We pledge to continue taking forward his legacy and that of his peers and forebears, working with all our people during the 5th Parliament and beyond.

In relation to law-making, the 4th Parliament saw a remarkable improvement in quality of legislative scrutiny before the Houses, playing an active role in shaping policy outcomes. A notable quantity of Bills was also introduced in both Houses. The improved quality of scrutiny and number of Bills considered gave effect to the centrality of Parliament as a law-making body while recognizing the distinctive constitutional roles of the National Assembly and the National Council of Provinces.

The 4th Parliament's work on oversight was centered on enhancing the implementation of the model of oversight and accountability. A comprehensive review of the Rules of Parliament was also initiated with a view to improving the implementation of the oversight model, amongst others. The streamlining of oversight mechanisms, as envisaged in the oversight model, led to the establishment of ad-hoc committees to conduct joint planning and coordinated oversight by parliamentary committees. Our approach to oversight sought to mainstream the implementation of our National Development Plan. Extensive scrutiny of departmental budgets, including robust debates and the effective use of questions and Members' Statements, were key in ensuring meaningful oversight over the Executive.

The 4th Parliament improved its responsiveness in attending to the needs of our people through conducting co-ordinated oversight visits to targeted areas engulfed by service delivery protests. The work of Parliament raised the level of discourse to contribute to the realization of constitutional principles of enhancing co-operative government and inter-governmental relations. The establishment of a Parliamentary Budget Office during the 4th Parliament, which provides strategic budgetary support to the Committees of Parliament, gives effect to the implementation of the Money Bills Amendment Procedure and Related Matters Act of 2009.

In relation to fulfilling the constitutional obligations of Parliament on public involvement, platforms for public involvement during the 4th Parliament were expanded to include engagements through a public lecture series and a roundtable discussion on a range of issues, some of which focused on how Parliament can contribute to the realization of true freedoms for the most vulnerable in society.

In relation to international participation, we continued engaging with regional and continental parliamentary structures such as the Southern African Development Community Parliamentary Forum (SADC PF) and the Pan African Parliament (PAP) to exchange knowledge and best practice to ensure that we are equipped to contribute to the achievement of continental and global development imperatives. Some of the bold initiatives to support sustainable development during the 4th Parliament, included conducting a series of national consultative seminars with key stakeholders in government, civil society and national, provincial and local government legislators. This included building of dynamic partnerships with, amongst others, international agencies, academia and civil society. Our work continued to ensure the establishment and strengthening of bilateral relations with bicameral and unicameral Parliaments on the continent and globally.



In line with our role, we led the process of developing policy priorities for the 5th Parliament. These priorities were subsequently translated into the 2014-19 Strategic Plan of Parliament:

- Strengthening oversight and accountability;
- Enhancing public involvement;
- Deepening engagement in international fora;
- Strengthening co-operative government; and
- Strengthening legislative capacity.

In conclusion, we reaffirm that parliamentary constitutional democracy remains the only true hope for the majority of our people, particularly for the people living with disabilities, the youth, women, the poor and the working class.

Date: 19.08.2015

Ms B Mbete
Speaker
National Assembly

Date: 20.08.2015

Ms TR Modise
Chairperson
National Council of Provinces

1.6 Secretary's Statement

The Parliament of the Republic of South Africa exists within a constitutional democratic context, including regional, continental and global context. The Administration prides itself on effectively facilitating the fulfilment of the constitutional mandate of Parliament in relation to its work during the 2014/15 financial year, a period that covered both the 4th and 5th Parliaments.

In relation to the strategic objective of building an effective and efficient institution, Programme 1 provides for strategic leadership, institutional policy, overall management, and administrative and corporate services to the Executive Authority of Parliament, including management and staff. The Administration handled the establishment of the 5th Parliament in line with the constitutional requirements of swearing in of Members of Parliament, including the Presiding Officers, and Election of the President and other related matters. The employee climate survey conducted in the Administration revealed that highly engaged employees increased by 21% compared to the 2013/15 financial year. The survey further resulted in the development of a coherent approach to address challenges in regard to leadership, organisational culture and performance management.

Programme 2 provides for procedural and administrative services for Parliament to carry out its core functions – pass legislation and oversee executive action. In relation to law-making, a total of 18 debates were held in both Houses of Parliament, 25 Bills introduced and 12 Bills were passed for the period under review. In relation to strengthening the oversight function, the number of oversight visits increased from 58 in the 2013/14 financial year to 64 in the 2014/15 financial year. All budgetary review and recommendation reports were concluded within set timeframes. In regard to strengthening co-operative government, all scheduled stakeholder engagements with Provincial Legislatures and the South African Local Government Association (SALGA) were convened, amongst planned initiatives.

Programme 3 provides for Parliament's role in public and international participation. In relation to increasing public involvement and participation, the Administration exceeded set targets on outbound public education programmes conducted from a total of 47 in the 2013/14 period to a total of 68 in the 2014/15 financial year. The respective performance targets for the number of special parliamentary events held and publications produced were also exceeded during the period under review. The Administration further ensured that allocated broadcast time across radio stations was fully utilized (i.e. from more than 300 hours in 2013/14 to more than 500 hours in the 2014/15 financial year) to profile and educate citizens, and enable optimum public participation in the work of Parliament. The Administration also achieved the set performance targets in relation to both the number of visitors to Parliament and unique visitors to the parliamentary website during the reporting period. In relation to improving and widening the role of Parliament in international co-operation and participation, most reports on international agreements were processed within time frames.

The establishment of the 5th Parliament within the 2014/15 financial year presented opportunities for the Administration to map out the 2014-19 strategy of Parliament, flowing from the policy priorities determined by the Executive Authority of Parliament and the broader leadership of the institution. To this end, the Administration:

- Adopted a results-based and outcomes-oriented approach to planning, clearly outlining the outcome oriented goals of Parliament, associated strategic and specific objectives, including key performance indicators, associated targets and strategic projects;
- Undertook to implement zero-based budgeting aligned to the strategic plan, annual performance plan and operational plans of Parliament in order to align the envisaged outcomes and outputs to resource



- allocation, improving the strategic focus on achieving results; and
- Re-orientated the work of the Administration towards the achievement of the goals of the National Development Plan, regional, continental policy and developmental imperatives in line with the constitutional mandate of Parliament.

I recognise that the achievement of the envisaged societal impacts of the State of the Republic of South Africa, largely requires consistent, effective and efficient delivery on the mandate of Parliament. I therefore initiated a number of interventions to improve the implementation of the strategic plan, annual performance plan (APP) and the budget of Parliament, providing the basis for the delivery on the policy imperatives of Parliament during the period under review.



Date: 06/08/2015

Mr G Mgidlana
Secretary to Parliament

2. INFORMATION ON PREDETERMINED OBJECTIVES





2. INFORMATION ON PREDETERMINED OBJECTIVES

2.1 Overall Performance

2.1.1 Aim of the Vote

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.

2.1.2 Strategic Objectives of Parliament

Parliament identified five (5) strategic objectives for the Fourth Parliament, namely:

- Increase the efficiency of services rendered to Members;
- To Increase representation and openness in plenary and committee meetings;
- To Increase cooperative government between the spheres of government;
- Increase public involvement and participation by increasing public education programmes, the provision of information and access to participate; and
- Increase representation in the international sphere.

2.1.4 Overview of the Service Delivery Environment

The 2014-2015 financial year marked the celebration of the 20th year of a democratic Parliament and a smooth democratic transition from the Fourth to the Fifth Parliament. The establishment of the Fifth Parliament was done in line with all requirements of the Constitution. The pinnacle of this watershed moment was reached when Parliament unveiled a bust of former President Nelson Mandela on 28 April 2014. Parliament further provided leadership through highlighting the significance of the rich South African heritage and sought to strengthen unity and build social cohesion amongst citizens.

The complex undertaking of establishing the Fifth Parliament saw the ushering-in of visionary Executive Authority and Members of Parliament who immediately brought about robust democratic political engagements, contributing immensely to the deepening of democracy. As Parliament took center-stage during the 2014/15 financial year, a number of remarkable achievements were recorded in relation to the outcomes of Parliament.

One of the notable achievements include the review of the Rules and orders to reflect established practices in Parliament which, though still underway, contributed to providing coherence in policy implementation. Parliament strengthened the implementation of the model of oversight and accountability, contributing to the improvement in oversight over the Executive and accountability of the Executive to Parliament;

Parliament also systematically implemented various initiatives, such as joint planning sessions between the NCOP and legislatures, which resulted in the synchronization of programmes of the NCOP and provincial legislatures. The oversight work of both portfolio and select committees of Parliament, pro-actively focused on inculcating and reinforcing co-operative government amongst the different spheres.

In relation to public involvement and participation, Parliament engaged on a number of initiatives such as the successful hosting of Children's and Disability Rights Parliaments which took place on 07 October and 03 December 2014 respectively. Both culminated in the adoption of resolutions which were communicated to the respective committees of Parliament for action.

Multilateral and bilateral engagements, ranging from elections observer missions, interactions with strategic parliamentary partners, including the signing of memoranda of understanding dominated Parliament's participation in international relations. These engagements provided the basis for future strategic partnerships and consolidated South Africa's current interests.

In regard to building an effective and efficient institution, a number of initiatives for the period under review were implemented. These included the strengthening of strategic and formal relations with the media organizations. This improved the narrative in public discourse, depicting how far South Africa has come in entrenching a democratic state founded on the will of the people and the Constitution. This includes improvements in the provision of services in respect of human resources, information and communication technology, research and content support, including facilities for members.

Parliamentary Democracy Offices (PDOs) provided support to a number of Committees when conducting their programmes in the provinces. In all instances, the offices exceeded the expectations and targets in respect of numbers and meaningful engagements.

It is through the PDOs that Members of Parliament are able to continuously engage with the public and rural communities as individuals and panels on issues affecting these rural communities and matters of national importance that are being addressed and debated in the Houses. This particular programme has created a sustained parliamentary presence that is not only felt but experienced in the rural communities who, for various reasons, have remained outside national debates.



2.1.5 Overview of the Organisational Environment

The Parliamentary Service rendered support in the implementation of policy priorities of the Fifth Parliament. It also embarked on the process of analysing work, work volumes, mapping of processes and the design of various jobs. The Secretary to Parliament was appointed during the period under review, and subsequently provided leadership to improve strategy formulation and execution, including resource utilization with a view to enhancing the performance of Parliament in achieving its outcome-oriented goals.

2.1.6 Key Policy Developments and Legislative Changes

Parliament provided leadership to inform the amendment and passing of the Financial Management of Parliament Amendment Act, 2014 (Act No. 34 of 2014) (FMPA). The Executive Authority of Parliament further prescribed a new set of Regulations to regulate the Supply Chain Management (SCM) of Parliament and Provincial Legislatures. The amended FMPA and the approved SCM Regulations came into effect from 01 April 2015.

The amended FMPA assigns treasury responsibilities to the Executive Authority of Parliament at national sphere and requires establishment of the oversight mechanism of financial management and thereby requires Parliament to review its governance model. The review of the governance model was initiated to incorporate the required oversight mechanism committee.

The amended FMPA further assigns the authority to prescribe regulations in terms of section 65 of the principal Act. In this regard, a number of workshops were held involving Parliament and all legislatures, to ensure that senior officials gain a better understanding of the new regulations to ensure consistent application across the legislative sector.

The Parliamentary Budget Office (PBO) was established in terms of the Money Bills Amendment Procedure and Related Matters Act, No. 9 of 2009, which provides for procedures to amend Money Bills before Parliament. This Act gives effect to sections 42 (3) and 77(3) of the Constitution. The PBO was established to provide independent, objective and professional advice to the institution's committees on matters related to the budget and other money Bills. The Parliamentary Budget Office plays a key role in supporting Parliament through technical support in exercising oversight of public finances.

The 2014/2015 financial year, was a transition period from the Fourth to Fifth Parliament. As a result new members were introduced in Finance and Appropriation committees in both Houses. The PBO contributed to various induction and capacity-building programs for new members. At its inception in 2013, the PBO started with a small team, but has since grown to almost its envisaged full establishment by the end of 2014/2015 financial year. In the coming financial year, the PBO intends to increase staff as per an approved organisational structure. This would also prepare the office for the ultimate intended supports to all parliamentary Committees.

The PBO achieved its planned objectives as outlined in the strategic plan submitted to the Executive Authority. The PBO further produced work in response to specific requests by various Committees. As prescribed in the Money Bill Act, the PBO collaborated with Parliament research unit and other external stakeholders.

2.1.7 Parliament's Revenue, Expenditure and Transfer Payments

Parliament is not required to return unspent funds to the National Revenue Fund. Unspent funds are categorised as retained earnings. Other revenue, such as interest collected and catering sales, is reflected as part of retained earnings. Over the medium term, retained earnings are expected to decrease as it is committed for various strategic projects of Parliament.

2.1.8 Capital investment, maintenance and asset management plan

Assets were bar-coded and captured on the asset register upon delivery to Parliament and monthly reconciliation performed between the asset register and general ledger. An annual asset count was performed to update the asset register. The current state of assets is in good condition as the poor condition stock was disposed of in the previous financial year. Procurement of assets was decentralized to the individual business units.

The Department of Public Works (DPW) is responsible for maintenance of buildings. Parliament has revised plans and had discussions with DPW to revisit the comprehensive maintenance plan to address the space needs of Parliament. The creation of a dedicated resource has been agreed upon between the Office of the Director-General of DPW and the Office of the Secretary to Parliament.

2.2 Programme Performance

This section provides performance information on programmes 1 to 5.

2.2.1 Programme 1: Administration

Purpose: Provide strategic leadership, institutional policy, overall management, and administrative and corporate services to Parliament's executive, management and staff.

Strategic Objective: Increase the efficiency of services rendered to Members.

Measurable Objective: Reduce the budget request (excluding new functions & inflationary increases) by 2% per year for the next 3 years.



Name of sub programmes: Office of the Secretary, Corporate Services and Institutional Support						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
ADM 22	Nature of audit opinion for the 2014/15 financial year	Unqualified	Unqualified			
ADM 23	% of availability of IT and Audio Visual systems excluding planned down times	n/a	99%	99.99%	+0.99% (Target exceeded)	Availability of the audio visual systems is central in the work of Parliament as it is a platform to profile the activities of the committees and ensure that the feed is passed onto public platforms. We continue to meet targets, and indeed plan for any contingencies relating to access.
ADM24	% of availability of the website	n/a	99%	99.99%	+0.99% (Target exceeded)	Target exceeded.
ADM25	% of funded posts filled	85%	95%	85%	10%	While the filling of vacant senior positions was delayed to allow for the appointment of the Secretary to Parliament, it should be noted that recruitment and placement has taken place at levels below the senior management. Other related vacancies are a direct result of resignations, and attrition of positions.
ADM 26	Increase in rating achieved in annual employee climate survey	n/a	10% (75% + 7.5%)	68%	-14.5%	The decrease in the rating is a direct result of changing a service provider, who used a different methodology. Hence it is impossible to track data.
ADM 27	% of information requests in terms of the Promotion of Access to Information Act responded to in line with statutory requirements	n/a	100%	100%	Target achieved	Information provided in accordance with the Act. Parliament respects the values of openness and transparency and strives to meet all the requirements of the Act.

Performance trends:

Parliament continues to extend its reach and access to the public, the diversification of platforms and ability to provide feed in real time will, over time, enable the citizens to access information on the work of Parliament and committees in particular. This expansive reach is evident with respect to ADM 23, where a total of 267 feeds were relayed to the broadcasters, and 4 611 broadcasted and non-broadcasted sittings, including meetings of the committees, which is central to the work of Parliament. The website availability, as per ADM 24, impacted a total of 1 462 978 unique visitors who accessed the website during the period under review. This increased use and access to Parliament's website shows that the public, in particular those who have access to the internet, are interested in the work of Parliament. Hence, going forward information will be better integrated and navigation will continually be improved, for easy access and real time content.

In relation to human resources, as per ADM 25 described above, a total of 1 347 out of 1 593 funded posts were filled. The variance has not had a negative impact on the implementation of the strategy. In some cases, there might well have been increased volumes of work, it should be noted that the Human Resources Division has completed an extensive exercise of assessing critical posts and eliminating redundant posts. Further to this, the division has identified positions that have atrophied and abolished these with the likely result of effectiveness and better performance.

The climate survey was introduced to assess the wellbeing of staff with a view to understanding both the physical and psychological wellbeing of Parliament's employees. The initial survey had a lower than expected response rate (2013/14). However, the subsequent survey showed an increased response rate. The actual employee climate survey in relation to ADM 26 was recorded at 68.4% from 57% and highly engaged employees improved from 14% in 2013/14 to 35% in 2014/15. However, the target for the past financial year was to improve the index from 35% to 45%. This would have been an increase by 10 percentage points. Due to the change of the service provider, recorded is a negative variance. That notwithstanding, the results of the survey show an increased employment engagement index. However, this data is not comparable due to the varied sampling and methodology.

In relation to ADM 27, a total of 5 information requests in terms of the Promotion of Access to Information Act were responded to in line with statutory requirements of a three-days response time.

Programme 2: Legislation and Oversight

Purpose: Provide procedural and administrative services for Parliament to carry out its core functions – pass legislation and oversee Executive action.

Strategic Objectives: Increase representation and openness in plenary and committee meetings

Measurable Objectives: Increase representation and openness by holding 100% of plenaries and committee meetings in the open, except in circumstances prescribed in sections 59 (2) and 72 (2) of the Constitution.



