



Annual Report 2015/16
PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA ANNUAL REPORT
2015 – 2016

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An activist and responsive people's Parliament that improves the quality of life of South Africans
and ensures enduring equality in our society.

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OF THE ANNUAL REPORT
TO THE EXECUTIVE
AUTHORITY



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PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

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ANNUAL REPORT (2015/16)

Ms B Mbete, Speaker of the National Assembly, and Ms T R 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
2015/16.

Mr G Mgidlana

Secretary to Parliament

Date of Submission

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LIST OF ABBREVIATIONS

AU	African Union
APP	Annual Performance Plan
BRRR	Budgetary Review and Recommendations Report
CLSO	Constitutional and Legal Services Office
CPA	Commonwealth Parliamentary Association
DPW	Department of Public Works (DPW)
DRT	Digital Recording and Transcription
EA	Executive Authority
EPMO	Enterprise Project Management Office
FMPPLA	Financial Management of Parliament and Provincial Legislatures Act, 2009
HR	Human Resources
ICT	Information and Communications Technology
IPU	Inter-Parliamentary Union
ISD	Institutions Supporting Democracy
MP	Member of Parliament
MTSF	Medium-Term Strategic Framework (MTSF)
NA	National Assembly
NCOP	National Council of Provinces
NDP	National Development Plan
NEHAWU	National Health Education & Allied Workers Union
PAP	Pan-African Parliament
PBO	Parliamentary Budget Office
PDOs	Parliamentary Democracy Offices
PGIR	Parliamentary Group on International Relations
SADC-PF	Southern African Development Community Parliamentary Forum (SADC-PF)
SALSA	Secretaries' Association of the Legislatures of South Africa
SDGs	Sustainable Development Goals
UN	United Nations

GENERAL INFORMATION



1. GENERAL INFORMATION

1.1. Vision, Mission and Values

Vision

An activist and responsive people's Parliament that improves the quality of life of South Africans and ensures enduring equality in our society.

Mission

Parliament aims to provide a service to the people of South Africa by providing:

- A vibrant people's assembly that intervenes and transforms society and addresses the development challenges of our people;
- Effective oversight over the Executive by strengthening its scrutiny of actions against the needs of South Africans;
- An opportunity for South Africans to participate in the decision-making processes that affect their lives;
- A healthy relationship between the three arms of the State, that promotes efficient co-operative governance between the spheres of government, and ensures appropriate links with our region and the world; and
- An innovative, transformative, effective and efficient parliamentary service and administration that enables Members of Parliament to fulfil their constitutional responsibilities.

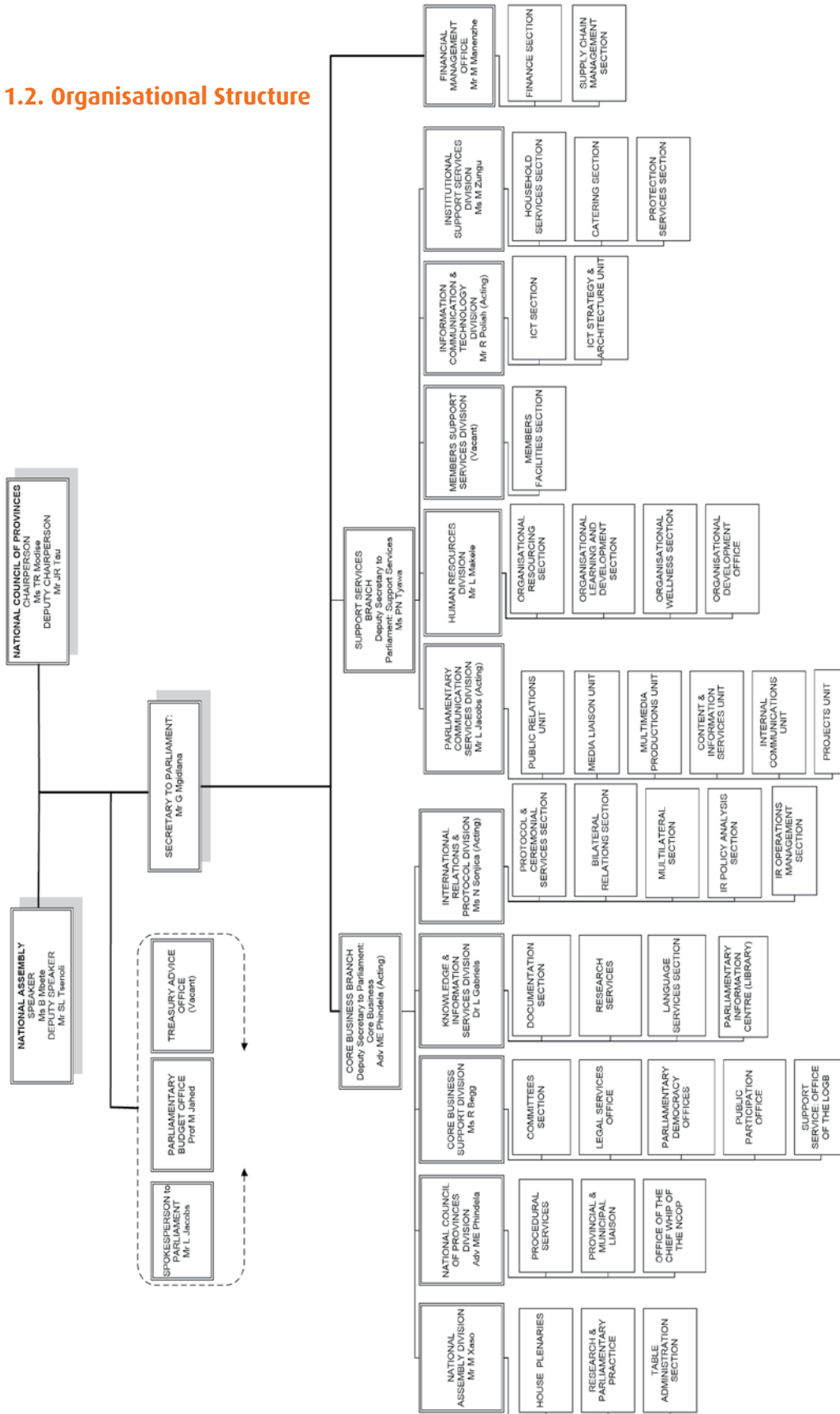
Values

Values identify the principles on which the conduct of the institution is based in order for it to carry out its mission. Institutional values are derived from the institution's mission. Values guide actions as to how a service is rendered and must be experienced by citizens.

Organisational values direct and guide the nature of organisational leadership, decision-making, actions and the culture of the organisation. Parliament adopted the following values:

- Openness
- Responsiveness
- Accountability
- Teamwork
- Professionalism
- Integrity

1.2. Organisational Structure



1.3. Legislative And Other Mandates

Parliament derives its constitutional and legislative mandates from the following:

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 and Provincial Legislatures 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.
	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.
	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 / Mandate	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

With the second year of the 5th Parliament in full swing, the 2015/16 financial year was characterised by robust and active participation by the South African electorate and elected Members alike, both within and beyond the Houses of Parliament. This often vigorous engagement signifies a dynamic shift and growth of our democracy, with a sharp focus on the significance of Parliament's internal rules and regulations, their application, Parliament's ability to deal with a changing environment and ultimately its ability to hold the Executive to account. While the First and Second Parliaments focused on introducing transformational legislation and the establishment of open public participation practices, the Third Parliament set out to build on this work, and to grow the demand for representation and engagement outside of South Africa. The Fourth Parliament focused on strengthening oversight and accountability and improving mechanisms for public participation. As South Africa's democracy matures, and with the most important parliamentary processes and practices already established, it becomes increasingly important for Parliament to be introspective and review its progress to ensure freedom and prosperity for its citizens. Thus the 2014 – 2019 strategic plan of Parliament identified the following strategic priorities for the 5th Parliament:

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

These priorities are set within the broader context of Parliament's developmental character, which necessitates the prioritisation of the most vulnerable sectors in society as articulated in the National Development Plan (NDP). Parliament's work must be geared towards the achievement of this plan, which includes increasing employment and income, ensuring skills development, broadening ownership by historically disadvantaged groups, increasing the quality of education and health care, and providing access to affordable housing, transport, and food. The challenges which these priorities aim to address are not particular to South Africa, and characterise concerns not just on the African continent, but across the globe. Thus the domestication of international and continental protocols and agreements such as the United Nation's (UN) Sustainable Development Goals (SDGs) and the African Union's (AU) Agenda 2063 continue to present important opportunities to drive development and ensure steady progress. Harmonising international, continental and national priorities provides the strategic leverage necessary for improving the pace of service delivery, and is indeed one of the priorities of Parliament.

Efforts to effectively hold the Executive to account during the 2015/16 financial year included the initiation of a review of the Oversight and Accountability Model as well as a review of the piloted implementation of the Parliamentary Democracy Offices. The financial year 2015/16 heralded a busy and productive year for Parliament with over 400 resolutions adopted in the NA and about 78 in the NCOP. Moreover, 523 of the 773 questions put to the Executive were

responded to, bringing the response rate to almost 70%. The Parliamentary Budget Office (PBO), which is mandated to strengthen Parliament's technical capacity for fiscal and monetary oversight, entered its third year of operation. During this financial year it exceeded all its performance targets, and continued to extend its services to parliamentary committees.

The public continues to acknowledge the value of Parliament as a legitimate platform for public participation, with 2015/16 seeing several interest groups convening at the parliamentary gates. Most notable amongst these was the national #FeesMustFall protests, which highlighted the urgent need to address funding in higher education. While there are several mechanisms for engaging Parliament, the occurrence of protest as a popular choice for engagement has grown over the last 10 years, and augurs well for Parliament as the public continues to identify us as the key point of call. Public interest in the work of Parliament continued its upward trend, with unique visitors to the website reaching 1.7 million, compared to 1.5 million in 2014/15. In addition, a total of 22 000 individuals attended the galleries during the sittings of the Houses over the one-year period. Noting the need to improve Parliament's ability to engage meaningfully with all sectors of society, citizens' recognition of Parliament as a significant institution for public engagement is encouraging. The Legislature continued to proactively engage diverse constituents, and hosted roundtables for women and the youth which focused on the implementation of the objectives of the NDP. These efforts, and the current review of the Public Participation Model, come at a crucial watershed moment for our participatory democracy.

On the international front the South African Parliament continued to establish relations with more legislatures across the globe, and continues to learn and share best practices with its counterparts. The hosting of the 37th Plenary Assembly of the Southern African Development Community Parliamentary Forum (SADC-PF) in July 2015 was a highlight for the Parliament of South Africa. The session was convened under the theme "Industrialisation and Regional Integration in SADC: The role of Parliaments", and several valuable resolutions were drafted. There is a need to strengthen internal mechanisms for the deliberation of international relations matters in both Houses, and their subsequent consideration in the relevant Committees.

The development and implementation of a co-operative government oversight mechanism has been initiated, albeit with slow progress. In the current financial year there were a total of four notices of interventions received in terms of section 139 (1) (b), which were all approved within the timeframes required by the Constitution. Five notices for termination of interventions, and two notices for extension were received by the NCOP and referred to the Select Committee on Co-operative Government and Traditional Affairs.

Making laws remains at the core of parliamentary work, and while the volume of legislation has declined, the refining of established legislation remains important. In order to critically assess the impact of legislation passed by the democratic Parliament, by resolution of the Speakers' Forum, a High Level Independent Advisory Panel chaired by former President Kgalema Motlanthe has been established. The panel is charged with identifying the gaps in legislation and proposing steps to be taken by Parliament on the triple challenges of poverty, unemployment and inequality, with

a special focus on:

- Freedom Charter Clause 3: Wealth of the country
- Freedom Charter Clause 4: The land belongs to all who live in it
- Nation-Building and Social Cohesion

The work of this panel will allow for an assessment of laws across portfolios, allowing for a more integrated approach to law-making. This review is an important opportunity to learn valuable lessons on how legislation manifests for different sectors in society, and to ensure that laws meant to protect the most vulnerable, are effective.

While there is still much to do, the 2015/16 financial year has set a solid foundation in the 5th Parliament for giving credence to the vision of a truly “activist and responsive people’s Parliament that improves the quality of life of South Africans and ensures enduring equality in our society”.

Date:

Date: 29.08.2016



Ms B Mbete

Speaker: National Assembly



Ms T R Modise

Chairperson: National Council of Provinces

1.6. Secretary's Report

In order to achieve its strategic priorities, the 5th Parliament adopted a set of strategic outcome-oriented goals in 2014 which emanate from its constitutional mandate. They are to:

- Enhance Parliament's oversight and accountability over the work of the executive to ensure implementation of the objectives of the Medium-Term Strategic Framework (MTSF) 2014-2019;
- Co-operate and collaborate with other spheres of government on matters of common interest and ensure co-operative and sound intergovernmental relations;
- Enhance public involvement in the processes of Parliament to realise participatory democracy through the implementation of the public involvement model by 2019;
- Enhance parliamentary international engagement and co-operation;
- Enhance the ability of Parliament to exercise its legislative power through consolidation and implementation of integrated legislative processes by 2019 in order to fulfil its constitutional responsibility;
- Build a capable and productive parliamentary service that delivers enhanced support to Members of Parliament in order that they may efficiently fulfil their constitutional functions.

During the year under review, these goals guided implementation at all levels and remained the framework for providing support services to Members and financial and administrative assistance to political parties represented in Parliament. Parliament's strategic plan places significant emphasis on creating an enabling environment for Members, and on improving the quality of the administration to provide adequate support where needed. As such, Members interests, accessibility to tools of trade, and training and development continued to be prioritised in the 2015/16 financial year. While at the policy level there was a need to ensure strategic alignment between global, continental and national priorities, at the operational level there was a concerted effort to benchmark performance against international best practice.

In terms of performance information, under the reporting period, overall performance shows that, of the thirty-three (33) indicators and corresponding targets set in the 2015/16 Annual Performance Plan (APP), 46.9% of targets were achieved (15 indicators), while 53.1% of targets were not met (17 indicators). One (1) indicator merged with another, and was thus not assessed.

Notwithstanding the above, it should be noted that the work of Parliament is largely qualitative and in, some instances, this presents a set of challenges especially in translating and presenting our performance in quantitative terms. Although the institution recorded an overall performance of 46%, this percent talks to the preselected sample or a set of indicators identified for measurement for strategic purposes, is not representative of the totality of the work the institution is doing because it excludes reporting on our operations.

What is equally important to note is that implementation during the 2015/16 period was affected by several dynamics that had an adverse impact on performance. These included the need for fiscal austerity as directed by National Treasury, an increase in demand for core support to the two Houses, and an adjustment period for strategic realignment at the operational level. In addition, labour disputes with the National Health Education & Allied Workers Union (Nehawu) affected performance, especially in the third quarter of the year under review. On these matters, Parliament remains committed to implementing efficiency measures, ensuring more effective processes and practices, and building good relations with labour for improved implementation of the organisational goals.

Despite these challenges, Parliament made progress in building on gains already made and reviewing existing work. The institution continued to adjust to the adoption of the results-based and outcomes-oriented approach, with progress being made in the implementation of measures to reduce inefficiencies. In addition, work has begun on the development of a resource generation and allocation framework, and a methodology to determine value for money. In addition, Parliament continues to make progress to align planning, budgeting, implementation and reporting in accordance with the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA, Act 10 of 2009).

Significant advances have been made since the establishment of the Parliamentary Budget Office, and through the provision of independent economic and fiscal advice to Parliamentary Committees to ensure informed recommendations in exercising oversight over public finances.

While the budget structure has been reviewed and aligned with the 5th Parliament strategy, for the 2015/16 financial year it remains the same as in previous years to allow for a smooth transition. Thus the current programme structure includes Administration, Legislation and Oversight, Public and International Engagement, Members' Facilities and Associated Services.

Almost halfway through the 5th Parliament, much more remains to be done to ensure effective implementation and efficient use of resources. In order to *build a capable and productive parliamentary service that delivers enhanced support to Members of Parliament in order that they may efficiently fulfil their constitutional functions*, the Administration will continue to support Members, the two Houses and their committees with the right services, of the appropriate quality, in a timely manner. Performance trends in the 2015/16 reporting year show progress in many areas, and while barriers to implementation remain, these will receive more focused attention in the subsequent reporting period.

Date:



Mr G Mgidlana

Secretary to Parliament

INFORMATION ON PRE-DETERMINED OBJECTIVES



2. INFORMATION ON PRE-DETERMINED OBJECTIVES

2.1. Overall Performance

2.1.1. Aim of the Vote

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

2.1.2. Strategic Outcome-Oriented Objectives of Parliament

Parliament identified the following six (6) strategic outcome-oriented goals in its Strategic Plan for the 5th Democratic Parliament 2014 - 2019:

- Enhance Parliament's oversight and accountability over the work of the executive to ensure implementation of the objectives of the Medium-Term Strategic Framework (MTSF) 2014-2019;
- Co-operate and collaborate with other spheres of government on matters of common interest and ensure co-operative and sound intergovernmental relations;
- Enhance public involvement in the processes of Parliament to realise participatory democracy through the implementation of the public involvement model by 2019;
- Enhance parliamentary international engagement and co-operation;
- Enhance the ability of Parliament to exercise its legislative power through consolidation and implementation of integrated legislative processes by 2019 in order to fulfil its constitutional responsibility; and
- Build a capable and productive parliamentary service that delivers enhanced support to Members of Parliament in order for them to efficiently fulfil their constitutional functions.

2.1.3. Overview of the Service Delivery Environment

The Parliamentary Service continued to render support in the implementation of policy priorities of the 5th Parliament. In the year under review, greater emphasis was placed on improving the efficient use of resources to ensure that the performance of Parliament in achieving its outcome-oriented goals is enhanced. Parliament's strategic objectives seek to:

- Substantially improve programmes of capacity-building and development of Members.

