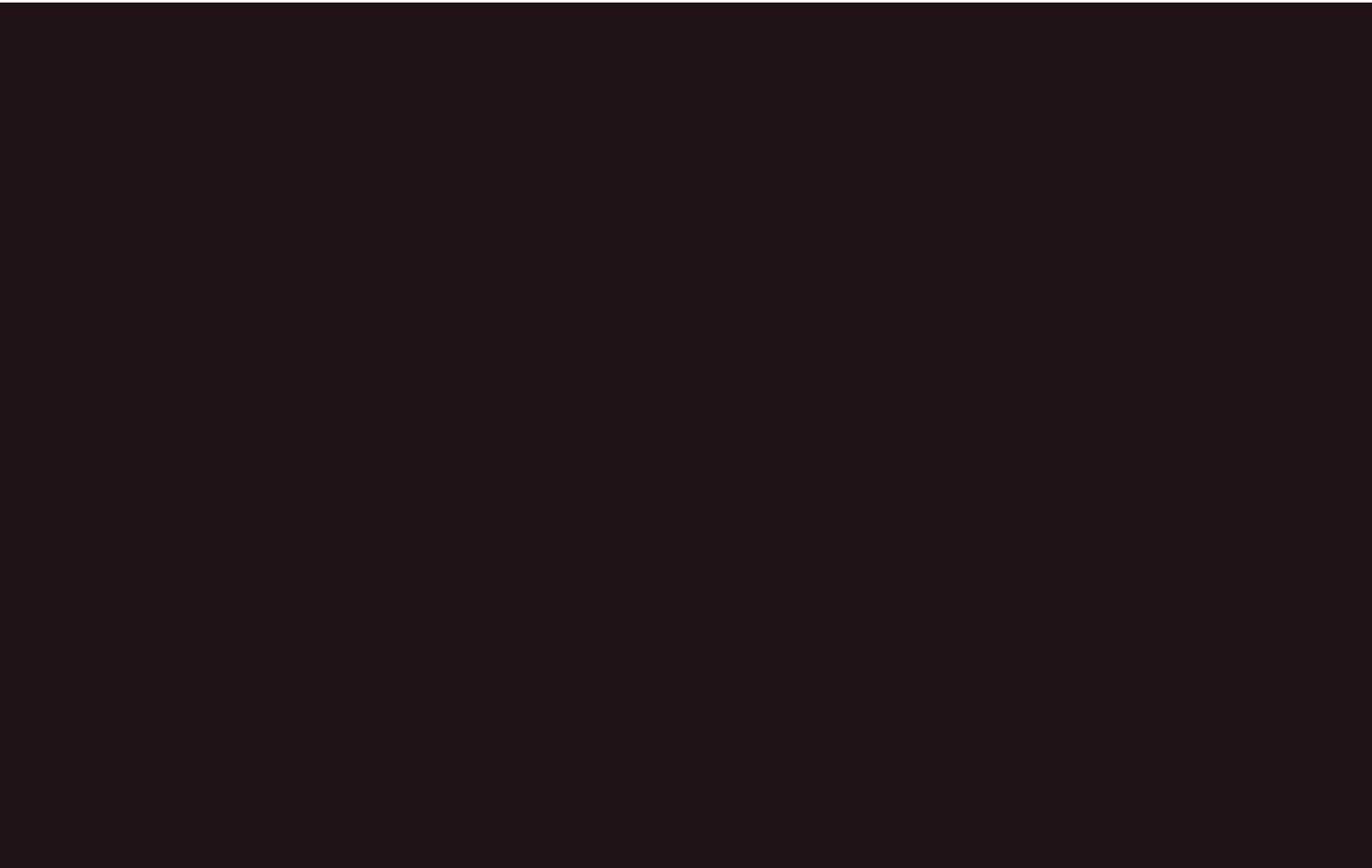




**PARLIAMENT**  
OF THE REPUBLIC OF SOUTH AFRICA

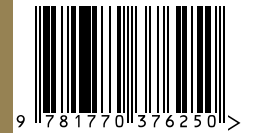


PO Box 15 Cape Town 8000 Republic of South Africa

Tel: 27 (21) 403 2911

[www.parliament.gov.za](http://www.parliament.gov.za)

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**PARLIAMENT**  
OF THE REPUBLIC OF SOUTH AFRICA

**ANNUAL REPORT 2009-2010**



**PARLIAMENT**  
OF THE REPUBLIC OF SOUTH AFRICA

ANNUAL REPORT  
2009-2010

# PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

## Our Vision:

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

## Our Mission:

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



**PARLIAMENT**  
OF THE REPUBLIC OF SOUTH AFRICA

## Presiding Officers of Parliament of the Republic of South Africa



Mr MV Sisulu  
Speaker  
National Assembly



Mr MJ Mahlangu  
Chairperson  
National Council of Provinces



Ms NC Mfeketo  
Deputy Speaker  
National Assembly



Ms TC Memela  
Deputy Chairperson  
National Council of Provinces

## Foreword by the Secretary to Parliament



Parliament is elected to represent the people, ensure government by the people under the Constitution, and represent the provinces in the national sphere of government.

This annual report sets out performance information and the financial statements for the financial year 2009/10 ended 30 March 2010.

The year under review saw successful execution of a project to establish the 4th democratic Parliament shortly after the April 2009 elections. This project dealt with all aspects of the constitutional requirements to dissolve the 3rd Parliament and establish the 4th Parliament, including the swearing-in of Members, election of the President, the formal induction processes and the provision of new ICT equipment for Members.

During this year Parliament embarked on the process to implement the Financial Management of Parliament Act (2009), which aims to regulate the financial management of Parliament consistent with its status in terms of the Constitution; the Oversight and Accountability model aimed at enhancing oversight work, create mechanisms, systems and acceptable culture of oversight; and the Money Bills Amendment Procedure Act which requires the establishment of a budget office in Parliament. A project was initiated to develop the Public Participation Model to improve public involvement and participation.

After the establishment of the 4th Parliament a process commenced to craft and develop a strategic plan for the institution. This process was undertaken in accordance with the provisions of the Finance Management of Parliament Act, 10 of 2009, under the direction of the Executive Authority. A strategic framework in a form of policy imperatives was produced by the end of the 2009/2010 financial year.

The years ahead will see Parliament implementing the strategic plan for the 4th Parliament which focuses on strengthening the oversight function, increasing public involvement and participation, strengthening cooperative government, improving the role of Parliament in international co-operation and continuing to build an effective and efficient institution.

I am pleased to present to the Speaker of the National Assembly and the Chairperson of the National Council of Provinces the Annual Report of Parliament for the financial year ending 31 March 2010.

ZA Dingani  
Secretary to Parliament

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## ACRONYMS:

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

# I. VOTE PERFORMANCE

# I. VOTE PERFORMANCE

## 1.1 AIM OF THE VOTE

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

## 1.2 PROGRAMMES AND STRATEGIC OBJECTIVES

For the financial year 2009/10, the budget structure of the Parliament of the Republic of South Africa consisted of five budget programmes, namely:

Key programmes and sub-programmes	Strategic objectives	Programme outcome
<b>Programme 1: Administration</b> <ul style="list-style-type: none"> <li>• Office of the Speaker</li> <li>• Office of the Chairperson</li> <li>• Office of the Secretary to Parliament</li> <li>• Corporate Services</li> <li>• Institutional Support</li> </ul>	To build an effective and efficient institution.	Improved institutional governance and policy, provision of modern systems and facilities, enhancing institutional culture to enable effective service delivery.
		<p><b>Performance Budgeting: Over and underspending</b></p> <p>The bulk of the overexpenditure in this programme was incurred in the subprogramme Office of the Secretary. This relates mainly to expenses for establishment of the 4th Parliament and the rest of the refurbishment of the Members' offices.</p>
<b>Programme 2: Legislation and Oversight</b> <ul style="list-style-type: none"> <li>• National Assembly</li> <li>• National Council of Provinces</li> <li>• Legislation and Oversight</li> </ul>	To pass legislation and build a quality process of scrutinising and overseeing government's action.	Effective legislation aimed at improving the quality of life and promoting the constitutional rights of the people of South Africa.
		Effective and robust oversight by Members of Parliament, to ensure transparency and accountability of the Executive.
		<p><b>Performance Budgeting: Over and underspending</b></p> <p>The underspending has mostly occurred in the Legislation and Oversight programme.</p> <p>The underspending in this programme can be directly attributed to the fact that the programmes of Parliament only really started in earnest after the induction of the new Members and orientation of Members on the mandates of the various committees.</p> <p>This is evident in the fact that approximately 65 per cent of the expenditure of Committees was incurred during the 4 months from December 2009 to March 2010.</p>



Key programmes and sub-programmes	Strategic objectives	Programme outcome
		<p>Another factor contributing to the underspending was the fact that the process for recruitment of employees commenced late due to the uncertainty of availability of funds. This was only confirmed after approval of the request for additional funds through the Adjustment Budget in November 2009.</p> <p>Interpreting during and translation for committee proceedings could only be provided on an ad hoc basis due to limited human resources. Recruitment of more employees is dependent on availability of funds and office space.</p> <p>Publication of Hansard is behind schedule due to system problems and the demise of the contracted printer, which created backlogs. The backlogs are not clearing very fast, due to the system problems. The system is long overdue for upgrade.</p>
<p><b>Programme 3: Public and International Participation</b></p> <ul style="list-style-type: none"> <li>• International Relations</li> <li>• Parliamentary Communication Services</li> </ul>	To build a people's Parliament that is responsive to the needs of all the people of South Africa.	<p>A people's Parliament that co-operates with other spheres of government in deepening and entrenching democratic values.</p> <p>A people's Parliament working with continental and international bodies for a participatory world order based on the foundation of a democratic and open society, the will and participation of the people.</p> <p><b>Performance Budgeting: Over and underspending</b></p> <p>Underspending in the subprogramme International Relations was used to fund events.</p> <p>The events were initially to be funded through retained funds, hence the reason for no budget allocation from Voted Funds.</p> <p>Some of the funding which was not utilised relates to international trips budgeted for Committees. The short period available after induction of Members was the most important reason for these not materialising.</p>
<p><b>Programme 4: Members' Facilities</b></p> <ul style="list-style-type: none"> <li>• National Assembly</li> <li>• National Council of Provinces</li> </ul>	To support Members by providing operational facilities.	<p>Effective elected representatives who will respond to the call and will of the people in discharging their constitutional functions.</p> <p><b>Performance Budgeting: Over and underspending</b></p> <p>The underspending in this programme can be directly attributed to the fact that the initial budget was based on the dependant profile of Members in the 3rd Parliament whereas</p>

Key programmes and sub-programmes	Strategic objectives	Programme outcome
		<p>the actual expenditure incurred was based on the dependant profile of the Members of the 4th Parliament. The new member profile has fewer dependants.</p> <p>It should also be noted that budgeting in this programme is for the full entitlements of the Members and expenditure is dependent on whether all the entitlements are fully utilised by the Members.</p>
<p><b>Programme 5: Associated Services</b></p> <ul style="list-style-type: none"> <li>• Political party Support</li> <li>• Constituency Support</li> <li>• Party Leadership Support</li> </ul>	To provide financial and administrative assistance to enable Political Parties to perform their functions effectively.	Effective and participatory multiparty democracy that represents and acts as the voice of the people.

Major achievements of Parliament are noted in the Secretary to Parliament's Report on highlights. The purpose of each programme and its measurable objectives are listed below. In addition more detailed achievements are briefly described in the sub-programmes that follow:



## II. PROGRAMME 1: ADMINISTRATION

## II. PROGRAMME 1: ADMINISTRATION

### STRATEGIC OBJECTIVE:

To build an effective and efficient institution

### Purpose

To provide strategic leadership, institutional policy, overall management, administration and corporate service to the executive, management and employees of Parliament. Administration consists of the Office of the Speaker, Office of the Chairperson, Office of the Secretary, Corporate Services and Institutional Support Services.

### Performance and service delivery achievements

The section that follows indicates the programme's objectives, performance indicators, and performance levels against outcomes/ targets.