Name of sub programme: NA, NCOP and LOD						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
PARL1	Number of debates held in the NA and NCOP for each bill introduced	n/a	1 debate per Bill in NA and NCOP	Out of 12 Bills, 9 Bills were debated in the NA. A total of 9 bills were debated in the NCOP.	3	The views of the public as well as provincial interests were reflected by members through debate. These debates were held in respect of Bills that were considered by Parliament. Extensive consideration and exchange of views in respect of all Bills also take place in committees. This is in compliance with the constitutional imperative, which requires Parliament to conduct its business openly.
PARL2	% of Bills passed in relation to Bills introduced and not withdrawn in Parliament	n/a	75%	44%	31%	These Bills are currently being considered by committees, which includes facilitation of public participation. The processing of Bills largely depends on their complexity – the more complex the Bill, the longer it takes to conduct public involvement and other processes.
PARL 3	% of questions put by Members of Parliament to the President, Deputy President and Ministers responded to by the Executive	95%	96%	83 % in the NA 93% in the NCOP	13% in the NA 3% in the NCOP	Members put questions to the Executive as part of their oversight responsibility to the Executive. In the National Assembly, 83% of the questions were responded to. In the National Council of Provinces, 93% of the questions were responded to. Questions for written reply put in the last month of the financial year are not necessarily responded to in that month, and this would explain the variance in some respects. The variance of the outstanding replies would have been responded to in the following month.
ADM 1	% of availability of official languages during plenaries	n/a	100%	75%	25%	Some committee meetings, oversight visits and House sittings were convened simultaneously, varying the demand and volume for interpretation services. Capacity to provide the service was thus constrained. Retention strategy, on-the-job training and increasing the number of interpreters will be used as a mechanism to improve performance.

Name of sub programme: NA, NCOP and LOD							
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies	
ADM2	% of printed transcripts of parliamentary debates (Unrevised Hansard) available within 48 hours	n/a	95%	39%	56%	Delays in production of transcripts were due to inadequate technologies which are being upgraded.	
ADM 3	% of Bills published on the website	n/a	100%	100%	Target achieved	All Bills that were considered by Parliament were published on the website of Parliament to ensure that the people of South Africa are informed of all laws that Parliament processed. Further, these laws are accessible to the public.	
ADM6	% of Questions Papers published for every question session	n/a	100%	100%	Target achieved	The Rules require that a Question Paper be prepared for every session in order to inform Members and the public of the questions that will be put to the Executive on any particular question day. This also serves to facilitate the smooth running of the proceedings. For all questions a question paper was prepared.	
ADM7	% of draft parliamentary programme submitted to the programming committee within set timeframes	n/a	100%	100%	Target achieved	The smooth running of parliamentary business requires proper planning and co-ordination. This can be achieved if there is a programme for the business of Parliament. The availability of the programme provides certainty and facilitates planning and coordination. The Programme was prepared and submitted to the Programme Committee for approval. The programmes were available within the agreed timeframes and planning was facilitated.	
ADM 8	% of House Resolutions communicated to the Executive and other relevant parties	n/a	95%	90% in the NA 100% in the NCOP	5% in the NA Target achieved	House resolutions convey the views of the Houses on a range of issues. This objective was achieved. Some resolutions do not necessarily need to be communicated, as these deal with procedural matters.	



Performance trends:

The Constitution requires Parliament to make laws, facilitate public involvement and oversee Executive action. Administrative support is necessary for the achievement of these constitutional functions. Members facilitated effective oversight through questions to the Executive on matters of government performance. Considering the diversity of South Africa and how this is also reflected in Parliament, all official languages were supported in translations and recording of proceedings of Parliament. Effective support to the work of Members was further ensured by essential parliamentary papers and documents (e.g Question Papers and Parliamentary Programmes) being made available within agreed time frames for Members to conduct their business.

The performance figures are as follows: In relation to ADM 1, interpretation in all languages was provided in 94 of the total of 126 plenaries. The variance in respect of unrevised Hansard available within 48 hours is being addressed through the upgrade of the transcription system. In relation to ADM 3, all Bills introduced were published on the website in order to facilitate public access to matters before Parliament. On ADM 6, a total of 12 and 9 Question Papers were published in the NA and NCOP respectively in order to facilitate the smooth running of the Houses. Draft programmes were prepared for all Programme Committee meetings in relation to ADM 7. In relation to ADM 8, a total of 290 out of 323 House resolutions adopted by the NA were communicated to the Executive and other relevant parties. In the NCOP, a total of 41 House resolutions were communicated to the Executive and other relevant parties.

In relation to PARL 1, a total of 9 Bills were debated and passed by Parliament. A total of 12 out of 27 Bills, as outlined in PARL 2, introduced, and not withdrawn from Parliament, were passed. In relation to PARL 3, a total of 4 007 of 4 822 questions put by Members of Parliament to the President, Deputy President and Ministers were responded to by the Executive in the NA whilst a total of 510 out of 549 questions were responded to in the NCOP. This related to oversight and accountability.

Measurable Objective: Increase representation in oversight and passing of Bills by increasing the percentage of committee meetings that form a quorum from 75% to 90% over the next 5 years.

Name of sub programme: LOD							
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies	
PARL 4	Number of oversight visits undertaken by committees	n/a	30	72	+42 (Target exceeded)	Committees of Parliament conducted oversight over the exercise of executive authority. This was through visits to sites to ensure that levels of service delivery to the people are increased. Parliament was able to independently verify service delivery and general government performance reports.	
PARL 5	% of Budgetary Review and Recommendation Reports tabled	n/a	90%	100%	+ 10 % (Target exceeded)	Parliament was able, through this process, to assess government's service delivery performance against the allocated budget. This process also ensured that Parliament is able to influence future resource allocations, in line with the needs of the people.	
PARL 6	% of minutes of meetings adopted at the next meeting	n/a	100%	18%	82%	Committees employed the resolution-tracking approach to follow up on undertakings of Government from past meetings. This ensured sharper focus on service delivery-specific resolutions. Adoption of previous minutes however remains important and Parliament has ensured that this is a standard agenda item for all committee meetings.	
PARL 7	% of timely recommendations for statutory appointments in respect of prescribed legislation	n/a	80%	100% (5 out of 5 in the NA) 9 out of 9 in the NCOP)	Target achieved	Parliament plays a role in making recommendations for certain statutory appointments. Parliament has ensured that the process of filling of vacancies starts timeously.	
ADM 4	% of minutes of committee meetings available within 3 days	n/a	90%	66%	24%	All minutes are available as soon as possible after committee meetings. This ensures that records of committees are properly kept. The target of making all minutes of committee meetings available within 3 days remains important and mechanisms to ensure that minutes are prepared within 3 days 100% of the time are being implemented.	



Name of sub programme: LOD						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
ADM 5	% of Committee reports compiled within 10 working days	n/a	100%	77%	23%	Reports of committees are essential to ensure that Parliament follows up on matters raised during oversight visits in order to hold the Executive accountable and to oversee exercise of Executive authority. Timorous availability of all reports has ensured relevant and current oversight information.
ADM 9	% of statutory appointments advertised and processed for nominations from public in terms of the founding Act	100%	100%	100%	Target achieved	Parliament has ensured that the people of South Africa are given ample opportunity to nominate their preferred candidates to be considered for public office in state organs. Parliament has ensured that all statutory vacancies are timeously advertised for effective public involvement.

Performance trends:

Parliament implemented its constitutional mandate of conducting oversight over the Exercise of executive authority. This work focused on service delivery performance against the priorities of government. It also focused on financial oversight as set out in associated performance targets of Parliament.

Parliament ensured that governance and performance of statutory bodies were supported by facilitating timeous filling of vacancies.

Information is important to enable members to be better prepared to perform their constitutional functions. Administrative support to elected public representatives entailed ensuring timeous availability of important information.

The performance figures are as follows: All (i.e. 33) budget reviews as required by the Money Bills Amendment Procedures and Related Matters Act were conducted. Budgetary Review and Recommendation Reports, as per PARL 5 above, were tabled and adopted by the NA. These were important for the purposes of the consideration of the Appropriation Bill to ensure that money is appropriated to departments in accordance with their needs and the priorities of the country.

In relation to PARL 6, a total of 173 out of 963 minutes of meetings were adopted at the next meetings of committees. In relation to PARL 7, a total of 5 (out of 5) and 9 (out of 9) timely recommendations for statutory appointments in respect of prescribed legislation were made in the NA and NCOP respectively. In relation to ADM 4, a total of 632 out of 963 of committee minutes were available within 3 days. A total of 54 out of 70 committee reports, in line with ADM 5, were compiled within 10 working days. In relation to ADM 9, a total of 11 out of 11 statutory appointments were advertised and processed for nominations from the public in terms of the founding Act.

Strategic Objective: To increase co-operative government between the spheres of government.

Measurable Objective: Improve oversight over co-operation between the spheres of government by scrutinising strategic plans and debating budget votes relating to areas of concurrent competence over the next 5 years.

Name of sub programme: NCOP						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
ADM 18	% of scheduled meetings with Provincial Legislatures and SALGA attended	n/a	100%	100%	Target achieved	The NCOP was established to ensure that provincial interests are taken into consideration in the national sphere of government. Local government is also represented by SALGA which ensures that local government matters are taken into consideration. Through these meetings, the NCOP, provincial legislatures and SALGA share information on matters of common interest. This assists in the furtherance of overseeing the implementation of the principles of co-operative government as contained in section 41 of the Constitution. In order to achieve this, it is necessary to have synchronised and co-ordinated programmes. It is the responsibility of administration to facilitate the meetings and to prepare the programmes for those meetings. All meetings were accordingly arranged. This has assisted in improving the relationship between the provincial legislatures and organized local government.

Performance trends:

In relation to ADM 18, a total of 8 scheduled meetings with Provincial Legislatures and SALGA were attended.

Measurable Objective: Improve the average time period between section 100 & 139 interventions implementation and approval by the NCOP to 120 days over the next 5 years.



Name of sub programme: NCOP and LOD						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
PARL 11	% of section 100 (interventions in provinces) approved or disapproved by NCOP within 180 days	n/a	85%	0%	85%	Although there were no requests for approval of interventions in terms of section 100, the NCOP continued to review the intervention by the national Executive in the province of Limpopo as required by section 100(2)(c) of the Constitution. The NCOP accordingly recommended that the intervention be terminated as it had achieved its objective. This was in compliance with section 41(1)(f) and (g) of the Constitution of ensuring that no sphere unconstitutionally assumes the powers and functions of the other or encroaches on the functional area of another. This is in pursuance of overseeing the implementation of the principles of intergovernmental relations.
PARL 12	% of section 139 (interventions in Local government) approved or disapproved by NCOP within 180 days	n/a	85%	100%	Target achieved	The Constitution requires that all interventions in terms of section 139 be approved or disapproved within certain timeframes, depending on the kind of the intervention. Interventions in terms of section 139(1)(b) are to be approved within 180 days. All notices received were processed within the timeframes required by the Constitution. This was in compliance with section 41(1)(f) and (g) of the Constitution of ensuring that no sphere unconstitutionally assumes the powers and functions of the other or encroaches on the functional area of another. This is in pursuance of overseeing the implementation of the principles of intergovernmental relations.
ADM17	% of interventions processed (procedural provided) within 10 days after notification received	n/a	100%	97%	3%	The notice of intervention in the Matlosana Local Municipality was received on 12 December 2014. 12 December 2014 was the last working day of the year and Parliament therefore closed on that day.

Performance trends:

The NCOP is required to oversee the adherence to the principles of co-operative government and intergovernmental relations as contained in the Constitution. The three spheres are required to operate harmoniously and not to unconstitutionally assume each other's powers and functions. The NCOP is required to effectively act as a mediator between the spheres in the event of a conflict. It does this by, amongst others, ensuring that interventions are constitutionally mandated.

The NCOP ensured that the views of both the provincial and local spheres of government were considered in the national policy-making processes.

The performance figures are as follows: In relation to PARL 11, the intervention in the provincial government of Limpopo, led by the Select Committee on Finance, was processed in line with the required constitutional requirements. In relation to PARL 12, a total of 6 out of 6 section 139 (interventions in local government) were approved or disapproved by the NCOP within the required timeframes.

In relation to ADM 17, a total of 28 out of 29 interventions were processed (procedural advice was provided) within 10 days from notification received.

2.2.3 Programme 3: Public and International Participation

Purpose: Carry out Parliament's role in public and international participation, and provide support for these activities.

Strategic Objective: Increase public involvement and participation by increasing public education programmes, the provision of information and access to participate.

Measurable Objective: Increase access by increasing the number of platforms (sectoral parliaments) for the public to participate in parliamentary processes from 2 to 5 over the next 5 years.

Name of sub programme: Public affairs, NCOP and LOD						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
PARL 8	Number of special parliamentary events held	4	4	8	+4 (Target exceeded)	The reason for over-performance is due to the Establishment of 5th Parliament where events had to be undertaken as part of the project and additional projects and events were implemented as requested by the Presiding Officers of Parliament.
PARL 10	Number of people making submissions during Taking Parliament to the People	n/a	2 500	0	2, 500	During this period Members were involved in oversight visits in their constituencies in furtherance of the constitutional mandate of overseeing the Exercise of executive function.
ADM 10	Number of outbound public education programmes	40	36	68	+32 (Target exceeded)	The accumulated performance level was exceeded by 32% due to additional workshops being conducted per visit. This ensured that more people were educated about the functioning of Parliament to enable them to meaningfully participate in its processes.



Name of sub programme: Public affairs, NCOP and LOD						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
ADM 11	Number of regular and event-specific publications	25	28	29	+1 (Target exceeded)	(Target exceeded)
ADM 12	Broadcast time on 18 radio stations in 11 languages	288.2 hrs	300hrs	524 hrs 02 min	+224 hrs 02 min (Target exceeded)	The catch-up plan for the 4th quarter, and an increase in usage of radio to augment the communication strategy of Parliament resulted in an over-performance.
ADM 13	Number of visitors to Parliament	50 283	32 000	40, 039	+8, 039 (Target exceeded)	Over-performance emanated from the increase in the number of events hosted by Parliament, resulting in more visitors.
ADM14	Number of unique visitors to the website	574, 650	597, 865	1, 525, 836	+927, 971 (Target exceeded)	The website has exceeded expectations in terms of performance due to the unprecedented interest in the work of Parliament.
ADM 15	% of calls for public submissions made within due dates as per referral to Committees	n/a	100%	100%	Target achieved	Target achieved

Measurable Objective: Increase average number of languages used in calls for submissions and notices of public hearings from 2 to 6 over the next 5 years.

Name of sub programme: LOD						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over-performance and mitigation strategies
PARL 9	Average number of languages used in calls for submissions and notices for public hearings	1	4	4	Target achieved	To ensure that the proceedings of Parliament are accessible to the public, interpretation and translation services were provided in all languages. This also enabled members of the public to meaningfully participate in the processes of Parliament and its committees.
ADM 16	% of public hearings where interpretation of two or more languages is available	n/a	100%	100%	Target achieved.	To ensure that the proceedings of Parliament are accessible to the public, interpretation and translation services were provided in all languages. This also enabled members of the public to meaningfully participate in the processes of Parliament and its committees.

Performance trends:

To ensure effective and meaningful public involvement in all legislative and other processes of Parliament, interpretation services were rendered to members of the public. Information was also disseminated in the different languages to facilitate interaction between elected representatives and the people.

The performance figures are as follows: In relation to PARL 8, the additional events convened included, amongst others, the inter-faith event, public hearings and sectoral parliaments.

In relation to ADM 10, of the reported 68 public workshops held in more than 10 district municipalities, a total of 3 532 participants attended the public education workshops.

In relation to ADM 11, the preparation of publications involved interacting directly with communities to give voice to ordinary citizens in the business of Parliament. This was particularly the case in the coverage of public participation activities such as the Taking Parliament to the People programme. In relation to ADM 12, the partnership between Parliament and broadcasters in support of parliamentary campaigns involved interactive interviews, live reads and public service announcements. The community radio platform chat shows were used to share, to engage and to encourage public participation on the work of Parliament.

The intranet registered, as per ADM 14, a total 14 312 unique visitors for the year with 1 796 985 page views for the same term. The annual total number of info alerts sent out was 687, while for the same period the MATV presentations totaled 82. Some messages were part of broader campaigns informing internal public of events such as the Celebratory Days, State of the Nation, the President's reply, etc. where all the different platforms were engaged. In relation to ADM 15, a total of 9 calls for public submissions were made within due dates as per referral to Committees. Interpretation in two or more languages was available at a total of 19 out of 24 public hearings, as per ADM 16.

Strategic Objective: Increase representation in the international sphere

Measurable Objective: Increase percentage of international agreements subjected to public participation through public debates from 23% to 80% over the next 5 years.



Name of sub programme: : International relations and protocol						
	Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
PARL 13	% of international agreements adopted	n/a	100%	50% in the NA and 100% in the NCOP	50% in the NA and target achieved in the NCOP	Parliament ensured that South Africa plays its role in international co-operation. This has enabled Parliament to contribute to world peace, stability and development. The outstanding international agreements are currently being considered by committees.
ADM 19	% of reports on international agreements compiled within 10 working days after adoption by Committees	n/a	100%	100%	Target achieved	This ensured that all international agreements which require adoption by Parliament were adopted and that South Africa carried out its international obligations.
ADM21	% international agreements in respect of which the status has been established	n/a	100%	45%	55%	Parliament continued to ensure that international commitments that the Republic makes in international agreements are implemented.

Measurable Objective: Increase number of international forums participated in from 5 to 7 over the next 5 years.

Name of sub programme: International relations and protocol						
	Performance indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
ADM20	% of reports for incoming and outgoing delegations compiled within 10 working days of delegation's departure	n/a	100%	89%	11%	Timeous availability of information on matters regarding participation in international fora has ensured that Parliament and the legislative sector are always kept abreast of developments. This ensured the implementation of the Memoranda of Understanding entered into with other Parliaments.

Performance trends:

Parliament contributed to South Africa's international co-operation and participation by ensuring that international agreements are processed and implemented. As part of its oversight work, Parliament has ensured that international obligations are part of the work of the Executive. Parliament contributed to the development of parliamentary practice

through participation in international fora and working with the counterparts from other jurisdictions.

The performance trends are as follows: In relation to PARL 13, a total of 22 out of 44 international agreements were adopted. In relation to ADM 19, a total of 23 reports on international agreements were compiled within 10 working days after adoption by Committees. A total of 48 out of 58 reports for incoming and outgoing delegations, in line with ADM 20, were compiled within 10 working days of delegation. In relation to ADM 21, a total of 10 out of 22 international agreements in respect of which the status has been established were processed.