- Considerably improve timeliness, quality and overall value of information.
- Significantly improve the usage and management of limited space and facilities.
- Meaningfully ensure greater efficiency in both the processes and resources of Parliament.
- Considerably harness the strengths and opportunities within the legislative sector.

The Strategic Plan of Parliament (2014-2019) has placed significant emphasis on creating an enabling environment for Members, and on improving the quality of the administration to provide Members with adequate support. Parliament's budget remains under pressure as a result of austerity measures implemented in the public sector. This will see the budget decrease over the 2016/17 – 2018/19 MTSF period, posing an even greater challenge in executing the strategic plan of Parliament. As a result, efficiency measures have been implemented and are beginning to show promising results.

Given the adoption of new strategic goals, and the subsequent realignment of Parliament's administration to the 2014-2019 Strategic Plan, the 2015/16 financial year was one characterised by change, both at a strategic and an operational level. The institutional planning environment was no different. The 5th Parliament expanded its planning horizon to extend beyond its term, into 2030. This break from the usual 5-year term planning marks a significant development in Parliament's intent, maturity, capacity and outcome alignment with the NDP.

The Executive Authority successfully led an institutional process to identify key policy priorities for the next 30 years and to develop Parliament's policy direction in this regard. The policy priorities provide strategic direction and integrate the Executive's planned outcomes as articulated in the NDP with Parliament's role in monitoring and holding Government accountable for its implementation. The strategic plan sets out the outcomes and strategic objectives for the medium term, and was tabled on 27 February 2015.

There is a growing need to focus on monitoring and evaluating the impact of Parliament's work, and that of the Executive. A key project in the financial year 2015/16 aimed at fulfilling this need is the Assessment of the Impact of Legislation, or Project 13. The impact of cross-sector legislation on poverty, unemployment and inequality will be assessed. Additionally, the monitoring and evaluation of the implementation of the strategic plan have also received significant focus. Draft frameworks on performance information reporting, data management and evaluation were completed, with a view to institutionalise M&E within Parliament during the period under review.

To assist in the overall improvement of implementation, the Enterprise Project Management Office (EPMO) implements special projects as outlined in the Annual Performance Plan (APP) by engaging Divisions and facilitating the process of implementation. The EPMO ensures that stakeholder requirements are assessed and defined to inform project work, and that duration, budget, governance and methodology are adhered to in the delivery of project outputs/deliverables. Despite relative success in implementation, the organisational environment remains constrained by insufficient capacity related to project management.

The Core Business branch of Parliament consists of the NA, the NCOP, core business support, Knowledge and Information Services and International Relations divisions which work together to provide core support to Members of Parliament in the two Houses and their committees. During the period under review the Core Business Branch endeavoured to improve the turnaround time and quality of services provided to Members as the main clients. A number of reports, minutes, requests for information, procedural and legal advice were provided within the required times. Although interpretation and reporting services were initially areas of concern, there are signs of improvement in the last quarter of the year. The systems and processes within the Branch remain manual, thus the automation of these systems and processes (public participation, oversight and law-making processes) remain critical. While there is room to improve on delivery levels, the Branch remains on course to deliver on the Strategic Plan of Parliament.

The Support Services branch of Parliament is constituted of the Human Resources, Information, Communications and Technology (ICT), Parliamentary Communication Services, Member's Facilities, and Institutional Facilities Management and Support Services. To date the branch has met most of its targets, and will continue to use creative approaches to deliver on indicators, such as using internal resources. The slight, yet significant increase in people's awareness of the work of Parliament is a positive sign that can only be improved by effectively integrating the use of the various platforms of communications.

2.1.4. Overview of the Organisational Environment

The focus for the 2015/16 financial year was to improve the business of Parliament. This required an alignment of strategic goals with the activities and outputs of Parliament, as well as an allocation of resources reflecting this strategic alignment. While this work continued under the stewardship of a new Secretary to Parliament, the human resources division was headed by an Acting HR Executive for most of the year, with a permanent HR Executive only being appointed early in January of 2016. Additionally, labour relations became strained when employees at Parliament embarked on an unprotected strike from 06 November 2015 until 05 December 2015,

following a dispute between Management and Nehawu regarding the calculation of the performance bonus payments. A no-work-no-pay rule was implemented during the period of the strike. An agreement was reached on 05 December 2015.

The continuous need for skills and expertise are a challenge for the institution. Just as planning, budgeting and implementation have been aligned with the outcomes of the Strategic Plan 2014-2019, it is also essential that Parliament review its capacity needs in order to fulfil its mandate.

In the political arena, the manner in which Parliament absorbs and manages the changing political landscape is of critical importance. Parliament as the cornerstone of our multi-party constitutional democracy is charged with ensuring that all political parties are equitably represented in all parliamentary structures and processes, while maintaining the integrity of an electoral system based on proportional representation. As our democracy matures, debates in the Houses of Parliament are increasingly robust, and oversight conducted through parliamentary committees, questions, Members statements and motions in the Houses demand greater accountability and responsiveness by the Executive. This has been a stark feature of the 5th Parliament. Enhancing the capacity of Members in support of their engagement with the Executive and the public in their legislative and oversight functions requires greater scrutiny of the quality, objectivity and impartiality of non-partisan services provided by the parliamentary administration.

2.1.5. Key Policy Development and Legislative Changes

While there were no major legislative changes for Parliament in the year under review, the amendments to the Financial Management of Parliament and Provincial Legislatures Act (2009) necessitate continuous alignment of the business of Parliament with applicable regulations. This includes the realignment of policies, processes and practices to ensure operations function within sector frameworks. The Public Participation Model is in the final stages of adoption. Once adopted it will affect operations of the facilitation of the public participation processes of Parliament and its committees.

2.1.6. Parliament's Revenue, Expenditure and Transfer Payment

Parliament is not required to return 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 a part of retained earnings. Over the medium term, retained earnings are expected to decrease as it is committed for various strategic projects of Parliament.

2.1.7. 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 stock in poor condition was disposed of in the previous financial year. Procurement of assets was decentralised to the individual business units.

The Department of Public Works (DPW) is responsible for the maintenance of the buildings. Parliament has revised its plans and had discussions with DPW to revisit the comprehensive maintenance plan in order 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 the DPW and the Office of the Secretary to Parliament.

2.2. Programme Performance

Overall performance shows varied progress across the five (5) budget programmes of Parliament. It is important to note that the thirty-three (33) indicators tracked are not a reflection of all the work done by Parliament, but constitute the strategic measures that Parliament chooses to monitor throughout the year, in order to drive performance towards the strategic outcome-oriented goals.

Programme 1 (Administration) includes the provision of strategic leadership, institutional policy, development programmes for Members, overall management and administrative and corporate services to Parliament's Executive, management and employees. Of the eight (8) indicators tracked, five (5) met their targets, while three (3) did not. Performance on indicators in this programme reflected the highest percentage of achievement, with 62.5% of targets met, and 37.5% of targets not met. Programme highlights include 100% implementation of Members' capacity and development programmes, an 11% increase on the human resources (HR) talent management index, and the increase in universal access to web and mobile-based platforms. There was a significant increase in the number of people who are aware of the work of parliament, evidenced by the increase from 1,5 million in 2014/2015 to 1,7 million in 2015/2016 in the number of those who accessed Parliament's website. Areas of improvement include accelerating implementation for consolidating spatial needs and planning, and progress on implementing a comprehensive stakeholder management strategy.

Programme 2 (Legislation and Oversight) provides procedural and legal advice, information and research, language, content and secretarial and legislative drafting services for meetings of the National Assembly, National Council of Provinces and their committees. This constitutes the largest proportion of administrative support to the Houses of Parliament and its committees, and consequently reflects the most varied performance. Of the sixteen (16) indicators tracked, six (6) met their targets, while another ten (10) fell way below their target. This constitutes about 37.5% of targets met and 62.5% of targets not met. Given this performance, this programme presents the biggest opportunity for improvement. Indicators that performed above their targets include, amongst others, the budget office, the NA and the NCOP, research, legal services, and committees. While key initiatives aimed at strengthening the legislative and oversight functions, including the review of the oversight model, development of a legislative model, and the development of a co-operative government oversight mechanism did not meet their targets, there is promising progress with several milestones already achieved.

Support provided within Programme 3 includes public education, information and access to support public participation, and provision of advice and support for international agreements. Mixed performance was recorded for this programme, with 60% of targets met, and 40% of targets not met. Highlights include the finalisation

of the Communications Strategy aimed at increasing public involvement in parliamentary processes, and the completion of a review of the pilot phase of the Parliamentary Democracy Offices (PDOs). In addition, Parliament hosted several domestic and international programmes, including a successful State of the Nation Address, an Inter-Parliamentary Union (IPU) Conference on Statelessness, and Taking Parliament to the People campaign. These achievements notwithstanding, improvements in the quality of public participation processes are critical, as are functional internal mechanisms for dealing with international reports.

Programme 4 includes support to Members of Parliament during their constituency period and when working away from and within the parliamentary precinct. The strategic objective for initiatives under this programme is to “ensure greater efficiency of Members in fulfilling their functions by reviewing the facilities needs of Members and by integrating services into a seamless support service”. Of the two (2) indicators measured under this strategic objective one (1) met its target, while the other did not achieve its target. The integrated and seamless service model for Members has the potential to greatly improve Members’ effectiveness in fulfilling their functions, and is thus a priority, and implementation in this regard must be accelerated.

Programme 5 captures one strategic objective aimed at ensuring effective financial management by improving payment and compliance of transfer payments. While the annual target for this indicator is not achieved (with 60 of the targeted 65 payments being made), it should be noted that all payments that should have been made in accordance with policy were made.

The following section outlines performance in detail, according to each budget programme.

2.2.1. Programme 1: Administration

Purpose: To provide strategic leadership, institutional policy, development programmes for Members, overall management and administrative and corporate services to Parliament's Executive, management and employees.

Strategic Objectives: To improve Members' satisfaction with services, and to reduce inefficiencies, with the aim of saving 1% of the total budget.

STRATEGIC OBJECTIVE: 1.3					
Improve usefulness, relevance and accessibility of integrated development programmes for Members by developing and implementing a Members' Capacity-Building and Development Strategy by 2019					
Performance Indicators	Baseline	Actual Annual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.3 Strategic Management & Governance: Legislative Support Services	Baseline Report 2014	80% of programmes executed	100% (A total of 3 programmes were executed)	+20%	Target met. The target of 80% for execution of programmes is not based on any baseline information as this is a new indicator. All programmes were executed (i.e. implemented) as planned. In the next financial year, the baseline information will inform the determination of a realistic target.
		10% increase in completion rate	16% increase in completion rate	+6%	Target met.
		16% increase in Members' proficiency rate in core competencies	17.1% increase in Members' proficiency rate in core competencies	+1.1%	Target met.

Performance Trends:

Performance on this indicator has been consistent throughout the 2015/16 financial year, with 100% of programmes executed.

In relation to the implementation of capacity-building programmes for members, the following was achieved:

- A graduate Certificate in Governance & Public Leadership offered by the University of the Witwatersrand (Wits): A total of 127 members attended the last two modules of the certificate, namely Financial Oversight as well as Oversight, Monitoring and Evaluation. These courses were delivered to 127 members at 4 centres; and
- A Masters' Programme in Management offered by Wits: 20 Members registered for the Masters' Programme in January 2016 and attended three modules, namely Public Policy and Management, Research Proposal Writing and Thesis Development. Members were allocated supervisors to provide academic support on thesis development.

In order to ensure the achievement of targets for the year 2015/16 as well as to finalise the 2016/17 operational plans, engagement meetings were held with the Public Service Sector Education and Training Authority (PSETA) to plan the roll-out of skills planning for officials of the Legislative Sector Services (LSS) following the PSETA's discretionary grant for skills planning. Two meetings were held in March 2016.

Strategic Objective: 1.1

Improve relationship with stakeholders by developing and implementing a stakeholder management plan, and by increasing Members' satisfaction with the quality of services by 2019.

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.1 Support Services: Members' Facilities	No baseline	Stakeholder Management Plan Developed	Plan to complete stakeholder Management Plan approved; survey administered.	Not Met	Target not met. The internal survey process is not yet complete.

Performance Trends:

Performance on this indicator did not meet the target as set in the 2015/16 APP. However, the following progress has been made:

The support services branch developed a draft integrated stakeholder satisfaction survey questionnaire which captured information from key divisions including Information Communication Technology (ICT), Institutional Support Services and Members Facilities. The Human Resources (HR) survey will be conducted separately given that it captures assessment on a wide range of HR-specific services. An implementation plan for the survey has been drafted and will be implemented in 2016, together with the concept paper detailing the central services offered to Members of Parliament. This strategy framework was presented and endorsed by the Secretary to Parliament at the end of the 4th quarter, and covers the following implementation phases:

Phase 1: Development of the Stakeholder Strategy and administration of an internal client satisfaction survey questionnaire 2015/2016

Phase 2: A Stakeholder Management Plan and client satisfaction survey, Development of Service Charter 2016/2017

Phase 3: Review of Service Level Charter/s (Annual) 2017/2018

A Stakeholder Management Strategy has been developed, and the client satisfaction survey was administered during March 2016.

Strategic Objective: 1.2**Improve co-ordination, co-operation and inter-governmental relations of Parliament with Provincial Legislatures by implementing a revised Sector Strategy by 2019**

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.2 Strategic Management & Governance: Legislative Support Services	No baseline	90%	100% (all resolutions emanating from SALSA and Speakers' Forum meetings held in quarters 1 - 4 were actioned for the period).	+10%	Target exceeded. The target of 90% is not based on any baseline information as this is a new indicator. All meetings of both the Speakers' Forum and SALSA were held as per the schedule, and resolutions emanating from both meetings were followed up and actioned as planned. In the next financial year, the baseline information will inform the determination of a realistic performance target.

Performance Trends:

Performance on this indicator is at 100% for the 2015/16 financial year. While there were challenges in the second quarter in respect of following up on resolutions (75% performance reported), these were resolved and the performance rate recovered in subsequent quarters. A number of stakeholder engagements took place towards the development of a new South African Legislative Sector-European Union (EU) funding agreement, and the development of a Sector International Relations and Engagement Framework. While a Secretaries' Association of the Legislatures of South Africa (SALSA) moratorium on forum meetings since the third quarter has slowed progress in developing and concluding certain concept documents, there was an increase in international relations engagements. In relation to the Speakers' Forum, the following resolutions were followed up on and actioned:

- 52 of 52 resolutions

In relation to SALSA, the following resolutions were followed up on and actioned:

- 57 of 57 resolutions

Strategic Objective: 1.4

Leverage current, new and innovative technologies to meet the information and communication needs of Members and employees by increasing universal access to integrated information services from 40% to 80% by 2019

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.4 Support Services ICT	% of universal access to web-based and mobile platforms	40%	54%	+4%	Target exceeded The over-performance on this indicator in the 1 st & 2 nd quarters was due to the development and implementation of the “My Parliament” app and ECM increasing web and mobile access. In the 3 rd and 4 th quarters the planned mobile ICT service desk positively affected performance by increasing access to ICT platforms.

Performance Trends:

Performance in respect of universal access to web-based and mobile platforms has exceeded its annual target of 50% due to the implementation of planned initiatives. Information and Communications Technology (ICT) systems and technology are critical enablers of parliamentary processes and functions of oversight, law-making, public participation and co-operative government. By providing and maintaining an enabling environment for easy access to information, high availability of services and systems, a secure IT environment and high system performance, ICT ensures that Members of Parliament and employees receive the highest quality of information services.

Administration

Infrastructural and business systems which include network, email, internet, intranet and the ERP system was 99.75% accessible and available to employees and Members of Parliament.

Productivity tools

Access to parliamentary information and systems through web and mobile platforms to promote access from anywhere and at any time has been increased to 54%. In an endeavour to strengthen our technical support services and to improve the overall quality of service to our end-users, Parliament has extended the platforms from which the service desk system may be readily accessed by support personnel. The institution's ICT support staff can now receive, view and update technical support calls via a mobile application, thus greatly improving response times to support requests. The electronic content management system (Alfresco – uVimba) has been made accessible via a mobile application, thus allowing users of the system to access documents in the parliamentary repository on the go through devices like smart phones and tablets running on Android as well as iOS platforms. The committee scheduling system, Bungeni, is now fully accessible via web browsers.

Strategic Objective: 1.7

Increase availability of strategic competencies, talent and skills by developing and increasing performance on the talent management index by 15% by 2019

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.7 Support Services HR	% increase on talent management index No baseline	4%	11%	+7%	Target exceeded

Performance Trends:

Performance target: 4% increase from the baseline

Baseline: 51.60%

Performance: 62.60%

Acquisition of talent

The average turnaround time for acquiring talent has dropped by 6.5 weeks in the period under review, from 25 weeks in 2014/15 to 18.5 in 2015/16. Recruitment campaigns prioritised the acquisition of skills in strategic areas such as research, content, and procedural support. The average vacancy rate for 2015/16 was 19.63%, with a turnover rate of 6.69%. HR implemented the House resolution to strengthen the Parliamentary Protection Services Section successfully. The target of 100% for appointing people who meet the minimum requirements for their posts was met. While there is room for improvement by increasing the number of internal appointments, several internal candidates have been placed within the institution. In the period under review, 37 internal appointments out of a total of 93 appointments were made.

Growth and Development of Talent

During the 2015/16 financial year the following was initiated to boost growth and development:

- Development of the Draft Learning and Development Strategy for Parliament for 2015-2019.

This strategy identifies the key competencies the institution requires to implement its strategic plan. Strategies for growing the required competencies are also identified. The strategy outlines priority skills that are critical to the business of Parliament. This approach will assist in aligning resources with the skills that matter in order to deliver on the organisation's performance objectives.