### 2.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

#### Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide political leadership to the management of core business.	Strategic Management of the office.	Tracks legislative trends in relation to constitutional imperatives and international obligations.	Facilitated the Speaker's international engagements in New York and Cuba.
		Setting up of research archives and data base.	The Office monitored, facilitated and liaised with regard to: <ul style="list-style-type: none"> <li>• Filling of vacancies for Chapter 9 Institutions;</li> <li>• Tracking document for the processing of international agreements and written instruments;</li> <li>• Lapsing of Bills and reports; and</li> <li>• Programme of committee for scheduling Budget Vote debates and committee briefings prior to debates.</li> </ul>
	Effective, structured and disciplined operations.		Critically analysed and tabled the following reports: <ul style="list-style-type: none"> <li>• The People's Assembly Report; and</li> <li>• Auditor-General's Report on performance of departments and provinces.</li> </ul>

2.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<p>House resolutions with recommendations were communicated to the Executive Committee as Committee reports.</p> <p>Analysed five-year programmes developed by the newly established Committees with relevant departments.</p> <p>Monitored reports of the following Task Teams on a regular basis:</p> <ul style="list-style-type: none"> <li>• Implementation of the Oversight Model Task Team</li> <li>• Implementation of the Money Bills and Related Procedures Act (Act 9-2009) Task Team; and</li> <li>• Political Task Team on Implementation of the Money Bills and Related Procedures Act.</li> </ul> <p>Established a Chairpersons' Management Committee.</p> <p>Managed the provision of written research analysis, and draft issue and position papers to the Speakership to provide information which supports all efforts geared towards oversight, legislative, international obligation and public participation</p>
To provide political leadership to the management of core business.	Presidium is provided with content for political input.	Developed content material for public engagements by the Presiding Officers.	<p>Developed a concept document for Taking Parliament to the People for adoption by the steering committee.</p> <p>Co-ordinated the implementation of the oversight programme in preparation for the NCOP visit to Limpopo.</p>

2.2 SUBPROGRAMME: OFFICE OF THE CHAIRPERSON

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
	Consistent engagement on international issues.	Developed content material on international issues.	Facilitated the Chairperson's local and international engagements including Durban, Nigeria, Germany and SA-EU 2010 Consultative Seminar.
	Accurate and constitutionally sound legislation is passed.	Constitutionally sound and accurate briefings given on time.	Provided constitutional advice on matters including interventions at Municipality level.
	Communication mechanisms set up to promote work of the institution.	Enhanced communication.	Facilitated implementation of media and publicity strategy for preliminary and main activities under the NCOP Taking Parliament to the People programme.

2.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide transparent, effective and efficient administrative, operational and financial management services to ensure achievement of Parliamentary objectives in compliance with established laws, regulations and policies.	Effective financial management in the Institution.	Timeous budget preparation.	Procured and provisioned goods and services in compliance with Supply Chain Management Policy.
	Implementation of Security Policy.	Provide maximum security.	Facilitated screening and vetting of all officials and contractors and formed a Joint Security Forum.
	Improved and enhanced internal control, risk management and governance processes for the institution.	Perform reviews per the approved Internal Audit Plan Audit Committee and management requests.	Established professional assurance and consulting Internal Audit Service in relation to internal control, risk management, and governance through reviews of business processes, Information Technology, Performance Information, and Financial Management.  Facilitated risk analysis and fraud prevention.  Co-ordinated Auditor-General and Audit Committee activities.
To render efficient and professional protocol and ceremonial services to Parliament.	Parliament extends proper protocol and ceremonial courtesies to South African and visiting foreign dignitaries, conducts ceremonies of state and of Parliament effectively and meets its obligations relating to national ceremonial occasions.	Protocol support, on a par with international standards, to the Presiding Officers of Parliament locally and abroad, and to visiting dignitaries on ceremonial and diplomatic occasions.	Provided protocol services to the Presiding Officers, visiting Heads of State, Heads of Government, visiting Presiding Officers and other foreign dignitaries, as well as for state and parliamentary ceremonies.
To provide transparent, effective and efficient administrative, operational and financial management services to ensure achievement of Parliamentary objectives in compliance with established laws, regulations and policies.	All functional areas of Parliament to deliver services efficiently and effectively.	Improved parliamentary service.	Created, coordinated and facilitated a new organisational design.
	Effective and efficient institution.	Institutional policies that will enhance good parliamentary governance.	Provided institutional policies for management and employees through workshops

2.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
	Monitoring, assessing and evaluation mechanisms developed.	Number of effective mechanisms/ instruments in place.	Developed and provided monitoring, assessment and evaluation mechanisms.
	To strategically position Parliament enabling members to fulfil their constitutional functions	Advice on strategic planning process provided.  Advice on strategy provided.	Developed, coordinated and implemented an integrated institutional strategic planning process according to political priority.  Published a manual for strategic planning  Completed the Draft Strategic Framework
	Proper and constitutionally sound legislation.  Risk-free and legally sound contracts and sound decisions.	To enhance and ensure good quality support and timeous legal advice to Parliamentary Management, Committees and verifying constitutional compliance.	Provided written and oral legal opinions and advice to Parliamentary Service and Committees (including Portfolio and Select Committees) in terms of relevant legislation.  Assisted in drafting contract rules with respect to Parliamentary matters.
	Develop public trust and confidence in Members of Parliament.	Compliance with the code of parliamentary ethics.	Provided advice on Code of Conduct to Members of Parliament.  Maintained the register and ensured disclosure of interest by Members and Parliamentary employees in compliance with the Code of Parliamentary Ethics.
To provide transparent, effective and efficient administrative, operational and financial management services to ensure achievement of Parliamentary objectives in compliance with established laws, regulations and policies.	Effective resourcing and administration system.	Integrated Human Resources processes.	Processed 47 appointments and 78 terminations.  Special Projects conducted • Tender evaluation of i- Recruitment • Restructuring of packages of employees

2.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<ul style="list-style-type: none"> <li>Abolishment of motor vehicle allowances finalised with effect from March 2010</li> <li>Medical aid abatement for employees paying medical aid outside payroll finalised and appropriate process changes put in place with effect from March 2010.</li> </ul>
To provide strategic and project management support to the South African Legislative Sector.	Quality support and co-ordination of legislative sector bodies: <ul style="list-style-type: none"> <li>Speakers' Forum &amp; task teams</li> <li>SALSA &amp; Executive Forums of SALSA</li> <li>Sector Dialogue body</li> </ul>	Facilitate meetings of sector bodies as per SA Legislative Sector programme schedule.	Co-ordinated, facilitated and provided support to the Sector Bodies and Forums in compliance with the SA Legislative Sector programme and Sector Action Plan including: <ul style="list-style-type: none"> <li>Speakers' Forum of SA:</li> <li>Various Speakers' Forum task teams: including the Collective Bargaining and Members' Capacity Building Programme</li> <li>Secretaries' Association of the Legislatures of SA (SALSA Sector Dialogue Co-ordination Body: Meetings of 9 SALSA Forums.</li> </ul>
	Project management – internal and external (sector action plan).	Project team support and co-ordination. Project management of sector action plan projects. Outputs as per sector action plan & respective project plans.	Facilitated attendance and participation in international events directed at the enhancement of SA Legislative Sector co-ordination: IPU, EU-SA Parliamentary Summit meeting, SADC PF ICT seminar.

2.4 SUBPROGRAMME: CORPORATE SERVICES

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide effective Information Communication Technology (ICT) infrastructure support and leadership towards the achievement of Parliamentary objectives.	ICT Planning, Governance, Management support, compliance and innovation.  Enhancing relationships with stakeholders and external organisations.	<p>ICT Service offerings made known to users.</p> <p>Full participation in regional and international initiatives (Global Center, UN, IPU, APKN).</p> <p>Strengthening ICT relationships with Members of Parliament.</p> <p>Continued alignment of Master Systems Plan (MSP) strategies with business requirements.</p>	<p>Nine ICT Steering Committee meetings were held. Issues discussed in the Steering Committee meetings: MSP Projects Progress &amp; Governance; ICT Trends, Development and Business Cases; ICT Participation and ICT Risks.</p> <p>ICT Participation in ICT regional and international events such as SADC PF Conference, Sector ICT Report, TRADOS Implementation assistance to Pan-African Parliament (PAP).</p> <p>Established an ICT Focus group to facilitate engagement with Members of Parliament to encourage the exploration of public participation platforms to increase civic activism and citizen involvement in Parliament.</p> <p>ICT Strategy (MSP) 2009-2014 approved by Presiding Officers, Feb 2010.</p>
To implement the Master Systems Plan (MSP) and Management Information Systems.	Oversee the implementation of ICT Strategy.  Standardise and improve business processes.	<p>Annual review of the ICT Strategy (MSP) 2009-2014.</p> <p>Projects implemented as per MSP plan (2009-2014).</p> <p>Business process improvement.</p>	<p>ICT Strategy (MSP) 2009-2014 approved by Presiding Officers.</p> <p>Projects implemented and completed: Virtualisation, Edge Switch Upgrade and Wireless LAN infrastructure.</p> <p>5 Business cases endorsed by the ICT Steering committee; 2067 business processes mapped and stored on ARIS.</p>
To provide ICT infrastructure, systems and support.	Build and maintain internal ICT capacity for the support of ICT systems & infrastructure.	<p>Capacitation of ICT.</p> <p>Support and maintain the audio systems in the Chambers and committee rooms.</p>	<p>Upskilling of ICT Employees – functional, ARIS, Oracle, Sound &amp; Vision.</p>

2.4 SUBPROGRAMME: CORPORATE SERVICES

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
	Support, replace and stabilise audio and video system in Parliament.  Ensure compliance with Technology Life Cycle & Standards.	Technology options (hardware, software, systems, etc) acquired in terms of Technology Life Cycle & Standards framework.  Provide IT support for Parliament.	Provide support to NCOP, NA and Committee sittings.  Facilitated acquisition of specified equipment for 4th Parliament Members. 100% roll-out of ICT equipment to Members of 4th Parliament.  <u>IT support for employees and Members:</u> <ul style="list-style-type: none"> <li>• 7379 Incidents - technical issues resolved</li> <li>• 8278 IT requests - creation of accounts, purchases, etc.</li> <li>• 185 Change requests – moves, additions etc.</li> </ul> Conducted to employees and Members of Parliament Information Communication Technology and Parliament Content Management System.  Rolled out Parliament Content Management System to 51 employees.
To provide effective Information Communication. Technology (ICT) infrastructure support and leadership towards the achievement of Parliamentary objectives.	ICT Planning, Governance, Management support, compliance and innovation.	ICT Service offerings made known to users.	Monitor ICT trends and development of relevant systems to support effective operations of the institution.  Participated in and hosted regional and international initiatives including:  <ul style="list-style-type: none"> <li>• ICT regional and international events</li> <li>• SADC Conference</li> <li>• Sector ICT Report</li> <li>• Assisted African Parliamentary Knowledge Network (APKN)</li> <li>• TRADOS Implementation Assistance to PAP</li> </ul>

2.4 SUBPROGRAMME: CORPORATE SERVICES

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
	Enhancing relationships with stakeholders and external organisations. Provide guidance and advice on institutional and divisional ICT budget.	Full participation in regional and international initiatives (Global Center, UN, IPU, APKN). Sharing Parliamentary efficiency achievements with provincial legislatures.	<ul style="list-style-type: none"> <li>• 3rd World e-Parliament conference and presented a paper on ICT Strategic Planning, Management and Oversight: The complexity of the Legislative environment.</li> </ul> Published and shared development of Parliament of SA ICT Strategy (2009-2014).  Engaged with Gartner (IT Solutions organisation) in respect of the readiness assessment of the Provincial Legislatures for the Shared Services project.  Assisted House Chairperson with the development of a committee planning tool.
To provide effective Information Communication Technology (ICT) infrastructure support and leadership towards the achievement of Parliamentary objectives.	Oversee the implementation of ICT Strategy.	Annual review of the ICT Strategy (MSP) 2009-2014.  Projects implemented as per MSP plan (2009-2010).	Ensured compliance with technology and life cycle standards.  Ensured and facilitated acquisition of specified equipment for 4th Parliament Members.