2.2.4 Programme 4: Members' Facilities

Purpose: Provide telephone, travel and other facilities for Members of Parliament in the National Assembly and the National Council of Provinces.

Strategic Objective: Build an effective and efficient institution by restructuring the administration in line with the functions of Parliament.

Measurable Objective: Process claims for payment within 3 working days.

Name of sub programme: NA and NCOP members' facilities					
Performance Indicator	Baseline	Target	Actual Performance	Variance	Reasons for under/over performance and mitigation strategies
Average days to pay	3 days	3 days	3.29 average days to pay	0.29 days	Target was not met due to the change over of Parliament and slower uptake on automated interface of processes.

2.2.5 Programme 5: Associated Services

Purpose: Provide financial support to political parties represented in Parliament and to their leaders and constituency offices.

Strategic Objectives: Build an effective and efficient institution by restructuring the administration in line with the functions of Parliament.

Measurable Objective: Provide financial and administrative assistance to enable political parties to perform their functions effectively and efficiently.

Performance trends:

Funding was provided to political parties and audited.



2.3 Report on projects for 2014 / 2015 financial year

#	Project Name	Project Objective(s)	Quarterly targets for Q1-4 as specified in the	Performance level (actual performance) – 2014 / 2015	Variance	Reasons for under performance and mitigation strategies
01	Business process re-engineering and review of organisational structure (Review of the organizational structure project)	To align the organisation with the current and future needs by conducting a business process re-engineering and review of the structure by March 2016	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Execution 2014/15 target – Execution and Closeout	Target achieved	Not applicable	Not applicable
02	Establish the 5th Democratic Parliament	To ensure compliance with the constitutional requirements of swearing in of Members of Parliament, including the Presiding Officers, and Election of the President and other related matters by facilitating the mechanisms for the establishment of the 5th Democratic Parliament by September 2015	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Close out 2014/15 target – Execution and Closeout	Target achieved – closeout in progress	Target achieved	Not applicable

#	Project Name	Project Objective(s)	Quarterly targets for Q1-4 as specified in the	Performance level (actual performance) – 2014 / 2015	Variance	Reasons for under performance and mitigation strategies
2.01	My Parliament Application	My Parliament Application: The development of the mobile application is one of Parliament's key strategic projects that will address this need. The proposed solution allows for mobile access and enables the consolidation of the information services on a single delivery channel	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Close out 2014/15 target – Execution and Closeout	Target partially achieved	Project currently in execution	<ul style="list-style-type: none"> Development and user acceptance testing for phase 1 of the application has been completed. ICT has had challenges with availability of resources to do development work (i.e. move Bungeni from test to production environment). This project is currently in the process of sourcing developers to assist with outstanding work. Developers are expected to commence in May 2015 and rollout of phase 1 expected to commence mid-May 2015. The Functional Requirements Specification as well as application designs have been updated and completed for Phase 2, post consultation with Members of the ICT focus group. Development for phase 2 in progress. This project is expected to conclude in quarter 2 of FY 2015/16.



#	Project Name	Project Objective(s)	Quarterly targets for Q1-4 as specified in the	Performance level (actual performance) – 2014 / 2015	Variance	Reasons for under performance and mitigation strategies
03	Enhance library services	To enhance library services to Members of Parliament and the public by designing and implementing a modern library system by March 2015	Q1 – Planning Q2 – Execution Q3 – Execution Q4 – Execution 2014/15 target – Execution (Cape Stores project)	Target achieved – project currently in execution phase.	On target Not applicable	Phase 1 of the new library management programme is operational
04	Chamber Upgrade (NA)	To enhance the technology in the National Assembly Chamber by replacing the ICT infrastructure which entails improvement of the multi-media by December 2014	Q1 – Execution Q2 – Execution Q3 – Execution & Closeout Q4 – n/a 2014/15 target – Execution and Closeout	Target achieved – closure report completed but not signed by Steering Committee	Formal project closeout delayed	Delays in finalizing / confirming project closure - finalization of Handover to ICT Operations confirmed in March 2015.
05	Develop and implement integrated planning, budgeting, performance and reporting systems (SMO)	To develop a strategic management process which integrates planning, budgeting, performance and reporting systems to ensure sustainable institutional performance by September 2016	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Execution 2014/15 target – Execution	n/a	Project not in execution	This project was placed on hold as components of the scope of the project were dealt with in other projects.

#	Project Name	Project Objective(s)	Quarterly targets for Q1-4 as specified in the	Performance level (actual performance) – 2014 / 2015	Variance	Reasons for under performance and mitigation strategies
06	Institutional change (vision, values and culture alignment) (Organisational Culture Project)	To promote Parliament's values and culture within the institution by developing and implementing a long-term culture and values program by March 2016	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Execution 2014/15 target – Execution and Closeout	Target not achieved	Project not in execution	This project is currently under review and to restart as part of the 5th Parliament projects.
07	Development and Implementation of oversight, monitoring and tracking system	To ensure that oversight makes impact by developing systems to ensure availability of information for monitoring and evaluation of the functions of the executive by March 2015	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Execution and Close out 2014/15 target – Execution	Target partially achieved – project currently in Execution phase	Project not in Close out	<ul style="list-style-type: none"> Development 90% completed. Development capacity required to address additional requested changes and outstanding reports. Recruitment process for development resources within ICT delayed. Process underway for recruitment of development resources. Resources are expected to commence in May 2015 to complete changes requested the business and outstanding reports. Delay in SCM process i.e. in approval of screening panel to screen bids prior to submission to Bid Evaluation Committee for hardware procurement. The project is expected to be concluded in quarter 2 of FY 2015/16.



#	Project Name	Project Objective(s)	Quarterly targets for Q1-4 as specified in the	Performance level (actual performance) – 2014 / 2015	Variance	Reasons for under performance and mitigation strategies
08	Integrate and Implement Electronic Publishing systems	To create the most cost-effective publishing environment by assessing and analysing the current publishing environment and integrating and implementing electronic publishing systems by March 2015	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Execution 2014/15 target – Execution and Closeout	n/a	Project not in Execution / Closeout	<ul style="list-style-type: none"> It was recommended that the project be closed and that the 5th Parliament strategic planning process reviews / reconsiders the priority of publishing governance.
09	Upgrade Broadcasting Infrastructure (Cameras in Chambers and Committee Rooms)	To ensure the development and distribution of good quality content from Parliament to radio, television and other media by upgrading the existing broadcast infrastructure to meet the demands of digital technology and delivery formats by March 2015	Q1 – Execution Q2 – Execution Q3 – Execution Q4 – Execution and Close out 2014/15 target – Execution and Closeout	Target partially achieved – project currently in Execution phase	Project not in Close-out	<ul style="list-style-type: none"> Broadcast infrastructure installations have been completed in NCOP Chamber, National Assembly Chamber, Old Assembly Chamber , E249, Good Hope Chamber, S35, V454, M314, M514, M46, S12A, V119, V227, S26, V475 and G26. Project delayed due to challenges in securing a suitable venue for the broadcast control room. Suitable space has been identified for the control room and procurement for the service provider for renovations is currently underway. A temporary control room was built for the project with capacity to run 4 venues concurrently for the State of the Nation Address and will be utilised until completion of the permanent control room. Currently finalizing terms of reference for phase 2 of the project i.e. Media Asset Management (MAM). The project is expected to be concluded in quarter 3 of FY 2015/16.

#	Project Name	Project Objective(s)	Quarterly targets for Q1-4 as specified in the	Performance level (actual performance) – 2014 / 2015	Variance	Reasons for under performance and mitigation strategies
10	Develop members attendance system	To validate members' attendance and supply relevant information to members by developing an attendance system by March 2014	n/a – Project milestones not defined in the Annual Performance Plan for 2014/15	n/a	n/a	<ul style="list-style-type: none"> • Biometrics in use in the National Council of Provinces Chamber. • Implementation of the system in the National Assembly Chamber has been postponed to the first term of 2015 at Project Sponsor request. • In addition, it has taken longer than anticipated to complete the business requirements for committee's implementation due to its complexity and integration requirements. <p>Technical specifications based on business requirements will be confirmed in May 2015.</p> <ul style="list-style-type: none"> • There is a political dependency on implementing biometrics in Committees (i.e. political consultations required). • This project is expected to be concluded in quarter 3 of FY 2015/16 (dependent on political consultative process).



#	Project Name	Project Objective(s)	Quarterly targets for Q1-4 as specified in the	Performance level (actual performance) – 2014 / 2015	Variance	Reasons for under performance and mitigation strategies
11	Develop Public Participation Model & its implementation strategy	To develop a Model and its Implementation strategy that will outline the mechanisms and processes through which Parliament can provide for meaningful public involvement and participation in its legislative and other processes by March 2014	n/a – Project milestones not defined in the Annual Performance Plan for 2014/15	n/a	n/a	<ul style="list-style-type: none"> A new Joint Political Task Team (JPTT) for the 5th Parliament is being established (there have been delays). Project timelines are to be reviewed and politically endorsed by the new JPTT by the end of June 2015.
12	ICT Infrastructure upgrade Phase 3: (Offsite disaster recovery, SAN, edge switches replacement)	To ensure integration; maximum mobility and better utilisation of the server infrastructure and ensure that the network is stable, available at all times and performs at high speed by upgrading and improving Parliament's ICT infrastructure by March 2014	n/a – Project milestones not defined in the Annual Performance Plan for 2014/15	n/a	n/a	<ul style="list-style-type: none"> Project activities completed and closure finalized in December 2014.

3. ANNUAL FINANCIAL STATEMENTS





3. ANNUAL FINANCIAL STATEMENTS

Reporting Parliament's mandate

The Parliament of the Republic of South Africa is a legislature and established in terms of Chapter 4 of the Constitution of the Republic of South Africa, 1996.

The principal activities of the Parliament are to:

- Pass laws (legislation);
- Oversee and scrutinize Executive action (Oversight)

Parliament's operations are governed by the Financial Management of Parliament Act, 2009 (Act No.10 of 2009).

Statement of Financial Position for the year ended 31 March 2015

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Accounting Officer's Responsibilities and Approval

The Accounting Officer is of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied upon for the preparation of the financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or deficit.

The Accounting Officer is required by the Financial Management of Parliament Act to maintain adequate accounting records and is responsible for the content and integrity of the financial statements and related financial information included in this report. It is the responsibility of the Accounting Officer to ensure that the financial statements fairly present the state of affairs at Parliament at the end of the financial year and the results of its operations and cash flow for the period then ended. The external auditors are engaged to express an independent opinion on the financial statements and were given unrestricted access to all financial records and related data.

The financial statements have been prepared in accordance with Standards of the Generally Recognised Accounting Practice (GRAP), including any interpretations, guidelines and directives issued by the Accounting Standards Board.

The financial statements are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The Accounting Officer acknowledges that he is ultimately responsible for the system of internal financial control established by Parliament and places considerable importance on maintaining a strong control environment. To enable the Accounting Officer to meet these responsibilities, management sets standards for internal controls aimed at reducing the risk of error or deficit in a cost-effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the year and all employees are required to maintain the highest ethical standards in ensuring the Parliament's business is conducted in a manner that, in all reasonable circumstances, is above reproach. The focus of risk management in Parliament is on identifying, assessing, managing and monitoring all known forms of risk across the entity. While operating risk cannot be fully eliminated, Parliament endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The Accounting Officer has reviewed Parliament's cash flow forecast for the year ended 31 March 2015 and, in the light of this review and the current financial position, satisfied that Parliament has or has access to adequate resources to continue in operational existence for the foreseeable future.

Parliament is wholly dependent on National Treasury for the continued funding of operations. The financial statements are prepared on the basis that the entity is a going concern and that Parliament has neither the intention nor the need to liquidate or curtail, materially, the scale of the entity.

Although the Accounting Officer is primarily responsible for the financial affairs of Parliament, he is supported by the Parliament's external auditors.

The external auditors are responsible for independently reviewing and reporting on Parliament's financial statements.



Date: 06/08/2015

Mr G Mgidlana
Secretary to Parliament



Statement of Financial Position for the year ended 31 March 2015

		31 March	31 March
	Note(s)	2015 R '000	2014 R '000
Assets			
Current Assets			
Inventories	2	755	621
Receivables from non - exchange transactions	3	1 313	2 116
Receivables from exchange transactions	4	4 681	13 332
VAT receivable	5	28	14
Prepayments	6	8 876	3 332
Cash and cash equivalents	7	296 889	457 611
		312 542	477 026
Non-Current Assets			
Property, plant and equipment	8	138 002	73 561
Intangible assets	9	11 585	8 884
Heritage assets	10	54 856	54 239
		204 443	136 684
Non-Current Assets		204 443	136 684
Current Assets		312 542	477 026
Non-current assets held for sale (and) (assets of disposal groups)		-	-
Total Assets		516 985	613 710
Liabilities			
Current Liabilities			
Finance lease obligation	11	492	146
Payables from exchange transactions	12	64 948	41 571
Payables from non-exchange transactions	13	46 272	29 441
Current employee benefits	14	16 318	13 462
		128 030	84 620
Non-Current Liabilities			
Finance lease obligation	11	202	273
Employee benefits	15	1 272 179	1 202 498
		1 272 381	1 202 771
Non-Current Liabilities		1 272 381	1 202 771
Current Liabilities		128 030	84 620
Liabilities of disposal groups		-	-
Total Liabilities		1 400 411	1 287 391
Assets		516 985	613 710
Liabilities		(1 400 411)	(1 287 391)
Net Liabilities		(883 426)	(673 681)
Net Liabilities			
Accumulated deficit		(883 426)	(673 681)

Statement of Financial Performance for the year ended 31 March 2015

	Note(s)	2015 R '000	2014 R '000
Revenue			
Revenue from exchange transactions			
Sale of goods		7 467	8 124
Other Income		1 458	7 083
Commissions received		327	334
Bad Debts Recovered		47	103
2013 Commonwealth Parliamentary Conference		-	9 415
Investment income		26 412	28 817
Total revenue from exchange transactions		35 711	53 876
Revenue from non-exchange transactions			
Revenue			
Annual appropriation	16	1 508 170	1 419 359
Statutory appropriation	17	481 006	453 779
Total revenue from non-exchange transactions		1 989 176	1 873 138
		35 711	53 876
		1 989 176	1 873 138
Total revenue	18	2 024 887	1 927 014
Expenditure			
Compensation of employees and members	19	1 355 556	1 262 456
Depreciation and amortisation	20	28 288	18 523
Interest paid	21	52	47
Bad Debts	22	41	43
Transfer to non-profit institutions	23	352 538	333 782
Donor project expenses	24	12 773	12 055
Cost of Sales	25	7 017	7 400
General Expenses	26	420 075	473 426
Total expenditure		2 176 340	2 107 732
		-	-
Total revenue		2 024 887	1 927 014
Total expenditure		(2 176 340)	(2 107 732)
Operating deficit		(151 453)	(180 718)
Loss on disposal of assets and liabilities		(6 099)	(2 426)
Deficit before taxation		(157 552)	(183 144)
Taxation		-	-
Deficit for the year		(157 552)	(183 144)



Statement of Changes in Net Assets for the year ended 31 March 2015

	Accumulated deficit R '000	Total net assets R '000
Balance at 01 April 2013	(450 181)	(450 181)
Changes in net assets		
Surplus for the financial year	(183 144)	(183 144)
Statutory funds surrendered to National Treasury	(48 844)	(48 844)
Prior period adjustment	3 456	3 456
Current year adjustment (Note 39)	5 032	5 032
Total changes	(223 500)	(223 500)
Opening balance as previously reported	(652 019)	(652 019)
Adjustments		
Correction of errors	6 806	6 806
Prior year adjustments (Note 39)	(28 083)	(28 083)
Balance at 01 April 2014 as restated	(673 296)	(673 296)
Changes in net assets		
Reversal of Disposal (Note 38)	(634)	(634)
Net income (losses) recognised directly in net assets	(634)	(634)
Surplus for the year	(157 552)	(157 552)
Total recognised income and expenses for the year	(158 186)	(158 186)
Statutory funds surrendered to National Treasury	(51 944)	(51 944)
Total changes	(210 130)	(210 130)
Balance at 31 March 2015 (Accumulated deficit)	(883 426)	(883 426)

Cash Flow Statement for the year ended 31 March 2015

	Note(s)	2015 R '000	2014 R '000
Cash flows from operating activities			
Receipts			
Annual appropriation		1 508 945	1 419 359
Statutory appropriation		481 006	453 779
Departmental Revenue		17 566	23 446
Interest received		31 042	28 817
Transfer, sponsorship and donations		-	69 459
		2 038 559	1 994 860
Payments			
Employee costs		(1 266 188)	(1 077 676)
Suppliers		(421 809)	(505 154)
Interest paid		(52)	(47)
Statutory Funds surrendered to National Revenue Fund		(51 944)	(48 844)
Transfer to non-profit institution		(352 538)	(333 102)
		(2 092 531)	(1 964 823)
Total receipts		2 038 559	1 994 860
Total payments		(2 092 531)	(1 964 823)
Net cash flows from operating activities	30	(53 972)	30 037
Cash flows from investing activities			
Purchase of property, plant and equipment	8	(101 826)	(32 081)
Proceeds from sale of property, plant and equipment	8	426	139
Purchase of other intangible assets	9	(4 344)	(4 515)
Purchases of heritage assets	10	(517)	(39)
Net cash flows from investing activities		(106 261)	(36 496)
Cash flows from financing activities			
Finance lease payments		(489)	(169)
Net increase/(decrease) in cash and cash equivalents		(160 722)	(6 628)
Cash and cash equivalents at the beginning of the year		457 611	464 239
Cash and cash equivalents at the end of the year	7	296 889	457 611



Statement of Comparison of Budget and Actual Amounts for the year ended 31 March 2015

Budget on Cash Basis

	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
	R '000	R '000	R '000	R '000	R '000	

Cash Flow Statement

Cash flows from operating activities

Revenue

Annual appropriation	1 508 200	-	1 508 200	1 508 945	745	
Statutory appropriation	481 000	-	481 000	481 006	6	
Other revenue	39 013	-	39 013	48 608	9 595	36.1

Expenses

Compensation of employees	(675 100)	100	(675 000)	(783 967)	(108 967)	36.2
Compensation of members	(481 000)	-	(481 000)	(479 803)	1 197	
Goods and services	(475 800)	-	(475 800)	(424 227)	51 573	36.3
Transfer to non - profit institutions	(348 500)	(4 900)	(353 400)	(352 538)	862	

	47 813	(4 800)	43 013	(1 976)	(44 989)	
Total receipts	2 028 213	(4 800)	43 013	2 038 559	(44 989)	
Total payments	(1 989 200)	-	-	(2 039 997)	-	
Net (deficit) cash flows from operating activities	39 013	(4 800)	43 013	(1 438)	(44 989)	

Cash flows from investing activities

Acquisition of property, plant, equipment & intangible assets	(3 400)	(600)	(4 000)	(107 225)	(103 225)	36.4
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Net increase/(decrease) in cash and cash equivalents	35 613	(5 400)	39 013	(108 663)	(148 214)	
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Estimate of available cash	35 613	(5 400)	39 013	(108 663)	(148 214)	
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Reconciliation

Net cash from (used) operating activities

Basis difference

Proceeds from sale of assets	426
Statutory funds surrendered to National Revenue Fund	(51 944)
Interest paid	(52)

Net cash from (used) financing

Basis difference

Finance lease payments	(489)
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Actual Amount in the Cash flow statement	(160 722)
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Accounting Policies for the year ended 31 March 2015

1. Basis of presentation

The financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) issued by the Accounting Standards Board (ASB) and approved by the Minister of Finance as effective and in accordance with section 55 of the Financial Management of Parliament Act (Act No. 10 of 2009). The ASB has issued a directive that sets out the application of GRAP3 guidelines in the determination of the GRAP reporting framework hierarchy, as set out in the standard of GRAP 3 on accounting policies, change in accounting estimates and errors.