- Training plans.

The Learning and Development strategy outlined training needs in alignment with the Strategic Plan. Divisional Training Plans were thus drafted to link the organizational needs to individual development needs. Divisional Plans gave guidance on the specific skills (linked to the institutional needs) required to implement the plans. There were 108 employees on the bursary scheme specialising in a wide range of areas including, among others, political science, education, language studies, public management, information systems, internal audit, human resources and gender studies. For the current reporting period, all requests for career counselling involving guided career conversations with respect to fields of study and career mobility were responded to. Career counselling services in the next cycle will be conducted in line with clear organisational skills priorities, thus improving expertise and, subsequently, performance.

Sick leave

Sick leave days decreased from 8 719 days in 2014/15, to 7 584 days in 2015/16. Over the same period, the number of posts filled (or number of employees) rose slightly from 1 346 employees in 2014/15 to 1 376 employees in 2015/16. The following long-term wellness interventions have been implemented in this period:

- Occupational Health Service is provided at the onsite clinic that supports Members of Parliament and employees with medical problems;
- The onsite Wellness Practitioner supports employees with psycho-social challenges;
- There is a 24/7 comprehensive counselling service that is confidential and is administered in all eleven (11) official languages;
- Wellness Initiatives that are aligned to the National Health Calendar have been implemented, including wellness days;
- Health screening in collaboration with selected Medical Aid Schemes for early detection and management of chronic illnesses;
- Establishment of the parliamentary sport and recreation forum with sixteen (16) sporting codes;
- Improved menus in the kitchens;
- Introduction of stress management tools and techniques. More than fifteen (15) parliamentary employees are enrolled in an internationally recognised Trauma Release Exercise training programme.

Employee Relations incidents

The labour climate for 2015/16 was marred by grievances, disciplinary hearings, external disputes and strained relations with the Union. These Employee Relations trends indicate a climate of strained employer/employee relations, with aggrieved employees referring matters to the Commission for Conciliation, Mediation and Arbitration (CCMA) and the Labour Court for external dispute resolution. Human Resources is working closely with Management to address this challenge.

Performance of Talent

For the 2015/16 performance cycle, revisions to the system were introduced, which sought to put focus on organisational performance. The Balanced Scorecard was introduced to assist in aligning individual performance to the organisation's strategy. Managers and employees were supported, through a change management process, to embrace the revised system. About 99% of performance agreements were signed based on the revised templates, with an improvement both in the signing of performance agreements and the quality thereof.

Strategic Objective: 1.8

Develop and implement efficiency measures to establish present level of efficiency and to reduce inefficiency by 1% of total budget per year.

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.8 Office of the Secretary to Parliament Financial Management Office	No baseline	1%	0,77%	-0.23%	Savings of R 27,8 million were reported for 2015/16. R 16, 1 million was reported as savings due to the implementation of cost savings measures in the targeted areas. Total budget for 2015/16 was R2 097 million.

Performance Trends:

An institution-wide process was activated in 2015/16 to facilitate the implementation of the strategic objective. The planning phase was completed in August 2015, and workshops were held with Divisions in September and October 2015. Managers implemented measures to improve efficiency and to reduce costs. The measures were grouped in the following categories:

- Immediate measures – measures to reduce cost.
- Medium-term measures – introduce process and system changes.
- Long-term measures – review the effectiveness of existing strategies.

The first priority for the 2015/16 financial year was to reduce costs due to the implementation of cost-cutting measures targeting specific expenditure categories.

These included travel costs, catering, printing and stationary, conferencing, telephones, photo-copying and subscriptions.

A R16,1 million saving was reported due to the implementation of these measures.

Strategic Objective: 1.6

Optimise facilities usage and provide adequate and appropriate functional space by creating a conducive working environment to achieve an increased level of satisfaction, from 68% to 85% by 2019

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.6a Support Services: Institutional Support Services	70%	75%	84%	+9	Target Exceeded
1.6b Support Services: Institutional Support Services	65%	65%	59.5%	-5.5	Target not met The sample response rate for this internally administered survey was low, this has affected the performance rate for this indicator. To mitigate this an independent client satisfaction survey will be conducted in future to ensure the survey is administered, and the sample size is adequate.

Performance Trends:

The internally administered client satisfaction survey has been conducted but has not received the required response from, in particular, Members of Parliament. The survey was e-opened to enable an increase in the number of respondents.

Household

A report on the recommendations to upgrade safety and security facilities in Parliament has been finalised and submitted for consideration and approval.

Catering

The business analysis process to improve the Point of Sale and Inventory Management System for effective billing of Members of Parliament is currently under way.

Initiatives and Projects for Implementation in 2015/16 – PROGRAMME 1: Administration

PROJECT NUMBER	PROJECT NAME	TARGET	ACTUAL PERFORMANCE	REPORTING RESPONSIBILITY	COMMENTS
Project 1	Implement Members' development programmes aligned with needs	80% of programmes executed	On Track	LSS	100% of programmes executed
Project 2	Establish a knowledge institute	Concept document and implementation plan for the Institute developed and approved	On Track	LSS & EPMO	Concept document and implementation plan for the Institute developed and approved
Project 3	Develop and implement a Members' capacity-building strategy	Initiate consultations on the Capacity Building Strategy for Members	On track	LSS	Strategy developed and implemented
Project 4	Develop and implement a stakeholder management plan and conduct surveys to establish service satisfaction levels	Initiation	On Track	EPMO	A draft Project Charter has been developed and the project governance structure is awaiting approval
Project 5	Implement a revised Legislative Sector Strategy	Initiation	On track	LSS	Strategy developed and implemented
Project 6	Implement My Parliament mobile application and employ tools of trade	Execution	Behind schedule	EPMO	The rollout of MPA has been delayed due to a dependence on the completion of some developments in the Bungeni system.
Project 7, 8, 9	Develop an integrated plan to optimize and automate business processes, integrate platforms and implement business solutions	Planning	On Track	HR & EPMO	Projects 7, 8, 9 have been combined to form part of the Back to Basics project and the procurement process is under way.

PROJECT NUMBER	PROJECT NAME	TARGET	ACTUAL PERFORMANCE	REPORTING RESPONSIBILITY	COMMENTS
Project 10	Implement measures to reduce inefficiencies	n/a	On Track	Strategy & Business Planning	An institution-wide initiative was activated in August 2015.
Project 11	Consolidate spatial needs and planning (business case development)	n/a	Behind schedule	EPMO	High level discussions and investigations are ongoing and a business case will be formulated upon conclusion of the analysis.
Project 12	Develop a resource generation and allocation framework and a methodology to determine value for money	n/a	On Track	SMG	An institution-wide initiative was activated in August 2015.

2.2.2. Programme 2: Legislation and Oversight

Purpose: Provide procedural and legal advice; information and research; and language, content and secretarial and legislative drafting services for meetings of the National Assembly, National Council of Provinces and their committees.

Strategic Objectives: Improving timeliness and quality of advisory and information services, improving independent analysis and advice on Money Bills, refining the Oversight and accountability Model, and developing and implementing models for ensuring improved quality of legislation and improved oversight of co-operative government.

Strategic Objective: 2.1					
Improve average turnaround time for provision of procedural and legal advice, content advice, research products, minutes and reports and other products to the Houses, Committees and Members by 2019					
Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
2.1a Core Business: NA & NCOP Table and CLSO	House Papers: % available on sitting days	100% on the day	100% 343 of 343 available on sitting days	0	Target Met The Order Paper informs members and the public of the business to be transacted on the day. The Minutes are a record of the proceedings of the House. The Announcements, Tablings and Committee Reports serve to inform Members and members of the public about announcements from the Presiding Officer, Bills and other papers which have been tabled; and committee reports on matters which committees have dealt with.

<p>2.1b Core Business: NA and NCOP Table</p>	<p>Procedural Advice: % within 7 days</p>	<p>85% within 7 days</p>	<p>85%</p>	<p>84% 778 of 926 within 7 days</p>	<p>-1%</p>	<p>While the target was not met, performance on this indicator is within 90% of its target.</p> <p>Procedural advice assists in effective decision-making and interpretation of the Rules on matters affecting the House. Advice may therefore be either oral or written. Some advice requires additional research and may therefore not be completed within the required timeframe. All advice was however provided.</p>
<p>2.1c Core Business: Constitutional and Legal Services</p>	<p>Legal Advice: % within 7 days</p>	<p>85% within 7 days</p>	<p>85%</p>	<p>82.6% 76 of 92 within 7 days</p>	<p>-2.4%</p>	<p>Although the target was not met, all the opinions which were required were submitted and acted upon.</p> <p>Legal opinions facilitate effective decision-making both in the Houses and committees. Opinions also assist Presiding Officers in deciding on matters that are before the courts. An opinion may be either verbal or written. Written opinions require more time and research.</p> <p>Underperformance was due to dependence on Committee feedback for the finalisation of opinions, as well as a delay in receiving information from departments. In some cases, the due dates agreed upon with clients exceeded the 7-day timeframe.</p>

<p>2.1d</p> <p>Core Business: International Relations and Protocol Division</p>	<p>Policy Advice: % within 7 days</p>	<p>85% within 7 days</p>	<p>85%</p>	<p>100% 78 of 78 within 7 days</p>	<p>+15%</p>	<p>Target Exceeded</p> <p>Policy advice assists Members in understanding the policy position of the country. This facilitates effective participation in international fora to advance the policy position of the country and to persuade other parliaments in the world to promote it in their countries.</p>
<p>2.1e</p> <p>Core Business: Knowledge and Information Services</p>	<p>Research: % within time allocated</p>	<p>95% within time</p>	<p>98%</p>	<p>98.6% 1416 of 1436 within agreed time</p>	<p>+0.6%</p>	<p>Target Exceeded</p> <p>Research material produced is used by Members in the debates as well in committee meetings. It assists members to participate effectively in the debate. Effective participation in committee meetings and debates results in effective oversight over and accountability by members of the Executive.</p> <p>Performance exceeding the target was due to the implementation of mitigation measures as planned.</p>

<p>2.1f Core Business: Knowledge and Information Services</p>	<p>Information requests: % within time allocated</p>	<p>98% within time</p>	<p>98%</p>	<p>95.5% 1172 of 1226 within time allocated</p>	<p>-2.5%</p>	<p>Although the target was not met, all the information requested was submitted to members. Information requested by members serves the same purpose as research material produced. Some information requests relate to individual research by members for their studies. This contributes to the empowerment of members to enable them to effectively perform their functions. In the 3rd and 4th quarters performance was affected by unavailability of staff during the period of industrial action (Q3) and delays in accessing information (Q4).</p>
<p>2.1g Core Business: NA, NCOP and Committees</p>	<p>Minutes: % within 3 days</p>	<p>85% within 3 days</p>	<p>85% within 3 days</p>	<p>73.7% 940 of 1275 within 3 days</p>	<p>-11.3%</p>	<p>Although the target was not met, all the Minutes of committees are available. The Minutes are a record of the meeting, and they capture the decisions taken by committees. They also assist in tracking the implementation of the decisions of the committees. The non-availability of staff, and prioritisation of the Budgetary Review and Recommendations Report (BRRR) process in the 3rd quarter affected performance.</p>

<p>2.1h Core Business: NA, NCOP and Committees</p>	<p>Reports: % within 10 days</p>	<p>85% within 10 days</p>	<p>85% within 10 days</p>	<p>91.8% 312 of 340 within 10 days</p>	<p>+6.8%</p>	<p>Target Exceeded</p> <p>Reports of committees assist the Houses in reaching decisions on matters referred to committees. Adoption of reports result in the recommendations of committees being resolutions of the House. Implementation of resolutions of the House results in effective oversight and accountability.</p> <p>Committees prioritised the production of reports and was able to meet the agreed timeframe</p>
<p>2.1i Core Business: Knowledge and Information Services</p>	<p>Official Report (Hansard): % within 5 days</p>	<p>95% within 5 days</p>	<p>95% within 5 days</p>	<p>30.50% 46 of 151 within 5 days</p>	<p>-64.5%</p>	<p>Although the target was not met, the records of proceedings are available on request by members or the public. The Hansard is the official record of the proceedings of the House. It informs members and the public of matters which were debated in the House.</p> <p>Performance on this indicator was below target in every quarter, owing to challenges experienced as a result of the unavailability of resources.</p>

<p>2.1j Core Business: Knowledge and Information Services</p>	<p>Interpretation: % available</p>	<p>100%</p>	<p>100%</p>	<p>84% 127 of 151 available</p>	<p>-16%</p>	<p>Although the target was not met the proceedings of the Houses were not interrupted. Interpretation was provided where it was required. The interpretation of the proceedings of the House in all official languages allows for access to the proceedings to both Members and the public. Parliament endeavours to promote all official languages. Performance on this indicator was affected by a lack of capacity, and the unavailability of stand-ins when language specialists were unavailable.</p>
<p>2.1k Core Business: Knowledge and Information Services</p>	<p>Translations: % within agreed time</p>	<p>100%</p>	<p>100%</p>	<p>99.9% 7222 of 7232 within agreed time</p>	<p>-0.1%</p>	<p>While the target was not met, performance on this indicator is within 90% of its target. Despite the unavailability of staff especially in the 3rd quarter (due to industrial action) & the 4th quarter (due to unavoidable sick leave), underperformance on this indicator was minimal.</p>
<p>2.1l Core Business: Knowledge and Information Services</p>	<p>Documentation: % of requests</p>	<p>98% of requests</p>	<p>98% of requests</p>	<p>100% 5 of 5 of requests</p>	<p>+2%</p>	<p>Target Exceeded The Promotion of Access to Information Act requires that information requested by third parties be provided within 30 days. Parliament complied with the requirements of the Act. This target was exceeded due to the provisions the PAIA makes with regard to requests for information given 3rd party dependencies.</p>

Performance Trends:

Performance on these twelve (12) indicators was mixed: Six (6) indicators met and/or exceeded their target; four (4) did not meet their target but were within 90% of achieving it; and two (2) indicators achieved less than 90% of their target. The following section discusses this performance in more detail.

- IND 2.1a % house papers available on sitting days
Performance for this indicator remained at 100% for work completed in all 4 quarters.
- IND 2.1b % procedural advice within 7 days
While the performance on this target did not meet its annual target, performance in the 2nd, 3rd and 4th quarter were above target. The well-below-target performance in the 1st quarter (52%) affected overall performance.
- IND 2.1c % legal advice available within 7 days
Performance on this indicator falls just below the annual target, although it is within 90% of the target. Performance in the 2nd quarter affected overall performance negatively. However, this improved in the 3rd quarter, only to fall below target in the last quarter.
- IND 2.1d % policy advice within 7 days
Performance for this indicator remained at 100% of work completed in all 4 quarters.
- IND 2.1e % research within time allocated
While performance on this target dipped below its target in the 1st quarter, delivery was recovered and the target exceeded its annual target.
- IND 2.1f % information requests within time allocated
Performance on this indicator falls just below the annual target, although it is within 90% of its target. The 3rd and 4th quarter performance was affected negatively by information resources requested that were sourced from other libraries and research institutions, and misplaced resources on the shelves. Unavailability of employees during the industrial action in the 3rd quarter affected performance. In addition, cancellation of subscriptions by service providers meant that there was limited access to information and resources, delaying delivery. Mitigation strategies included putting in place strategies to ensure timely processing and approval of library subscriptions.
- IND 2.1g % minutes within 3 days
Performance on this indicator falls below the annual target. The reasons given for performing below the acceptable level include the fact that Committees were focusing on the Budgetary Review and Recommendations Reports (BRRR) for this period. The non-availability of employees during the strike action also affected performance.

IND 2.1h % reports within 10 days
This indicator exceeded its annual target.

IND 2.1i: % Hansard reports within 5 days

Performance for this indicator did not meet its target, owing to the following reasons:

- Unavailability of full staff complement.
- Lack of staff capacity, including performing and English language proficiency.
- Process flows and planning regarding work allocation and monitoring.
- Delays in customisation of DRT system. Language practitioners use old computers as the Prism software is incompatible with new computer technology.

IND 2.1j: % interpretation available

Reasons for the below-target performance are that personnel were on study and sick leave and meeting interpreting requirements from Committees. Committees now also tend to sit simultaneously with the Houses. This indicator tracks interpretation services during sittings of the House, and does not include services provided during committee meetings and other engagements.

IND 2.1k % translations within agreed time

While this target was not met, the indicator under performed by only 0.1%. Factors impacting performance include the unavailability of staff and affected timeous translation of:

- Questions allocated on 12 Nov 2015 - both Translation Unit and Questions Unit affected.
- Two advertisements of which one was translated into the required 10 languages and delivered to client and the other could only be translated into 8 languages.
- Two advertisements previously translated within deadline but the client's publication date changed and returned the advert with amendments.

Mitigation strategies include expansion of the translation services to accommodate all languages for motions and questions.

IND 2.1l: % documentation requests within agreed time

Performance for this indicator remained at 100% work completed in the 1st, 2nd and 4th quarters. There were no requests for the 3rd quarter.

Strategic Objective: 2.2

Improve independent, objective and professional analysis and advice on matters related to the budgets and other money Bills tabled in Parliament by increasing advisory and analytical reports from 8 to 19 by 2019.

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
2.2 Office of the Secretary to Parliament Parliamentary Budget Office	8	14	Annual - 32 Q1 - 7 Q2 - 6 Q3 - 8 Q4 - 11	+18	Target Exceeded Performance exceeding the target was due to ad-hoc requests emanating from Parliamentary Committees.

Performance Trends:

The PBO achieved its planned objectives as outlined in the Strategic and Annual Performance Plan submitted to the Executive Authority. Collaboration with Parliament's research unit as well as external stakeholders strengthened the Office's outputs. Strong relationships with key stakeholders enabled access to information that is continuously required for analysis.