2.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide effective institutional support and facilities including catering, office space, parking, artworks, transport, and accommodation and housekeeping services.	Effective facility support.	Provide healthy meals timeously as per set standards.	Provided meals for Members' and Committee functions within security standards.
	Data related to the artworks and heritage collections must be maintained as per museum best practices.	Improved access to up-to-date information on the artworks and heritage collections.	Maintained the databases for artworks in digital format.  Conducted re-evaluation of Parliament's Heritage Asset Register and developed the Heritage and Artworks Policy.
	Works must be stored in environmentally controlled and secure storerooms according to museum standards.	Upgraded storerooms maintained and monitored regularly.	Ensured environmentally controlled and secure storerooms.
	The condition of all works must be assessed. Works must be professionally cleaned and conserved or restored if necessary.	Annual programme arranged with the Conservation Centre for works on paper.	Arranged the annual programme with the Conservation Centre for works on paper.
	The collections should be available for exhibition, publication and research.	Requests for loans and reproductions dealt with effectively and efficiently.	Ensured the availability, accessibility of collections for exhibition, publication and research.
	Responsible management and conforming to Policy requirements.	The heritage contents of Parliament should be managed in a responsible way that conforms to SAHRA's policies.	Managed heritage contents of Parliament according to SAHRA's policies.
	The Office is responsible for the care of the antique and historical furniture.	All selected antique and historical furniture to be placed on a database in next financial year.	Restored antique furniture pieces for use in Committee Rooms, lobbies and other public areas.
	The Office should provide effective and efficient internal institutional support regarding art and heritage.  Beneficial relations between Parliament and professional organisations and individuals, both internationally and nationally.	Internal institutional support working relationships were established and ongoing support provided.  Public outreach: establish working relationships with external bodies and respond to enquiries from the general public.	Prepared a paper with visuals on "Art in the corridors of Parliament" for presentation at the IPU Conference in Bangkok.

2.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets			
		Outputs/ Targets	Performance Level		
			Maintained membership with SAMA (SA Museums Association), ICOM SA (International Council of Museums), SAPCON (SA Preservation & Conservation Group), SANG (Friends of the SA National Gallery) and SAM (Friends of the SA Museum).  Facilitated, co-ordinated and hosted SoNA June 2009, SoNA 2010 and various other events including delegations from King of the Royal Bofokeng, Japan, Nigeria, DRC, Norway, Sweden, Finland, Hungary and China.		
			Optimal availability of telephone services.	Telephony communication with stakeholders internally and externally.	Maintained effective telephony communication with stakeholders internally and externally.
			Papers officially before Parliament for its consideration.	Papers published in the ATC and referred to appropriate committees for their consideration.	Published all I papers received from government departments in the ATC.  Tabled 235 annual reports from government departments and public entities in Parliament.
			Availability of papers for the business of the Houses to Members and employees.	Papers on the business of the Houses delivered to Members' and employees' offices every morning.	Ensured availability of papers for the business of the Houses to Members and employees.
			Books available for use in the Library and flat paper artefacts, which include artworks on paper and photographic materials, are ready for archival preservation and / or for exhibitions.	Books and flat-paper-based artefacts are conserved for preservation purposes and for use in the Library of Parliament and for exhibitions in and outside of Parliament.	Completed the conservation of special collection rare books for the library, artworks on paper and historical photographs for the Artworks Office.
			Improve access to and use of information.	Implementation of the PCMS and improvement on usage.	Redeveloped Workflow for Committees, Bills and Question processes.

## III. PROGRAMME 2: LEGISLATION AND OVERSIGHT

## III. PROGRAMME 2: LEGISLATION AND OVERSIGHT

### STRATEGIC OBJECTIVE:

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

### Purpose

To fulfil Parliament's legislation and oversight functions and provide auxiliary services to enable the institution to function smoothly. Legislation and Oversight consists of the National Assembly, National Council of Provinces and Legislation and oversight.

### 3.1 SUBPROGRAMME: NATIONAL ASSEMBLY

#### Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide advice, guidance and support in respect of parliamentary proceedings and procedures.	Proactive, comprehensive, reliable and timely advice is provided.	Efficient functioning of National Assembly proceedings and procedures, and strengthening of the oversight function of Parliament.	<p>Provided procedural advice and secretarial support in relation to the development of the Oversight Model.</p> <p>Provided procedural and secretarial support to :</p> <ul style="list-style-type: none"> <li>• Task Team on the Independent Commission for the Remuneration of Public Office Bearers;</li> <li>• Task Team on 4th Parliament;</li> <li>• Task Team on Money Bills Amendment Procedure &amp; Related Matters Act; and</li> <li>• Task Team on Oversight and Accountability.</li> </ul> <p>Provided content and secretarial support to House Committees, that is:</p> <ul style="list-style-type: none"> <li>• NA Programme Committee meetings;</li> <li>• NA Programme Technical Committee meetings;</li> <li>• NA &amp; Joint Rules Committee;</li> <li>• Chief Whips' Forum</li> </ul> <p>Provided advice and guidance in respect of questions for oral and written reply and communicated National Assembly resolution to the Executive.</p>



### 3.1 SUBPROGRAMME: NATIONAL ASSEMBLY

#### Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
	Comprehensive, accurate and timely support is provided to members of the National Assembly.	National Assembly resolutions communicated to the Executive within set timeframes.	<p>Provided advice, guidance and support in sittings of the National Assembly, and Extended Public Committees.</p> <p>Updated Rules of the National Assembly.</p>
To provide procedural advice and support in respect of external parliamentary interaction.	To contribute effectively towards Parliament's objective of building a People's Parliament by providing procedural, content and secretarial support to programmes and events hosted by the institution.	Members of the public to have knowledge about Parliament and its function.	<p>Provided advice to Presiding Officers on public submissions received.</p> <p>Provided content, procedural and secretarial support during proceedings of the:</p> <ul style="list-style-type: none"> <li>• 55th CPA Conference &amp; Society of Clerks at the Table;</li> <li>• 120th and 122nd Assembly of Inter-Parliamentary Union; and meetings of the Association of Secretaries General of Parliaments; and</li> <li>• 26th Plenary Assembly of SADC-PF.</li> </ul> <p>Provided briefings for parliamentary delegations travelling overseas.</p>

### 3.2 SUBPROGRAMME: NATIONAL COUNCIL OF PROVINCES

#### Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide constitutionally sound procedural and related legal advice.	100 percent accurate and no constitutional comebacks if advice is accepted.	Comply with the Constitution of the Republic of South Africa when doing business of Parliament – NCOP.	<p>Prepared procedural advice on the 15 Joint Rules 159.</p> <p>Scrutinised 6 committee reports.</p> <p>Provided 41 pieces of legal advice on procedural issues.</p>
To verify opinion on tagging of Bills.	Provincial interest considered.	Tagging of Bills in line with the Constitution.	In the year under review 9 Bills were tagged.
To prepare record of proceedings for tabling and relevant information to legislation for referral to committees.	100% accurate for committees to have access to relevant information.	Tabling of relevant information timeously to committees.	<p>81 reports for publishing in the Announcements, Tablings and Committee reports (ATC) were prepared for Tablings and Referrals.</p> <p>3 Agreements signed with the following countries:-</p> <ul style="list-style-type: none"> <li>• Government of the Republic of South Africa and the government of the Hong Kong Special Administrative Region of the People's Republic of China concerning Surrender of Fugitive Offenders</li> <li>• Agreement on the Amendments to the Convention on Prohibition of the Use of Certain Weapons</li> <li>• Agreement on the Ratification of the South Africa –EU TDCA</li> <li>• 15 Interventions made in the municipalities in terms of section 139 of the Constitution.</li> </ul> <p>Extension of an intervention in Ngaka Modiri Molema District Municipality was made.</p> <p>3 Termination of interventions were conducted in Mohokare Local Municipality, Xhariep District Municipality and Ditsoloba Local Municipality.</p> <p>Statements were issued to 16 local municipalities in terms of section 106(3) of the Local Government: Municipal Systems Act, 2000.</p>
	Intergovernmental Relations	Section 106 investigations	

### 3.2 SUBPROGRAMME: NATIONAL COUNCIL OF PROVINCES

#### Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
	The oversight responsibility and the public participation responsibility of Parliament as provided for in the Constitution of the Republic of South Africa is facilitated. Questions prepared for publication in Hansard.	Question Papers prepared to ensure oversight and public interest.	30 question papers for written reply were prepared.
		Questions published in Hansard.	7 questions for oral reply.