The accounting policies applied are consistent with those that were applied in the previous year, except where indicated otherwise. Management has used assessment and estimates in preparing the annual financial statements. The estimates used were the best information available at the time of preparing the financial statements.

1.1 Significant judgements

In the process of applying Parliament's accounting policies, management has made the following significant accounting judgments, estimates and assumptions, which have the most significant effect on the amounts recognised in the financial statements

Impairment of trade receivables

The calculation in respect of the impairment of trade receivables is based on an assessment of the extent to which debtors have defaulted on payments already due, and an assessment of their ability to make payments. This was performed per service-identifiable categories across all classes of debtors.

Provision

Management's judgement is required when recognising and measuring provisions, and when measuring contingent liabilities, as set out in Notes 14 and 31 respectively. Provisions are discounted where the effect of discounting is material, using actuarial valuations.

Going concern assumption

These annual financial statements have been prepared on the assumption that Parliament will continue to operate as a going concern for at least the next 12 months.

Post- retirement benefits

The cost of post - employment medical benefits is determined using actuarial valuations. The actuarial valuation involves making assumptions about discount rates, future salary increases, medical inflation, mortality rates and average retirement age. Due to the long-term nature of the plans, such estimates are subject to significant uncertainty.

Property, plant and equipment

The useful lives of assets are based on management's estimation. Management considers the impact of technology, availability of capital funding, service requirements, and required return on assets to determine the optimum useful life expectation, where appropriate. The estimated residual values of assets is based on management's judgement on whether the assets will be sold or used at the end of their useful lives and what will be the condition of the assets at that time.

The impairment of property, plant and equipment is based on an assessment of the extent to which the recoverable amount of the asset has decreased below the carrying value of the asset. This was performed across all classes of property, plant and equipment.

Hierarchy of standards used

The standards used in compiling the annual financial statements are those stipulated in Directive 5.



Accounting Policies for the year ended 31 March 2015

1.1 Significant judgements (continued)

Adoption of new and revised standards

In the current financial year Parliament has adopted all new and revised standards and interpretations issued by the Accounting Standards Board (ASB) as set out in Annexure F of directive 5 that are relevant to its operations, and effective. The adoption of these new and revised standards and interpretations has resulted in changes to the accounting policies.

Parliament has not adopted any GRAP standards that are not yet effective, except GRAP 20 that had been earlier adopted in the previous reporting period.

At the date of submission of these financial statements for the year ended 31 March 2015, the following standards were approved and not yet effective.

GRAP 32 - Service concession arrangements: Grantor

GRAP 108 - Statutory receivables

All the above standards, where applicable, will be complied with in the financial statements once the effective date has been set. Preliminary investigations indicated that the impact of these standards on Parliament will be minimal.

1.2 Comparative figures

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

1.3 Revenue from exchange transactions

Revenue from exchange transactions refers to revenue that accrued to Parliament directly in return for services rendered / goods sold, the value of which approximates the fair value consideration received or receivable.

Recognition

Sale of goods

Revenue from the sale of goods is recognised when all the following conditions have been satisfied:

- * Parliament has transferred to the buyer the significant risks and rewards of ownership of the goods sold.
- * The amount of revenue can be measured reliably.
- * It is possible that the economic benefits associated with the transaction will flow to Parliament and the cost incurred or to be incurred in respect of the transaction can be measured reliably.
- * Parliament retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold.

Rendering of services

Revenue from services rendered is recognised as and when the services are completed. If Parliament cannot reliably estimate the outcome of the transaction, revenue is recognised to the extent that expenses recognised are recoverable.

Accounting Policies for the year ended 31 March 2015

1.3 Revenue from exchange transactions (continued)

Interest

Interest revenue is recognised on a time proportion basis if it is probable that the economic benefits or service potential associated with the transaction will flow to Parliament and the amount can be measured reliably

Measurement

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

1.4 Revenue from non-exchange transactions

Revenue from non-exchange transactions refers to transactions that are not exchange transactions. In a non-exchange transaction, Parliament either receives value from another entity without directly giving approximately equal value in exchange.

The following broad categories of revenue from non-exchange transactions are received by Parliament:

- Annual appropriation;
- Statutory appropriation and
- Transfers, sponsorship and donations

Recognition

Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount in the event of non-performance.

Revenue from the recovery of unauthorised, irregular and fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Financial Management of Parliament Act (Act No. 10 of 2009) and is recognised when the amount is recoverable and can be reliably measured.

Measurement

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

1.5 Transfers, sponsorships and donations

Transfers, sponsorships and donations received or receivable are recognised when the resources that have been transferred meet the criteria for recognition as an asset. A corresponding liability is raised to the extent that the grant, transfer or donation is conditional. The liability is transferred to revenue as and when the condition attached to the grant are met. Grants without any conditions attached are recognised as revenue when the asset is recognised.

1.6 Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation and impairment or at fair value where assets have been acquired by grant or donation. Where items of property, plant and equipment have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the Statement of Financial Performance in the period that the impairment is identified..

Subsequent expenditure relating to property, plant and equipment is capitalised if it is probable that the future economic benefits or potential service delivery of the assets are enhanced in excess of the originally assessed standard of performance. If expenditure only restores the original assessed standard of performance, it is regarded as repairs and maintenance, and is expensed.

Parliament maintains and acquires assets to provide a social service to the community, with no intention of disposing of the assets of any economic gain, and thus no residual values are determined on assets other than for motor vehicles. The gain or loss arising from the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value, and is recognised in the Statement of Financial Performance.



Accounting Policies for the year ended 31 March 2015

1.6 Property, plant and equipment (continued)

Parliament tests for impairment where there is an indication that an asset may be impaired. An assessment of whether there is an indication of possible impairment is done at each reporting date. Where the carrying amount of an item of property, plant and equipment is greater than the estimated recoverable amount (or recoverable service amount), it is written down to its recoverable amount (or recoverable service amount) and an impairment loss is charged to the Statement of Financial Performance.

Depreciation commences when the asset is ready and available for its intended use. Depreciation is calculated on the cost price, using the straight-line method over the estimated useful lives of the assets. The annual depreciation rates are based on the following estimated average lives of assets:

Item	Average useful life
Furniture	5 to 12 years
Transport assets	5 to 12 years
Equipment	5 to 12 years
Computer equipment	3 to 12 years
Finance assets - cell phones and modems	2 years
Library books	5 years

1.7 Heritage assets

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

Recognition

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

Initial measurement

Heritage assets are measured at cost model, cash price equivalent at the recognition date.

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

Subsequent measurement

Heritage assets are carried at cost less any accumulated impairment losses.

Transfers

Transfers from heritage assets are only made when the particular asset no longer meets the definition of a heritage asset.

Transfers to heritage assets are only made when the asset meets the definition of a heritage asset.

Depreciation

Heritage assets are not depreciated, since their long economic life and high residual value mean that any depreciation will be immaterial. However, they are assessed at each reporting period to determine whether there is any indication of impairment.

Accounting Policies for the year ended 31 March 2015

1.8 Intangible assets

Recognition

An intangible asset is an identifiable non-monetary asset without physical substance. Parliament recognises intangible assets in its Statement of Financial Position when:

It is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to Parliament, and the cost or fair value of the asset can be measured reliably.

Intangible assets are initially recognised at cost.

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

Measurement

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

Intangible assets are subsequently carried at cost less accumulated amortisation. The cost of an intangible asset is amortised over the useful life and where that useful life is indefinite, the asset is not amortised but is subject to an annual impairment test.

Amortisation commences when the asset is ready for its intended use. Amortisation is charged so as to write off the cost or valuation of intangible assets over their estimated useful lives using the straight line method. The annual amortisation rates are based on the following estimated average asset lives.

Item	Useful life
Computer software, other	3 to 9 years

The amortisation period and the amortisation method for an intangible asset with a finite useful life are reviewed at each reporting date and any changes are recognised as a change in accounting estimate in the Statement of Financial Performance.

1.9 Inventories

Inventories consist of raw material, consumables and finished goods purchased and held for resale.

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

Subsequently, inventories are measured at the lower of cost determined on the weighted average basis and net realisable value.

1.10 Financial instruments

Parliament recognises financial instruments when Parliament becomes a party to the contractual provisions of the instrument and are initially measured at fair value plus transactions costs that are directly attributable to the acquisition or issue of the financial asset or liability.

Financial assets are derecognised when the rights to receive cash flows from the assets have expired or have been transferred and Parliament has transferred substantially all risks and rewards of ownership, or when Parliament loses control of contractual rights that comprise the assets.

Financial liabilities are derecognised when the obligation specified in the contract is discharged, cancelled or expires.



Accounting Policies for the year ended 31 March 2015

1.10 Financial instruments (continued)

Classification

Parliament has the following types of financial assets (and liabilities) as reflected on the face of the statement of financial position or in the notes thereto:

- Trade and other receivables

Trade and other receivables are recognised initially at fair value, which approximates amortised cost less provision for impairment. An estimate is made for doubtful debt based on past default experience of all outstanding amounts at year-end. Bad debts are written off in the year in which they are identified as irrecoverable, subject to the approval of the necessary delegated authority.

Amounts receivable within 12 months from the date of reporting are classified as current.

A provision for impairment of trade receivables is established when there is objective evidence that Parliament will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

- Cash and cash equivalents

Cash includes cash on hand (including petty cash) and cash with banks (including call deposits). Cash equivalents are short-term highly liquid investments, readily convertible into known amounts of cash, which are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held on call with banks, net of bank overdrafts. Parliament categorises cash and cash equivalents as financial assets, loans and receivables which are accounted for at amortised cost.

-Trade and other payables.

Trade payables are initially measured at fair value, and are subsequently measured at amortised cost, using the effective interest rate method

1.11 Unauthorised expenditure

The Financial Management of Parliament Act (Act No. 10 of 2009) defines unauthorised expenditure as:

(a) overspending of Parliament's approved budget or a main division within that budget; (b) any expenditure from Parliament's approved budget or a main division within that budget for a purpose unrelated to the approved budget or main division; and (c) any expenditure of donor funds for a purpose not specified in the agreement with the donor.

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

1.12 Irregular expenditure

The Financial Management of Parliament Act (Act No. 10 of 2009) defines irregular expenditure as expenditure, other than unauthorised expenditure, incurred in contravention of, or that is not in accordance with, a requirement of this Act or any other applicable legislation.

Irregular expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovery is highly probable is recognised as an asset in the Statement of Financial Position and revenue in the Statement of Financial Performance.

1.13 Fruitless and wasteful expenditure

The Financial Management of Parliament Act (Act No. 10 of 2009) defines fruitless expenditure as expenditure which was made in vain and would have been avoided had reasonable care been exercised.

Accounting Policies for the year ended 31 March 2015

1.13 Fruitless and wasteful expenditure (continued)

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

1.14 Provisions and contingencies

A provision is recognised when Parliament has a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation.

When the effect of discounting is material, provisions are determined by discounting the expected future cash flows that reflect current market assessments of the time value of money. The impact of the periodic unwinding of the discount is recognised in the Statement of Financial Performance as a finance cost.

1.15 Leases

Leases are classified as finance leases at the inception of the lease if substantially all the risks and rewards associated with ownership of an asset are transferred to Parliament. Property, plant and equipment or intangible assets subject to finance lease agreements are initially recognised at the lower of the asset's fair value and the present value of the minimum lease payments. The corresponding liabilities are initially recognised at the inception of the lease and are measured as the sum of the minimum lease payments due in terms of the lease agreement, discounted for the effect of interest.

In discounting the lease payments, Parliament uses the interest rate that exactly discounts the lease payments and unguaranteed residual value to the fair value of the asset plus any direct costs incurred.

Subsequent to initial recognition, the leased assets are accounted for in accordance with the stated accounting policies applicable to property, plant, equipment or intangibles. The lease liability is reduced by the lease payments, which are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred. The accounting policies relating to derecognition of financial instruments are applied to lease payables. The lease asset is depreciated over the shorter of the asset's useful life or the lease term.

Operating leases are those leases that do not fall within the scope of the finance definition. Operating lease rentals are accrued on a straight-line basis over the term of the lease.

The difference between the amounts recognised as an expense and the contractual payments are recognised as either a pre-paid expense asset or liability depending on whether the payment exceeds the expense or vice versa.

1.16 Budget information

The statement of financial performance is on accrual basis, while the budget is on cash basis. Therefore the actual amounts as per the financial statements are adjusted to be compared to the budget on a cash basis. The variance between budget and the actual amounts of five per cent are regarded as material. The variances are explained in Note 36.

1.17 Employee benefits

Employee benefits are all forms of consideration given by Parliament in exchange for service rendered by employees.



Accounting Policies for the year ended 31 March 2015

1.17 Employee benefits (continued)

Short-term employee benefits

Short-term employee benefits are employee benefits that are due to be settled within twelve months after the end of the period in which the employees render the related service.

The costs of all the short-term employee benefits is recognised during the period in which the employee rendered the related service. The employee-related costs are recognised as an expense in the statement of financial performance. Any undiscounted amount not paid to an employee for the services that were rendered at reporting period is recognised as a current liability.

Parliament recognises the expected cost of the performance bonus, the thirteenth cheque, leave entitlements, overtime, salaries and members gratuities at undiscounted amounts in exchange for services that were rendered. A liability is recognised (accrued expense) after deducting any amount already paid. Parliament has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made.

If the amount already paid exceeds the undiscounted amount of the benefits, Parliament recognises excess as an asset, that will need to be recovered from the employee.

Post-employment benefits: Defined contribution plans

Defined contribution plans

It is a post-employment benefit plans under which Parliament pays fixed contributions into a separate entity (a fund) and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

The defined benefit funds which are administered on a national basis and for which specific actuarial information in respect of individual participating employers is unavailable due to centralised administration of these funds are accounted for as if they were defined contribution funds.

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

Post-employment benefits: Defined benefit plans

Parliament has an obligation to provide the agreed retirement benefits to its employees and former members of Parliament. There is no fund to cover any shortfalls.

Actuarial gains and losses comprise experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred) and the effects of changes in actuarial assumptions. In measuring its defined benefit liability, Parliament recognises the actuarial gains and losses in surplus or deficit in the reporting period in which they occur.

The liability in respect of these subsidies is discounted and recognised at fair value together with adjustments for actuarial gains and losses, current service costs and past service costs. The current service costs, past service costs and actuarial gains and losses are recognised in the statement of financial performance as expenses incurred for the year.

The amount recognised as a defined benefit liability is the present value of the defined benefit obligation at the reporting date. The present value of these economic benefits is determined using a discount rate which reflects the time value of money.

1.18 Impairment of assets

Parliament assesses at each reporting date whether there is any indication that an asset may be impaired. If any such indication exists, Parliament estimates the recoverable service amount of the asset.

If there is any indication that an asset may be impaired, the recoverable service amount is estimated for the individual asset. If it is not possible to estimate the recoverable service amount of the individual asset, the recoverable service amount of the non-cash-generating unit to which the asset belongs is determined.

Accounting Policies for the year ended 31 March 2015

1.18 Impairment of assets (continued)

The recoverable service amount of an asset is the higher of its fair value less costs to sell and its value in use..

If the recoverable service amount of an asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. That reduction is an impairment loss..

An impairment loss of assets carried at cost less any accumulated depreciation or amortisation is recognised immediately in surplus or deficit.

1.19 Presentation currency

The financial statements are presented in South African Rand, which is the functional currency of Parliament. Unless stated otherwise, all figures are rounded to the nearest R1,000 (thousand Rand).

1.20 Offsetting

Assets, liabilities, revenue and expenses have not been off-set except where offsetting is required or permitted by a Standard of GRAP.

1.21 Commitments

Parliament discloses contractual commitments for acquisition of property, plant and equipment at reporting date.

1.22 Contingent liabilities

Contingent liabilities are not recognised as liabilities because they are possible obligations and yet to be confirmed that this could lead to an outflow of resources embodying economic benefits or service potential. The contingent liabilities are disclosed in the note to the financial statements.

1.23 Related parties

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

Management are those persons responsible for planning, directing and controlling the activities of the entity, including those charged with the governance of the entity in accordance with legislation, in instances where they are required to perform such functions.

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

1.24 Prepayments

Prepayments includes payments made in advance before the services or goods are rendered. The prepayments are not discounted as the goods and services are expected to be provided within the next financial year.