In certain instances, the PBO was invited to present to individual or joint sittings of Parliamentary Committees information on some of the technical outputs produced by the office. The presentations were made to provide dedicated technical support to Members of Parliament during Committees meetings.

Moreover, the PBO provided technical support to Parliamentary Committees during some of the oversight visits of Committees. The support provided included local visits to state institutions as well as an international study tour of the Standing Committee on Finance to the United Kingdom. The work of the PBO was not confined to the Finance and Appropriations Committees only but was extended to other Parliamentary Committees upon request.

Strategic Objective: 2.3

Refine and implement the Oversight and Accountability Model to ensure that the Executive implements the objectives of the MTSF 2014-2019 by 2019

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
2.3 Core Business	No baseline	Model reviewed	Model not reviewed	Not Met	Target Not Met. The review is currently at the conceptualisation stage.

Performance Trends:

The Oversight and Accountability Model (the Model) was implemented by Parliament. The purpose of the Model is to strengthen oversight over and accountability by the Executive. The implementation processes are provided for in the Operational Plan of Committee Section and the Plans of Committees. All the processes required by the Model were followed. All planned oversight activities were executed. Questions were also put to the President, Deputy President and the Executive.

The requirements of the Money Bills Amendment Procedures and Related Matters Act were also followed. The Budget Office provided budget analysis reports to the Finance and Appropriations Committees of the two Houses. Committees considered the strategic plans, Annual Performance Plans and Budgets of the departments in line with the Appropriation Bill. The National Assembly also considered and adopted the Budget Review and Recommendation Reports on the budgets of the departments in line with the Adjustments Appropriation Bill. The Adjustments Appropriations and the Division of Revenue Amendment Bill were passed. The Model will be reviewed while implementation continues. The Business Case for the review of the Model has been finalised.

Strategic Objective: 2.4

Develop and implement a legislative model to ensure enhanced quality of support, advice and systems for law-making by 2019.

Performance Indicators		Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
			Target	Actual		
2.4	Core Business	Phase of Legislative Model implementation	No baseline	Model developed	Model not developed	Not Met Target Not Met. The Model is currently at the conceptualisation stage.
Performance Trends:						
Parliament continues to make laws in terms of the processes and procedures provided for in the Constitution. Although not all Bills which were tabled before Parliament were passed, those that were processed by Committees were passed. The Model is intended to codify the established processes and procedures so as to strengthen the quality of legislation passed by Parliament. The Business Case has been developed.						

Strategic Objective: 2.5

Develop and implement a co-operative government oversight mechanism to ensure enhanced coordination of programmes of the government by 2019.

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
2.5 Core Business	No baseline	Mechanism developed	Mechanism not developed	Not Met	Target Not Met. The development of the mechanism is at the conceptualisation stage.

Performance Trends:

There are developed co-operative oversight mechanisms which Parliament employs to oversee the co-ordinated planning and exercise of power among the three spheres of government. The National Council of Provinces has adopted co-operative government and intergovernmental relations as its theme for the 5th parliament. Parliament continues to oversee and promote co-operative government to ensure that the three spheres of government plan together and that they do not encroach on each other's area of operation. For co-operative government, the National Council of Provinces has, amongst other programmes, The Taking Parliament to the People, and the Provincial Week programmes.

The National Council of Provinces also plans together with the provincial legislatures to ensure that provincial interests are taken into consideration at national level in the oversight activities. The National Council of Provinces continues to deal with interventions in terms of sections 139 and 100 as required by the Constitution and its Rules. All the interventions were dealt with within the timeframes required by the Constitution. The Model is intended to codify these processes and strengthen co-operative government and intergovernmental relations in line the National Development Plan. The Business Case for the Model has been developed.

Initiatives and Projects for Implementation in 2015/16 – PROGRAMME 2: Legislation & Oversight

PROJECT NUMBER	PROJECT NAME	TARGET	ACTUAL PERFORMANCE	REPORTING RESPONSIBILITY	COMMENTS
Project 13	Conduct an assessment of the impact of legislation	Initiation	On Track	Speaker's Office	All project documents have been submitted to the United Nations Development Programme (UNDP), and profiling the work of the panel, and identifying and providing necessary support for the Secretariat and Chairperson of the Panel are under way
Project 14	Implement a legislative drafting system	Initiation	On track	EPMO	Business case still pending final approval. Scoping of the project is dependent on the approval of business case.
Project 15	Implement an oversight monitoring and evaluation system	Execution	Behind Schedule	EPMO	There is a dependency on availability of a development resource to complete development in the Bungeni system
Project 16	Extend services of the Parliamentary Budget Office	Initiation	On track	EPMO	Business case in process of approval: PBO to review business case in light of budget discussions
Project 17	Revise the oversight and accountability model	Initiation	On track	EPMO	Business case submitted for review.
Project 18	Develop a legislative model	Initiation	On track	EPMO	Business case submitted for review.
Project 19	Implement a co-operative government oversight mechanism	Initiation	On track	EPMO	Business case submitted for approval.
Project 20	Development of uniform norms and standards for information services	Initiation	On track	EPMO	Business Case currently being reviewed.
Project 21	Enhance parliamentary information centre services (Library)	Execution	On track	EPMO	Majority of the sub-projects are on track except for the HR sub-project as it is on hold due to the Back to Basics project

2.2.3. Programme 3: Public Participation and International Engagement

Purpose: Provide public education, information and access to support public participation, and provide advice and support for international agreements.

Strategic Objectives: Improve access and participation in parliamentary processes, improve support for Parliament's international engagement, increase Parliament's oversight capacity to monitor the implementation of international agreements, and provide professional protocol and ceremonial services.

Strategic Objective: 1.5 Improve the communication of Parliament in order to increase public involvement, by developing and implementing a comprehensive communications strategy by 2019.					
Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
1.5 Support Services Parliamentary Communications Services	6.75%	8.75%	9.35%	+0.6%	Target exceeded
Performance Trends:					
<p>1. Development of Comprehensive Communication Strategy to increase awareness and access to the work of Parliament to empower citizens to strengthen our representative and participatory democracy</p> <p>The first draft of the Communication Strategy, which incorporates inputs from internal stakeholders, has been submitted for review. It aims to align communications work in Parliament to the institutional strategic plan.</p>					

However communication aimed at profiling the work of Parliament continued in the year under review as detailed below.

2. Maximise audience reach and support multi-linguism on Parliament's platforms

The target to increase the percentage improvement in communication of the business of Parliament necessitated a multi-pronged approach. Harnessing and intensifying the use of existing platforms, targeting new platforms that yield public interest, creatively identifying topics and content based on public priorities, and responding to issues in the public domain within 24 hours were some of the strategies employed. According to the independent surveys conducted, the percentage of the number of people that know about Parliament has increased by 4.9%, 2.9% more than was expected for the year.

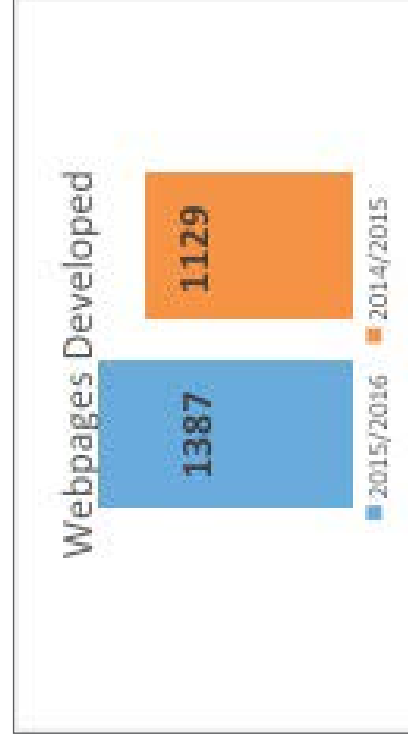
Parliament's online engagement has grown with the introduction of new platforms that include Instagram, weekly media summaries, and publishing of the weekly online *In Session* magazine. The website and social media platforms have links created to channel traffic between them, which generates increased interest in the work of Parliament. Publications issued by Parliament have moved from the traditional print-only format to the electronic format. The e-inSession is produced weekly, providing audiences with more frequent updates on the work of Parliament.

The radio programme continues to be the most comprehensive tool to reach large numbers of South Africans. Educational interviews on the work of Parliament, live reads announcing the programme of Parliament, promotions of programmes and public hearings, and radio chat shows were used creatively to support the work of the two Houses and their Committees. Interviews and radio chat shows played a significant role in publicising and informing the South African public about the significance of a variety of parliamentary programmes and unpacked aspects of parliamentary work like the Rules of Parliament. The dedicated media service provided to committees covered many meetings, the oversight of executive action and public participation activities around South Africa. The roll-out of communication plans, including formulation of messages for a variety of traditional and contemporary communication platforms, ensured that this work reached the public domain. Media monitoring activities included "What the Papers Say," daily media reports, Sunday summaries and media statements. Interventions on inaccurate information on Parliament published by some media houses resulted in a withdrawal by one of the major newspapers. This was a resounding success for Parliament in defending its reputation.

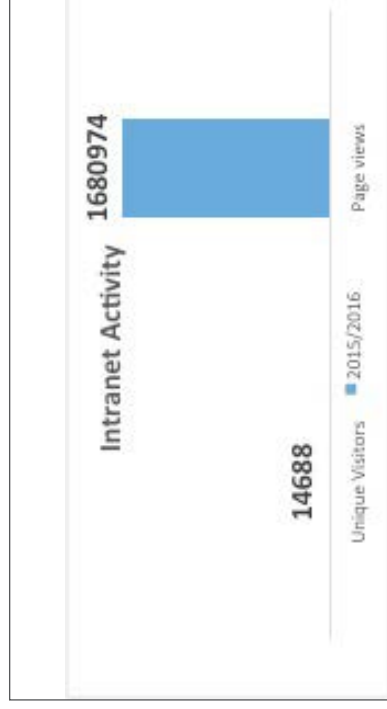
Unique visitors to the Parliament website reached 1,741,865 this financial year.



In addition, 1,387 webpages were developed and published compared to 1,525,836 visitors and 1,129 webpages published during 2014-2015.



Internal audiences were equally kept abreast of the activities of Parliament through the multiple internal platforms including the intranet where the user activity for the year under review totaled 14 688 unique visitors and 1 680 974 page views.



Communication plans were implemented for a host of parliamentary activities geared towards increasing awareness of parliamentary activities in a variety of local and international programmes including the hosting of the SADC Parliamentary Forum, Africa Day Campaign, Round Table discussions on the National Development Plan, focusing on Youth and Women; a joint Conference on Statelessness by the United Nations High Commission on Refugees (UNHCR), Inter-Parliamentary Union (IPU) & Parliament; Taking Parliament to the People, and the State of the Nation Address. Parliament continues to promote its openness and accessibility to the public and encourages members of the public to attend Sitings of both Houses and their Committees. This year 22 449 members of the public attended various Sitings in Parliament.

3. Secure media monitoring and analysis tools to inform proactive / reactive media

The media monitoring tools acquisition process is being concluded in order to establish a more scientific manner of monitoring and scanning the media, and to assist in the assessment of conversations about Parliament through the media that can help drive more accurate strategic media planning.

4. Develop and maintain corporate identity of Parliament to ensure compliance with institutional identity standards

The revitalisation of Parliament's brand saw the approval of a complete new set of revised designs in stationery and paraphernalia, reflecting Parliament's theme for the year - Parliament: Following up on our Commitments.

5. Conduct audience research into communications products and platforms to improve audience understanding of Parliament.

A survey on the website's look and usability was concluded. The results will inform the website changes currently under way.

Strategic Objective: 3.1

Increase access and improve the quality of participation in the processes of Parliament through enhanced programmes to ensure participatory democracy

Performance Indicators		Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
			Target	Actual		
3.1a Core Business	Phase of public participation model	No baseline	Model reviewed and implemented	Model reviewed and implemented	Met	
3.1b Core Business NCOP	Taking Parliament to the People campaigns	No baseline	2	1	-1	One (1) Taking Parliament to the People programme took place in April 2015. The report-back session that was planned for March 2016 was postponed to April 2016 in terms of a political directive. Although it took place in the next financial year, the objectives of the programme were achieved. This resulted in effective oversight and greater participation by the public in the processes of Parliament.

Performance Trends:

Indicator 3.1a

The final draft Model will be presented to the Joint Political Task Team (JPTT), Joint Rules Committee, and will finally be tabled in the two Houses for adoption as the Public Participation Model for Parliament. It was not possible for the JPTT to meet in March for the above purpose.

The public participation practices and processes in the Sector, including Parliament, were reviewed. This resulted in Parliament finalising its Public Participation Model. Parts of the Model were implemented during the Taking Parliament to the People Programme. The National Council of Provinces had a report back session on the Taking Parliament to the People programme. The Model requires that there should be report backs to the communities visited. Parliament shall continue to implement the Model fully in the coming financial years. Parliament continues to facilitate public involvement in its processes and those of its committees. The Model reviewed and codified all the public participation processes that have been implemented in the past. The Model will ensure that Parliament moves to another level of the facilitation of public involvement. The purpose is to ensure that the public has a say in matters that affect them and therefore influence decisions thereon.

Strategic Objective: 3.2

Enhance parliamentary international engagement by increasing the percentage of reports on parliamentary international relations engagements, for consideration, from 75% to 95% by 2019

Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
3.2a Core Business International Relations and Protocol	85%	85%	41.33% 31 of 75 international reports tabled	-43.67%	Although the reports of all international engagements were prepared, not all of them were tabled by the Parliamentary Group on International Relations (PGIR). PGIR required more time to consider some of the reports. Reports processed through the Parliamentary Group on International Relations (PGIR) for tabling may not be formally tabled for debate within the same period of review.
3.2b Core Business International Relations and Protocol	75%	75%	100% 27 of 27 international agreements analysed	+25%	Target Exceeded

Initiatives and Projects for Implementation in 2015/16 – PROGRAMME 3: Public Participation and International Engagement

PROJECT NUMBER	PROJECT NAME	TARGET	ACTUAL PERFORMANCE	REPORTING RESPONSIBILITY	COMMENTS
Project 22	Implement a comprehensive communications strategy	Planning	On track	EPMO	Final draft of the communication strategy was submitted.
Project 23	Review and implement the Public Participation Model	Execution of the review Initiation for the Implementation	On track	EPMO	Implementation plan for the Public Participation Model to be compiled after model adoption completed.
Project 24	Develop an international agreement monitoring system	Initiation	On track	EPMO	The business case was sent back to the Business Owner for amendments.
Project 25	Review of Parliamentary Democracy offices pilot phase	Closure	Completed	EPMO	The project has been completed.
Project 26	Upgrade of interpretation facilities	Planning	Behind schedule	EPMO	The project is still going through the procurement process.
Project 27	Digital transcription and recording system	Execution	On track	EPMO	The recording system has been delivered. After delays in approval of additional requirements for the project, approval was subsequently granted and the project has since resumed.
Project 28	Broadcast Infrastructure upgrade	Execution	On track based on the new timelines	EPMO	The service provider has been appointed for the upgrade of the control broadcast room.
Project 29	Hosting of SADC PF	Completed	Completed	EPMO	Project Closed

2.2.4. Programme 4: Members' Facilities

Purpose: Provide support to Members of Parliament during their constituency period and when working away from the office, and in the parliamentary precincts.

Strategic Objectives: Allow full access to the utilisation of facilities, either directly or by reimbursement, without onerous administrative processes, reduce the administrative burden on Members and optimise the use of technology.

Strategic Objective: 4.1						
Ensure greater efficiency of Members in fulfilling their functions by reviewing the facilities needs of Members and by integrating services into a seamless support service by 2019.						
Performance Indicators		Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
			Target	Actual		
4.1	Support Services Members' Facilities	No baseline	Development of strategy	Strategy not developed	Not Met	Although the target for this indicator was not met, the concept document for this project has been reviewed and completed, and the business case reviewed and completed. The project plan has been drafted and the component facilities reviewed and included in business case.

4.2 Support Services Members' Facilities	Phase of facilities review	No baseline	Reviewed	-	-
4.3 Support Services Members' Facilities	Average number of days to reimburse Members	3 days	2.7 days	2.6 days	0.1 days Target met

Performance Trends:

Indicator 4.2

In relation to Phase of facilities review, projects 19 (Review facility needs of members) and 20 (Implement integrated service model for Members' services) were combined into a single project.

Indicator 4.3

Plans for the implementation of an integrated service offering have been completed. Despite challenges, the Division met the target turnaround time for processing of claims at the end of the year under review. Manual hard copy submission and capture processes will be reduced over the term of the 5th Parliament to create a simpler and more customer-focused process. Technology enhancements are currently being tested, implemented and utilised as developed. The Division was impacted by industrial action in quarter 2 highlighting the dependency on personnel to fulfil the functions and meet the targets.

Initiatives and Projects for Implementation in 2015/16 – PROGRAMME 4: Members’ Facilities

PROJECT NUMBER	PROJECT NAME	TARGET	ACTUAL PERFORMANCE	REPORTING RESPONSIBILITY	COMMENTS
Project 30 & 31	Seamless Services for Members’ Facilities	Initiation	On track	EPMO	<ol style="list-style-type: none"> 1. Business case submitted. 2. Budget revised. 3. Questionnaires have been developed – these will inform the customer service journey map. 4. Additional office space requirements to be able to enhance the service offering to Members have been identified. <p>Projects 30 and 31 have been merged into one project. Business Case has been reviewed.</p>

2.2.5. Programme 5: Associated Services

Purpose: Facilitates transfer of payments to political parties represented in Parliament and to their leaders and constituency offices.