### 3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

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

#### Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
Facilitation of and support to the oversight function and building a quality process thereof.	Capacitating Members to perform their constitutional responsibility of overseeing the executive action and holding the executive accountable.	Reactive Research Services responding to members' and committees' research requests to enable them to conduct effective oversight.	<p><b>RESEARCH SERVICES</b> 848 requests were received during this period and 627 new papers completed.</p> <p>For the period under review the Unit completed a number of papers, amongst others, for:-</p> <ul style="list-style-type: none"> <li>• the 40th CPA Africa Region Conference,</li> <li>• 55th CPA Conference,</li> <li>• 11th PAP Conference,</li> <li>• the International Women's Conference organised by Parliament and the Pan-African Parliament,</li> <li>• Analysis of the State of the Nation Address for the various sectors,</li> <li>• Budget Analyses and presentations to some committees,</li> <li>• Papers in support of the NCOP Taking Parliament to the People programme,</li> <li>• Papers for the Ad Hoc Committee on Service Delivery,</li> <li>• Papers for the delegation attending the 2010 meeting in Valencia,</li> <li>• Papers for the 122nd Assembly of the Inter-Parliamentary Union,</li> <li>• Papers for the International Consultative Seminar hosted by the Speaker,</li> <li>• 26th SADC-PF plenary,</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<ul style="list-style-type: none"> <li>• Speakers' Meeting, G8 Countries,</li> <li>• Papers for the IPU Parliamentary hearing at the United Nations,</li> <li>• Papers for the 18th ACP-EU Joint Parliamentary Assembly, and</li> <li>• Papers dealing with the Medium-Term Budget Policy Statement.</li> </ul> <p>The details of the rest of the completed research papers can be obtained on request.</p> <p>During the year, researchers provided support to their committees on oversight visits. These included, amongst others:</p> <ul style="list-style-type: none"> <li>• Public Hearings, Briefings of the Sub-Councils and Oversight visits of the Ad-Hoc Committee on Service Delivery to the different provinces,</li> <li>• Oversight trip to the Eastern Cape and KwaZulu-Natal provinces with the PC on Agriculture, Forestry and Fisheries,</li> <li>• Oversight trip to Cape Town International with the PC on Home Affairs.</li> <li>• PC on Science and Technology accompanied her Committee on an oversight visit to PlantBio and the African Centre for Crop Improvement in Pietermaritzburg.</li> <li>• PC Public Enterprises. Oversight visits to SAA, Eskom, PBMR and Transnet.</li> <li>• PC Labour. Oversight Visit to De Doorns.</li> <li>• PC Labour. Study Tour Labour Brokering. Eastern Cape.</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
		<p>Proactive Research Services providing members and committees with research products on identified topical issues to facilitate their oversight function.</p>	<ul style="list-style-type: none"> <li>• Select Committee on Members' Legislative Proposals and Special Petitions in relation to the Wolvenkop petition on land disputes.</li> </ul> <p>Researchers assisted on international trips and Parliamentary meetings:</p> <ul style="list-style-type: none"> <li>• Two researchers accompanied the Deputy Speaker to the 3rd Annual Commonwealth Women Parliamentarians Conference in Yaounde, Cameroon.</li> <li>• Two researchers accompanied a parliamentary delegation to the 54th Session of the United Nations Commission on the Status of Women in New York from 1-12 March 2010.</li> <li>• Support to the delegation of the SADC-PF in Zimbabwe.</li> <li>• One researcher accompanied a Member to the European Conference – solidarity with the Saharawi people.</li> <li>• Support at the Climate Change meeting in Copenhagen.</li> <li>• Support at the PAP meetings.</li> </ul> <p>Researchers made presentations to Committees upon request of the Committees.</p> <p><b>Proactive Research Services provided:</b></p> <p>241 proactive papers were completed in this period, which excludes the larger Unit projects. Among the larger Unit projects were:-</p> <ul style="list-style-type: none"> <li>• the 5-year review project – including a 5-year Review of the PAP,</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
		Library and information support for the work of members, committees and employees.	<ul style="list-style-type: none"> <li>• 5-year Review of the SADC – PF work,</li> <li>• 5-Year Review of the CPA work,</li> <li>• Five-year Review of the IPU work.</li> </ul> <p>Presentations of these projects were made to the new committees in the 4th Parliament.</p> <p><b>Legislative analyses:</b></p> <p>These analyses are meant to provide input to committees and individual members for processing of introduced Bills and private members' legislative proposals. Among these are:</p> <ul style="list-style-type: none"> <li>• Brief summary of Section 53 of the SAPS Act</li> <li>• Child Justice Act, 2009: Regulations: comments for the PC on Police</li> <li>• Analysis of legislation dealing with the Commission for Gender Equality and the Human Rights Commission</li> <li>• Analysis of the Sport and Recreation Events Bills</li> </ul> <p><b>LIBRARY SERVICES</b></p> <p>The following are the statistics of queries, books circulated, material requested from other libraries, purchased material, material received on legal deposit and material processed during the reporting period:</p> <p><b>1. Queries received from Members of Parliament, employees, public and international researchers during the reporting period:</b></p>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<ul style="list-style-type: none"> <li>• Reference Desk recorded 1 989 queries from Members of Parliament and employees and 213 queries from international researchers and outside clients.</li> <li>• Special Service recorded 189 queries from international researchers and companies. Most of the queries are requests for the reproduction of artworks, pictures and paintings from the Africana collection.</li> </ul> <p><b>2. Circulation of library material during the reporting period:</b></p> <p>Materials are borrowed from the library and other participating libraries. Material borrowed from the Library of Parliament – 4 673, and 609 borrowed from other participating libraries. Material lost by members and employees – 38.</p> <p><b>3. Acquired library material during the reporting period:</b></p> <ul style="list-style-type: none"> <li>• Purchased books – 96</li> <li>• Journal subscription – 373</li> <li>• Legal Deposit books – 5 910</li> <li>• Legal Deposit journals – 10 443, recorded on the system – 8 289</li> <li>• Legal Deposit CD ROM journals – 55</li> <li>• Legal Deposit CD ROM books – 25</li> <li>• Donations and material received on exchange program: -</li> <li>• Books – 74</li> <li>• Journals – 123</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
		Supporting and facilitating oversight processes in committees through procedural guidance, strategic advice, logistical arrangements and administration.	<p><b>4.Processed &amp; Indexed material during the reporting period:</b></p> <p>Number of books Processed and Indexed:</p> <ul style="list-style-type: none"> <li>• New books catalogued – 1 592</li> <li>• Old books catalogued – 2 688</li> <li>• Number of classified books – 1 593</li> <li>• Number of e-resources catalogued - 404</li> </ul> <p>The Reference and Information Services sub-unit is divided into 10 (ten) clusters to provide focused attention to supply information targeting the needs of Members, particularly that of committees:</p> <ol style="list-style-type: none"> <li>1. Social &amp; Public Services</li> <li>2. Finance &amp; Public Accounts</li> <li>3. Trade &amp; Economic Affairs</li> <li>4. ICT, Arts and Recreation</li> <li>5. Parliamentary Affairs &amp; International Law</li> <li>6. Resource Matters</li> <li>7. Justice &amp; Constitutional Affairs</li> <li>8. Social Affairs &amp; International Relations</li> <li>9. Gender, Children and Education</li> <li>10. Safety and Security</li> </ol> <p><b>COMMITTEE SECTION SUPPORT: ACTIVITIES OF COMMITTEES FOR WHICH PROCEDURAL GUIDANCE, STRATEGIC ADVICE, LOGISTICAL ARRANGEMENTS AND ADMINISTRATIVE SUPPORT WERE PROVIDED:</b></p> <p>The 4th Parliament established 51 Committees, 38 of the National Assembly and 13 of the NCOP. The main objectives of Committees are to conduct oversight, and facilitate legislation referred to them on behalf of the two Houses.</p>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<p><b>2. CONSIDERATION OF BUDGET VOTES BY COMMITTEES:</b></p> <p><b>2.1 Committees of the National Assembly</b></p> <p>34 Committees considered Budget Votes referred to them, reported on them and reports published in the ATC.</p> <p><b>2.2 Committees of the National Council of Provinces</b></p> <p><b>Budget Votes are not formally referred to the Committees of the National Council. However, the NCOP considers the policies which form the basis of the budget numbers:</b></p> <p>7 Committees considered Budget Votes and their reports were published in the ATC.</p> <p><b>MEETINGS HELD BY COMMITTEES</b> (for which the administration provided procedural guidance, strategic advice, logistical arrangements, minuting and related administrative support):</p> <p>Total Number of Committee meetings held: 1 169</p> <p><b>3. PUBLIC PARTICIPATION BY COMMITTEES:</b></p> <p><b>Committees held a total of 154 Public Hearings whose logistical arrangements were facilitated, and reports on them were drafted by the administration on the following areas of their work:</b></p> <ul style="list-style-type: none"> <li>• Departments' Budget Votes referred to them.</li> <li>• Bills referred to them.</li> <li>• Annual Reports of Departments and Public Entities referred to them.</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<ul style="list-style-type: none"> <li>Investigation of the status of service delivery in the country and any other matters affecting specific communities.</li> </ul> <p><b>4. INTERVENTIONS TABLED IN THE NCOP AND REFERRED TO THE SELECT COMMITTEE ON CO-OPERATIVE GOVERNMENT AND TRADITIONAL AFFAIRS FOR CONSIDERATION AND REPORTING (public participation conducted with affected municipalities)</b></p> <p>Of the 15 interventions referred to this committee, 7 were finalised and reported on.</p> <p><b>5. ENHANCED SUPPORT TO COMMITTEES:</b></p> <p>Language support to committees is provided on an ad hoc basis when public hearings are conducted because no additional budget allocation was made to employ Language Practitioners and the office space is also a challenge.</p>
Facilitation of and support to the legislative function of Parliament.	Capacitating Members to perform their constitutional responsibility of passing legislation.	Supporting and facilitating the legislative processes in committees through procedural guidance, strategic advice, logistical arrangements and administrative support for committees to process and report on referred Bills.	<p>21 Bills processed and reported on by committees for which the administration provided procedural guidance, strategic advice, logistical arrangements for meetings and public participation, and administrative support.</p> <p>Of the 21 Bills processed, 11 Bills are still before committees at different stages of completion. Private Members' Legislative Proposals introduced 6 Legislative proposals before the Committee on Private Members' Legislative Proposals and Special Petitions.</p> <p>2 Legislative Proposals considered and reported on by the Committee.</p>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<p><b>International Agreements/ Protocol/Convention for which the administration provided procedural guidance, strategic advice, logistical arrangements and administrative support</b></p> <p>The following International Agreements/Conventions/ Protocols were before committees for consideration and reporting to the National Assembly and NCOP. These were international agreements tabled in Parliament by the Executive in terms of Section 231 (2) of the Constitution:</p> <ul style="list-style-type: none"> <li>Protocol of Amendments to the International Hydrographic Organisation (IHO) Convention;</li> <li>Agreement between the Government of the Republic of South Africa and the Government of the Hong Kong Special Administrative Region of the People's Republic of China concerning Mutual Legal Assistance in Criminal Matters;</li> <li>Agreement between the Republic of South Africa and the United Mexican States for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with respect to Taxes on Income;</li> <li>Convention on International Liability for Damage Caused by Space Objects;</li> <li>Convention on Registration of Objects Launched into Outer Space;</li> <li>Accession to the revised Cotonou Partnership Agreement;</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<ul style="list-style-type: none"> <li>• Agreement between the Government of the Republic of South Africa and the Government of the Hong Kong Special Administrative Region of the People's Republic of China concerning the Surrender of Fugitive Offenders, tabled in terms of section 231 (2) of the Constitution, 1996;</li> <li>• Protocol of amendments to the International Hydrographic Convention;</li> <li>• Agreement between the Republic of South Africa and the Federal Republic of Germany for the Avoidance of Double Taxation with respect to Taxes on Income and on Capital;</li> <li>• Agreement between the Government of the Republic of South Africa and the Government of the Kingdom of Lesotho on the Facilitation of Cross-Border Movement of Citizens of the Republic of South Africa and the Kingdom of Lesotho, tabled in terms of section 231(2) of the Constitution, 1996;</li> <li>• Accession to the revised Cotonou Partnership Agreement: Agreement Amending the Partnership Agreement between the Members of African, Caribbean and Pacific Group of States, of the one part, and the European Community and Member States of the other part, tabled in terms of section 231(2) of the Constitution;</li> <li>• Convention on International Liability for Damage Caused by Space Objects;</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<ul style="list-style-type: none"> <li>• Convention on Registration of Objects Launched into Outer Space;</li> <li>• Amendments to the Convention on Prohibition or Restriction of the use of Certain Conventional Weapons which may be deemed to be excessively injurious or to have indiscriminate effects (CCW);</li> <li>• Membership of South Africa to the International Renewable Energy Agency (IRENA);</li> <li>• Agreement between the European Community and its Member States, of the one part, and the Government of the Republic of South Africa, of the other part, Amending the Agreement on Trade, Development and Co-operation (TDCA); and</li> <li>• Preferential Trade Agreement (PTA) between the Southern African Customs Union (SACU) and the Common Market of the South (MERCOSUR) and Explanatory memorandum.</li> </ul> <p><b>Other matters referred to committees were:</b></p> <ul style="list-style-type: none"> <li>• Report on the provisional suspension of a magistrate: Public Official, an additional magistrate at Daveyton</li> <li>• Report on the provisional suspension of a magistrate: Public Official, an additional magistrate at Ermelo, Mpumalanga</li> <li>• Report on the provisional suspension of a magistrate: Public Official, an additional magistrate at Emlazi, KwaZulu Natal</li> </ul>



3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
			<ul style="list-style-type: none"> <li>Report on the provisional suspension of a magistrate: Public Official, an additional magistrate at Pretoria, Gauteng in terms of section 13(3)(c) of the Magistrates Act, 1993 (Act No 90 of 1993)</li> <li>Draft regulations made in terms of section 97(1) of the Child Justice Act, 2008 (Act No 75 of 2008)</li> <li>Code of Good Administrative Conduct tabled in terms of section 10(5A) of the Promotion of Administrative Justice Act, 2000 (Act No 3 of 2000)</li> </ul> <p><b>CONFERENCES/WORKSHOPS/ SEMINARS (for which the administration provided procedural guidance, strategic advice, logistical arrangements and administrative support, including drafting of reports)</b></p> <p>40 Workshops/conferences/ seminars were attended by Committees as indicated below:</p> <ul style="list-style-type: none"> <li>Portfolio Committees (NA Committees): 29</li> <li>Select Committees (NCOP Committees): 11</li> </ul>

3.3 SUBPROGRAMME 3: LEGISLATION AND OVERSIGHT

Performance Indicator and performance level

Subprogramme Objective(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To facilitate House proceedings, records and publications through Language Services.	Render interpreting services.	Members' speeches are interpreted.	<p><b>Production of unrevised Hansard</b></p> <p>Members' speeches were transcribed within the agreed time frames.</p> <p>The proceedings of the Extended Public Committees (EPCs) were transcribed within agreed time frames. They will be reported after the EPCs.</p> <p><b>Publication of Bound Volumes</b></p> <p>NA bound volumes have been produced up to vol. 117 (2008).</p> <p><b>Bills:</b></p> <p>553.25 pages of translated versions of Bills were proofread and quality-assured.</p> <p><b>Non-Hansard documents translated and edited-</b></p> <p>465.5 pages of translations delivered.</p> <p><b>Number of Questions &amp; pages translated and edited:</b></p> <p>3 725 questions were translated and edited. Deadlines were always met [as employees worked through lunch two days a week (Wednesdays &amp; Thursdays)]. Services delivered received much positive feedback.</p> <p><b>Number of Motions &amp; pages translated and edited:</b></p> <p>424 motions. Deadlines were always met. Services delivered received much positive feedback.</p>

## IV. PROGRAMME 3: PUBLIC AND INTERNATIONAL PARTICIPATION

## IV. PROGRAMME 3: PUBLIC AND INTERNATIONAL PARTICIPATION

### STRATEGIC OBJECTIVE:

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

### Purpose

To fulfil Parliament's public participation and international participation role and provide support to undertake such activities. The programme consists of Parliamentary Communication Services and International Participation.