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
2. Inventories		
Food and Beverage	755	621
Catering stock		
Opening balance	621	695
Additions	7 151	7 326
Cost of sales	(7 017)	(7 400)
	755	621

3. Receivables from non - exchange transactions

Receivables (Non-Exchange)	1 848	1 932
Control: PAYE & SITE Deduction	-	25
Control: Political Party Salaries	-	24
Control: Members - Pension Fund	-	29
Annual Appropriation not received	-	775
Provision for Doubtful Debts	(535)	(669)
	1 313	2 116

Reconciliation of the doubtful debt provision

Opening balance	669	1 221
Contributions to provision	37	(451)
Reversal of provisions	(171)	(101)
	535	669

The receivables from non exchange transactions over 90 days and where there is no arrangement for payment were impaired.

4. Receivables from exchange transactions

Government Organisations	409	-
Political parties	-	202
Members and employees	-	2
Other receivables from exchange transactions	169	-
Accrued Income	4 172	13 214
Provision for doubtful debts (exchange transaction)	(69)	(86)
	4 681	13 332

Reconciliation of doubtful debt provision

Opening balance	86	86
Provision for impairment	4	-
Reversal of provisions	(21)	-
	69	86

The receivables from exchange transactions over 90 days and where there is no arrangement for payment were impaired.

5. VAT receivable

VAT	28	14
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VAT receivable represents refunds due to Parliament in terms of returns submitted.

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
6. Prepayments		
Prepayments balances	8 876	3 332
Prepayments to DIRCO*	4 893	459
Prepaid expenses	3 163	2 768
Advances - Short Term	520	105
S&T Advances	300	-
	8 876	3 332

*Advances to the Department of International Relations and Co-operation (DIRCO) for service to be delivered during international travel for Members of Parliament and staff.

7. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	121	87
Bank balances	76 253	87 535
Short-term deposits	220 515	369 989
	296 889	457 611

Cash equivalents and short-term deposits are placed with high- credit quality financial institutions. The exposure to credit risk is the carrying amount of each class of cash and cash equivalents.



Notes to the Financial Statements for the year ended 31 March 2015

2015
R '000

2014
R '000

7. Cash and cash equivalents (continued)

Cash and cash equivalents comprises of the following bank accounts

Bank Balances

	Bank Statement Balances		Cashbook Balances	
	March 2015	March 2014	March 2015	March 2014
Nedbank Limited: Primary Bank. Account - 1452064776	13 261	3 656	13 261	3 656
Nedbank limited: Salary Account - 1452064784	909	166	909	166
Nedbank limited: Petty Cash Account - 1452064970	31	47	31	47
Nedbank limited: EU Account - 1452064903	62 052	83 666	62 052	83 666
Balance at the end of the period	76 253	87 535	76 253	87 535
	76 253	87 535	76 253	87 535

Inactive Accounts: EU Petty Cash - account number 1452064938

Short-term deposits

Call deposits do not exceed six months and are kept at the following institutions:

	Bank Statement balances		Cashbook balances	
	March 2015	March 2014	March 2015	March 2014
Nedbank Limited: Call Deposit (30 Days) - 037881095598-01	120 515	80 680	120 515	80 680
Nedbank Limited: Fixed account (six months) - 037881095598-04	100 000	289 309	100 000	289 309
Balance at the end of the period	220 515	369 989	220 515	369 989
	220 515	369 989	220 515	369 989

The 30 days notice deposit account bears interest at 5.55%

The six months fixed deposit account bears interest at 6.85%

Notes to the Financial Statements for the year ended 31 March 2015

8. Property, plant and equipment

	2015		2014			
	Cost	Accumulated depreciation and impairment	Carrying value	Cost	Accumulated depreciation and impairment	Carrying value
Furniture	42 628	(30 516)	12 112	41 904	(27 039)	14 865
Transport assets	7 595	(5 097)	2 498	7 046	(3 824)	3 222
Office equipment	115 557	(24 575)	90 982	37 030	(17 960)	19 070
Computer equipment	76 441	(44 642)	31 799	77 591	(41 708)	35 883
Library books	30 554	(29 943)	611	30 438	(29 917)	521
Total	272 775	(134 773)	138 002	194 009	(120 448)	73 561

Reconciliation of property, plant and equipment - March 2015

	Opening balance	Additions	Disposals	Re-instatements	Other adjustments	Depreciation	Total
Furniture	14 865	1 023	(437)	542	(4)	(3 877)	12 112
Motor vehicles	3 222	542	-	-	7	(1 273)	2 498
Office equipment	19 070	78 880	(37)	301	183	(7 415)	90 982
Computer equipment	35 883	15 327	(6 052)	235	215	(13 809)	31 799
Library books	521	117	-	-	(1)	(26)	611
	73 561	95 889	(6 526)	1 078	400	(26 400)	138 002

Included in property, plant and equipment are leased assets with a carrying value of R696 (2014: R389).



Notes to the Financial Statements for the year ended 31 March 2015

8. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - March 2014

	Opening balance	Additions	Adjustments (Note 39)	Disposals	Adjustments to acquisitions	Re-instatements of assets	Assets subsequently recovered	Depreciation	Total
Furniture	14 766	1 879	94	(408)	754	1 020	373	(3 613)	14 865
Transport assets	2 321	31	-	-	-	-	-	870	3 222
Office equipment	8 072	12 024	(268)	(437)	2 143	295	122	(2 881)	19 070
Computer equipment	29 178	17 611	560	(662)	29	182	93	(11 108)	35 883
Library books	110	535	-	-	-	-	-	(124)	521
	54 447	32 080	386	(1 507)	2 926	1 497	588	(16 856)	73 561

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
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9. Intangible assets

	2015			2014		
	Cost	Accumulated amortisation and accumulated impairment	Carrying value	Cost	Accumulated amortisation and accumulated impairment	Carrying value
Computer software, other	16 454	(4 869)	11 585	12 358	(3 474)	8 884

Reconciliation of intangible assets - March 2015

	Opening balance	Additions	Other adjustments	Amortisation	Total
Computer software, other	8 884	4 679	(90)	(1 888)	11 585

Included in the additions is an amount of R8 000 in respect of software still under development. Disposals for the year amounted to R269 and equalled the accumulated depreciation.

Reconciliation of intangible assets - March 2014

	Opening balance	Additions	Adjustments (Note 39)	Amortisation	Total
Computer software, other	2 021	4 516	4 004	(1 657)	8 884

10. Heritage assets

	2015			2014		
	Cost	Accumulated impairment losses	Carrying value	Cost	Accumulated impairment losses	Carrying value
Art Collections, antiquities and exhibits	54 856	-	54 856	54 239	-	54 239

Reconciliation of heritage assets - March 2015

	Opening balance	Additions	Re-Instatements	Disposals	Total
Art Collections, antiquities and exhibits	54 239	517	105	(5)	54 856

Reconciliation of heritage assets - March 2014

	Opening balance	Additions	Reinstatements (Note 39)	Disposals	Re-Instatements	Total
Art Collections, antiquities and exhibits	52 112	39	2 068	(1 534)	1 554	54 239



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
11. Finance lease obligation		
Minimum lease payments due		
- within one year	506	146
- in second to fifth year inclusive	252	290
	758	436
less: future finance charges	(64)	(17)
Present value of minimum lease payments	694	419
Non-current liabilities	202	273
Current liabilities	492	146
	694	419

The average lease term is 2 years for cellphones, modems and tablets. The average effective borrowing rate is prime interest rate.

Leases have fixed monthly payments. However, lease payments vary due to contingent rentals (airtime, data-packages, etc).

Transfer of ownership and risk takes place at the end of the lease term provided all lease payments have been made.

12. Payables from exchange transactions

Trade payables	9 769	3 019
Accrued expense	55 179	38 552
	64 948	41 571

The fair value of trade and other payables approximates their carrying amounts.

Standard credit terms of 30 days apply.

13. Payables from Non-exchange transactions

Employee related payables	43 983	28 477
Other payables from non-exchange transactions	2 289	964
	46 272	29 441

Reconciliation of payables from non-exchange transactions

Leave entitlements	27 698	18 445
Capped leave commitments	5 277	5 033
13th cheques	3 631	3 805
Overtime	282	824
Member's gratuities	5 314	370
Other payables	2 289	964
Ex-gratia payments	1 781	-
	46 272	29 441

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
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14. Current employee benefits

Reconciliation of Employee benefit - March 2015

	Opening Balance	Contributions for the year	Utilised during the year	Total
Performance awards	13 462	14 622	(11 766)	16 318

Reconciliation of provisions - March 2014

	Opening Balance	Contributions for the year	Utilised during the year	Total
Performance awards	10 370	12 959	(9 867)	13 462

Performance Bonus

The performance bonuses are calculated on 2,6% of the budgeted compensation of employees for the year.

The value of the bonus is determined by the score out of 5 achieved by an employee at the time of the performance assessment.

The number of employees qualifying for the bonus is based on management's best estimate taking into consideration historical trends.



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
15. Non-Current employee benefits		
The Government Employees Pension Fund (GEPF)		
Retirement benefits are provided by membership of the Government Employees Pension Fund which is a defined benefit fund. Parliament's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees. The obligation of the fund is guaranteed by the National Revenue Fund and not by the individual government departments and entities. This responsibility is governed by the Government Employees Pension Law, Proclamation 21 of 1996.		
Contributions to the GEPF for the reporting period	38 087	33 340
These contributions are included in surplus or deficit for the reporting period.		
An actuarial valuation of the GEPF is conducted at least every three years as prescribed in section 17(3) of the GEP Law. The latest actuarial valuation of the GEPF was performed on 31 March 2013. This valuation indicates that the plan is in a sound financial position. The estimated liabilities of the fund are R 1 039 million which are adequately funded by assets of R 1 039 million as at March 2012.		
The Pension Scheme for Officers of Parliament (PSOP)		
The Pension Scheme for Officers of Parliament (PSOP) is a defined benefit plan. The obligation of the fund is guaranteed by the National Revenue Fund. This responsibility is governed by the General Pensions, Act 29 of 1979.		
The Political Office-Bearers Pension Fund (POBF)		
The Political Office-Bearers Pension Fund has a defined contribution and a defined benefit section in terms of which the basis of funding of retirement benefits is on a defined benefit basis through additional service and equalisation benefits provided by National Treasury, and on a defined contribution basis through the utilisation of member credits accumulated. This responsibility is governed the Members of Parliament and Political Office-bearers Pension Scheme Act, 1984 (Act No. 112 of 1984) as amended in 1992. Parliament's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees.		
Contributions to the POBF for the reporting period	55 506	53 412
Post- retirement medical aid plan		
In terms of existing practice, Parliament provides to contribute a maximum of 66.67% to the Parmed scheme for retired Members of Parliament and Provincial Legislatures. This defined benefit liability for potential post-retirement medical aid costs in respect of existing employees has been actuarially valued as at 31 March 2015.		
Post-Retirement Medical provisions	1 151 275	1 079 504
Reconciliation of movement in liability		
Opening balance	1 079 504	932 154
Current service cost	40 647	52 035
Interest Cost	56 306	64 692
Benefits paid	(52 259)	(40 611)
Actuarial Gain/loss	27 077	71 234
	1 151 275	1 079 504

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
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15. Non-Current employee benefits (continued)

Member's Gratuity

This provision is calculated for all current Members of Parliament with service exceeding five years, assuming termination of service at the reporting date. It is calculated as 4 months pensionable salary for every five years in service or pro-rata share of the five- year period. Pensionable salary is 60% of their total gazetted remuneration package.

Liability has also been raised for member's who have not completed five years of service as at the reporting date (31 March 2015). There is a probability that 82.17 per cent of these members will complete five years of service based on the past five year's termination rate.

The liability is not discounted due to the fact that the salary increase rate will be the same as the inflation rate or the difference would be minimal.

Provisions: Members' Gratuity	120 904	122 994
Reconciliation of Member's Gratuity		
Opening Balance	122 994	88 656
Contributions during the year	66 282	42 456
Utilised during the year	(68 372)	(8 118)
	120 904	122 994

The amounts recognised in the statement of financial position are as follows:

Carrying value

Post-retirement medical aid plan	(1 151 275)	(1 079 504)
Member's Gratuity	(120 904)	(122 994)
	(1 272 179)	(1 202 498)



Notes to the Financial Statements for the year ended 31 March 2015

		2015 R '000	2014 R '000
15. Non-Current employee benefits (continued)			
Principal actuarial assumptions:			
Sensitivity results			
The present value of obligations of Parliament was recalculated to show the effect of:			
A one per cent change in the Discount rate, with all other assumptions remaining unchanged; A one per cent change in the Health Care inflation rate, with all other assumptions remaining unchanged; An average retirement age of one year younger or older than the assumed average retirement age, with all other assumptions remaining unchanged.			
The tables below shows the accrued liability with the altered assumptions as listed, as well as the proportional sensitivity relative to the results shown above. The reader should note that these sensitivities apply to the accrued liabilities only.			
31 March 2015	Discount rate		
	Base	-1.0%	+1.0%
	Assumptions		
	X%		
Accrued Contributions Liability (R' million)	1 151,27	1 337,34	1 002,01
% change	- %	16,16 %	-12,97 %
31 March 2015	Discount rate		
	Base	+1.0%	-1.0%
	Assumptions		
	X%		
Accrued Contributions Liability (R' million)	1 151,27	1 337,34	1 002,01
% change	- %	16,16 %	-12,97 %
31 March 2015	Average retirement age		
	Base	10%	-10%
	Assumptions		
	65 years		
Accrued Contributions Liability (R' million)	1 151,27	1 147,38	1 155,18
% change	- %	-0,34 %	0,34 %
31 March 2014	Discount rate		
	Base	-1.0%	+1.0%
	Assumptions		
	X%		
Accrued Contributions Liability (R' million)	1 079,50	938,64	1 255,43
% change	- %	-13,05 %	16,30 %
31 March 2014	Health care inflation		
	Base	+1.0%	-1.0%
	Assumptions		
	X%		
Accrued Contributions Liability (R' million)	1 079,50	938,64	1 255,43
% change	- %	-13,05 %	16,30 %

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
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15. Non-Current employee benefits (continued)

31 March 2014	Average retirement age Base Assumptions 65 years %	+10%	-10%
Accrued Contributions Liability (R' million)	1 079.50	1 076,71	1 082,39
% change		-0,26 %	0,27 %

Discount rate

The following table shows a summary of the zero-coupon bond yield curve as at 31 March 2015 (annualised). The entire yield curve was applied in the PRMA valuation of Parliament.

Term Zero-coupon South African Bond yields:

Term		
1	5,69 %	5,47 %
2	6,12 %	6,56 %
3	6,18 %	7,12 %
4	6,25 %	7,54 %
5	6,48 %	7,85 %
6	6,71 %	8,09 %
7	6,93 %	8,34 %
8	6,93 %	8,45 %
9	6,93 %	8,50 %
10	6,93 %	8,56 %
11	6,93 %	8,61 %
12	6,93 %	8,67 %
13	6,92 %	8,73 %
14	6,92 %	8,79 %
15	6,92 %	8,88 %
16	6,92 %	8,96 %
17	6,92 %	9,05 %
18	6,92 %	9,13 %
19	6,92 %	9,22 %
20	6,92 %	9,30 %
21	6,91 %	9,39 %
22	6,91 %	9,47 %
23	6,91 %	9,56 %
24	6,91 %	9,56 %
25	6,91 %	9,56 %
26	6,91 %	9,56 %
27	6,91 %	9,56 %
28	6,91 %	9,56 %
29	6,90 %	9,56 %
30	6,90 %	9,56 %



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
15. Non-Current employee benefits (continued)		
Health care inflation curve		
<p>The following table shows a summary of the health care inflation curve as at 31 March 2015 (annualised). The entire inflation curve was applied in the PRMA valuation of Parliament. The health care inflation rate was assumed to be 0.5% lower than the valuation discount rate at each term to maturity.</p>		
Term		
1	5,16 %	4,95 %
2	5,59 %	6,03 %
3	5,66 %	6,58 %
4	5,72 %	7,00 %
5	5,95 %	7,31 %
6	6,18 %	7,55 %
7	6,40 %	7,80 %
8	6,40 %	7,91 %
9	6,40 %	7,96 %
10	6,40 %	8,02 %
11	6,40 %	8,07 %
12	6,39 %	8,13 %
13	6,39 %	8,19 %
14	6,39 %	8,25 %
15	6,39 %	8,34 %
16	6,39 %	8,42 %
17	6,39 %	8,51 %
18	6,39 %	8,59 %
19	6,39 %	8,67 %
20	6,38 %	8,76 %
21	6,38 %	8,84 %
22	6,38 %	8,93 %
23	6,38 %	9,01 %
24	6,38 %	9,01 %
25	6,38 %	9,01 %
26	6,38 %	9,01 %
27	6,37 %	9,01 %
28	6,37 %	9,01 %
29	6,37 %	9,01 %
30	6,37 %	9,01 %
Active members expected to continue after retirement	95 %	95 %
Average retirement age	65	65
65 years for both males and females	-	-
Pre-retirement age		
Male	-	-
SA 85 - 90 (Aggregate)	-	-
Female	-	-
SA 85 - 90 (aggregate) with a 3 year reduction	-	-
Post-retirement mortality		
Male	-	-
PA (90)M rated down with 2 years	-	-
Female	-	-
PA (90)F rated down with 2 years	-	-
AIDS		
Not allowed for	-	-
Age difference	-	-
Male spouse 3 years older than female spouse unless the actual date of birth for the spouse was provided	-	-