Strategic Objectives: Party Leadership Support provides financial support to political leadership of parties represented in Parliament. Political Party Support provides financial support to political parties represented in Parliament. Constituency Support provides financial support to constituency offices of parties represented in Parliament.

Strategic Objective: 5.1					
Ensuring effective financial management by improving payment and compliance of transfer payments by 2019					
Performance Indicators	Baseline	Actual Performance Against Pre-determined Target 2015/16		Variance	Reasons for variance & mitigating strategies
		Target	Actual		
5.1 Office of the Secretary to Parliament FMO	65	65	60	-5	Although this target was not met, all transfers that were required to be made according to policy were made. One political party was not paid due to non-compliance with the policy on Political Party Allowances.

Initiatives and Projects for Implementation in 2015/16 – PROGRAMME 5: Associated Services

PROJECT NUMBER	PROJECT NAME	TARGET	ACTUAL PERFORMANCE	REPORTING RESPONSIBILITY	COMMENTS
Project 32	Implement measures to improve financial management of transfer payments			FMO	

ANNUAL FINANCIAL STATEMENTS



3. ANNUAL FINANCIAL STATEMENTS

Parliament of the Republic of South Africa

General Information

Country of incorporation and domicile	South Africa
Legal form of entity	Constitutional entity
Postal address	P O Box 15 Cape Town 8000
Bankers	Nedbank
Auditors	Auditor - General of South Africa Registered Auditors
Secretary to Parliament	G Mgidlana

Reporting on 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)
- Promote public participation

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

Parliament of the Republic of South Africa

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Parliament of the Republic of South Africa

Accounting Officer's Report

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 financial statements have been prepared in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of 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 judgment 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 2017 and in the light of this review, is satisfied that Parliament has or has access to adequate resources to continue in operational existence for the foreseeable future. Although the statement of financial position indicates a net deficit which is mostly due to the provision made for the post - retirement medical benefits for current and former members of Parliament and Provincial Legislatures, Parliament has sufficient budgeted amount to make the contributions for the qualifying former members.

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



Mr G Mgidlana
Secretary to Parliament

Parliament of the Republic of South Africa

Statement of Financial Position as at 31 March 2016

	Note(s)	2016 R '000	2015 R '000
Assets			
Current Assets			
Inventories	2	969	755
Receivable from non-exchange transactions	3	18 307	1 359
Receivables from exchange transactions	4	2 691	4 681
Prepayments	5	6 705	8 569
Assets held for sale		43	-
Cash and cash equivalents	6	332 017	296 889
		360 732	312 253
Non-Current Assets			
Property, plant and equipment	7	105 366	140 857
Intangible assets	8	16 417	11 773
Heritage assets	9	54 856	54 856
		176 639	207 486
Non-Current Assets		176 639	207 486
Current Assets		360 732	312 253
Total Assets		537 371	519 739
Liabilities			
Current Liabilities			
Finance lease obligation	10	449	492
Payables from exchange transactions	11	61 286	65 523
Payables from non-exchange transactions	12	43 893	48 820
VAT payable		27	89
Unspent statutory appropriation	13	62 836	-
Current employee benefits	14	21 298	16 318
		189 789	131 242
Non-Current Liabilities			
Finance lease obligation	10	89	202
Employee benefit obligation	15	1 326 303	1 255 805
		1 326 392	1 256 007
Non-Current Liabilities		1 326 392	1 256 007
Current Liabilities		189 789	131 242
Total Liabilities		1 516 181	1 387 249
Assets		537 371	519 739
Liabilities		(1 516 181)	(1 387 249)
Net Assets (Liability)		(978 810)	(867 510)
Net Assets (Liability)			
Accumulated surplus (Deficit)		(978 810)	(867 510)

Parliament of the Republic of South Africa

Statement of Financial Performance for the year ended 31 March 2016

	Note(s)	2016 R '000	2015 R '000
Revenue			
Revenue from exchange transactions			
Sale of goods		6 443	7 467
Other income		97	1 458
Commissions received		372	327
Bad debts recovered		73	47
Interest earned		22 912	26 412
Total revenue from exchange transactions		29 897	35 711
Revenue from non-exchange transactions			
Taxation revenue			
Annual appropriation	16	1 594 238	1 508 170
Statutory appropriation	17	440 296	481 006
Transfer revenue			
Public contributions and donations	18	38 950	-
Total revenue from non-exchange transactions		2 073 484	1 989 176
		29 897	35 711
		2 073 484	1 989 176
Total revenue		2 103 381	2 024 887
Expenditure			
Compensation of employees and members	19	(1 337 985)	(1 341 730)
Depreciation and amortisation	20	(41 152)	(27 647)
Finance costs	21	(74)	(52)
Debt impairment contribution	22	(326)	(42)
Transfer to non-profit institutions	23	(371 033)	(352 537)
Cost of sales	24	(6 538)	(7 133)
General expenses	25	(452 772)	(433 762)
Total expenditure		(2 209 880)	(2 162 903)
Total revenue		2 103 381	2 024 887
Total expenditure		(2 209 880)	(2 162 903)
Operating deficit		(106 499)	(138 016)
Loss on disposal of assets and liabilities		(3 773)	(6 099)
Deficit before taxation		(110 272)	(144 115)
Taxation		-	-
Deficit for the year		(110 272)	(144 115)

Parliament of the Republic of South Africa

Statement of Changes in Net Assets for the year ended 31 March 2016

	Accumulated surplus (Deficit) R '000	Total net assets R '000
Opening balance as previously reported	(652 019)	(652 019)
Adjustments		
Correction of errors	6 806	6 806
Prior year adjustments	(28 083)	(28 083)
Balance at 01 April 2014 as restated	(673 296)	(673 296)
Changes in net assets		
Reversal of Disposal	(634)	(634)
Net income (losses) recognised directly in net assets	(634)	(634)
Surplus for the financial year	(144 115)	(144 115)
Total recognised income and expenses for the year	(144 749)	(144 749)
Statutory funds surrendered to National Treasury	(51 944)	(51 944)
Prior period error adjustments Note 35	2 479	2 479
Total changes	(194 214)	(194 214)
Opening balance as previously reported	(883 426)	(883 426)
Adjustments		
Correction of errors (Note 35)	15 915	15 915
Balance restated as at 01 April 2015	(867 511)	(867 511)
Changes in net assets		
Other adjustments	(1 026)	(1 026)
Net income (losses) recognised directly in net assets	(1 026)	(1 026)
Surplus/(Deficit) for the year ended 31 March 2016	(110 273)	(110 273)
Total recognised income and expenses for the year	(111 299)	(111 299)
Total changes	(111 299)	(111 299)
Balance at 31 March 2016 (Accumulated deficit)	(978 810)	(978 810)

Parliament of the Republic of South Africa

Cash Flow Statement for the year ended 31 March 2016

	Note(s)	2016 R '000	2015 R '000
Cash flows from operating activities			
Receipts			
Annual appropriation		1 594 238	1 508 945
Statutory appropriation		503 132	481 006
Departmental Revenue		9 196	17 566
Interest received		24 535	31 042
Transfer, sponsorship and donations		38 685	-
		2 169 786	2 038 559
Payments			
Employee costs		(1 284 233)	(1 266 188)
Suppliers		(464 629)	(421 809)
Finance costs		(60)	(52)
Statutory Funds surrendered to National Revenue Fund		-	(51 944)
Transfer to non-profit institution		(371 033)	(352 538)
		(2 119 955)	(2 092 531)
Total receipts		2 169 786	2 038 559
Total payments		(2 119 955)	(2 092 531)
Net cash flows from operating activities	28	49 831	(53 972)
Cash flows from investing activities			
Purchase of property, plant and equipment	7	(7 208)	(101 826)
Proceeds from sale of property, plant and equipment	7	-	426
Purchase of other intangible assets	8	(6 777)	(4 344)
Purchases of heritage assets	9	-	(517)
Net cash flows from investing activities		(13 985)	(106 261)
Cash flows from financing activities			
Finance lease payments		(718)	(489)
Net increase/(decrease) in cash and cash equivalents		35 128	(160 722)
Cash and cash equivalents at the beginning of the year		296 889	457 611
Cash and cash equivalents at the end of the year	6	332 017	296 889

Parliament of the Republic of South Africa

Statement of Comparison of Budget and Actual Amounts for the year ended
31 March 2016

Budget on Cash Basis						
	Approved budget	Adjustments to approved budget	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Notes
	R '000	R '000	R '000	R '000	R '000	
Cash Flow Statement						
Cash flows from operating activities						
Revenue						
Annual appropriation	1 566 922	27 316	1 594 238	1 594 238	-	
Statutory appropriation	503 132	-	503 132	503 132	-	
Donor funds received	-	-	-	38 685	38 685	34.1
Departmental receipts (Other revenue)	34 093	(3 368)	30 725	33 731	3 006	34.2
Expenses						
Compensation of employees	(701 104)	(27 316)	(728 420)	(843 937)	(115 517)	34.3
Compensation of members	(503 132)	-	(503 132)	(440 296)	62 836	34.4
Goods and services	(497 747)	7 482	(490 265)	(464 629)	25 636	34.5
Transfer to non - profit institutions	(364 518)	(7 482)	(372 000)	(371 033)	967	
	37 646	(3 368)	34 278	49 891	15 613	
Total receipts	2 104 147	23 948	2 128 095	2 169 786	41 691	
Total payments	(2 066 501)	(27 316)	(2 093 817)	(2 119 895)	(26 078)	
Net (deficit) cash flows from operating activities	37 646	(3 368)	34 278	49 891	15 613	
Cash flows from investing activities						
Acquisition of property, plant, equipment & intangible assets	(3 553)	-	(3 553)	(13 985)	(10 432)	34.6
Net increase/(decrease) in cash and cash equivalents	34 093	(3 368)	30 725	35 906	5 181	
Estimate of available cash	34 093	(3 368)	30 725	35 906	5 181	
Reconciliation						
Net cash from (used) operating activities						
Basis difference						
Interest paid				(60)		
Net cash from (used) investing						
Basis difference						
Proceeds from sale of assets				-		
Net cash from (used) financing						
Basis difference						
Finance lease payments				(718)		
Actual Amount in the Cash flow statement				35 128		

Parliament of the Republic of South Africa

Accounting Policies for the year ended 31 March 2016

1. Basis of presentation

The financial statements have been prepared in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) , issued by the Accounting Standards Board in accordance with Section 56 of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (FMPPLA).

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 accounting policies, management has made the following significant accounting judgements, 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.

Employee benefits and contingent liabilities

Management's judgment is required when recognising and measuring employee benefits, and when measuring contingent liabilities, as set out in Notes 14, 15 and 29 respectively. Employee benefits are discounted where the effect of discounting is material using actuarial valuations.

Going concern assumption

The 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 as indicated in the Accounting Officer's report.

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 judgment 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 is performed across all classes of property, plant and equipment during the physical verification process.

Hierarchy of standards used

The standards used in compiling the annual financial statements are those stipulated in Directive 5 of the Accounting Standard Board.

Parliament of the Republic of South Africa

Accounting Policies for the year ended 31 March 2016

1.1 Significant judgements (continued)

Adoption of new and revised standards

In the current financial year Parliament has adopted the revised standards and interpretations issued by the Accounting Standards Board (ASB) as set out in Appendix A of Directive 5 that are relevant to its operations, and effective. The adoption of these revised standards and interpretations did not result in the changes to the accounting policies.

Parliament has not adopted any SA Standards of GRAP that are not yet effective, except GRAP 20 that had been earlier adopted in the 2014 reporting period.

At the date of submission of these annual financial statements for the year ended 31 March 2016, the following standards were approved and not yet effective.

GRAP 32 - Service concession arrangements: Grantor

GRAP 108 - Statutory receivables

GRAP 109 - Accounting by Principals and Agents

All the above standards where applicable will be complied with in preparation of 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

Where the presentation or classification of items in the financial statements is amended, prior period comparative amounts are restated. The nature and reason for the amendment 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 and goods sold, the value of which approximates the fair value consideration received or receivable.

Parliament of the Republic of South Africa

Accounting Policies for the year ended 31 March 2016

1.3 Revenue from exchange transactions (continued)

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.

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
- 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 FMPPLA 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.

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1.5 Grants, sponsorship and donations

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

Property, plant and equipment are stated at cost less accumulated depreciation and impairment or at fair value where assets have been acquired through 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 for an 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.

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 of property, plant and equipment :

Item	Depreciation method	Average useful life
Furniture	Straight line	5 to 12 years
Motor vehicles	Straight line	5 to 12 years
Office equipment	Straight line	5 to 12 years
Computer equipment	Straight line	3 to 12 years
Library books	Straight line	5 years
Finance assets - cell phones and modems	Straight line	2 years

The residual value, the useful life and depreciation method of each asset are reviewed at the end of each reporting date. If the expectations differ from previous estimates, the change is accounted for as a change in accounting estimate.

Items of property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

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

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.

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Accounting Policies for the year ended 31 March 2016

1.7 Heritage assets (continued)

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.

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 for more than one period, 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 non-exchange transaction, the cost shall be its fair value as at the date of acquisition.

Measurement

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

Amortisation

Amortisation commences when the asset is readily available 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.

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Accounting Policies for the year ended 31 March 2016

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.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

1.10 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.

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 a bank. 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.

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Accounting Policies for the year ended 31 March 2016

1.11 Unauthorised expenditure

The FMPPLA 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 when recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.12 Irregular expenditure

The FMPPLA 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 FMPPLA defines fruitless and wasteful expenditure as expenditure which was made in vain and would have been avoided had reasonable care been exercised.

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

1.14 Provisions

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.

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

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

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. The 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.

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Accounting Policies for the year ended 31 March 2016

1.15 Leases (continued)

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 prepared on an accrual basis, while the budget is prepared on a 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 and the variances are explained in Note 34.

1.17 Employee benefits

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

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 plan

It is a post-employment benefit plan 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 are administered on a national basis and for which specific actuarial information in respect of individual participating employers is unavailable due to centralised administration. These funds are accounted for as if they were defined contribution funds as Parliament is only obligated to make contributions. 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.

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Accounting Policies for the year ended 31 March 2016

1.17 Employee benefits (continued)

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.

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

These financial statements are presented in South African Rand, which is the functional currency of the 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 SA Standards of GRAP.

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Accounting Policies for the year ended 31 March 2016

1.21 Assets held for sale

Non current assets are classified as held for sale if their carrying amount is to be recovered principally from a sale transaction, rather than through continuing use. These are non-current assets that have been identified to be sold at their approximate fair value in their present condition and the sale highly probable.

A sale is highly probable if the appropriate level of management is committed to a plan to sell. This happens when the entity has performed the following steps:

- begun an active programme to locate a buyer and complete the sale;
- actively market the asset or disposal group at a price that is reasonable compared to its current fair value;
- made a sale to be completed within one year from the date of classification, unless a delay is caused by events beyond the entity's control; and
- carries out actions required to complete the plan, which should indicate that it is not likely that there will be significant changes to the plan or that the plan will be withdrawn.

Initial recognition

Before applying the measurement requirements of this Standard, the non-current assets held for sale are measured in accordance with the relevant SA Standards of GRAP under which they are currently accounted for. Non-current assets or disposal groups that meet the classification conditions to be held for sale are measured at the lower of their carrying amounts and fair value less costs to sell. Non-current assets that have been classified as held for sale are not depreciated or amortised. The assets are presented separately as non-current assets held for sale in the statement of financial position.

Subsequent measurement

The assets are assessed for impairment and recognises impairment losses on measurement and remeasurement to fair value less costs to sell in the same way as the entity would under the SA Standards of GRAP on impairment of assets.

1.22 Commitments

The amounts of contractual commitments for acquisition of property, plant and equipment at reporting date are disclosed in the notes to the financial statements.

1.23 Contingent liabilities

Contingent liabilities are not recognised as liabilities because they are possible obligations and yet to be confirmed that 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.

1.24 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.

1.25 Prepayments

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

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Notes to the Financial Statements for the year ended 31 March 2016

	31 March 2016 R '000	31 March 2015 R '000
2. Inventories		
Food and beverage	969	755
Catering stock		
Opening balance	755	621
Additions	6 752	7 151
Cost of sales	(6 538)	(7 017)
	969	755
3. Receivable from non-exchange transactions		
Staff and Members debt	19 028	1 894
Provision for doubtful debts	(721)	(535)
	18 307	1 359
<p>The receivables from non - exchange transactions over 90 days and where there is no arrangement for payment were impaired. Included in the staff and members debt is an amount of R16 799 000 in respect of the implementation of the no work no pay principle during the strike.</p>		
Reconciliation of the doubtful debt provision		
Opening balance	535	669
Contribution to provision	193	37
Reversal of provision	(7)	(171)
	721	535
4. Receivables from exchange transactions		
Government organisations	169	409
Other receivables from exchange transactions	53	169
Accrued Income	2 549	4 172
Provision for doubtful debts (exchange transaction)	(80)	(69)
	2 691	4 681
Reconciliation of doubtful debt provision		
Opening balance	69	86
Provision for impairment	11	4
Reversal of provisions	-	(21)
	80	69
<p>The receivables from exchange transactions over 90 days and where there is no arrangement for payment were impaired.</p>		

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
5. Prepayments		
Prepayments balances	6 705	8 569
Prepayments to DIRCO*	3 074	4 893
Prepaid expenses	3 150	3 163
Advances - Short Term	8	213
S&T Advances	473	300
	6 705	8 569

*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.

6. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	117	121
Bank balances	166 820	76 253
Short-term deposits	165 080	220 515
	332 017	296 889

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.