### 4.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

#### Performance Indicator and performance level

Programme Objectives	Performance Indicator(s)	Performance levels against the Outputs/Targets	
		Outputs/ Target(s)	Performance Level
To provide communication support and promote the image and a better understanding of legislative and oversight role of Parliament through public education and participation.	Develop and manage an internal and external communication programme to profile the work of Parliament.	Promotes positive media coverage and profiling of Parliament.	<p>Drafted and released press statements to provide information about Parliament to the public and considered responses to media enquiries.</p> <p>Facilitated media reports about aspects of Parliament that are less well known.</p> <p>Conducted exhibitions and educational presentations on Parliament across the country to create interest in Parliament and its business.</p> <p>Initiated the Each One of Us campaign, which introduced a multi-way communication between management and employees, and the InSession and OUR PARLIAMENT publications.</p>
	Develop and manage an internal and external communication programme to profile the work of Parliament.	Production of publications & development of promotional materials which inform and enhance the image of the institution.	English copies were printed for distribution to guests attending the State of the Nation Address, Parliamentary Democracy Offices and schools that requested copies.
	Contribute, through strategic communication support, to the creation of an effective people's Parliament that is responsive to the needs of the people.	Effective project implementation & monitoring through the application of project management principles.	Project Management and Communication sub-project responsibilities were provided for international conferences and workshops.

4.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

Performance Indicator and performance level

Programme Objectives	Performance Indicator(s)	Performance levels against the Outputs/Targets	
		Outputs/ Target(s)	Performance Level
To promote public education and public participation in the processes and activities of Parliament.	Integrate public participation in the programmes and events of Parliament.	Encouraging participation and enhancing democracy.	<p>Public education programmes conducted for participants attending parliamentary events included presentations, tours, educational content for Internal Communication activities, activity booklets and pamphlets.</p> <p>Public participation, mobilisation and programme development to maximise participation and increase the understanding of Parliament included:</p> <ul style="list-style-type: none"> <li>• 100 students as part of the "Take a Girl-child to Work";</li> <li>• a total of 3 755 people from all over South Africa participating in both State of the Nation Addresses;</li> <li>• 100 youth from identified rehabilitation centres to participate in the activities of Youth Month;</li> <li>• 250 women from women's organisations attended the Women's Month Joint Sitting;</li> <li>• 5000 people per day attending the NCOP's Taking Parliament to the People;</li> <li>• 130 people attending the President's Address to the NCOP;</li> <li>• 400 targeted audience members attended the FIFA Joint Sitting; and</li> <li>• breaking new ground in conceptualising and staging Career Exhibitions around South Africa, which was attended by some 262 700 people.</li> </ul>

4.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

Performance Indicator and performance level

Programme Objectives	Performance Indicator(s)	Performance levels against the Outputs/Targets	
		Outputs/ Target(s)	Performance Level
	Develop, implement and manage public education programmes.	Provide national and global access to information and education on Parliament and its work via the Parliamentary Website.	The <b>Parliamentary Website</b> lists unique visitors at <b>307 152</b> and hits of <b>389 978</b> .
	Develop, implement and manage public education programmes.	Provide national and global access to information and education on Parliament and its work via the Parliamentary Virtual Tour.	Developed a 360° Virtual Tour of Parliament.
	Develop, implement and manage public education programmes.	Develop a Super-Curriculum to inform all future public education curricula.	Completed the first phase of development of the curriculum framework for General Education/ Training, including content for Grades 7-9, has been completed.
	Develop, implement and manage public education programmes.	Production of publications. Development of educational material to enhance Parliament's public education programme. Develop promotional materials which inform and enhance the image of the institution.	Over 2.3 million pamphlets covering an extensive range of topics in all official languages have been distributed.
	Ensure that people interacting with Parliament experience the interaction as positive and constructive.	Implement Visitors to Parliament programme. Conduct tours for visitors and new employees.	Educational tours attracted 25 919 visitors.
To provide communication support to the Legislative and Oversight role of Parliament.	Make strategic communication support an inherent and consistent element of law-making and the exercise of oversight.	Provision of strategic communication support to Committees.	<ul style="list-style-type: none"> <li>• Developed and issued press statements/alerts and organised media briefings for Committee activities.</li> <li>• Facilitated interviews on both radio and television, in particular SABC 3, on Committee activities as well as institutional activities such as Taking Parliament to the People in Limpopo.</li> <li>• Developed script and questions for Campaigns to be broadcasted on SABC radio stations.</li> </ul>

4.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

Performance Indicator and performance level

Programme Objectives	Performance Indicator(s)	Performance levels against the Outputs/Targets	
		Outputs/ Target(s)	Performance Level
			<p>Used radio programmes for the promotion and interaction between Members of Parliament and the public on topics such as the roles of the Houses of Parliament, Service Delivery, Public Hearings and Taking Parliament to the People.</p> <p><b>Taking Parliament to the People</b></p> <ul style="list-style-type: none"> <li>Public education material was distributed through Limpopo PDO to use as part of the mobilisation campaign for the Public Meeting.</li> <li>Public education presentation took place for 21 CDWs from 3 municipalities under the Greater Sekhukhune District Municipality.</li> </ul> <p><b>State of the Nation Address</b> An educational presentation about SONA was made for Parliamentary Employees and Civil/ Junior Guards of Honour.</p>
	Promote public involvement and involvement of the public (public education and participation) in all parliamentary processes and programmes.	Parliamentary Radio programme revamped and reformatted to include all African languages service and Public Broadcasting stations. Publicising events and issues related to Parliament and the impact of that on its image.	<p>For the past year, 17 SABC Radio Stations broadcasting in all official languages reached a total of 53,000,000 people.</p> <p>Parliament used the different radio platforms to engage the public on current issues that Parliament is dealing with through 19-minute interactive chat shows, educational 5-minute prerecorded sessions and promotion of the Institution through 30 and 60-seconders.</p> <p>In addition to the programme run on SABC radio stations, Parliament also effectively used Primedia stations to engage in voter education in the run-up to the April 2009 general election.</p>

4.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

Performance Indicator and performance level

Programme Objectives	Performance Indicator(s)	Performance levels against the Outputs/Targets	
		Outputs/ Target(s)	Performance Level
	Improve the understanding and appreciation of Parliament's Oversight role.	Provide support for Institutional Public Participation Programmes.	Presentations to 21 CDWs from 3 municipalities under the Greater Sekhukhune District Municipality were conducted as part of the NCOP's Taking Parliament to the People.

4.2 SUBPROGRAMME: INTERNATIONAL RELATIONS

Performance Indicator and performance level

Programme Objectives(s)	Performance Indicator	Actual performance against the outcome or target	
		Outputs or Target	Actual Performance
To provide content and logistical support to the Parliamentary Group on International Relations (PGIR) and sub-groups within the framework of Parliament's international relations policy.	Facilitate the work of the Parliamentary Group on International Relations and sub-groups.	To ensure content and logistical support is provided.	<p>Arranged meetings and provided necessary briefings and preparatory documentation for all PGIR members and sub-group members.</p> <p>Co-ordinated the submission of the PGIR report to the Joint Rules Committee (JRC).</p>
To manage Parliament's relations at a bilateral level by facilitating courtesy call meetings and official visits within the framework of Parliament's international relations policy.	Facilitate bilateral engagements for Parliament (Members, Presiding Officers and officials).	To provide adequate content, procedural and logistical support for incoming and outgoing delegations.	<ul style="list-style-type: none"> <li>• Compiled programmes and briefing packages for incoming and outgoing visits.</li> <li>• Conducted briefings to Presiding Officers, Members and officials.</li> <li>• Prepared reports for incoming and outgoing visits.</li> <li>• Follow-up on the implementation of decisions and resolutions taken.</li> <li>• Co-ordinated and made all travel arrangements for Members, Presiding Officers and officials.</li> </ul> <p><b>A: Incoming Visits for National Assembly and National Council of Provinces:</b></p> <ul style="list-style-type: none"> <li>• Co-ordinated 33 meetings for both Houses.</li> </ul> <p><b>B: Outgoing Visits for National Assembly and National Council of Provinces:</b></p> <ul style="list-style-type: none"> <li>• Co-ordinated 4 outgoing visits for both Houses.</li> </ul> <p><b>C: Employees Attachments for National Assembly and National Council of Provinces:</b></p> <ul style="list-style-type: none"> <li>• Co-ordinated 9 employee attachments from foreign Parliaments.</li> </ul>

4.2 SUBPROGRAMME: INTERNATIONAL RELATIONS

Performance Indicator and performance level

Programme Objectives(s)	Performance Indicator	Actual performance against the outcome or target	
		Outputs or Target	Actual Performance
			<p><b>D: Bilateral meetings during Multilateral Conferences:</b></p> <p>Coordinated 9 meetings for the National Assembly Speaker at the G8 meetings and 122 IPU Assembly.</p>
To manage Parliament's relations at a multilateral level by facilitating international participation within the framework of Parliament's international relations policy.	Facilitate multilateral engagements for Parliament (i.e. Presiding Officers, Members of various Portfolio and Select committees and Parliamentary Service officials).	To provide adequate content, procedural and logistical support for incoming and outgoing delegations.	<ul style="list-style-type: none"> <li>• Compiled programmes and briefing packages for all multilateral engagements.</li> <li>• Conducted briefings to Presiding Officers, Members and officials.</li> <li>• Prepared reports for all related meetings.</li> <li>• Follow-up on the implementation of decisions and resolutions taken.</li> <li>• Co-ordinated and made all travel arrangements for Members, Presiding Officers and officials.</li> </ul> <p><b>A. Facilitated and co-ordinated Parliament's participation in the Africa Region Institutions for the following meetings:</b></p> <ul style="list-style-type: none"> <li>• 26 Southern African Development Community meetings: SADC-PF Assembly meetings, workshops ;</li> <li>• 14 Pan-African Parliament: PAP, including participation at the Climate Change Conference in Copenhagen;</li> <li>• 1 Parliamentary Group on Global Action: PGA.</li> </ul>

4.2 SUBPROGRAMME: INTERNATIONAL RELATIONS

Performance Indicator and performance level

Programme Objectives(s)	Performance Indicator	Actual performance against the outcome or target	
		Outputs or Target	Actual Performance
			<p><b>B. Other Multilateral Institutions</b>  <b>Facilitated and coordinated parliament's participation in the following meetings:</b></p> <ul style="list-style-type: none"> <li>• 4 Inter-Parliamentary Union-IPU Assembly meetings and other related activities</li> <li>• 4 Africa Caribbean and Pacific-European Union- ACP-EU.</li> <li>• Coordinated World Trade Organization-WTO,</li> <li>• 1 G8 Speakers meeting.</li> </ul>

## V. PROGRAMME 4: MEMBERS' FACILITIES

## V. PROGRAMME 4: MEMBERS' FACILITIES

### STRATEGIC OBJECTIVE:

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

### Purpose

To provide telephone, travel and other facilities to Members of Parliament and fund medical aid contributions and travel facilities for certain former members. This programme consists of National Assembly and National Council of Provinces Members' Facilities.

### 5.1 SUBPROGRAMME: NATIONAL ASSEMBLY AND NATIONAL COUNCIL OF PROVINCES MEMBERS' FACILITIES

#### Performance Indicator and performance level

Programme Objectives(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide support and Members' Facilities for both Houses.	Accurate and valid travel transactions are captured.	Members to carry out their legislative mandate efficiently and effectively.	<p>3-day turnaround on claim processing was maintained.</p> <p>Processed claims for both Houses which covered the following:</p> <ul style="list-style-type: none"> <li>• Committee</li> <li>• S&amp;T</li> <li>• Telephone</li> <li>• Travel</li> <li>• Other</li> </ul> <p>Facilitated Real-time travel reservations.</p> <p>Provided support for the administration of member turnover at elections, including resignations, appointments, allocation of travel facilities, registrations as required, relocation allowances, gratuities and induction training.</p> <p>Conducted an inspection of all members' offices to ensure compliance with policy standards.</p> <p>Co-ordinated a new programme sponsored by the Speakers' Forum and facilitated by Public Administration Leadership And Management Academy – PALAMA.</p> <p>Asset provision as required.</p>



## VI. PROGRAMME 5: ASSOCIATED SERVICES

## VI. PROGRAMME 5: ASSOCIATED SERVICES

### STRATEGIC OBJECTIVE:

To build an effective and efficient institution.

### Purpose

To provide financial support to political parties represented in Parliament. This programme consists of Political Party Support, Constituency Support and Party Leadership Support.