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
15. Non-Current employee benefits (continued)		
Discount rate	-	-
Zero-coupon South African Bond yield curve as 31 March 2015 and 28 March 2014		
Medical inflation	-	-
Future medical inflation assumed to be 0.5% lower than the valuation discount rate at each term to maturity for 31 March 2015 and 31 March 2014 respectively.		
Real discount rate gap	-	-
0.5% for 31 March 2015 and 31 March 2014 respectively		
Take-up rate	-	-
95% for 31 March 2015 and 31 March 2014 respectively		
16. Annual Appropriation		
Annual Appropriation received	1 508 170	1 419 359
Programmes		
Administration	445 470	414 588
Legislation and Oversight	365 800	339 690
Public and International Participation	129 600	125 096
Members' Facilities	213 900	211 194
Associated Services	353 400	328 791
	1 508 170	1 419 359
Voted funds are the amounts appropriated to Parliament in accordance with the final Budget known as the Adjusted Estimate.		
Unexpended voted funds are not surrendered to the National Revenue Fund and are available to Parliament for future utilisation in terms of section 23 of the Financial Management of Parliament Act.		
17. Statutory Appropriation		
Statutory Appropriation received		
Statutory funds	481 006	453 779
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 the Payment of Members of Parliament Act (Act No.6 of 1994).		
18. Revenue		
Sale of goods	7 467	8 124
Other Income	1 458	7 083
Commissions received	327	334
Bad debts recovered	47	103
2013 Commonwealth parliamentary conference	-	9 415
Investment income	26 412	28 817
Annual appropriation received	1 508 170	1 419 359
Statutory appropriation	481 006	453 779
	2 024 887	1 927 014



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
18. Revenue (continued)		
Revenue from exchanges transactions		
Sale of goods	7 467	8 124
Other Income	1 458	7 083
Commissions on insurance	327	334
Bad debts recovered	47	103
2013 CPC	-	9 415
Investment income	26 412	28 817
	35 711	53 876
Revenue from non-exchange transactions		
Taxation revenue		
Annual appropriation received	1 508 170	1 419 359
Statutory appropriation received	481 006	453 779
Transfer revenue		
	1 989 176	1 873 138
19. Compensation of employees and members		
Compensation of employees		
Basic Remuneration	633 889	575 439
Performance Awards	14 621	12 959
Annual Leave	11 558	2 474
Contributions to Pension Funds	38 087	33 340
Ex-gratia payments	35 296	-
Compensative/circumstantial	11 795	9 379
Contribution to UIF	2 422	2 433
Retirement benefits	1 201	-
	748 869	636 024
Compensation of Members		
Basic Remuneration	248 288	236 800
Contributions to Pension Funds	55 506	53 412
Gratuities	71 595	42 826
Other non-pensionable allowances	107 267	105 433
Medical aid contribution	124 031	187 961
	606 687	626 432
Reconciliation of medical aid contributions		
Post-Retirement medical aid contributions	52 259	40 611
Movement in long-term employee benefits	71 772	147 350
Total	124 031	187 961
Average number of employees and members		
Average number of employees	1 372	1 427
Average number of members	387	395
	1 759	1 822

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
20. Depreciation and amortisation		
Depreciation		
Furniture	3 877	3 613
IT equipment	13 809	11 108
Motor Vehicles	1 273	(870)
Library books	26	126
Office equipment	7 415	2 881
Amortisation		
Computer software	1 888	1 665
	28 288	18 523
21. Interest paid		
Finance costs	52	47
22. Bad debt		
Bad debt written off	(145)	(408)
Contributions to provision for bad debts	104	365
	41	43
23. Transfer to non-profit institutions		
Party Leadership Support	8 397	9 254
Party Support Allowance	89 561	80 683
Constituency Allowance	254 215	243 165
Disability Support	365	680
	352 538	333 782
24. Donor Projects		
Donor expenses	12 773	12 055
25. Cost of sales		
Cost of goods sold	7 017	7 400



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
26. General expenses		
Advertising	28 781	31 187
Auditors remuneration	3 926	3 538
Bank charges	120	150
Consultants, contractors and special services	22 908	41 103
Computer services	14 636	11 197
Consulting and professional fees -Legal Costs	7 305	3 194
Consumables	806	1 282
Communications	27 516	23 744
Bursaries	1 987	2 991
Entertainment	277	783
Flowers and other decorations	2 302	2 000
Insurance	3 050	3 406
Lease rentals on operating lease	9 342	8 866
Translations and transcriptions	772	750
Motor vehicle expenses	1 481	1 688
Re-settlement Costs	10 042	6 385
Productions	20 476	25 787
Postage and courier	1 108	862
Personnel agency fees	981	3 780
Protective clothing	1 269	1 183
Subscriptions and membership fees	4 069	4 719
Training and staff development	4 620	3 632
Travel - local	206 309	229 939
Travel - overseas	20 798	20 255
Bereavement support- Members	95	-
Repairs and maintenance	3 637	7 009
Transport provided as part of the department activities	2 990	1 807
Venue expenses	18 472	32 189
	420 075	473 426

27. Transfers, sponsorships and donations

Parliament did not receive any funds for Official Development Assistance (ODA) during the current financial year.

28. Irregular expenditure Disallowed

Opening balance	14 261	3 315
Add: Irregular Expenditure - current year	569	17 806
Less: Amounts condoned	-	(6 860)
	14 830	14 261

Details of irregular expenditure

Tax certificates not provided	135	-
Supply chain management process not followed	434	429
Use of service provider after contract expired	-	11 761
Procurement of goods/services without prior approval	-	5 153
Procurement without formal contract	-	49
Supporting documents not provided	-	194
Local content not specified	-	187
No approval to deviate	-	33
	569	17 806

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
29. Fruitless and wasteful expenditure		
Reconciliation of Fruitless and wasteful expenditure		
Opening balance	526	526
Fruitless and wasteful expenditure current period	28	22
Fruitless and wasteful expenditure written off	-	(22)
	554	526

Incident		
Cancellation fees - under investigation	206	194
Interest on late payment	204	204
Damaged/lost hired goods	16	-
Unaccredited course	116	116
Traffic Fine Admin Fees	12	12
	554	526

30. Cash (used in) generated from operations

Deficit	(157 552)	(183 144)
Adjustments for:		
Depreciation and amortisation	28 288	18 523
Loss on sale of assets and liabilities	6 099	2 426
Debt impairment	41	43
Movements in employee benefit	69 681	181 689
Movements in provisions	2 856	3 091
Interest received	(26 412)	(28 817)
Interest paid	52	47
Changes in working capital:		
Inventories	(134)	72
Receivables from non - exchange transactions	803	69 178
Receivables from exchange transactions	8 651	(605)
Debt impairment	(41)	-
Prepayments	(5 544)	3 533
Interest paid	(52)	(47)
Payables from exchange transactions	23 377	(15 198)
VAT	(14)	-
Payable from non- exchange transaction	16 831	-
Other liability	-	(140)
Non Cash income	-	(587)
Statutory funds surrendered to the National Revenue Fund	(51 944)	(48 844)
Interest received	31 042	28 817
	(53 972)	30 037

31. Contingencies

The following are pending claims in respect of staff litigation and other litigation. The certainty and timing of the outflow of these liabilities are uncertain. The amounts disclosed below are possible outflow amounts.

Staff litigation

Labour-related disputes and claims by former employees	2 100	680
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Other litigation

Ongoing litigation in which Parliament will possibly be liable either ex parte or as a respondent in civil action	10 689	2 275
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Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
32. Related parties		
Related party relationship exists with all national government departments, trading entities, major state-owned entities (Schedule 2), national government business enterprises (Schedule 3B) and national public entities (Schedule 3A) within the National Sphere of Government due to Parliament's oversight of these entities.		
Related party transactions are consistent with normal supplier and client relationship on terms and conditions no more or less favourable than those which it is reasonable to expect Parliament to have adopted if dealing with an individual entity or person in the same circumstances. Transactions with these entities occur within terms and conditions within the normal operating parameters established by Parliament.		
Related party balances		
Amounts included in trade receivable (trade payable) regarding related parties		
Intergovernmental receivables		
Department of Co-operative Governance & Traditional Affairs	-	163
Government Communications and Information Systems	42	-
Department of Agriculture	-	19
Department of Social Development	-	1
Department of Tourism	-	17
	42	200
Other government entities		
Office of the President	29	2
Office of the President: Cabinet Section	15	-
Mining - Ministry	2	-
	46	2
	88	202
Intergovernmental payables		
Departments		
Department of Health	-	21
Department of Justice	4 052	1 080
Department of Public Works	2 791	671
South African Police Services	1 714	-
	8 557	1 772
Other government entities		
Government Motor Transport	165	34
Government Printing Works	18	35
PALAMA	810	-
	993	69
	9 550	1 841

Services in Kind

The parliamentary complexes are owned by the Department of Public Works (DPW). Parliament is occupying these complexes for no rental cost paid to DPW. These complexes were occupied for the entire reporting period.

Notes to the Financial Statements for the year ended 31 March 2015

2015
R '000

2014
R '000

33. Remuneration of management

Parliament of the Republic of South Africa is governed by The Executive Authority, comprising the Speaker (and Deputy) of the National Assembly and Chairperson (and Deputy) of the National Council of Provinces. The Executive Authority, together with the Secretary to Parliament, Deputy Secretary to Parliament, Secretary to the National Council of Provinces, Secretary to the National Assembly, Chief Finance Officer and Division Managers are responsible for the planning, directing and controlling of the activities of the institution. During the period under review, the following remuneration was paid to these members of management.

Executive Authority

31 March 2015

	Basic Salary	Other short-term benefits	Post employment benefits	Compensation for loss of office	Total
Hon. B. Mbete -Speaker of the N A	1 301	575	293	-	2 169
Hon. T R Modise - Chairperson of the NCOP	1 301	575	293	-	2 169
Hon. L. Tsenoli - Deputy Speaker of the N A	911	402	205	-	1 518
Hon. R. Tau - Deputy Chairperson of the NCOP	911	402	205	-	1 518
Hon. M Sisulu-Speaker of the N A	170	106	41	956	1 273
Hon. M J Mahlangu-Chairperson of the NCOP	170	106	41	1 989	2 306
Hon. N C Mfeketo-Deputy Speaker of the N A	174	77	39	-	290
Hon. T C Memela-Deputy Chairperson of the NCOP	174	77	39	-	290
	5 112	2 320	1 156	2 945	11 533

31 March 2014

	Basic Salary	Other short-term benefits	Post employment benefits	Total
Hon. M Sisulu-Speaker of the N A	1 469	656	353	2 478
Hon. M J Mahlangu-Chairperson of the NCOP	1 469	656	353	2 478
Hon. N C Mfeketo-Deputy Speaker of the N A	1 041	460	234	1 735
Hon. T C Memela-Deputy Chairperson of the NCOP	1 041	460	234	1 735
	5 020	2 232	1 174	8 426

Senior Employees

31 March 2015

	Basic Salary	Bonuses and related payments	Post - employment benefits	Ex-gratia payments	Total
Mr M B Coetzee - Secretary to Parliament	531	-	55	-	586
Ms P N Tyawa - Deputy Secretary to Parliament	1 956	51	2	48	2 057
Adv M Phindela - Secretary to the NCOP	1 299	34	135	46	1 514
Mr M Xaso - Secretary to the N A	1 310	34	117	44	1 505
Mr M Manenzhe - CFO	1 299	34	2	40	1 375
Mr G Mgidlana - Secretary to Parliament	794	-	1	71	866
	7 189	153	312	249	7 903



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000		
33. Remuneration of management (continued)				
31 March 2014				
	Basic Salary	Bonuses and related payments	Post-employment benefits	Total
Mr M B Coetzee - Secretary to Parliament	2 274	45	226	2 545
Ms P N Tyawa - (Deputy) Secretary to Parliament	1 243	-	1	1 244
Adv M Phindela - Secretary to the NCOP	1 234	25	125	1 384
Mr M Xaso - Secretary to the National Assembly	1 210	24	103	1 337
Ms L Harper - Acting CFO	391	8	1	400
Mr. M Manenzhe - Chief Finance Officer	802	-	1	803
	7 154	102	457	7 713

Divisional Managers

31 March 2015

	Basic Salary	Bonuses and related payments	Post-employment benefits	Ex- gratia payments	Total
Mr L Jacobs - Parliamentary Spokesperson	1 420	37	120	46	1 623
Mr S Makhasi - Office of the Chairperson	769	-	86	-	855
Ms M. Manyela - Human Resource executive	1 171	-	118	-	1 289
Adv Z Adhikarie - Legal Services	1 240	32	126	43	1 441
Mr K Somgqeza - International Relations & Protocol	1 265	31	129	-	1 425
Adv N Cetywayo - Institutions Supporting Democracy	217	-	(4)	-	213
Ms S Schalk - Legislative Support Programme	1 364	35	2	41	1 442
Ms M Shivambu - Chief Audit Executive	1 176	30	2	35	1 243
Mr M Mokonyana - Acting Human Resource Executive	1 087	28	1	39	1 155
Mr D Nel - Acting Division Manager Knowledge and Information Systems	1 369	36	2	35	1 442
Mr R Poliah - Acting Division Manager Information Technology	1 277	33	94	35	1 439
	12 355	262	676	274	13 567

31 March 2014

	Basic Salary	Bonuses and related payments	Post-employment benefits	Total
Mr L Klassen - Institutional Support	97	2	174	273
Mr L Jacobs - Parliamentary Spokesperson	1 316	26	111	1 453
Mr S Makhasi - Office of the Chairperson	1 438	29	2	1 469
Mr S Steenkamp - Acting CAE	663	13	1	677
Adv Z Adhikarie - Legal Services	1 150	23	117	1 290
Mr K Somgqeza - International Relations & Protocol	1 175	23	119	1 317
Adv N Cetywayo - Institutions Supporting Democracy	1 203	24	2	1 229
Ms S Schalk - Legislative Support Programme	1 208	24	2	1 234
Ms M Manyela - Human Resource Executive	979	-	100	1 079
Ms M Shivambu - Chief Audit Executive	534	-	1	535
	9 763	164	629	10 556

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
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34. Risk management

Liquidity risk

Liquidity risk is the risk that Parliament will not be able to pay liabilities/payables as they fall due.

Parliament manages its liquidity risk to ensure it is able to meet estimated expenditure requirements. This is achieved through prudent liquidity risk management which includes maintaining sufficient cash and cash equivalents.

The maturity dates of Parliaments's liabilities are set out below as undiscounted cash flows.

Trade and other payables

Payable within 1 year	9 769	3 019
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Finance leases

Payable within 1 year	492	146
Payable within 2- 5 years	202	273
	694	419

Credit risk

Credit risk arises from the risk that a counter-party may default or not meet its obligation timeously.

Credit risk consists mainly of cash deposits, cash equivalents and trade debtors. Parliament only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Trade receivables mainly comprise related parties, lowering counterparty risk.

Financial assets exposed to credit risk at year end were as follows:

Financial instrument	31 March 2015	31 March 2014
Nedbank - current accounts	76 253	87 535
Nedbank - investments accounts	220 515	369 989
Trade debtors	1 127	427

These balances represent the maximum exposure to credit risk.

Market risk

Interest rate risk

Interest rate risk results from the cash flow and financial performance uncertainty arising from interest rate fluctuations.



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
35. Commitments		
Authorised capital expenditure		
Commitments in respect of capital expenditure		
• Capital Works	20 037	73 810
Operating leases - as lessee (expense)		
At the reporting date Parliament has outstanding commitments under operating leases which fall due as follows:		
Minimum lease payments due		
- within one year	1 261	1 352
- in second to fifth year inclusive	1 229	515
	2 490	1 867

Operating lease payments represent rentals payable by Parliament for office equipment and rental of Parliamentary Democracy Offices. Leases of equipment are negotiated for an average term of three years and rentals are fixed for the entire lease term. Parliament still uses some leases which had expired on a month to month basis whilst still negotiating new lease agreements. These leases (expired) do not have any liability as they can be terminated at any time.

36. Budget differences

Material differences between budget and actual amounts

Parliament's budget is approved on a cash basis by functional classification. The approved budget covers the fiscal period from 1 April 2014 to 31 March 2015. The comparison of Parliament's actual performance with the budget is set out in the statement of comparison of budget and actual amounts on page 8.

Differences between budget and actual amounts basis of preparation and presentation

The budget and the accounting basis differ. The financial statements are prepared on the accrual basis using a classification based on the nature of expenses in the statement of financial performance. The financial statements differ from the budget, which is approved on the cash basis.

Explanations for variances above five per cent between final budget and actual outcome prepared on a cash basis:

36.1 Other revenue

The increase in other revenue is a result of an increase in the price and volume of goods sold.

36.2 Compensation of employees

Parliament's budget pertaining to compensation of employees has always been less than the value of filled positions and the shortfall is funded from underspending of previous financial years which were not surrendered to the National Revenue Fund. The payment of the notch increase to staff who have been on the minimum notch for more than three years and once-off ex-gratia payments also affected the overspending on compensation of employees.

36.3 Goods and services

The payments for goods and services were low due to the fact that committees were inactive for some time when Parliament went into recess for almost two months because of the 2014 general elections.

36.4 Acquisition of property, plant and equipment

The excess is the result of capital expenditure in respect of projects which are not budgeted for but are funded from the retained earnings.

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
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37. Change in accounting estimates

Change in accounting estimates

37.1 Extension of the useful lives of assets

Parliament has reassessed the useful lives of the assets which were going to be fully depreciated by the end of the financial year. The re-assessment of the useful lives of assets is based on fact that Parliament's management is still intending to use these assets as they are still in good working condition. The lives of the furniture and fittings, transport assets and equipment was increased from 5 to 10 year to 5 to 12 years. The lives of the computer equipment has been increased from 3 to 9 year to 3 to 12 years.

The effect of the change is a reduction in current year depreciation as stipulated below.