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
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6. Cash and cash equivalents (continued)

Cash and cash equivalents comprises of the following bank accounts

Bank Balances

	Bank Statement Balances		Cashbook Balances	
	March 2016	March 2015	March 2016	March 2015
Nedbank Limited: Primary Bank. Account - 1452064776	92 278	13 261	92 278	13 261
Nedbank Limited: Salary Account - 1452064784	155	909	155	909
Nedbank Limited: Petty Cash Account - 1452064970	41	31	41	31
Nedbank Limited: EU Account - 1452064903	74 346	62 052	74 346	62 052
Subtotal	166 820	76 253	166 820	76 253

Short-term deposits

Short term deposits do not exceed three months and are kept at the following institutions:

	Bank Statement Balances		Cashbook Balances	
	March 2016	March 2015	March 2016	March 2015
Nedbank Limited: Call Deposit (30 Days) - 037881095598-01	165 080	120 515	165 080	120 515
Nedbank Limited: Fixed account (six months) - 037881095598-04	-	100 000	-	100 000
Subtotal	165 080	220 515	165 080	220 515

The 30 days notice deposit account bears interest at 6.8% per annum and the interest is compounded monthly.

7. Property, plant and equipment

	31 March 2016			31 March 2015		
	Cost	Accumulated depreciation and accumulated impairment	Carrying value	Cost	Accumulated depreciation and accumulated impairment	Carrying value
Furniture	42 960	(33 305)	9 655	42 764	(30 171)	12 593
Motor vehicles	7 478	(6 296)	1 182	7 595	(5 065)	2 530
Office equipment	110 996	(37 713)	73 283	117 668	(24 317)	93 351
Computer equipment	68 635	(48 205)	20 430	76 243	(44 471)	31 772
Library books	30 932	(30 116)	816	30 554	(29 943)	611
Total	261 001	(155 635)	105 366	274 824	(133 967)	140 857

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Notes to the Financial Statements for the year ended 31 March 2016

7. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 31 March 2016

	Opening balance	Additions	Depreciation	Disposals	Transfers to Non asset held for sale	Total
Furniture	12 593	1 008	(3 727)	(219)	-	9 655
Motor vehicles	2 531	130	(1 377)	(60)	(43)	1 181
Office equipment	93 350	1 902	(20 484)	(1 485)	-	73 283
Computer equipment	31 772	4 159	(13 434)	(2 067)	-	20 430
Library books	611	378	(173)	-	-	816
	140 857	7 577	(39 195)	(3 831)	(43)	105 365

Included in property, plant and equipment are leased assets with a carrying value of R524 000 (31 March 2015: R696 000).

Parliament has re-assessed the useful lives of the assets which were going to be fully depreciated as at 31 March 2016. The re-assessment of the useful lives of assets is based on the fact that Parliament's management is still intending to use these assets as they are still in good working condition. As a result the depreciation has decreased by R 1 469 000 and carrying value increased by the same amount.

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Financial Statements for the year ended 31 March 2016

Notes to the Financial Statements for the year ended 31 March 2016

7. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 31 March 2015

	Opening balance	Additions	Disposals	Re-instatements	Other Adjustments	Depreciation	Total
Furniture	14 865	1 023	(437)	542	151	(3 551)	12 593
Motor vehicles	3 222	542	-	-	7	(1 240)	2 531
Office equipment	19 070	80 577	(37)	301	528	(7 089)	93 350
Computer equipment	35 883	15 326	(6 052)	235	327	(13 947)	31 772
Library books	521	117	-	-	(1)	(26)	611
	73 561	97 585	(6 526)	1 078	1 012	(25 853)	140 857

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000			2015 R '000		
8. Intangible assets						
	31 March 2016			31 March 2015		
	Cost	Accumulated amortisation and accumulated impairment	Carrying value	Cost	Accumulated amortisation and accumulated impairment	Carrying value
Computer software, other	22 335	(5 918)	16 417	16 460	(4 687)	11 773

Reconciliation of intangible assets - 31 March 2016

	Opening balance	Additions	Disposals	Amortisation	Total
Computer software, other	11 773	6 777	(174)	(1 958)	16 418

Additional Information

Included in the cost is an amount of R13 890 000 in respect of software still under development.

Reconciliation of intangible assets -31 March 2015

	Opening balance	Additions	Other adjustments	Amortisation	Total
Computer software, other	8 884	4 679	4	(1 794)	11 773

Additional information

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

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
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9. Heritage assets

	31 March 2016			31 March 2015		
	Cost	Accumulated impairment losses	Carrying value	Cost	Accumulated impairment losses	Carrying value
Art Collections, antiquities and exhibits	54 856	-	54 856	54 856	-	54 856

Reconciliation of heritage assets 2016

	Opening balance	Additions	Disposals	Re- instatement	Total
Art Collections, antiquities and exhibits	54 856	-	-	-	54 856

Reconciliation of heritage assets 2015

	Opening balance	Additions	Disposals	Re- instatement	Total
Art Collections, antiquities and exhibits	54239	517	(5)	105	54 856

10. Finance lease obligation

Minimum lease payments due

- within one year	487	506
- in second to fifth year inclusive	92	252
	579	758
less: future finance charges	(41)	(64)
Present value of minimum lease payments	538	694
Non-current liabilities	89	202
Current liabilities	449	492
	538	694

The average lease term is 2 years for cell phones, 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.

11. Payables from exchange transactions

Trade payables	12 851	9 769
Accrued expense	48 435	55 754
	61 286	65 523

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

Standard credit terms of 30 days apply.

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
12. Payables from Non-exchange transactions		
Employee related payables	43 737	46 537
Other payables from non-exchange transactions	156	2 283
	43 893	48 820

Reconciliation of payables from non-exchange transactions

Leave entitlements	29 755	27 698
Capped leave commitments	5 297	5 277
13th cheque	3 394	3 631
Overtime	1 034	282
Stand in allowance	106	-
Member's gratuities	1 897	5 904
Other payables	156	2 289
Ex-gratia payments	-	1 781
Performance bonus	2 063	1 958
Unpaid salary and over-deduction	191	-
	43 893	48 820

13. Unspent statutory appropriation

Reconciliation of unspent statutory appropriation

Amount received	503 132	481 006
Utilised	(440 296)	(481 006)
	62 836	-

Unspent statutory appropriation must be surrendered to National Revenue Fund in terms of section 23 (4) of the FMPPLA, effective from 01 April 2015. For the prior year the amount received was recognised as revenue on receipt due to the fact that Parliament was not required to surrender the unspent statutory appropriation.

14. Current employee benefits

Reconciliation of employee benefits - 31 March 2016

	Opening Balance	Additions	Utilised during the year	Total
Performance awards	16 318	21 098	(16 118)	21 298

Reconciliation of employee benefits -31 March 2015

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

Performance Bonus

The performance bonuses are calculated on 3% of the total package of employees who completed 12 month service as at 31 March 2016.

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

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
15. Non-current employee benefits		
The Government Employees Pension Fund (GEPF)		
Retirement benefits are provided by membership of the GEPF 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	44 431	38 087
The Pension Scheme for Officers of Parliament (PSOP)		
The 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 POBF has a defined contribution and a defined benefits section in term of which the basis of funding of retirement is on a defined benefits basis through additional service and equalisation benefits provided by National Treasury and on a defined contribution basis through the utilisation of 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	58 505	55 500
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 2016		
Post-Retirement Medical provisions	1 219 332	1 151 275
Reconciliation of movement in liability		
Opening balance	1 151 275	1 079 504
Current service costs	57 074	40 647
Interest cost	76 841	56 306
Benefits paid	(53 670)	(52 259)
Actuarial (gain)/loss	(12 188)	27 077
	1 219 332	1 151 275

The interest cost is based on the discount rate assumption for the current valuation which is based on the zero-coupon bond yield curve of South Africa as at 31 March 2016 and the liability accrued as at 31 March 2016.

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 Members who have not completed five years of service as at 31 March 2016. There is a probability that 82.17 per cent of these Members will complete five years of service based on the past five years' 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.

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
15. Non-current employee benefits (continued)		
Provisions: Member's Gratuity	106 971	104 530
Reconciliation of Member's Gratuity		
Opening Balance	104 530	122 994
Contributions during the year	5 726	49 908
Utilised during the year	(3 285)	(68 372)
	106 971	104 530

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

Carrying value		
Post - retirement medical aid plan	(1 219 332)	(1 151 275)
Members Gratuity	(106 971)	(104 530)
	(1 326 303)	(1 255 805)

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.

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

		2016 R '000	2015 R '000
15. Non-current employee benefits (continued)			
31 March 2016	Discount rate	-1.0%	+1.0%
	Base		
	Assumptions		
	X%		
Accrued Contribution Liability (R' million)	1 219.33	1 062.90	1 414.98
% Change	-%	-12.83%	16.06%
31 March 2016	Health Care		
	Inflation		
	Base		
	Assumptions		
	X%		
Accrued Contribution Liability (R' million)	1 219.33	1 062.90	1002.01
% Change	- %	12.83%	16.06%
31 March 2016	Average	10 %	-10 %
	retirement age		
	Base		
	Assumptions		
	65 years		
Accrued Contribution Liability (R' million)	1 219.33	1 216.23	1 222.34
% Change	- %	- 0.25%	0.25%
31 March 2015	Discount rate	-1.0 %	+1.0 %
	Base		
	Assumption		
	X%		
Accrued Contribution Liability (R' million)	1 151.27	1 337.34	1 002.01
% Change	- %	16.16 %	-12.97 %
31 March 2015	Health care	+1.0 %	-1.0 %
	inflation		
	Base		
	Assumptions		
	X%		
Accrued Contribution Liability (R' million)	1 151.27	1 147.38	1 002.01
% Change	- %	16.16%	-12.97%
31 March 2015	Average	+10%	-10%
	retirement age		
	Base		
	Assumptions		
	65 Years		
	%		
Accrued Contribution Liability (R' million)	1 151.27	1 147.38	1 155.18
% Change		-0.34 %	0.34 %

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
16. Annual Appropriation		
Annual Appropriation received	1 594 238	1 508 170
Programmes		
Administration	459 572	445 470
Legislation and Oversight	402 774	365 800
Public and International Participation	125 722	129 600
Members' Facilities	234 170	213 900
Associated Services	372 000	353 400
	1 594 238	1 508 170

Voted funds are the amounts appropriated to Parliament in accordance with the final budget known as the Adjusted Estimates.

Unexpended voted funds are not surrendered to the NRF and are available to Parliament for future utilisation in terms of section 23 (1) of the FMPPLA.

17. Statutory Appropriation

Rates received

Statutory funds	440 296	481 006
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Amount forming a direct charge on the NRF in respect of salaries, allowances and other benefits of 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).

Unexpended Statutory Appropriation is surrendered to the NRF in terms of section 23 (4) of the FMPPLA.

18. Transfers, sponsorships and donations

European Union (EU)	37 852	-
United Nations High Commissioner for Refugees (UNHCR)	832	-
Library books donations	266	-
	38 950	-

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
19. Compensation of employees and members		
Compensation of employees		
Basic remuneration	691 602	633 781
Performance awards	21 098	16 685
Annual leave	3 680	11 558
Contributions to Pension Funds	44 431	38 087
Cell phone allowance	1 017	-
Ex-gratia payments	-	35 298
Compensative/circumstantial	12 239	11 795
Contribution to UIF	2 462	2 422
Retirement benefits	-	1 201
	776 529	750 827
Compensation of Members		
Basic remuneration	265 228	248 287
Contributions to Pension Funds	58 505	55 500
Members gratuities	6 361	55 818
Other non-pensionable allowances	109 636	107 267
Medical aid contribution	121 726	124 031
	561 456	590 903
Reconciliation of medical aid contributions		
Post-Retirement medical aid contributions	53 669	52 259
Movement in long-term employee benefits	68 057	71 772
Total	121 726	124 031
Average number of employees and members		
Average number of employees	1 389	1 372
Average number of members	384	387
	1 773	1 759
20. Depreciation and amortisation		
Depreciation		
Furniture	3 727	3 551
Computer equipment	13 434	13 947
Motor vehicles	1 376	1 240
Library books	173	26
Office equipment	20 484	7 089
Amortisation		
Computer software	1 958	1 794
	41 152	27 647
21. Finance costs		
Finance leases	61	52
Late payment of tax	13	-
	74	52

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
22. Debt impairment contribution		
Bad debt written off	(50)	(145)
Contributions to provision for bad debts	(276)	103
	326	42
23. Transfer to non-profit institutions		
Party Leadership Support	8 825	8 397
Party Support Allowance	94 791	89 560
Constituency Allowance	267 417	254 215
Disability Support	-	365
	371 033	352 537
These transfers were made to political parties represented in Parliament in terms of section 34 of the FMPPLA.		
24. Cost of sales		
Cost of goods sold	6 538	7 133
25. General expenses		
Advertising	22 387	28 842
Auditors fees	3 683	3 926
Bank charges	100	120
Lease rentals on operating lease	7 213	9 378
Consultants, contractors and special services	23 694	23 564
Subscriptions	14 466	14 460
Consulting and professional fees -Legal Costs	14 921	7 305
Consumables	1 470	799
Communications	34 478	27 718
Bursaries	2 122	1 987
Entertainment	555	277
Flowers and other decorations	1 636	3 088
Insurance	4 257	3 050
Translations and transcriptions	479	772
Motor vehicle expenses	857	1 481
Re-settlement Costs	3 246	9 996
Printing and stationery	22 316	21 068
Postage and courier	914	1 395
Personnel agency fees	1 794	981
Protective clothing	1 135	1 291
Registration and membership fees	3 013	4 069
Training and staff development	11 037	8 643
Travel - local	214 694	211 088
Travel - overseas	38 543	21 900
Bereavement support	143	94
Repairs and maintenance	4 747	3 800
Transport provided as part of the department activities	3 439	3 023
Sports material	21	-
Waste dumping fees	3	-
Venue expenses	15 409	19 647
	452 772	433 762

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
26. Irregular expenditure		
Opening balance	14 830	14 261
Add: Irregular expenditure - current year	653	569
	15 483	14 830
Details of irregular expenditure		
Tax certificates not provided	245	245
Supply chain management process not followed	2 133	2 133
Use of service provider after contract expired	11 751	11 751
Procurement of goods without prior approval	1 119	470
Procurement without formal contract	11	11
Local content not specified	191	187
No approval to deviate	33	33
	15 483	14 830
27. Fruitless and wasteful expenditure		
Reconciliation of fruitless and wasteful expenditure		
Opening balance	554	526
Fruitless and wasteful expenditure current period	276	28
	830	554
Incident		
Cancellation fees - under investigation	206	206
Interest on late payment	218	204
Damaged/lost hired goods	18	16
Unaccredited course	116	116
Traffic fine admin fees	13	12
Backlog due to unavailability of Parliament staff	257	-
Other	2	-
	830	554

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
28. Cash generated from (used in) operations		
Deficit	(110 273)	(144 115)
Adjustments for:		
Depreciation and amortisation	41 152	27 647
(Gain) Loss on disposal of assets	3 773	6 099
Interest received	24 535	31 042
Finance costs	74	52
Debt impairment contribution	326	42
Movements in non current employee benefits	70 498	53 307
Movements in current employee benefits	4 980	2 856
Interest earned	(22 911)	(26 413)
Changes in working capital:		
Inventories	(214)	(134)
Receivables from non-exchange transactions	(16 948)	757
Receivables from exchange transactions	(592)	8 651
Prepayments	1 864	(5 238)
Assets held for sale	(43)	-
Payables from exchange transactions	(4 237)	23 951
VAT payable	(62)	89
Payable from non- exchange transaction	(4 927)	19 379
Unspent statutory appropriation	62 836	-
Statutory funds surrendered to the National Revenue Fund	-	(51 944)
	49 831	(53 972)

29. 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 current and former employees	8 067	2 100
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Other litigation

Ongoing litigation in which Parliament could be liable either ex parte or as a respondent in civil action	19 500	10 689
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Parliament has also another litigation regarding the payment of legal fees as per the Constitutional Court ruling that the three Respondents including Parliament must pay the legal costs of the Applicants. The Applicants are required to prepare and file a bill of costs with the Taxing Master who must decide on the costs to be paid by either of the Respondents.

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
30. 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.		
Services and goods provided by Departments		
Parliament owes the Departments and entities as at 31 March 2016 for various services that were rendered to Parliament and not paid for.		
Catering Services		
Departments and Government entities use the catering services of Parliament. The balances disclosed below are for the catering services that were provided to the Departments and entities and which have not yet paid as at 31 March 2016.		
Related party balances		
	-	-
	-	-
Amounts included in trade receivables		
Intergovernmental receivables		
Planning, monitoring and evaluation	4	-
Police	10	-
Government communication and information system	-	42
	14	42
Other government entities		
Office of the President	-	29
Office of the President: Cabinet Section	5	15
Mining - Ministry	-	2
	5	46
	19	88
Intergovernmental payables		
Departments		
Department of Justice	3 782	4 052
Department of Public Works	2 066	2 791
South African Police Service	2 075	1 714
	7 923	8 557
Other government entities		
Government Motor Transport	338	165
Government Printing Works	21	18
National School of Government (PALAMA)	32	810
	391	993
	8 314	9 550

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
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30. Related parties (continued)

Services in kind

Parliament occupies complexes which are owned by the Department of Public Works (DPW). Parliament occupies these complexes for free and does not pay any rental costs to DPW. These complexes were occupied for the entire financial year ending 31 March 2016.

31. Remuneration of management

Parliament 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, two Deputy Secretaries 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/payable to these members of management for the services rendered to Parliament.