### 6.1 SUBPROGRAMME: POLITICAL PARTY SUPPORT

#### Performance Indicator and performance level

Programme Objectives(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide administration of associated services to political parties.	Accurate calculation of the various support categories for all political party support and timeous notification and payments.	Political parties to carry out their legislative mandate efficiently and effectively.	Notifications provided and funds transferred timeously in accordance with the policy requirements for political party allowances.

### 6.2 SUBPROGRAMME: CONSTITUENCY SUPPORT

#### Performance Indicator and performance level

Programme Objectives(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide administration of associated services to Constituency Offices.	Accurate calculation of the various support categories for all the Constituency Offices and timeous notification and payments.	Constituency Offices to carry out their legislative mandate effectively and efficiently.	Notifications provided and funds transferred timeously in accordance with the policy requirements for political party allowances.

### 6.3 SUBPROGRAMME: PARTY LEADERSHIP SUPPORT

#### Performance Indicator and performance level

Programme Objectives(s)	Performance Indicator	Performance levels against the Outputs/Targets	
		Outputs/ Targets	Performance Level
To provide administration of associated services to Party Leadership.	Accurate calculation of the various support categories for all the political party leadership and timeous notification and payments.	Political party leaders to carry out their legislative mandate efficiently and effectively.	Notifications provided and funds transferred timeously in accordance with the policy requirements for political party allowances.

## VII. FINANCIAL STATEMENTS

### 7.1 Report by the Accounting Officer to the Executive Authority and Parliament of the Republic of South Africa.

#### 1. GENERAL REVIEW OF THE STATE OF AFFAIRS

##### Budget

The aim of the vote is:

- To provide support services required by Parliament to fulfil its constitutional functions;
- To enable representative political parties to secure administrative support and service constituents;
- To provide Members of Parliament with the facilities needed to enable them to discharge their duties in an effective and efficient manner.

The original budget allocation for Parliament amounted to R1 350 740 000 for the financial year under review and there was additional funding of R133 940 000 requested from National Treasury through the Adjustment Budget.

In a bid to align the strategic objectives to the budget, Parliament decided to have five (5) programmes instead of the three (3) programmes to the vote. The five (5) programmes that the Institution adopted are listed in the table below. The administration programme was essentially aligned to the core objectives of the institution which are:

- To pass laws (Legislation);
- To oversee and scrutinise executive action (Oversight);
- To facilitate public participation and involvement;
- To participate in, promote and oversee co-operative government;

- To engage in, participate in and oversee international relations;

These core objectives are mainly funded in programmes 2 and 3. As members of Parliament are the major stakeholders of the Institution it is important that the funding towards enabling members to discharge their duties is reflected, hence the programme 4.

In terms of S 57(2) (c) of the Constitution of the Republic of South Africa, Parliament has the duty to provide for financial and administrative assistance to each party represented in the Assembly, in proportion to its representation, to enable the party and its leader to perform their functions in the Assembly effectively. To this end, programme 5 reflects transfers made to political parties.

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

**Table 1:**

Programme	2009/10 R'000	% Increase/ (Decrease)	2008/09 R'000	2007/08 R'000	2006/07 R'000
1. Administration	292 150	30%	224 944	191 110	252 956
2. Legislation and Oversight	232 991	31%	178 268	164 950	139 206
3. Public and International Participation	98 832	53%	64 489	60 881	84 468
4. Members Facilities	225 243	23%	183 025	173 370	148 657
5. Associated Services	258 686	(2)%	263 073	245 403	156 846
<b>Sub-Total</b>	<b>1 108 002</b>	<b>21%</b>	<b>913 799</b>	<b>835 714</b>	<b>782 133</b>
Direct charge: National Revenue Fund - Members Remuneration	376 678	48%	253 979	242 380	229 218
<b>Total</b>	<b>1 484 680</b>	<b>27%</b>	<b>1 167 778</b>	<b>1 078 094</b>	<b>1 011 351</b>

From the table it is evident that the budget for Parliament has increased by 27% from the 2008/09 financial year to the 2009/10 financial year. The increase includes an adjustment to the baseline of R119 765 000. This amount was funded in previous years by utilising Parliament's retained funds.

In addition to the above Parliament utilised an amount of R22 000 000 which was previously approved by the Treasury of Parliament to fund the upgrading of various offices and meeting rooms by the Department of Public Works.

The above additional funds and virements between programmes recorded after the determination of the adjusted appropriation had the following result:

Programme	Adjusted appropriation 2009/10 R'000	Virements R'000	Final Appropriation 2009/10 R'000
1. Administration	292 150	40 000	332 150
2. Legislation and Oversight	232 991		232 991
3. Public and International Participation	98 932		98 932
4. Members' Facilities	225 243	(40 000)	185 243
5. Associated Services	258 686		258 686
Transfer from Retained Earnings		22 000	22 000
<b>Sub-Total</b>	<b>1 108 002</b>	<b>22 000</b>	<b>1 130 002</b>
Direct Charge: National Revenue Fund	376 678		376 678
<b>Total</b>	<b>1 484 680</b>	<b>22 000</b>	<b>1 506 680</b>

The transfer from retained funds and the virements were deemed necessary to enable functionaries to achieve the targets as set out in the strategic plan of the Institution. Further detail can be obtained from the Appropriation Statement and the Notes to the Appropriation Statement as included in the Annual Financial Statements. It should further be noted that the transfers from Retained Earnings were utilised for payment of the upgrading of offices and meeting rooms used by the institution. Further clarity relating to the changes in Retained Earnings is provided under the explanation on under / (over) expenditure.

### Over / Under Expenditure

By comparing the actual expenditure to the budget allocation the institution has recorded an overspending for the financial year under review. The overspending relates primarily to the spending on compensation for Members. Further clarity is contained in section 11, other matters.

A comparison of the spending against voted funds for the past four financial years show that Parliament has in the three financial years from 2007/8 spend the full allocated budget with only a surplus on the direct charge against the National Revenue fund showing an under-spending in 2007/08 and 2008/09.

	2009/10 R'000	2008/09 R'000	2007/08 R'000	2006/07 R'000
Spending on vote	0	6 883	1 672	33 026
<b>Retained Earnings Approved for spending for 2009/10</b>				
Retained Funds approved in prior years	22 000			
Less: Spending per Appropriation Statement	(18 221)			
Under-spending	<b>3 779</b>			

From Table 1 above it is clear that the budget for program 1 was insufficient and funds were re-directed from the remaining programmes. This was required in order to attain the set objectives for these programmes for the year. The requests for the additional funding were lodged with and approved by National Treasury. The enhanced participation in international fora and the capacitation of key offices such as the Committee Section in order to further enhance the support to the various Committees are some of the examples where such funding was required. The request further entailed the funding of strategic projects that were vital in facilitating the achievement of the strategic objectives of the Institution, these also related to multi-year projects.

### Spending Trends on voted funds

	2009/10 R'000	2008/09 R'000	2007/08 R'000	2006/07 R'000
Final Appropriation	1 484 680	1 224 840	1 078 094	1 011 351
Expenditure	1 478 732	1 217 957	1 075 678	978 325
% Spent	99.6%	99.4%	99.8%	96.7%

#### 2. SERVICES RENDERED BY THE INSTITUTION

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

##### Programme 1: Administration

Provide strategic leadership, institutional policy, overall management, administration and corporate services to the executive, management and staff of Parliament.

##### Programme 2: Legislation and Oversight

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

##### Programme 3: Public and International Participation

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

##### Programme 4: Member's Facilities

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

##### Programme 5: Associated Services

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

##### Tariff policy

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

##### Free services

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

### 3. CAPACITY CONSTRAINTS

Through constant monitoring the Institution managed to spend satisfactorily and thus discharged its duties in an effective and efficient manner. To this end no major capacity constraints can be highlighted for the 2008/09 financial year.

### 4. UTILISATION OF DONOR FUNDS

For the period under review Parliament received foreign donor funding as part of a country agreement between the Republic of South Africa and the European Union. Parliament and the nine Provincial Legislatures benefit from the agreement through a sub-agreement for the Legislative Sector.

The funds are transferred via Parliament for use within the various legislatures. Parliament recognises as income in the financial statements the portion allocated for use by the institution.

Funds available will be determined as per the agreement, provided the objectives are achieved as per the agreement.

### 5. ORGANISATIONS TO WHOM TRANSFER PAYMENTS HAVE BEEN MADE

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

- Political party support: Financial support to political parties represented in Parliament;
- Constituency support: Financial support for constituency offices of political parties represented in Parliament;
- Party Leadership support: Financial support to leaders of political parties represented in Parliament;

- Membership fees: Funding of membership fees to certain Inter-Parliamentary bodies to ensure Parliament's continued involvement in international participation programmes and in the activities of inter-parliamentary associations.

### 6. CORPORATE GOVERNANCE ARRANGEMENTS

The Audit Committee has been functional for the year under review and based on a recommendation from this body, the co-sourcing agreement with Deloitte and Gobodo which was previously extended till 31 March 2009 and from there on a month-to-month basis to complete outstanding matters and ensure the transfer of knowledge and skills to the Institution. The Internal Audit Office has also been functioning and various audits and follow-up audits were conducted.

The Risk Management Committee for the Institution has been re-constituted and a Risk Management Framework has been developed. The Institution has been investigating and is in the process of procuring suitable software that would ensure that risks are managed in an efficient and effective manner.

### 7. ASSET MANAGEMENT

Parliament manages its assets in accordance with its Fixed Asset policy as approved in July 2005 and the ERP Fixed Asset Module.

In the previous financial period Parliament had adjusted the asset figures in the financials to give effect to the change in accounting policy regarding revaluation of assets as agreed with the Office of the Accountant General. This change had the

effect that the figures were adjusted to the values prior to the valuation which took place in the 2004/5 financial year.

Further investigation has however indicated that the valuation performed in the 2004/5 financial year was in fact not a revaluation but a valuation for take-on purposes. This has been agreed with the Office of the Accountant General. The result of this is that the adjustment of the prior year to restate the figures has been reversed in this financial year.

The effect of the change in accounting policy and reversal of the restated figures are included under note 22 to the financial statements.

### 8. EVENTS AFTER THE REPORTING DATE

In April 2010 the Treasury of Parliament approved the use of R20 000 000 of the retained funds for technology enhancements in the National Council of Provinces Chambers.

The tender process is underway and work is expected to start within the next six months.

### 9. PERFORMANCE INFORMATION

Where feasible performance indicators are identified during the planning phases of the Institution. Performance achievements are reported on a monthly basis.

### 10. EXEMPTIONS AND DEVIATIONS RECEIVED FROM THE NATIONAL TREASURY

National Treasury permitted Parliament to continue reporting on the modified accrual basis of accounting and was exempted from the directive issued by the Accountant General that Parliament was to be audited strictly according to the Guideline and template for Annual Financial Statements. Hence, the transactions of Parliament are audited in accordance with the accounting and other policies of the Institution.

## 11. OTHER

### Misuse of Members' Travel Warrants

The recovery of amounts through the liquidation process as reported in the prior financial year has been replaced by recovery as per Parliament's debt collection policy. The reasons are described below.

Name of Travel Agent	Quantum of Fraud established as per initial forensic report	Debt established by Liquidators as owing by MP's, ex-Mp's and related parties	Parliament's validated claim inclusive of costs	Recoveries from liquidators to date	Parliament Deficiency after Awards as per Accounts lodged
	R	R	R	R	R
Bathong Travel & Tours (Pty) Ltd	3,341,768	3,078,821	4,987,106	1,355,340	3,631,766
Business & Executive Travel (Pty) Ltd	3,429,289	1,517,254	3,126,710	877,484	2,249,226
Ilitha Travel & Tours (Sole Proprietor)	2,040,378	549,484	2,184,102	206,788	1,977,314
ITC Sure Travel (Pty) Ltd	5,486,106	2,582,675	4,535,166	1,296,437	3,238,729
Star Travel Bureau CC	2,751,562	1,744,250	3,407,224	1,384,764	2,022,460
Eyabantu Travel	158,160	-	-	-	-

The Statement of Financial Position reflects an amount of R12,642 million as an asset and as recoverable revenue in the books of the institution.

It should be noted that Parliament has been advised through independent legal opinion that it will not be economically feasible to continue to pursue settlement of the outstanding amounts through outside legal resources as all the travel agents have been liquidated and Parliament has already received its share of the liquidated amount.