Cr Depreciation: Computer Equipment	46
Cr Depreciation: Equipments	301
Cr Depreciation: Furniture and fittings	25
Cr Depreciation: Transport assets	9
Dr Accumulated depreciation: Computer Equipment	46
Dr Accumulated depreciation: Equipment	301
Dr Accumulated depreciation Furniture and fittings	25
Dr Accumulated depreciation Transport Assets	9



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
38. Current period adjustment		
38.1 During the asset count, assets were found on the floor but not on the asset register. These assets were re-instated in the asset register as follows:		
Dr Cost computer equipment	234	
Dr Cost equipment	302	
Dr Cost furniture and fittings	542	
Cr Retained earnings.		1 078
Net effect on surplus for the year ended 31 March 2014		1 078
38.2 During the asset count, heritage assets were found on the floor but not on the heritage asset register. These assets were re-instated in the asset register as follows:		
Dr. Cost heritage assets	105	
Cr. Retained earnings		105
Net effect on surplus for the year ended 31 March 2014		105
38.3 During the current financial year, assets which were disposed through a manual journal during prior periods were disposed of again via the system, resulting in a duplication. The adjustment was made as follows.		
Dr. Retained earnings	633	
Cr. Profit or loss: Disposal of computer equipment		266
Cr, Profit or loss: Disposal of equipment		113
Cr, Profit or loss: Disposal of furniture		254
Net effect on surplus for the year ended 31 March 2014	633	

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
39. Prior period errors		
A number of prior year period errors were corrected during the year ending 31 March 2015. The details of the prior year period errors adjusted are reflected below:		
39.1 During the prior year's asset verification, assets were found on the floor but were not in the asset register. The assets were included in the cost through a manual journal. These assets were subsequently captured in the asset register and resulted in duplication. The manual journal has been reversed as follows:		
Dr Retained Earnings	1 489	
Cr Computer Equipment		182
Cr Equipment		287
Cr Furniture and fittings		1 020
Net effect on surplus for the year ended 31 March 2014	1 489	
39.2 An amount of R3 was expensed for annual subscriptions for the period 1 January 2014 to March 2015. The period January to March 2014 related to the previous financial year and the subscription therefore had to be corrected as follows:		
Dr Retained Earnings	1	
Cr Expenses		1
Net effect on surplus for the year ended 31 March 2014	1	
39.3 An amount of R1 was paid for the maintenance of vehicles during the current financial year for services rendered in the previous period. The error has been corrected as follows:		
Dr Retained Earnings	1	
Cr Expenses		1
Net effect on surplus for the year ended 31 March 2014	1	
39.4 During the re-assessment of the useful lives of the assets in the previous financial period, some asset's costs were calculated incorrectly. The correction has been made to bring the assets to the original costs as follows:		
Dr Accumulated depreciation of computer equipment	1 895	
Dr Accumulated depreciation of equipment	502	
Dr Cost furniture and fittings	9	
Cr Retained Earnings		699
Cr Cost of computer equipment		1 198
Cr Cost of equipment		501
Cr Accumulated depreciation of furniture and fittings		8
Net effect on surplus for the year ended 31 March 2014	699	



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
39. Prior period errors (continued)		
39.5 During the reconciliation of the asset register and the general ledger, it was found that some assets were duplicated in the asset register. The duplicated assets were removed as follows:		
Dr Accumulated depreciation of computers	200	
Dr Accumulated depreciation of equipment	30	
Dr Accumulated depreciation furniture and fittings	9	
Dr Retained Income	195	
Cr Computer equipment		308
Cr Cost of equipment		92
Cr Cost of Furniture and fittings		34
Net effect on surplus for the year ended 31 March 2014	195	
39.6 An amount of R3 708 relating to computer software paid in the previous financial year was expensed. The software was still under development and no depreciation was charged for the year. The software has been capitalised as follows:		
Dr Cost of computer software	3 708	
Cr Retained Earnings		3 708
Net effect on surplus for the year ended 31 March 2014		3 708
39.7 A purchase order number 1084834 which was created in previous financial year was cancelled in August 2014. The cancellation created a credit balance on the expense item which is no longer in use. The credit balance on the expense item has been corrected as follows:		
Dr Expense	8	
Cr Retained earnings		8
Net effect on surplus for the year ended 31 March 2014		8
39.8 An amount of R333 relating to computer software purchased in the previous financial year was expensed. The software has been capitalised as follows:		
Dr Cost of computer software	333	
Cr Retained Earnings		333
Dr Depreciation	102	
Cr Accumulated depreciation		102
Net effect on surplus for the year ended 31 March 2014	231	

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
39. Prior period errors (continued)		
39.9 During the previous financial year, the assets were disposed of through the manual journal. These assets were subsequently removed in the asset register. This resulted in double counting and, as a result, the journal entry below was passed to correct the duplication.		
Dr Cost of computer equipment	5 248	
Dr Cost of equipment	257	
Dr Cost of furniture and fittings	186	
Cr Accumulated depreciation of computer equipment		5 095
Cr Accumulated depreciation of equipment		178
Cr accumulated depreciation of furniture and fittings		68
Cr Retained Earnings		350
Net effect on surplus for the year ended 31 March 2014		350
39.10 An amount of R97 was received and recognised as other revenue during August 2014 for rebates relating to the previous financial year. The error was corrected as follows:		
Dr Receivables from exchange transactions	97	
Cr Other revenue		97
Net effect on surplus for the year ended 31 March 2014		97
39.11 One year software licences amounting to R894 relating to the prior financial year was paid and expensed in the current year. The error was corrected as follows:		
Dr Retained earnings	894	
Cr Expense		894
Net effect on surplus for the year ended 31 March 2014		894
39.12 Invoices amounting to R538 relating to international travelling which happened during the 2013/14 financial year were received from the DIRCO during the financial year. These expenses were not recognised in the previous financial year. The error has been corrected as follows:		
Dr Retained earnings	538	
Cr Payables		538
Net effect on surplus for the year ended 31 March 2014	538	
39.13 An amount of R680 transferred to a political party as support for members with special needs, was classified as general expenses instead of transfers. The error has been corrected as follows.		
Dr Transfer	680	
Cr General expenses		680
Net effect on surplus for the year ended 31 March 2014	0	



Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
39. Prior period errors (continued)		
39.14 The amounts of R11 and R1 677 in respect of motor vehicle licenses were classified as commission and local travel respectively instead of motor vehicle expenses. The error has been corrected as follows.:		
Dr Motor Vehicle expenses	1 688	
Cr Commission		1
Cr Travel - Local		1 677
Net effect on surplus for the year ended 31 March 2014		0
39.15 During the previous financial year, the capital expenses relating to heritage assets that were still under construction were expensed. The error has been corrected as follows:		
Dr Heritage assets	2 068	
Cr Retained Earnings		2 068
Net effect on surplus for the year ended 31 March 2014		2 068
39.16 An amount was received as re-imbursment for expenses incurred during the hosting of the Commonwealth Conference in 2013 and was recognised as current year revenue. The error has been corrected as follows:		
Dr Receivables from exchange transactions	508	
Cr Other income		508
Net effect on surplus for the year ended 31 March 2014		508
39.17 The one-year licence expense with cost price of R254 and accumulated depreciation of R217 were incorrectly classified as intangible assets. The depreciation for the year, accumulated depreciation and net book value are reversed to retained earnings as would have been expenses of the prior year. The errors have been corrected as follows:		
Dr Accumulated depreciation	217	
Dr Retained Earnings	56	
Cr Depreciation		19
Cr Cost of Software		254
Net effect on surplus for the year ended 31 March 2014	56	
39.18 The assets were re-instated in prior year through a manual journal and in the current year captured in the system asset register. This resulted in double counting. A reversal journal was passed in to retained earnings instead of furniture and fittings clearance account. Correcting the reversal to clearance account is as follows.		
Dr Furniture and fittings Clearance	1 020	
Cr Retained Earnings		1 020
Net effect on surplus for the year ended 31 March 2014		1 020

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
39. Prior period errors (continued)		
39.19 An amount of R 954 in respect of negative leave balances was classified as payables instead of receivables. The error has been corrected as follows:		
Dr. Receivables from non-exchange transactions	954	
Cr. Payables from non-exchange transactions		954
Net effect on surplus for the year ended 31 March 2014	0	
39.20 The salaries paid out of donor funds were classified as donor expenses instead of compensation of employees. The error has been correct as follows:		
Dr. Compensation of employees	11 040	
Cr. Donor expenses		11 040
Prior year cashflow has also been affected by the same movement of amounts.		
Net effect on surplus for the year ended 31 March 2014	0	
39.21 An amount of R 94 911 in respect of member's gratuity was disclosed as current provisions instead of employee benefits during the prior period.		
The error has been corrected as follows:		
Dr, Provisions	94 911	
Cr, Employee benefits		94 911
Net effect on surplus for the year ended 31 March 2014	0	
39.22 member's gratuity was not calculated for members who had not completed 5 years of service as at 31 March 2014. The error has been corrected as follows:		
Dr, Compensation of members	28 083	
Cr. Provisions		28 083
Net effect on surplus for the year ended 31 March 2014	28 083	
39.23 During the prior financial year, an amount of R13 462 pertaining to the performance bonus was disclosed under provisions instead of employee benefits. The error has been corrected as follows:		
Dr. Provisions	13 462	
Cr. Employee benefits		13 462
Net effect on surplus for the year ended 31 March 2014	0	
39.24 During the prior financial year, an amount of R334 relating to commision on insurance was included under other income, instead of being disclosed separately. The error has been corrected as follows.		
Dr. Other income	334	
Cr. Commission on Insurance		334
Net effect on surplus for the year ended 31 March 2014	0	



Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2015

	2015 R '000	2014 R '000
39. Prior period errors (continued)		
39.25 During the prior financial year, the amounts of R5 609 and R243 in respect of other revenue and liquidation proceeds were classified as sundry income instead of other revenue. The error has been corrected as follows:		
Dr. Sundry income	5 853	
Cr. Other income		5 853
Net effect on surplus for the year ended 31 March 2014	0	
39.26 During the prior financial year, an amount of R33 in respect of interest on debt was disclosed separately under revenue from exchange transactions instead of being disclosed under other income. The error has been corrected as follows.		
Dr. Interest on debt	33	
Cr. Other Income		33
Net effect on surplus for the year ended 31 March 2014	0	
39.27 During the prior financial year, provision of R86 in respect of doubtful debts for receivables from non-exchange transactions was included in receivables from exchange transactions. The error has been corrected as follows:		
Dr. Receivables from exchange transactions	86	
Cr. Receivables from non-exchange transactions		86
Net effect on surplus for the year ended 31 March 2014	0	

40. Events after the reporting date

At the time of preparing and submitting these Annual Financial Statements, there were no subsequent events to disclose..

4. GOVERNANCE REPORT





4. GOVERNANCE REPORT

4.1 Report of the Auditor-General to Parliament on Vote No.2: Parliament of the Republic of South Africa

4.1.1 Report on the Financial Statements

Introduction

1. I have audited the financial statements of the Parliament of the Republic of South Africa set out on pages 42 to 89, which comprise the statement of financial position as at 31 March 2015, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year then ended, as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting officer's responsibility for the financial statements

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

Auditor-general's responsibility

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

Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Parliament of the Republic of South Africa as at 31 March 2015 and its financial performance and cash flows for the year then ended in accordance with SA Standards of

GRAP and the requirements of the FMFA.

Emphasis of matter

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

Restatement of corresponding figures

8. As disclosed in notes 38 and 39 to the financial statements, the corresponding figures for the period ended 31 March 2014 have been restated as a result of errors discovered during the 2015 year in the financial statements of the Parliament of the Republic of South Africa at, and for the year ended 31 March 2014.

Report on other legal and regulatory requirements

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

Predetermined objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the entity for the year ended 31 March 2015:
 - Programme 1: administration on pages 21 to 22
 - Programme 2: legislation & oversight on pages 23 to 29
 - Programme 3: public & international participation on pages 30 to 34
11. I evaluated the reported performance information against the overall criteria of usefulness and reliability.
12. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for managing programme performance information (FMPPPI).
13. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
14. I did not identify any material findings on the usefulness and reliability of the reported performance information for the following programmes:
 - Programme 1: administration
 - Programme 2: legislation & oversight
 - Programme 3: public & international participation



Additional matters

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

Achievement of planned targets

16. Refer to the annual performance report on pages 21 to 34 for information on the achievement of planned targets for the year.

Adjustment of material misstatements

17. I identified material misstatements in the annual performance report submitted for auditing on the reported performance information for programme 1: administration, programme 2: legislation and oversight and public and programme 3: international participation. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness or reliability of the reported performance information.

Compliance with legislation

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

Internal control

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

Auditor-General

Cape Town
29 July 2015



AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

4.2 REPORT OF THE AUDIT COMMITTEE

The Audit Committee (Committee) operated within a formally approved Audit Committee Charter (Charter) and is pleased to present its report in terms of the Financial Management of Parliament Act (FMPA) for the financial year ended 31 March 2015.

Audit Committee Members and Attendance

The Committee comprised four independent non-executive members in line with Section 47(3) of the FMPA and best practice. According to the Charter, the Committee should meet at least four (4) times a year or more frequently as deemed necessary by the Chairperson and/or the Committee. During the period under review, the Committee held six (6) meetings and the attendance is outlined in the table below.

Name of Member	Designation	No. of Meetings Attended
Mr. C. Choeu (Chairperson)	Independent Non-Executive Member	6
Mr. D. Coovadia	Independent Non-Executive Member	6
Mr. V. Nondabula	Independent Non-Executive Member	6
Ms. N.Z. Qunta	Independent Non-Executive Member	6

Audit Committee Responsibility

The Committee has performed oversight responsibilities in respect of the Parliament of the Republic of South Africa (Parliament) independently and objectively, and has operated within the approved Charter and the prescripts of the FMPA. The Committee reports that, it has, as far as possible, discharged its duties and responsibilities in compliance with Section 48 of the FMPA. The tenure of the Audit Committee ended in the 2014/15 financial year. The outgoing Audit Committee prepared a hand-over report outlining the assessment of the high-level governance and management processes. This was to ensure continuity in the oversight of Parliament's administration and to provide assurance about the state of affairs for reliance by the incoming Committee members in preparation of this report.

The effectiveness of Internal Control

Based on the assurance provided by management and the Internal Audit Unit and discussions with the Auditor-General South Africa (AGSA) on the results of their audits, overall, the Committee noted improvements in the internal controls of Parliament. These include the filling of the position of the Secretary to Parliament (STP). However:

- high vacancy rates in key senior executive positions for the larger part of the financial year posed a risk of leadership instability; and
- Although plans were in place to strengthen the performance management system of Parliament, the quality of performance information and alignment of institutional plans with performance contracts remained unresolved.

We are satisfied that continuous focus of management to resolve the remaining challenges in these areas will further improve internal controls.

The quality of in-year management and monthly/ quarterly reports

The Committee has reviewed the content and quality of the In-Year Monitoring and Management (IYM) reports submitted to National Treasury by the Accounting Officer. The development of internal capacity for in-year financial reporting was noted and will further improve the quality of these reports. Quarterly performance reports were also reviewed. Although improvements were identified in this area, management effort is still



required for further improvement.

Quality of audited Annual Financial Statements

The framework for the preparation of financial statements is in accordance with Generally Recognised Accounting Practice (GRAP), and is in compliance with the FMPA. The Committee has reviewed:

- the Annual Financial Statements (AFS) to be included in the Annual Report, and discussed them with the Auditor-General South Africa (AGSA) and management;
- the AGSA's Management Report and management's responses thereto;
- the audit opinion of the AGSA and discussed it with the AGSA and management;
- changes in accounting policies and practices; and
- significant adjustments resulting from the audit.

The Committee is pleased that the AGSA issued an unqualified audit opinion on the Annual Financial Statements of Parliament for the year ended 31 March 2015.

Effectiveness of Risk Management

The Risk Management Committee (RMC) which includes senior members of management was in place and meets on a quarterly basis. Its minutes were presented in the Committee meetings. The Risk Policy and Risk Strategy of Parliament was developed and approved by the Acting Secretary to Parliament. The embedding of risk management across institutional processes was still in progress and management have plans in place to implement risk management across the institution.

Effectiveness of the Internal Audit function

The Internal Audit (IA) Unit developed and presented the Annual Audit Plan for approval by the Committee and reported quarterly against the approved plan. The Committee is satisfied with the continuous improvement of the Internal Audit function. The function has operated effectively and it has addressed the risks pertinent to the institution in its audits. We are also pleased that the state of readiness of the Internal Audit was conducted by an independent National Treasury team during the period under review. However, the Committee noted that while some vacant positions were filled during the period under review, critical positions remained vacant in the Internal Audit structure. This poses a risk to the effectiveness of the function and its ability to deliver on its mandate. We will work with management in ensuring that Internal Audit is capacitated to effectively deliver on its mandate.

Conclusion

The Committee would like to take this opportunity to congratulate Parliament on its achievement of being the "Most Improved PFMA Audit Outcomes in the Western Cape" in the 2013/14 Financial Year as presented by the AGSA. We would also like to congratulate the Executive Authority, the Accounting Officer and Management for the good audit results received and the AGSA for the professional manner in which the audit was conducted. We would like to express our gratitude to the outgoing Audit Committee for the firm foundation they have laid for strengthened structures of governance. Lastly, we thank parliamentary staff for their hard work, determination and support.

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Ms. K.T Mdluwa
Chairperson of the Audit Committee

Date: 31 July 2015

5. HUMAN RESOURCES MANAGEMENT





5. HUMAN RESOURCE MANAGEMENT

5.1 Personnel Related Expenditure

Table 5.1.1: Personnel cost by programme

PROGRAMME	Personnel Expenditure	Total Employees	Average Personnel Cost per Employee
Administration	R330 170 579.00	712	R 463 722.72
Legislation & Oversight	R280 520 420.00	574	R 488 711.53
Members Facilities	R6 347 326.00	13	R 488 255.85
Public & International Participation	R58 900 944.00	110	R 535 463.13
Associated Services	R0.00	0	R 0.00
Grand Total	R 675 939 269.00	1409	R 479 729.79

Table 5.1.2: Personnel costs by salary bands

SALARY BAND	Personnel Expenditure	% of Total Personnel Cost	Total Employee	Average Personnel Cost Per Employee
Lower Skilled (Level A)	R33 880 144.00	5.01%	143	R 236 924.08
Skilled (Level B)	R78 931 521.00	11.68%	285	R 276 952.71
Highly Skilled Production (Level C)	R337 771 015.00	49.97%	728	R 463 971.17
Highly Skilled Supervision (Level D)	R200 739 363.00	29.70%	231	R 869 001.57
Senior Management (Level E)	R21 615 759.00	3.20%	19	R 1 137 671.53
Top Management (Level F)	R3 001 467.00	0.44%	3	R 1 000 489.00
Grand Total	R 675 939 269.00	100%	1409	

The lower average personnel cost per in Level F compared to Level E was as a result of the position of the Secretary to Parliament (STP) being vacant until 01 December 2014 and there was no salary for this period. The position of the Deputy Secretary: Core was also vacant for some time, with no senior manager acting in this position.