Executive Authority

31 March 2016

	Basic Salary	Other Short-term Benefits	Post employee benefits	Total
Hon. B. Mbete -Speaker of the National Assembly	1 630	720	367	2 717
Hon. T R Modise - Chairperson of the National Council of Provinces	1 630	720	367	2 717
Hon. L. Tsenoli - Deputy Speaker of the National Assembly	1 141	504	257	1 902
Hon. R. Tau - Deputy Chairperson of the National Council of Provinces	1 141	504	257	1 902
	5 542	2 448	1 248	9 238

31 March 2015

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

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
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31. Remuneration of management (continued)

Senior Management

31 March 2016

	Basic Salary	Post employment benefits	Total
Mr G Mgidlana - Secretary to Parliament	2 597	2	2 599
Ms P N Tyawa - Deputy Secretary to Parliament: Support Services	1 765	2	1 767
Adv M Phindela - Acting Deputy Secretary to Parliament: Core Business	1 686	170	1 856
Mr M Xaso - Secretary to the National Assembly	1 507	141	1 648
Mr M Manenzhe - Chief Financial Officer	1 416	2	1 418
	-	-	-
	-	-	-
	8 971	317	9 288

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 National Council of Provinces	1 299	34	135	46	1 514
Mr M Xaso - Secretary to the National Assembly	1 310	34	117	44	1 505
Mr M Manenzhe - Chief Financial Officer	1 299	34	2	40	1 375
Mr G Mgidlana - Secretary to Parliament	794	-	1	71	866
	7 189	153	312	249	7 903

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000	
31. Remuneration of management (continued)			
Divisional Managers			
31 March 2016			
	Basic Salary	Post employment benefits	Total
Mr M Mokonyana - Acting Human Resources Executive	1 145	1	1 146
Ms NTT Manyela - Human Resources Executive	56	89	145
Mr L Jacobs - Spokesperson	1 549	144	1 693
Ms M Zungu Institutional Support Services	576	73	649
Adv Z Adhikarie - Legal Services	1 419	144	1 563
Ms. S Schalk - Legislative Support Programme	1 486	2	1 488
Ms. RK Begg- Core Business Support	433	61	494
Ms M Shivambu - Chief Audit Executive	219	-	219
Mr S Nyenyiso - Acting Chief Audit Executive	836	58	894
Mr N Nel - Acting Knowledge and Information Services	879	1	880
Ms N Sonjica - Acting International Relations & Protocol	1 409	97	1 506
Mr K Somgqeza - International Relations & Protocol	716	250	966
Mr R Poliah - Acting Chief Information Officer	1 411	103	1 514
Ms JD Nkem-Abonta - Acting Institutional Support Services	806	55	861
Mr K Zweni - Office of the Speaker	1 345	150	1 495
Dr LK Gabriel - Knowledge and Information Systems	576	73	649
Ms ML Brandt : Head Office of the Speaker	461	61	522
Mr LH Makele - Human Resources Executive	363	52	415
Professor M Jahed- Director Parliamentary Budget Office	2 119	2	2 121
Ms MS Mangqalaza- Office of the Chairperson	1 287	144	1 431
	19 091	1 560	20 651

Ms NTT Manyela - Human Resources Executive was on suspension and Mr M Mokonyana was acting until December 2015. Mr Makele was appointed as Human Resources Executive from January 2016.

Mr K Somgqeza - Division Manager for International Relations & Protocol was on suspension and resigned in September 2015. Ms N Sonjica is acting Division Manager for International Relations & Protocol.

Ms M Shivambu resigned as Chief Audit Executive in May 2015 and Mr S Nyenyiso is acting in the position.

Ms J Nkem-Abonta was acting Division Manager Institutional Support Services until October 2015 and Ms M Zungu was appointed to the position in November 2015.

Mr N Nel was acting Division Manager Knowledge and Information System until October 2015 and Dr LK Gabriel was appointed to the position in November 2015.

Mr K Zweni was the Head: Office of the Speaker until November 2015 when he was appointed Director of Institutions Supporting Democracy.

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 Makhazi - 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

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Notes to the Financial Statements for the year ended 31 March 2016

				2016 R '000	2015 R '000
31. Remuneration of management (continued)					
Mr R Poliah - Acting Chief Information Officer	1 277	33	94	35	1 439
Adv N Cetwayo - 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 Resources Executive	1 087	28	1	39	1 155
Mr N Nel - Acting Knowledge and Information Services	1 369	36	2	35	1 442
	12 355	262	676	274	13 567

32. Risk management

Liquidity risk

Liquidity risk is the risk that Parliament will not be able to pay current liabilities 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 Parliament's liabilities are set out below as undiscounted cash flows.

Payables from exchange transactions

Payable within 1 year	61 286	65 523
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Finance leases

Payable within 1 year	449	492
Payable within 2- 5 years	89	202
	538	694

Credit and interest rate risks

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 receivables. Parliament only deposits cash with major bank with high quality credit standing.

Receivables mainly comprise of related parties, which lowers the counter-party risk.

Interest rate risk results from the cash inflows due to uncertainty arising from interest rate fluctuations.

Financial assets exposed to credit and interest risk as at 31 March 2016 are as follows:

Financial instruments	31 March 2016	31 March 2015
Nedbank - current accounts	166 820	76 253
Nedbank - investment accounts	165 080	220 515
Receivables	20 998	6 040

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
33. Commitments		
Authorised capital expenditure		
Commitments in respect of capital expenditure		
Capital works	10 898	20 037
Total capital commitments		
Already contracted for but not provided for	10 898	20 037
Total commitments		
Total commitments		
Authorised capital expenditure	10 898	20 037

This committed expenditure relates to property, plant and equipment and will be financed by existing cash resources.

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	1 819	1 261
- in second to fifth year inclusive	1 541	1 229
	3 360	2 490

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 commitment as they can be terminated at any time.

34. 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 2015 to 31 March 2016. 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 72.

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:

34.1 Transfers, sponsorship and transfers

Parliament received an amount of R37,852 000 from the European Union which was not budgeted for as part of the Legislative Sector Support. Parliament also received an amount of R 832 000 from the United Nations High Commissioner for Refugees (UNHCR) as contribution for the conference that was held in South Africa during December 2015.

34.2 Departmental revenue (exchange revenue)

The variance is due to the increase in the interest income earned as result of the increase in interest rates.

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
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34. Budget differences (continued)

34.3 Compensation of employees

Parliament's budget for compensation of employees has always been less than the value of the filled positions and the shortfall is funded from unspent funds of the previous years which are not surrendered to the National Revenue Fund (NRF), in terms of section 23(1) of the FMPPLA.

34.4 Compensation of members

The base line for the compensation of Members is historically overstated since the 2009/10 financial year, where many Members of Parliament were paid the loss of office gratuity after they lost their seats following the general elections. The under-spending will be surrendered to the NRF in terms of section 23(4) of the FMPPLA.

34.5 Goods and services

Parliament's budget for goods and services for the financial year was less than the required funds to fund the operational plans of the institution. The shortfall had to be funded from the unspent funds as indicated under paragraph 34.3 above.

34.6 Property, plant and equipment

The budget for property, plant and equipment for the financial year was less than the required funds for capital expenditure. The shortfall had to be funded from the unspent funds as indicated under paragraph 34.3 above.

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
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35. Prior period errors

35.1 Changes to description

The descriptions of the following items were changed to reflect the nature of the expenses as follows:

Note 25

- Computer services changed to Subscriptions
- Production changed to Printing and stationery
- Subscriptions and membership fees changed Registration and membership fees.
- Auditors remuneration changed to Audit fees.

Note 32

- Trade and other payables changed to payables from exchange transactions.
- Trade and other receivables changed to receivables.

Statement Finance Performance

Interest paid changed to finance costs
 Bad debt changed to debt impairment contribution
 Investment income changed to interest earned.

35.2 Donor expenses

Donor expenses were classified in terms of function during the prior financial year. GRAP 1 requires expenses to be classified by function or nature and Parliament chose to classify expenses by nature. The correction to classify by nature resulted in all donor expenses being classified as general expenses, as a result prior year general expenses increased by R12 773 000.

35.3 General expenses

Expenses were understated by R1 083 000 due to expenses which relate to the 2014/15 financial year which were not accrued for. The expenses were overstated by R169 000 in respect of the intangible assets that were incorrectly recognised as general expenses. The prepayments were overstated by R307 000 as the advance was made for the payment of the expenses to this value. Included in the understatement of expenses is an amount of R195 000 in respect of a cancelled order in prior year which reduced the expenses. The payables from exchange transaction were understated by R575 000 as the accrual was not made in relation to the balance of the understated expenses. Included in the change in payables is an amount of R6 000 in respect of cancelled asset accrual.

35.4 Property, plant and equipment

Computer equipment was understated by R364 000 due to prior year additions that were not accounted for and reinstated assets that were found on the floor during the year end verification and were not in the asset register. It was also overstated by R391 000 due to assets which were under-depreciated as depreciation did not start on the date the assets were ready and available for use and assets that were double counted in the main asset register and the finance lease register.

Equipment was understated by R2 368 000 due to assets that were found during the verification of assets which were not in the asset register, the equipment that was incorrectly classified as intangible assets, cost to bring the assets into working condition which were not capitalised and assets that were over-depreciated as depreciation did not start on the date the assets were ready and available for use.

Parliament of the Republic of South Africa

Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
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35. Prior period errors (continued)

Furniture was understated by R481 000 due to assets that were found which were not in the asset register during performance of monthly reconciliations and during the year - end asset verification of assets and assets that were over-depreciated as depreciation did not start on the date the assets were ready and available for use.

Motor vehicles was understated by R33 000 due to assets that were over-depreciated as depreciation did not start on the date the assets were ready and available for use.

35.5 Intangible assets

Intangible assets were understated by R212 000 due to assets which were incorrectly classified as an expense instead of intangible asset and due to assets that were over-amortised as amortisation did not start on the date the assets were ready and available for use.

There was overstatement of R24 000 due to the equipment that was incorrectly classified as intangible asset.

35.6 Compensation of members and non current employee benefits

Compensation of members was overstated by R15 784 000 and non current employee benefits was overstated by R16 374 000 due to the fact that when provision was made to correct the error for not making provision for members who did not complete 5 years of service as reported in the previous financial year, the members who lost their seats in Parliament without completing 5 years were also considered and gratuity due to members that was not accrued for. These members should not have been considered in the calculation of provision liability as they had left Parliament when they lost their seats in the Fifth Parliament.

35.7 Compensation of employee and non-exchange payables transactions

Compensation of employees and non-exchange payables were understated by R1 958 000 due to underprovision for performance bonuses and members accrued gratuity. There was also an amount of R591 000 that was due to Members who lost office and was not accrued for. As a result the payables from non-exchange transactions were understated by R2 549 000.

35.8 VAT payable

The VAT payable to the South African Revenue Service for sale of goods was understated by R89 000 and VAT receivable overstated by R28 000 as a result of VAT schedules used for the VAT returns which were not adding correctly. The cost of goods sold was understated as well by R116 000. The VAT payable note is not disclosed due to the fact the balance on the financial position is made up of one amount and is not material. Disclosing the note will not provide the users of the financial statements with any additional information.

35.9 Receivables from non-exchange transactions

The receivables from non-exchange transactions were understated by R46 000 due to pension contributions that were made on behalf of the employee in the prior years which was not recognised as a debt.

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Notes to the Financial Statements for the year ended 31 March 2016

	2016 R '000	2015 R '000
35. Prior period errors (continued)		
35.10 Risk Management		
Payables from exchange transactions were disclosed as R9 769 000 instead of R65 523 000, due to the fact that the accruals for goods and services was not included in the amount.		
Receivables were disclosed as R1 127 000 instead of R6 040 000, due to the fact that the receivables from non-exchange transactions was not included in the amount.		
35.11 Non current employee benefits		
Parliament disclosed on the key assumptions the use of the zero coupon yield curve rate for discount rate and the health care inflation curve used in terms of GRAP 25 and did not disclose the details of discount rate and the health inflation curve which was disclosed in the prior year.		
35.12 Debt impairment contribution		
The debt impairment contribution was disclosed as R41 000 instead of R42 000 due to a rounding error.		
Statement of Financial Position		
Increase in property plant and equipment	-	2 855
Increase in intangible assets	-	188
Decrease in prepayments	-	(307)
Increase in receivables from non-exchange transactions	-	46
Increase in payables from exchange transactions	-	(575)
Increase in VAT payable	-	(89)
Increase in payables from non-exchange transactions	-	(2 549)
Decrease in non current employee benefits	-	16 374
Decrease in VAT receivable	-	(28)
Total	-	15 915
Statement of Changes in Net Asset		
Increase in accumulated surplus	-	2 479
Statement of Financial Performance		
Increase in general expenses	-	914
Decrease of compensation of employees and members	-	(13 826)
Increase in cost of sale	-	116
Decrease in depreciation	-	(641)
Increase in debt impairment contribution	-	1
Total	-	(13 436)

36. Events after the reporting date

Parliament is not aware of any adjusting events arising since the end of the financial year.

GOVERNANCE REPORT



4. GOVERNANCE REPORT

4.1 AUDIT REPORT OF THE AUDITOR-GENERAL

Report of the auditor-general to Parliament on vote no. 2: Parliament of the Republic of South Africa

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 68 to 107 which comprise the statement of financial position as at 31 March 2016, 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 the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act No. 10 of 2009) (FMPPLA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-general's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with 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 2016 and its financial performance and cash flows for the year then ended in accordance with the SA Standards of GRAP and the requirements of FMPPLA.

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 note 35 to the financial statements, the corresponding figures for 31 March 2015 have been restated as a result of errors discovered during the 2015-16 financial year, in the financial statements of the Parliament of the Republic of South Africa at, and for the year ended 31 March 2015.

Report on other legal and regulatory requirements

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

Predetermined objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information of the following selected programmes presented in the annual performance report of the Parliament of the Republic of South Africa for the year ended 31 March 2016:
- Programme 1: Administration, on pages 28 to 39
 - Programme 2: Legislation and oversight, on pages 40 to 52
 - Programme 3: Public participation and international engagements, on pages 53 to 58
11. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's *Framework for managing programme performance information*.



12. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
13. I did not raise any material findings on the usefulness and reliability of the reported performance information for the following programmes:
 - Programme 1: Administration
 - Programme 2: Legislation and oversight
 - Programme 3: Public Participation and international engagements

Additional matters

14. Although I did not raise any material findings on the usefulness and reliability of the reported performance information for the selected programmes, I draw attention to the following matters:

Achievement of planned targets

15. Refer to the annual performance report on pages 28 to 63 for information on the achievement of the planned targets for the year.

Adjustment of material misstatements

16. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were on the reported performance information of programme 3 – public participation and international engagements. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness and reliability of the reported performance information.

Compliance with legislation

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



Internal control

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

Auditor-General

Cape Town

29 July 2016



AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence



4.2 REPORT OF THE AUDIT COMMITTEE

The Audit Committee (Committee) operated in terms of its mandate as set out in the Charter and as required by the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA). The Committee is pleased to present its report for the financial year ended 31 March 2016.

Audit Committee Members and Attendance

The Committee comprised five independent non-executive members in line with section 47(3) of the FMPPLA and best practice. The Committee is mandated by the Charter to meet at least four (4) times a year or more frequently as deemed necessary. During the period under review, the Committee held seven (7) meetings as outlined in the table below.

Name of Member	No. of Meetings Attended
Ms. K.T Mdlulwa (Chairperson)	7
Ms. P.N Sibiya	6
Mr. G. Harris	7
Mr. C. de Kock	7
Mr. L. Nevondwe	7

Audit Committee Responsibility

The Committee has performed its oversight responsibilities in respect of Parliament of the Republic of South Africa (Parliament) independently and objectively. It has as far as possible, discharged its duties and responsibilities in compliance with section 48 of the FMPPLA.

The effectiveness of Internal Controls

Based on the assurance provided by management and Internal Audit, and discussions with the Auditor-General of South Africa (AGSA) on the audit results, overall the key controls were implemented. The Committee has noted improvements in the internal control environment, including the filling of some executive positions, which improves leadership stability in the institution. However, the Committee is of the view that to further improve internal control environment, continuous focus by management is required in the following areas:

- strengthen the performance management and reporting system to ensure quality reporting, thus enhancing the delivery against strategies and plans;
- normalise labour relations; and
- enhance the Institutional image in the eyes of key stakeholders.

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

The Committee has reviewed the quality and contents of the In-Year Monitoring (IYM) reports of the Accounting Officer. Quarterly performance reports were also submitted and reviewed. Management's effort is required in this area to further enhance the quality of performance information and reporting.

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 FMPPLA. The Committee has reviewed:

- the Annual Financial Statements to be included in the Annual Report, and discussed them with the AGSA and management;
- the AGSA's Management Report and management's responses thereto and discussed it with the AGSA and management;
- an audit opinion of the AGSA and discussed it with the AGSA and management;
- changes in accounting policies and practices; and
- adjustments resulting from the audit.

The Committee is pleased that Parliament has once again achieved Clean Audit on its Annual Financial Statements for the year ended 31 March 2016. This is a significant achievement, which symbolises resilience in the processes of governance, financial management and compliance with laws and regulations.

Effectiveness of Risk Management

The Risk Management Committee (RMC) which comprises senior members of management was in place and reported quarterly to the Committee. While the risk management process has not fully matured, significant progress was reported during the period under review in embedding of risk management culture. This included the development a Risk Management Policy, Risk Management Framework and Risk Management Strategy. Internal Audit also conducted a risk management audit and identified opportunities for further improvement. The Committee will continue to monitor and provide guidance in the maturity of the risk management process as Parliament focuses more on the mitigation and proactive management of risks.

Effectiveness of the Internal Audit function

The Internal Audit Unit developed and presented the Annual Audit Plan for approval by the Committee and reported against the approved plan, quarterly. The Committee is satisfied with the continuous improvement of the Internal Audit function. The function has operated effectively and has addressed the risks pertinent to the institution in its audits. The Committee is also pleased that the position of the Chief Audit Executive was filled during the period under review. This brings stability in the leadership of the function, and the Committee will continue to provide oversight, guidance and optimal support for the function to sustain its effectiveness.