The result of this opinion is that the Parliamentary Oversight Authority took a decision to pursue the outstanding amounts through the normal processes as included in the policies for debt collection. The outstanding debts will thus be treated in accordance with these policies and will be reviewed from time to time in the manner required by the Policy.

### Overspending on Members' Remuneration

Parliament accounted in the financial statements for the expenditure relating to the gratuities to be paid to former Members who left during the year ending 31 March 2010 as well as providing for current serving Members who have reached the qualifying number of years as at the end of March 2010. This is in line with the provisions of the proclamation published in Government Gazette 31513 of 15 October 2008.

The impact on the financial statements is an overspending of an amount of R23 201 965.76 included in the figure for current payments which is paid from the statutory appropriation and is a direct charge against the Revenue Fund.

The Statutory Appropriation included in Vote 2 for each year provides for payment of this expenditure when it occurs.

### Investigation into possible fruitless and wasteful and irregular expenditure

Instances of possible fruitless and wasteful expenditure under investigation:

- Parliament appointed a professional valuation concern to complete the valuation of assets before the change in accounting policy noted in point 7 above were approved. The outcome of the revaluation was not used to prepare the financial statements as the values of the assets were not changed. The cost of the revaluation will form the basis of an investigation into possible fruitless and wasteful expenditure. The amount paid for the service was R645 895.60.
- Interest of R3 840.76 paid to Telkom for late payment of internet access accounts.
- Insurance excess of R112 194.33 paid to CABS Car Hire for replacement of a gearbox of a hired vehicle after the driver continued driving the vehicle after an oil leak was noticed.
- Overpayment of R135 424.59 to Fulumeni Multi Management for provision of ablution facilities at the "Taking Parliament to the People" event.
- Payment of R143 400 to Cape Town Lodge for accommodation cancelled outside of the agreed time.

Instances of possible irregular expenditure under investigation:

- Goods purchased for an amount of R189 000 where the proper procurement processes were not followed. This figure is disclosed in note 12 to the financial statements.
- Goods and services to the value of R6 047 103.45 where the procurement processes were not followed. This is disclosed in note 26 to the financial statements.

### SCOPA resolutions

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

### Approval

The Annual Financial Statements as set out from page 13 to 50 have been approved by the Accounting Officer.



Mr. Z.A. Dingani  
Secretary to Parliament  
31 July 2010



## 7.2 Report of the Audit Committee for the year ended 31 March 2010

### Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2010.

### Audit Committee Members and Attendance

The Audit Committee operates within formally approved terms of reference. It met five (5) times and consists of the members listed below:

Name of Member	Number of Meetings Attended	Comment
Mr C. Choeu (Chairperson)	5	
Mr D. Coovadia	5	Term extended to 30 September 2010
Mr V. Nondabula	5	
Ms N.Z. Qunta	4	
Honourable L. Mabe (MP – National Assembly)	2	Term ended with the end of the third Parliament on 27 April 2009
Honourable D. Botha (MP – NCOP)	0	
Honourable A. Rantsolase (MP – National Assembly)	1	Appointed on 1 December 2009 to replace Ms L. Mabe
Honourable T. Chaane (MP – NCOP)	2	Appointed on 22 September 2009 to replace Mr D. Botha

### Audit Committee Responsibility

We report that we have operated and performed our oversight responsibilities to the Parliament of the Republic of South Africa (Parliament) independently and objectively to ensure compliance with the spirit of section 38 (1) (a) (ii) of the Public Finance Management Act, 1999 (Act No. 1 of 1999 as amended by Act No. 29 of 1999) (PFMA) and in particular paragraph 3.1 of the Treasury Regulations as well as section 48 of the Financial Management of Parliament Act, 2009 (Act No. 10 of 2009) (FMPA). Furthermore, we have adopted appropriate formal terms of reference (charter), and discharged all our responsibilities as contained therein and regulated our affairs in compliance with the charter.

### The effectiveness of internal control

In line with the Financial Management of Parliament Act (FMPA) and King III Report on Corporate Governance requirements, Internal Audit provides the Audit Committee and management with assurance that internal controls are adequate and effective. This is achieved by means of the risk analysis process, as well as the identification of control weaknesses for recommendation to management to take corrective action and for enhancement and improvement of operations.

We have confirmed that a proactive approach to Enterprisewide Risk Management (ERM) was implemented across the institution to ensure that all risks are identified and responded thereto. The progress on the implementation is envisaged in the next financial year.

The Audit Committee was not satisfied with the design of controls, its effectiveness and adequacy due to the findings from internal audit and external audits that included the following:

- Reconciliations were not performed, signed as checked and reviewed on a monthly and continuous basis.
- The number of suspense/clearing accounts that are not reconciled and cleared in a timely manner. This has been identified in the areas of Assets and Cash and Bank.
- Financial Management Office was not adequately staffed to enhance segregation of duties
- The Chief Financial Official position was vacant for the year under review and the Unit Manager: Financial Accounting position vacant for the past two years.

We are therefore not satisfied that management has effectively implemented and addressed the weaknesses, gaps and concerns raised by both internal and external auditors.

We have reviewed the report on the implementation of AGSA recommendations towards achieving a clean audit opinion, and, in many cases, this report addressed the findings and not the root causes. This has resulted in delays in the submission of Annual Financial Statements (AFS) and relevant supporting documentation as identified and manifested in the AG Management Report for the current year.

Accordingly, we can report that the system of internal control on the financial management for the period under review was not satisfactory.



### Internal Audit

Although the In-House Internal Audit function has not been adequately capacitated and operated under strenuous conditions, we are satisfied that it has effectively discharged its responsibilities and has effectively addressed the risks pertinent to the institution in its audits. However, the inadequate In-House capacity and extent of utilisation of co-source service providers, with the resultant effect of the lack of transfer of institutional memory and skills, remained a concern during the year under review.

Management has not taken adequate steps to resource the In-House Internal Audit approved structure, however, a co-source partner has been appointed towards the end of the financial year to ensure that the objectives of the function are met.

### The quality of in year management and monthly/quarterly reports submitted in terms of the PFMA and the Division of Revenue Act (DORA)

The Accounting Officer has tabled the In-Year Monitoring and Monthly Management (IYM) and Quarterly Reports to the Committee as required and we were satisfied with the content thereof.

We are also satisfied that through the formal programme of action to deal with the AG recommendations and evaluation of state of readiness programme for the statutory audit, management has taken steps to address the issues relating to quarterly reports and performance information to ensure that performance levels are measured against predetermined objectives.

Based on the above, we concur with the findings of the AG in their audit report in relation to performance information.

### Evaluation of Annual Financial Statements

Management has taken steps to prepare financial statements on a quarterly basis so as to detect and minimise the possibility of material misstatements at the end of the financial year.

Steps were taken during the year under review to:

- Review the state of readiness of the institution for the statutory audit to timeously identify gaps, with a view to further strengthen the control environment and internal control system; and
- Put in place a formal programme of action to address the gaps and findings identified, and implement the recommendations made by the AG over 6 financial years (2003/2004 to 2008/2009).

The Committee has reviewed:

- The audited AFS and the Audit Report to be included in the Annual Report;
- The accounting policies and practices and changes thereof;
- Parliament's compliance with operational, legal and regulatory provisions; and
- Adjustments made during the audit based on the AG's findings and recommendations.

The Management Report has been discussed with management and the AG during the audit and we are satisfied with the Audit Report to be included in the Annual Report as management has satisfactorily responded to and dealt with the issues raised.

### Auditor-General South Africa (AGSA)

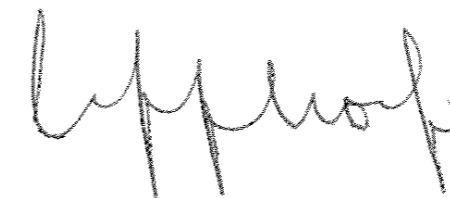
We have met with the AGSA to ensure that there are no unresolved issues relating to the audit.

The AGSA has once again issued an unqualified (with emphasis of matter) audit opinion and as a result of the internal control matters as indicated above, Parliament thus remains one level from a 'clean' Audit Report.

The Committee concurs with the audit opinion expressed by the AGSA .

### Appreciation

We wish to thank the Executive Authority, management and staff for their support as well as the AG and Internal Audit for their consistent value-adding contributions



Chairperson of the Audit Committee  
31 August 2010

## 7.3 REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE NO. 2: PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA FOR THE YEAR ENDED 31 MARCH 2010

### REPORT ON THE FINANCIAL STATEMENTS

#### Introduction

1. I have audited the accompanying financial statements of the Parliament of the Republic of South Africa (Parliament) which comprise the statement of financial position as at 31 March 2010, and the statement of financial performance, the statement of changes in net assets and the cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory notes, as set out on pages 86 to 111.

#### Accounting Officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation of these financial statements in accordance with the entity-specific basis of accounting, as set out in note 1 to the financial statements and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA). This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### Auditor-General's responsibility

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996, read with sections 4, 15 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004) (PAA) and; section 40(2) of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), my responsibility is to express an opinion on these financial statements based on my audit.

4. I conducted my audit in accordance with International Standards on Auditing and General Notice 1570 of 2009 issued in Government Gazette 32758 of 27 November 2009. 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.

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

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

#### Opinion

7. In my opinion, the financial statements of the Parliament of the Republic of South Africa for the year ended 31 March 2010 have been prepared, in all material respects, in accordance with the basis of accounting described in note 1 to the financial statements and in the manner required by the PFMA.

#### Emphasis of matters

8. I draw attention to the matters below. My opinion is not modified in respect of these matters:

#### Basis of accounting

9. The entity's policy is to prepare financial statements on the entity-specific basis of accounting, described in note 1 to the financial statements.

#### Restatement of corresponding figures

10. As disclosed in note 22 to the financial statements, the corresponding figures for 31 March 2009 have been restated by R767 000 as a result of an error discovered during 31 March 2010 in the financial statements of Parliament at, and for the year ended, 31 March 2009.

11. As disclosed in note 9 to the financial statements, a prior period adjustment has occurred as a result of Parliament not providing for amounts due to the Unemployment Insurance Fund being deducted from members. Prior period figures are adjusted accordingly

#### Irregular Expenditure

12. As disclosed in note 26 to the financial statements, irregular expenditure to the amount of R4 901 188 was incurred. This relates to possible instances of irregular expenditure in terms of non compliance with the approved procurement policies and procedures.

#### Fruitless and Wasteful Expenditure

13. As disclosed in note 11 to the financial statements, fruitless and wasteful expenditure totalling R12 641 000 was incurred. This amount relates to the misuse of travel warrants by Members. The process of recovering the fruitless and wasteful expenditure is ongoing and the recovered amounts are transferred to retained funds on an annual basis.

#### Additional matters

14. I draw attention to the matters below. My opinion is not modified in respect of these matters: express an opinion thereon.

#### Unaudited supplementary schedules

15. The appropriation statement as set out on pages 76 to 85, do not form part of the financial statements and are presented as additional information. I have not audited these schedules and accordingly I do not express an opinion thereon.

16. The annexures to the financial statements as set out on pages 112 to 115, do not form part of the financial statements and are presented as additional information. I have not audited these schedules and accordingly I do not express an opinion thereon.

#### Delays in finalisation of audit

17. In terms of section 40(2) of the PFMA I am required to submit my report to the accounting officer within two months of the receipt of the financial statements. Due to the late submission of the asset register and the resolution of audit findings, including unreconciled suspense accounts and the non-availability of supporting documentation, I have delayed the finalisation of my report.

#### REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

18. In terms of the PAA of South Africa and General notice 1570 of 2009, issued in Government Gazette No. 32758 of 27 November 2009 I include below my findings on the report on predetermined objectives, compliance with PFMA and financial management (internal control).

#### Findings Predetermined objectives

19. No findings to report

Compliance with laws and regulations  
Public Finance Management Act

#### Late submission of financial statements

20. Parliament only submitted its financial statements for auditing 1 June 2010 and not 31 May 2010, as required in terms of section 40(1)(c) of the PFMA. The primary reasons for the lapse in compliance are detailed in paragraph 17.

#### INTERNAL CONTROL

I considered internal control relevant to my audit of the financial statements and the report on predetermined objectives and compliance with the PFMA, but not for the purposes of expressing an opinion on the effectiveness of internal control.