Table 5.1.3: Salaries and overtime by programme

PROGRAMME	SALARIES		OVERTIME	
	Amount	Salaries as a % of Personnel Expenditure	Amount	Overtime as a % of Personnel Expenditure
Administration	R330 170 579.00	48.85%	R 7 749 375.72	2.35%

Legislation & Oversight	R280 520 420.00	41.50%	R 2 415 453.64	0.86%
Public & International Participation	R6 347 326.00	0.94%	R 44 100.75	0.69%
Members' Facilities	R58 900 944.00	8.71%	R 838 337.68	1.42%
Associated Services	R0.00	0.00%	R 0.00	0.00%
Total	R 675 939 269.00	100%	R 11 047 267.79	5.33%

The overtime payments under the Administration programme were due to the security, household services and catering personnel being on duty to offer services for the events that took place during the year, often after regular hours. It should be noted that senior managers are not eligible for overtime pay.

Table 5.1.4: Salaries and overtime by salary bands

SALARY BAND	SALARIES		OVERTIME	
	Amount	Salaries as a % of Personnel Expenditure	Amount	Overtime as a % of Personnel Expenditure
Lower Skilled (Level A)	R33 880 144.00	5.01%	R 2 112 697.42	6%
Skilled (Level B)	R78 931 521.00	11.68%	R 4 895 406.99	6%
Highly Skilled Production (Level C)	R337 771 015.00	49.97%	R 3 928 850.35	1%
Highly Skilled Supervision (Level D)	R200 739 363.00	29.70%	R 110 313.03	0%
Senior Management (Level E)	R21 615 759.00	3.20%	R 0.00	0%
Top Management (Level F)	R3 001 467.00	0.44%	R 0.00	0%
TOTAL	R 675 939 269.00	100%	R 11 047 267.79	2%

5.2 Employment and Vacancies

Table 5.2.1: Employment and vacancies by programme

Programme	Number of Posts	Number of Posts Filled	Active Vacant	Vacancy Rate
Administration	855	676	179	21%
Legislation & Oversight	635	552	83	13%
Members' Facilities	15	13	2	13%
Public & International Participation	132	105	27	20%
Associated Services	0	0	0	0%
Grand Total	1637	1346	291	18%

The filling of vacant senior positions was delayed to allow for the appointment of the Secretary to Parliament. The restructuring process was also not finalised pending the establishment of the 5th Parliament to support the new strategic direction. Other related vacancies are a direct result of resignations, and attrition of posts.

**Table 5.2.2: Employment and vacancies by salary bands**

SALARY BAND	Number of Posts	Number of Posts Filled	Active Vacant	Vacancy Rate
Lower Skilled (Level A)	154	137	17	11%
Skilled (Level B)	357	278	79	22%
Highly Skilled Production (Level C)	813	698	115	14%
Highly Skilled Supervision (Level D)	282	215	67	24%
Senior Management (Level E)	28	16	12	43%
Top Management (Level F)	3	2	1	33%
Grand Total	1637	1346	291	18%

The outsourcing of the restaurant services of Parliament resulted in vacancies in salary levels A and B, as these were historically in Parliament's structure. Parliament is currently exploring the possibility of abolishing these posts and rationalising them.

5.3 Job Evaluation

Table 5.3.1: Profiles of employees whose salary positions changed as a result of job regrading

Beneficiaries	African	Coloured	Indian	White	Grand Total
Female	4	2	2	0	8
Male	6	0	0	2	8
Grand Total	10	2	2	2	16
Employees with Disabilities	0	0	0	0	0

5.4 Employment Changes

Table 5.4.1: Annual turnover rate by salary band

SALARY BAND	Number of Employees per band as on 1 April 2014	Appointments	Terminations	Turnover Rate
Lower Skilled (Level A)	142	0	7	5%
Skilled (Level B)	286	4	7	2%
Highly Skilled Production (Level C)	727	17	31	4%
Highly Skilled Supervision (Level D)	195	19	16	8%
Senior Management (Level E)	12	6	3	25%
Top Management (Level F)	2	1	1	50%
Grand Total	1364	47	65	5%

The termination in level C and D is due to the mobility of this skilled category of employees who have better opportunities often outside Cape Town and outside Parliament. In some cases, fixed-term contracts were ended during the reporting period.

Table 5.4.2: Reasons for employees leaving Parliament

Termination Type	Number of Terminations	% of Total
Deceased	4	6%
Dismissal	1	2%
End of Contract	12	18%
End of Political Term	1	2%
Resignation	35	54%
Retirement	9	14%
Retirement Early	2	3%
Retirement: Due to Ill Health	1	2%
Grand Total	65	100%

Table 5.4.3: Promotions by salary bands

SALARY BAND	Number of Employees per band as on 1 Apr 2014	Promotion to another Salary level [Promotion by Appointment]	Salary level promotion as a % of employees by occupation [Salary Band]
Lower Skilled (Level A)	142	0	0%
Skilled (Level B)	286	11	4%
Highly Skilled Production (Level C)	727	12	2%
Highly Skilled Supervision (Level D)	195	10	5%
Senior Management (Level E)	12	0	0%
Top Management (Level F)	2	0	0%
Grand Total	1364	33	2%

Some employees were promoted through job regrading while others were moved lateral and, or moved from lower positions to slightly higher paying positions. Other employees moved from contract to permanent employment, particularly in areas such as the House.

Tables 5.5 Employment Equity

Table 5.5.1: Total number of employees in each of the following occupational bands

SALARY BAND	Female				Male				Grand Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Lower Skilled (Level A)	23	63	0	13	5	34	0	4	142
Skilled (Level B)	87	47	3	5	60	63	4	17	286
Highly Skilled Production (Level C)	254	120	6	41	211	59	8	28	727
Highly Skilled Supervision (Level D)	38	23	8	17	72	14	10	13	195
Senior Management (Level E)	3	1	0	0	6	1	1	0	12
Top Management (Level F)	1	0	0	0	0	1	0	0	2
Grand Total	406	254	17	76	354	172	23	62	1364
Employees with Disability	0	1	0	1	3	2	1	0	8


Table 5.5.2: Recruitment/ Appointments

Salary Band	Female				Male				Grand Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Skilled (Level B)	0	0	0	0	3	1	0	0	4
Highly Skilled Production (Level C)	3	1	0	3	10	0	0	0	17
Highly Skilled Supervision (Level D)	7	0	1	1	8	1	0	1	19
Senior Management (Level E)	2	1	0	0	2	0	0	1	6
Top Management (Level F)	0	0	0	0	1	0	0	0	1
Grand Total	12	2	1	4	24	2	0	2	47
Employees with Disability	0	0	0	0	0	0	0	0	0

Table 5.5.3: Promotions

Salary Band	Female				Male				Grand Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Lower Skilled (Level A)	0	0	0	0	0	0	0	0	0
Skilled (Level B)	4	3	1	0	3	0	0	0	11
Highly Skilled Production (Level C)	3	4	0	0	3	0	1	1	12
Highly Skilled Supervision (Level D)	2	0	0	1	4	1	0	2	10
Senior Management (Level E)	0	0	0	0	0	0	0	0	0
Top Management (Level F)	0	0	0	0	0	0	0	0	0
Grand Total	9	7	1	1	10	1	1	3	33
Employees with Disability	0	0	0	0	0	0	0	0	0

5.6 Performance rewards

Table 5.6.1: Performance rewards by race, gender and disability

Gender and Race	Beneficiary Profile			Cost	
Number of Beneficiaries	Total Employment [Number of Beneficiaries]	% of Total Employment	Cost (R'000)	Avg Cost per Employee	
Gender and Race	Beneficiary Profile	Cost			
Number of Beneficiaries	Total Employment [Number of Beneficiaries]	% of Total Employment	Cost (R'000)	Avg Cost per Employee	
African	Female	180	31.97%	R 3 636 795.00	R 20 204.42
	Male	101	17.94%	R 2 512 484.00	R 24 876.08
Coloured	Female	125	22.20%	R 2 292 134.00	R 18 337.07
	Male	83	14.74%	R 1 545 584.00	R 18 621.49
Indian	Female	4	0.71%	R 147 278.00	R 36 819.50
	Male	11	1.95%	R 352 548.00	R 32 049.82
White	Female	30	5.33%	R 767 400.00	R 25 580.00
	Male	29	5.15%	R 680 374.00	R 23 461.17
TOTAL	563	100.00%	R 11 934 597.00	R 21 198.22	
Employees with Disability					

Table 5.6.2: Performance rewards (performance bonus) by salary band for personnel below senior management level – level E

Salary Bands	Beneficiary Profile			Cost			
	Number of Beneficiaries	Number of Employees	% of Total within Salary Band	Total Cost	Avg Cost Per Employee	Total Personnel Expenditure	Total Cost as a % of the total personnel expenditure
Lower Skilled (Level A)	143	143	100%	R 737 153.45	R 5 154.92	R33 880 144.00	2%
Skilled (Level B)	246	285	86%	R 1 466 485.99	R 5 961.33	R78 931 521.00	2%
Highly Skilled Production (Level C)	616	728	85%	R 5 891 551.64	R 9 564.21	R337 771 015.00	2%
Highly Skilled Supervision (Level D)	175	231	76%	R 3 296 904.82	R 18 839.46	R200 739 363.00	2%
Grand Total	1180	1387	85%	R 11 392 096	R 9 654.32	R 651 322 043.00	2%


Table 5.6.3: Performance rewards (notch progression) by salary band for personnel below senior management level – level E

Salary Bands	Beneficiary Profile			Cost			
	Number of Beneficiaries	Number of Employees	% of Total within Salary Band	Total Cost	Avg Cost Per Employee	Total Personnel Expenditure	Total Cost as a % of the total personnel expenditure
Lower Skilled (Level A)	94	143	66%	R 1 100 643.00	R 11 708.97	R33 880 144.00	3%
Skilled (Level B)	132	285	46%	R 1 833 620.00	R 13 891.06	R78 931 521.00	2%
Highly Skilled Production (Level C)	291	728	40%	R 6 725 133.00	R 23 110.42	R337 771 015.00	2%
Highly Skilled Supervision (Level D)	44	231	19%	R 2 133 722.00	R 48 493.68	R200 739 363.00	1%
TOTAL	561	1387	40%	R 11 793 118.00	R 21 021.60	R 651 322 043	2%

Table 5.6.4: Performance rewards (notch progression) by salary band for senior and top management

Salary Bands	Beneficiary Profile			Cost			
	Number of Beneficiaries	Number of Employees	% of Total within Salary Band	Total Cost	Avg Cost Per Employee	Total Personnel Expenditure	Total Cost as a % of the total personnel expenditure
Senior Management (Level E)	2	19	11%	R 141 479.00	R 70 739.50	R21 615 759.00	1%
Top Management (Level F)	0	3	0%	R 0.00	R 0.00	R3 001 467.00	0%
TOTAL	2	22	9%	R 141 479.00	R 70 739.50	R 24 617 226.00	1%

5.7 Leave utilisation

Table 5.7.1: Sick leave

SALARY BAND	Total Days Taken	Days With Medical Certificate	% Days With Medical Certificate	Number of Employees Using Sick Leave	% of Employees using Sick Leave	Average Days Per Employee	Total Package Value	Average Package	Average Daily Rate	Estimated Cost
Lower Skilled (Level A)	1206	598	50%	127	11%	9.50	R27 319 757.00	R 215 116.20	R 824.20	R 7 826.66
Skilled (Level B)	2023	974	48%	246	22%	8.22	R62 990 651.00	R 256 059.56	R 981.07	R 8 067.91
Highly Skilled Production (Level C)	4497	2072	46%	594	53%	7.57	R254 103 375.00	R 427 783.46	R 1 639.02	R 12 408.52
Highly Skilled Supervision (Level D)	956	458	48%	154	14%	6.21	R132 527 012.00	R 860 565.01	R 3 297.18	R 20 468.23
Senior Management (Level E)	25	8	32%	3	0%	8.33	R3 890 568.00	R 1 296 856.00	R 4 968.80	R 41 406.64
Top Management (Level F)	12	1	8%	1	0%	12.00	R2 206 290.00	R 2 206 290.00	R 8 453.22	R 101 438.62
Grand Total	8719	4111	47%	1125	100%	7.75	R483 037 653.00	R 5 262 670.23	R 20 163.49	R 156 271.51

It is evident that sick leave is concentrated around the level where there are a high number of employees (i.e. Level B and C). The institution is concerned about the sick leave utilisation, hence our climate survey which reveals a need for management to focus on this area.

**Table 5.7.2: Annual Leave**

Salary Band	Number of Employee That applied for Annual Leave	Total Days Taken	Average Per Employee
Lower Skilled (Level A)	142	15302	0.01
Skilled (Level B)	286	4421	0.06
Highly Skilled Production (Level C)	729	3623	0.20
Highly Skilled Supervision (Level D)	219	197	1.11
Senior Management (Level E)	18	6473	0.00
Top Management (Level F)	3	54	0.06
Grand Total	1397	30070	0.05

Table 5.7.3: Capped leave

SALARY BAND	Number of Employees with Capped Leave	Total Days of Capped Leave as at 1 Jan	Number of Days Taken	Total Days of Capped Leave as at 31 Dec	Average Number of Days Taken per Employee	Average Capped Leave Per Employee as at 31 Dec
Lower Skilled (Level A)	116	1530	30	1500	4	13
Skilled (Level B)	115	1485	37	1448	3	13
Highly Skilled Production (Level C)	140	1766	36	1730	4	12
Highly Skilled Supervision (Level D)	28	266	1	265	28	9
Senior Management (Level E)	1	0	0	0	0	0
Top Management (Level F)	0	0	0	0	0	0
Grand Total	400	5047	104	4943	4	12

Table 5.7.4: Leave payouts

Reason	Total Amount (R'000)	Number of employee	Average payment per employee
Capped leave payouts on termination of service for	R293 393.20	13	R22 568.71
Current leave payouts on termination of service for	R1 401 683.88	60	R23 361.40
Total	R1 695 077.08	73	R23 220.23

5.8 HIV and AIDS & health promotion programmes

Table 5.8.1: Steps taken to reduce the risks of occupational exposure

Units/categories of employees identified as being at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
Sister in the Clinic	Application of universal precautions e.g. use gloves, use of sharps containers, correct method of giving injections and finger pricks. If the unfortunate needle stick happens, the Post Exposure Prophylaxis treatment will be given to her.
First Aid Volunteers	First Aid Volunteers have been nominated by line groups and have been sent for training which includes how to implement universal precautions.

Table 5.8.2: Details of health promotion and HIV and Aids programmes

Question	Yes	No	Details, if yes
1. Has Parliament designated a member of senior management to implement health promotion and HIV and AIDS programmes? If so, provide his/her name and position.	X		Buyile Simon Bashe Section Manager: Organisational Wellness
2. Does Parliament have a dedicated unit or has it designated specific employees to promote the health and wellbeing of employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	X		Parliament has a dedicated Employee Wellness Unit for promoting health and wellbeing of employees. It consists of 4 internal staff members and an outsourced service. There are Peer Educators who are instrumental in assisting in health promotion and awareness on issues of HIV/AIDS. The annual Budget is R2.5m.
3. Has Parliament introduced an Employee Assistance or Health Promotion Programme for employees? If so, indicate the key elements/ services of this programme.	X		Parliament has a Wellness Programme which focuses mainly on: <ol style="list-style-type: none"> 1. HIV/AIDS response strategy 2. Policies and Procedures 3. Awareness and education 4. Prevention Programmes 5. Consultation and advice 6. Comprehensive 24/7 Counselling Services 7. Case Management 8. Sports and recreation
4. Has Parliament established (a) committees? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.		X	New Committee still to be established in the 5th Parliament
5. Has Parliament reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	X		HIV/AIDS Policy. Parliament will endeavour by all means possible to ensure that no prejudice or victimisation takes place against any staff member on account of his/her HIV/AIDS status. No applicant for employment will be discriminated against in the selection process on account of his/her HIV/AIDS status. No staff member will be dismissed because he/she is identified as being HIV-positive. No staff member will be removed from his/her normal place of work or his/her normal duties or isolated because he/she has been identified as being HIV-positive.



Question	Yes	No	Details, if yes
6. Has Parliament introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	X		HIV/AIDS policy, awareness campaigns. External Service Provider for Comprehensive Counselling has been contracted to provide support services (Access Health). Maintenance of confidentiality. Staff member is under no obligation to inform management of this/her HIV/AIDS status. Normal disciplinary procedure will be enforced in case of leakage of confidential information.
7. Does Parliament encourage its employees to undergo HIV Counselling and Testing (HCT)? If so, list the results that you have achieved.	X		Parliament's HIV/AIDS strategy promotes participation in the HCT programme. The HCT programme is done on the premises and it is provided by an external service provider. Employees are encouraged to use external facilities as well.
8. Has Parliament developed measures/ indicators to monitor and evaluate the impact of its health promotion programmes? If so, list these measures/indicators.	X		Monthly and quarterly reports. Attendance of workshops, HCT and psychosocial counselling sessions.

Table 5.8.3: Injury on duty

Nature of injury on duty	Number	% of total
No of first aid injuries [FA]	18	31%
No. of non-disabling injuries [NDI's]	23	40%
No. of disabling injuries [DI's]	17	29%
Fatal	0	0%
Total	58	100.00%

FA: Only needed first aid treatment. No need for a qualified health professional to treat the injured employee
 NDI: Need medical treatment by qualified health professional but injury does not result in a lost shift/ day(s).

DI: This refers to a when the injured employee has lost a shift or day(s).

Table 5.8.4: Disciplinary action

	MALE	MALE	MALE	MALE	FEMALE	FEMALE	FEMALE	FEMALE
	African	Coloured	Indian	White	African	Coloured	Indian	White
Disciplinary action	2				1			

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