Conclusion

The Committee would like to take this opportunity to congratulate Parliament on its achievement of Clean Audit opinion in the 2015/16 financial year, as reported by the AGSA. In particular, the Committee congratulates 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. Lastly, we would like to thank Parliamentary staff for their hard work, determination and support. The Committee also stands ready to guide management on areas relating to audit and risk to progressively strengthen governance, accountability and effective stakeholder management.



Ms. K.T Mdlulwa

Chairperson of the Audit Committee

Date: 31 July 2016

HUMAN RESOURCE MANAGEMENT



5. HUMAN RESOURCE MANAGEMENT

5.1 Personnel Related Expenditure

Table 5.1.1: Personnel cost by programme

PROGRAMME	Personnel Expenditure	Total Average Employees	Average Personnel Cost per Employee
Administration	R 378 727 417.00	719	R 526 742.00
Legislation & Oversight	R 308 085 131.00	548	R 562 199.00
Members Facilities	R 8 811 405.00	17	R 518 318.00
Public & International Participation	R 80 903 047.00	105	R 770 505.00
Associated Services	R0.00	0	R 0.00
Grand Total	R 776 529 000.00	1389	R 559 056.00

Table 5.1.2: Personnel costs by salary band

SALARY BAND	Personnel Expenditure	% of Total Personnel Cost	Total Average Employees	Average Personnel Cost Per Employee
Lower Skilled (Level A)	R 34 503 637.00	4.44%	135	R 255 583.00
Skilled (Level B)	R 84 751 946.00	10.91%	279	R 303 770.00
Highly Skilled Production (Level C)	R 377 528 508.00	48.62%	718	R 525 806.00
Highly Skilled Supervision (Level D)	R 249 934 559.00	32.19%	234	R 1 068 096.00
Senior Management (Level E)	R 25 456 566.00	3.28%	21	R 1 212 217.00
Top Management (Level F)	R 4 353 784.00	0.56%	2	R 2 176 892.00
Grand Total	R 776 529 000.00	100.00%	1389	R 559 056.00

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	R 378 727 417.00	49.49%	R 7 163 292.00	0.92%
Legislation & Oversight	R 308 085 131.00	40.26%	R 2 408 559.00	0.31%
Public & International Participation	R 17 914 680.00	2.34%	R 765 676.00	0.10%
Members Facilities	R 60 459 797.00	7.9%	R 1 004 448.00	1.13%
Associated Services	R0.00	0.00%	R 0.00	0.00%
Total	R 765 187 025.00	100.00%	R 11 341 975.00	1.46%

Table 5.1.4: Salaries and overtime by salary band

SALARY BAND	SALARIES		OVERTIME	
	Amount	Salaries as a % of Personnel Expenditure	Amount	Overtime as a % of Personnel Expenditure
Lower Skilled (Level A)	R 33 715 891.00	4.41%	R 1 181 543.00	0.15%
Skilled (Level B)	R 82 816 992.00	10.82%	R 4 517 801.00	0.58%
Highly Skilled Production (Level C)	R 368 909 233.00	48.21%	R 5 642 631.00	0.73%
Highly Skilled Supervision (Level D)	R 249 934 559.00	32.66%	R 0.00	0.00%
Senior Management (Level E)	R 25 456 566.00	3.32%	R 0.00	0.00%
Top Management (Level F)	R 4 353 784.00	0.57%	R 0.00	0.00%
TOTAL	R 765 187 025.00	100.00%	R 11 341 975	1.46%

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	924	712	212	22.9%
Legislation & Oversight	636	551	85	13.4%
Members Facilities	19	16	3	15.8%
Public & International Participation	133	97	36	27.1%
Associated Services	0	0	0	0.0%
Grand Total	1712	1376	336	19.63%

Table 5.2.2: Employment and vacancies by salary band

SALARY BAND	Number of Posts	Number of Posts Filled	Active Vacant	Vacancy Rate
Lower Skilled (Level A)	154	128	26	16.88%
Skilled (Level B)	359	273	86	23.96%
Highly Skilled Production (Level C)	879	736	143	16.27%
Highly Skilled Supervision (Level D)	288	218	70	24.31%
Senior Management (Level E)	29	19	10	34.48%
Top Management (Level F)	3	2	1	33.33%
Grand Total	1712	1376	336	19.63%

5.3 Employment Changes

Table 5.3.1: Annual turnover rate by salary band

SALARY BAND	Number of Employees per band as on 1 Apr 2015	Appointments	Terminations	Turnover Rate
Lower Skilled (Level A)	136	0	8	8.09%
Skilled (Level B)	278	5	10	4.68%
Highly Skilled Production (Level C)	697	73	34	5.31%
Highly Skilled Supervision (Level D)	217	10	9	12.44%
Senior Management (Level E)	16	5	2	12.50%
Top Management (Level F)	2	0	0	0.00%
Grand Total	1346	93	63	6.69%

Table 5.3.2: Reasons for employees leaving Parliament

Termination Type	Number of Terminations	% of Total
Deceased	6	6.67%
Dismissal	1	1.11%
End of Contract	28	31.11%
End of Political Term	0	0.00%
Resignation	11	42.22%
Retirement	4	4.44%
Retirement Early	9	10.00%
Retirement: Due to Ill Health	4	4.44%
Grand Total	63	100.00%

Table 5.3.3: Promotions by salary band

SALARY BAND	Number of Employees per band as on 1 Apr 2015	Promotion to another Salary level [Promotion by Appointment]	Salary level promotion as a % of employees by occupation [Salary Band]	Progression to another notch within a salary level [Notch Progression]	Notch progression as a % of employees by salary band
Lower Skilled (Level A)	136	0	0%	7	5.15%
Skilled (Level B)	278	6	2%	28	10.07%
Highly Skilled Production (Level C)	697	17	2%	102	14.63%
Highly Skilled Supervision (Level D)	217	12	6%	0	0.00%
Senior Management (Level E)	16	2	13%	0	0.00%
Top Management (Level F)	2	0	0%	0	0.00%
Grand Total	1346	37	3%	137	10.18%

5.4 Employment Equity

Table 5.4.1: 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	58	0	13	5	33	0	4	136
Skilled (Level B)	84	46	3	4	59	62	4	16	278
Highly Skilled Production (Level C)	238	117	4	43	206	58	8	23	697
Highly Skilled Supervision (Level D)	48	23	9	18	81	14	8	16	217
Senior Management (Level E)	4	2	0	0	8	0	1	1	16
Top Management (Level F)	1	0	0	0	1	0	0	0	2
Grand Total	398	246	16	78	360	167	21	60	1346
Employees with Disability	0	1	1		4	2	1	1	10

Table 5.4.2: Recruitment/Appointments

Salary Band	Female				Male				Grand Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Skilled (Level B)	4	0	0	0	1	0	0	0	5
Highly Skilled Production (Level C)	26	2	0	1	31	12	0	1	73
Highly Skilled Supervision (Level D)	1	0	0	1	5	2	0	1	10
Senior Management (Level E)	1	0	1	0	2	0	1	0	5
Top Management (Level F)	0	0	0	0	0	0	0	0	0
Grand Total	32	2	1	2	39	14	1	2	93
Employees with Disability	0	0	0	0	0	0	0	0	0

Table 5.4.3: 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)	2	3	0	0	0	1	0	0	6
Highly Skilled Production (Level C)	7	1	1	0	8	0	0	0	17
Highly Skilled Supervision (Level D)	3	0	0	1	7	0	0	1	12
Senior Management (Level E)	0	1	0	0	1	0	0	0	2
Top Management (Level F)	0	0	0	0	0	0	0	0	0
Grand Total	12	5	1	1	16	1	0	1	37
Employees with Disability	0	0	0	0	0	0	0	0	0

5.5 Performance Rewards

Table 5.5.1: Performance Rewards (Performance Bonus) by race, gender and disability

Race and Gender		Beneficiary Profile			Cost
Number of Beneficiaries		Total Employment [Number of Beneficiaries]	% of Total Employment [Number of Beneficiaries]	Average Cost (R'000)	Average Cost per Employee
African	Female	388	30.2%	R 6 051 923.00	R15 958.00
	Male	342	26.6%	R 6 477 583.00	R18 940.00
Coloured	Female	237	18.4%	R 3 532 580.00	R14 905.00
	Male	157	12.2%	R 2 007 147.00	R12 784.00
Indian	Female	16	1.2%	R 394 355.00	R24 647.00
	Male	20	1.6%	R 482 596.00	R24 130.00
White	Female	70	5.4%	R 1 275 791.00	R18 226.00
	Male	57	4.4%	R 1 076 448.00	R18 885.00
TOTAL		1287		R21 298 423.00	R16 548.89

Table 5.5.2: 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 [Variable Cost]	Total Cost as a % of the total personnel expenditure
Lower Skilled (Level A)	128	128	100%	R 1 011 907.00	R 7 906.00	R 33 730 220.00	3%
Skilled (Level B)	268	273	98%	R 2 486 649.00	R 9 279.00	R 82 888 300.00	3%
Highly Skilled Production (Level C)	667	736	91%	R 10 491 977.00	R 15 730.00	R 349 732 544.00	3%
Highly Skilled Supervision (Level D)	208	218	95%	R 6 523 769.00	R 31 364.00	R 217 458 966.00	3%
Grand Total	1271	1355	94%	R 20 514 301.00	R 16 140.00	R 683 810 030.00	2.75%

Table 5.5.3: Performance rewards (notch progression) by salary band for personnel below senior management level – level E

Salary Bands	Beneficiary Profile		% of Total within Salary Band	Total Cost	Avg. Cost Per Employee	Total Personnel Expenditure [Variable Cost]	Total Cost as a % of the total personnel expenditure
Lower Skilled (Level A)	Number of Beneficiaries	Number of Employees	0.27%	R 93 607.00	R 13 372.00	R 33 730 220.00	0.012%
Skilled (Level B)	28	273	0.52%	R 436 819.00	R 15 601.00	R 82 888 300.00	0.056%
Highly Skilled Production (Level C)	102	736	0.73%	R 2 753 689.00	R 26 997.00	R 349 732 544.00	0.35%
Highly Skilled Supervision (Level D)	0	218	0.00%	R 0.00	R 0.00	R 217 458 966.00	0.00%
TOTAL	137	1355	9.70%	R 3 284 115.00	R 23 972.00	R 683 810 030.00	0.42%

Table 5.5.4: Performance rewards (performance bonus) 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)	14	19	2.57%	R 653 509.00	R 46 679.00	R 21 783 641.00	0.085%
Top Management (Level F)	2	2	3%	R 130 614.00	R 65 307.00	R 4 353 784.00	0.017%
Grand Total	16	21	0.00%	R 784 123.00	R 49 008.00	R 26 137 425.00	0.102%

Table 5.5.5: 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)	0	0	0.00%	R 0.00	R 0.00	R 0.00	0.00%
Top Management (Level F)	0	0	0.00%	R 0.00	R 0.00	R 0.00	0%
TOTAL	0	0	0.00%	R 0.00	R 0.00	R 0.00	0.00%

5.6 Leave Utilisation

Table 5.6.1: 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)	879	209	23.78%	107	9.78%	8.21	R 27 332 310.00	R 255 442.00	R 979.00	R 8 040.00
Skilled (Level B)	1770	412	23.28%	235	21.48%	7.53	R 72 696 485.00	R 309 347.00	R 1 185.00	R 8 927.00
Highly Skilled Production (Level C)	3929	1005	25.58%	577	52.74%	6.81	R 291 676 721.00	R 505 506.00	R 1 937.00	R 13 188.00
Highly Skilled Supervision (Level D)	970	245	25.26%	170	15.54%	5.71	R 173 416 111.00	R 1 020 095.00	R 3 908.00	R 22 301.00
Senior Management (Level E)	30	7	23.33%	4	0.37%	7.50	R 6 175 818.00	R 1 543 955.00	R 5 916.00	R 44 367.00
Top Management (Level F)	6	1	16.67%	1	0.09%	6.00	R 1 756 540.00	R 1 756 540.00	R 6 730.00	R 40 380.00
Grand Total	7584	1879	24.78%	1094			R 573 053 985.00			R 137 203.00

Table 5.6.2: Annual Leave

Salary Band	Number of Employees that applied for Annual Leave	Total Days Taken	Average Per Employee
Lower Skilled (Level A)	136	4068	3.34
Skilled (Level B)	280	7667	3.65
Highly Skilled Production (Level C)	763	18380	4.15
Highly Skilled Supervision (Level D)	237	5559	4.26
Senior Management (Level E)	20	269	7.43
Top Management (Level F)	2	30	6.67
Grand Total	1438	35973	4.00

Table 5.6.3: 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)	110	1332	15	1317	7.33	11.97
Skilled (Level B)	110	1399	84	1315	1.31	11.95
Highly Skilled Production (Level C)	139	1693	60	1633	2.32	11.75
Highly Skilled Supervision (Level D)	27	265	9	256	3.00	9.48
Senior Management (Level E)	1	0	0	0	0.00	0.00
Top Management (Level F)	0	0	0	0	0.00	0.00
Grand Total	387	4689	168	4521	2.30	11.68

Table 5.6.4: Leave Payouts

Reason	Total Amount (R'000)	Number of employees	Average payment per employee
Capped leave payouts on termination of service	R 225 996.21	13	0.07%
Current leave payouts on termination of service	R 1 601 586.69	55	0.30%
Total	R1 827 582.90	68	0.37%

5.7 HIV & AIDS and Health Promotion Programmes

Table 5.7.1: Steps taken to reduce the risk of occupational exposure

Categories of employees identified to be at high risk of contracting HIV and related diseases (if any)	Key steps taken to reduce the risk
Sister in the Clinic	Apply universal precautions, e.g. use of gloves, use of sharps containers, correct method of giving injections and finger pricks. In the event of a needle stick injury, the Post Exposure Prophylaxis treatment will be given to the Sister.
First Aiders	First Aiders have been nominated by line groups and have been sent for training which includes how to apply universal precautions.

Table 5.7.2: Details of Health Promotion and HIV and AIDS Programmes

Question	Yes	No	Details, if yes
1. Has Parliament designated a member of SM to implement Health Promotion and HIV and AIDS Programmes? If so, provide her/his name and position.	X		Section Manager: Organisational Wellness
2. Does Parliament have a dedicated unit or has it designated specific staff members to promote the health and well-being of your 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 within this Unit and an outsourced service provider. There is a Peer Educators committee that is instrumental in assisting in health promotion and awareness on issues of HIV/AIDS The annual Budget is R2.3m
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: 1. HIV/AIDS Response Strategy 2. Policies and Procedures 3. Awareness and Education 4. Prevention Programmes 5. Consultation and Advice 6. Counselling Services 7. Case Management 8. Sports and Recreation
4. Has Parliament established (a) committee(s)? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.		X	

<p>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.</p>	X	<p>HIV/AIDS Policy</p> <p>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.</p> <p>No applicant for employment will be discriminated against in the selection process on account of his/her HIV/AIDS status.</p> <p>No staff member will be dismissed because he/she is identified as being HIV-positive.</p> <p>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 HIV-positive.</p>
<p>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.</p>	X	<p>HIV/AIDS policy, awareness campaigns.</p> <p>External Service Provider for Comprehensive Counselling has been contracted to provide support services (Access Health).</p> <p>Maintenance of confidentiality.</p> <p>Staff member is under no obligation to inform management of his/her HIV/AIDS status.</p> <p>Normal disciplinary procedure will be enforced in case of leakage of confidential information.</p>
<p>7. Does Parliament encourage its employees to undergo HIV Counselling and Testing (HCT)? If so, list the results that you have achieved.</p>	X	<p>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.</p>
<p>9. Has Parliament developed measures/ indicators to monitor and evaluate the impact of its health promotion programmes? If so, list these measures/indicators.</p>	X	<p>Monthly and quarterly reports.</p> <p>Attendance at workshops, HCT and psychosocial counselling sessions.</p>

5.8 Labour Relations

Table 5.8.1: Disciplinary Action

	MALE				FEMALE			
	African	Coloured	Indian	White	African	Coloured	Indian	White
Disciplinary Action	1	3			7			

Table 5.8.2: Collective agreements for the period 1 April 2015 - 31 March 2016

Subject Matter	Date	
Substantive agreement on conditions of service	29-Jun-15	Multi-term Agreement for 2015/16 and 2016/17

Table 5.8.3: Misconduct and disciplinary hearings for the period 1 April 2015 - 31 March 2016

Outcomes of disciplinary hearings	Number	% of total
First written warning	0	0%
Final written warning	1	9.09%
Dismissal	2	18.18%
Not guilty	0	0%
Case withdrawn (Resignation)	1	9.09%
Pending	7	63.63%
Total disciplinary hearings	11	99.99%

Table 5.8.4: Types of misconduct addressed at disciplinary hearings for the period 1 April 2015 - 31 March 2016

Type of misconduct	Number	% of total
Mismanagement	1	8.33%
Drinking on Duty	3	25%
Gross Misconduct	1	8.33%
Irregular Procurement Processes (Pending)	7	58.33%
Total number of disciplinary hearings held	12	99.99%

Table 5.8.5: Grievances lodged for the period 1 April 2015 - 31 March 2016

	Number	% of total
Number of grievances resolved	8	57.14%
Number of grievances not resolved	5	35.71%
Number of cases withdrawn	1	7.14%
Total number of grievances lodged	14	99.99%

Table 5.8.6: Disputes lodged for the period 1 April 2015 - 31 March 2016

	Number	% of total
Number of disputes resolved	5	27.80%
Number of disputes not resolved	0	0%
Number of disputes dismissed	0	0%
Number of disputes pending	11	61.1%
Number of disputes withdrawn	1	5.5%
Number of disputes removed	1	5.5%
Total number of disputes lodged	18	99.99%



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