21. No matters to report.

#### OTHER REPORTS

Investigations

#### Investigations in progress

22. An investigation is being conducted into supply chain management irregularities. The investigation aims to establish whether there were any instances of non compliance to supply chain management regulations. The investigation is still in progress at the date of this report.

Pretoria  
27 August 2010

*Auditor-General*



## 7.4 Appropriation Statement for the year ended 31 March 2010

	Appropriate per Programme								
	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>1. Administration</b>									
Current payment	276,107	-	62,000	338,107	370,044	(31,936)	109.4%	322,685	322,685
Transfers and subsidies	-	-	-	(0)	1	1	-1250.0%	40,476	40,477
Payment for capital assets	16,043	-	-	16,043	14,350	1,692	89.5%	34,077	34,077
Changes in retained revenue	-	-	(22,000)	(22,000)	-	(22,000)	0.0%	(221,348)	
<b>2. Legislation and Oversight</b>									
Current payment	227,315	0	-	227,316	208,851	18,465	91.9%	202,009	202,008
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	5,676	0	0	5,675	1,506	4,170	26.5%	1,513	1,513
<b>3. Public and International participation</b>									
Current payment	94,580	-	-	94,580	71,089	23,491	75.2%	127,220	127,220
Transfers and subsidies	2,756	-	-	2,756	2,772	(16)	100.6%	2,557	2,557
Payment for capital assets	1,596	-	-	1,596	344	1,252	21.5%	578	578
<b>4. Member's Facilities</b>									
Current payment	223,127	-	(40,000)	183,127	169,369	13,758	92.5%	157,598	157,598
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	2,116	-	-	2,116	4	2,111	0.2%	1,011	1,011
<b>5. Associated Services</b>									
Transfers and subsidies	258,686	-	-	258,686	258,743	(57)	100.0%	245,423	245,362
<b>Subtotal</b>	<b>1,108,002</b>	<b>0</b>	<b>-</b>	<b>1,108,002</b>	<b>1,097,073</b>	<b>10,930</b>	<b>99.0%</b>	<b>913,799</b>	<b>1,135,088</b>
<b>Statutory Appropriation</b>									
Current payments	376,678	-	-	376,678	399,879	(23,202)	106.2%	311,041	356,884
<b>Total</b>	<b>1,484,680</b>	<b>0</b>	<b>-</b>	<b>1,484,680</b>	<b>1,496,953</b>	<b>(12,272)</b>	<b>100.8%</b>	<b>1,224,840</b>	<b>1,491,971</b>
<b>Reconciliation with Statement of Financial Performance</b>									
Add: Prior year unauthorised expenditure approved with funding				-				-	
Departmental receipts				29,902				55,190	
Local and foreign aid assistance				6,625				1,194	
<b>Actual amounts per Statement of Financial Performance (Total Revenue)</b>				<b>1,521,207</b>				<b>1,281,224</b>	
Assets acquired and capitalised during the current financial year,					(16,151)				(37,179)
Other payments in Appropriation Statement, not accounted for in the Statement of Financial Performance									
<b>Actual amounts per Statements of Financial Performance</b>					<b>1,480,802</b>				<b>1454,792</b>

## 7.4 Appropriation Statement for the year ended 31 March 2010

	Appropriation per Economic classification								
	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>Current payments</b>									
Compensation of employees	403,374	-	-	403,374	394,187	9,187	97.7%	351,692	351,692
Goods and services	417,754	-	22,000	439,754	425,166	14,588	96.7%	457,820	457,820
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-
Departmental agencies & accounts	-	-	-	-	-	-	0.0%	40,476	40,476
Foreign governments & international organisations	2,756	-	-	2,756	2,772	(16)	100.6%	2,557	2,557
Non-profit institutions	258,686	-	-	258,686	258,743	(57)	100.0%	245,423	245,362
<b>Payment for capital assets</b>									
Buildings & other fixed structures	-	-	-	-	-	-	-	-	-
Machinery & equipment	25,432	-	-	25,432	16,145	9,287	63.5%	37,179	37,179
Software & other intangible assets	-	-	-	-	59	(59)	0.0%	-	-
<b>Changes in retained revenue</b>									
	-	-	(22,000)	(22,000)	-	(22,000)	-	(221,348)	-
<b>Total</b>	<b>1,108,002</b>	<b>-</b>	<b>-</b>	<b>1,108,002</b>	<b>1,097,074</b>	<b>10,929</b>	<b>99.0%</b>	<b>913,799</b>	<b>1,135,088</b>

	Statutory Appropriation								
	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>Direct charge against Provincial Revenue Fund</b>									
List all direct charges against the Revenue Fund									
President and Deputy President salaries				-					
Member of executive committee / parliamentary officers	376,678			376,678	399,879	(23,201)	106.2%	311,041	356,884
Judges salaries				-					
<b>Total</b>	<b>376,678</b>	<b>-</b>	<b>-</b>	<b>376,678</b>	<b>399,879</b>	<b>(23,201)</b>	<b>106.2%</b>	<b>311,041</b>	<b>356,884</b>

## 7.4 Appropriation Statement for the year ended 31 March 2010

Detail per programme 1 - Administration									
Programme per subprogramme	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>1.1 Office of the Speaker</b>									
Current payment	22,080			22,080	26,657	(4,577)	120.7%	26,872	26,872
Transfers and subsidies	-			-	-	-	0.0%	-	-
Payment for capital assets	388			388	139	249	35.9%	254	254
<b>1.2 Office of the Chairperson</b>									
Current payment	14,037			14,037	16,920	(2,883)	120.5%	17,055	17,055
Transfers and subsidies									
Payment for capital assets	107	(71)		36	33	3	90.9%	371	371
<b>1.3 Office of the Secretary</b>									
Current payment	105,779	28,113	40,000	173,892	190,796	(16,903)	109.7%	176,798	176,798
Transfers and subsidies									
Payment for capital assets	14,175	(119)		14,056	12,080	1,976	85.9%	26,492	26,492
<b>1.4 Corporate Services</b>									
Current payment	69,676	(28,113)		41,563	41,266	298	99.3%	34,510	34,511
Transfers and subsidies									
Payment for capital assets	906	464		1,370	1,658	(288)	121.0%	1,062	1,062
<b>1.5 Institutional Support</b>									
Current payment	64,535		22,000	86,535	94,406	(7,871)	109.1%	67,451	67,451
Transfers and subsidies							0.0%	40,476	40,476
Payment for capital assets	466	(274)		192	440	(248)	228.8%	5,898	5,898
<b>Changes in retained revenue</b>			(22,000)	(22,000)	-	(22,000)		(172,294)	-
<b>Total</b>	<b>292,150</b>	<b>-</b>	<b>40,000</b>	<b>332,150</b>	<b>384,934</b>	<b>(52,244)</b>	<b>115.7%</b>	<b>224,944</b>	<b>397,239</b>

## 7.4 Appropriation Statement for the year ended 31 March 2010

Appropriation per Economic classification									
Economic classification	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>Current payments</b>									
Compensation of employees	213,990		-	213,990	194,881	19,109	91.1%	183,045	183,045
Goods and services	62,143		62,000	124,143	175,162	(51,019)	141.1%	139,640	139,640
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-			-	-	-	0.0%	-	-
Departmental agencies & accounts							0.0%	40,476	40,476
Foreign governments & international organisations								-	-
Non-profit institutions								-	-
<b>Payment for capital assets</b>									
Machinery & equipment	16,017			16,017	14,291	1,726	89.2%	34,077	34,077
Software & other intangible assets	-			-	59	(59)	0.0%	-	-
Changes in retained revenue			(22,000)	(22,000)		(22,000)		(172,294)	-
<b>Total</b>	<b>292,150</b>	<b>-</b>	<b>40,000</b>	<b>332,150</b>	<b>384,394</b>	<b>(52,244)</b>	<b>115.7%</b>	<b>224,944</b>	<b>397,239</b>

## 7.4 Appropriation Statement for the year ended 31 March 2010

Detail per programme 2 - Legislation and Oversight									
Programme per subprogramme	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>2.1 National Assembly</b>									
Current payment	13,639	3,459		17,098	16,944	154	99.1%	14,690	14,690
Transfers and subsidies	-			-	-	-	0.0%	-	-
Payment for capital assets	21			21	19	2	92.6%	371	371
<b>2.2 National Council of Provinces</b>									
Current payment	22,152	632		22,785	22,792	(7)	100.0%	22,024	22,024
Transfers and subsidies				-	-	-	0.0%	-	-
Payment for capital assets	605			605	155	450	25.6%	163	163
<b>2.3 Legislation and Oversight</b>									
Current payment	191,524	(4,091)		187,433	169,116	18,317	90.2%	165,295	165,294
Transfers and subsidies				-	-	-	0.0%	-	-
Payment for capital assets	5,050			5,050	1,331	3,719	26.4%	980	979
<b>Total</b>	<b>232,991</b>	<b>0</b>	<b>-</b>	<b>232,991</b>	<b>210,357</b>	<b>22,634</b>	<b>90.3%</b>	<b>203,522</b>	<b>203,521</b>

Economic classification	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>Current payments</b>									
Compensation of employees	152,188			152,188	143,795	8,393	94.5%	127,541	127,541
Goods and services	75,100			75,100	65,056	10,044	86.6%	74,468	74,468
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-			-	-	-	0.0%	-	-
Dept agencies & accounts				-	-	-		-	-
<b>Capital</b>									
Buildings & other fixed structures				-	-	-		-	-
Machinery & equipment	5,703			5,703	1,506	4,197	26.4%	1,513	1,513
Software & other intangible assets				-	-	-		-	-
Changes in retained revenue				-	-	-		-	-
<b>Total</b>	<b>232,991</b>	<b>-</b>	<b>-</b>	<b>232,991</b>	<b>210,357</b>	<b>22,634</b>	<b>90.3%</b>	<b>203,522</b>	<b>203,521</b>

## 7.4 Appropriation Statement for the year ended 31 March 2010

Detail per programme 3 - Public and International Participation									
Programme per subprogramme	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>3.1 Public affairs</b>									
Current payment	50,080	2,346		52,426	52,432	(7)	100.0%	109,798	109,798
Transfers and subsidies	-			-	-	-	0.0%	-	-
Payment for capital assets	1,528			1,528	282	1,246	18.4%	567	567
<b>3.2 International Relations</b>									
Current payment	44,500	(2,346)		42,154	18,657	23,497	44.3%	17,422	17,422
Transfers and subsidies	2,756			2,756	2,772	(16)	100.6%	2,557	2,557
Payment for capital assets	68			68	62	6	91.4%	11	11
Changes in retained revenue				-	-	-		(49,054)	-
<b>Total</b>	<b>98,932</b>	<b>-</b>	<b>-</b>	<b>98,932</b>	<b>74,205</b>	<b>24,727</b>	<b>75.0%</b>	<b>81,301</b>	<b>130,355</b>

Economic classification	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>Current payments</b>									
Compensation of employees	13,492			13,492	22,397	(8,905)	166.0%	18,494	18,494
Goods and services	81,088			81,088	48,692	32,396	60.0%	108,726	108,726
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities				-	-	-		-	-
Dept agencies & accounts				-	-	-		-	-
Foreign governments & international organisations	2,756			2,756	2,772	(16)	100.6%	2,557	2,557
Non-profit institutions	-			-	-	-	0.0%	-	-
<b>Capital</b>									
Buildings & other fixed structures				-	-	-		-	-
Machinery & equipment	1,596			1,596	344	1,252	21.5%	578	578
Software & other intangible assets				-	-	-		-	-
Changes in retained revenue				-	-	-		(49,054)	-
<b>Total</b>	<b>98,932</b>	<b>-</b>	<b>-</b>	<b>98,932</b>	<b>74,205</b>	<b>24,727</b>	<b>75.0%</b>	<b>81,301</b>	<b>130,355</b>



## 7.4 Appropriation Statement for the year ended 31 March 2010

Detail per programme 4 – Members' Facilities									
Programme per subprogramme	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>4.1 National Assembly Members' Facilities</b>									
Current payment	188,838		(20,000)	168,838	159,707	9,131	94.6%	140,311	140,311
Transfers and subsidies				-	-	-	0.0%	-	-
Payment for capital assets	2,116			2,116	4	2,112	0.2%	1,011	1,011
<b>4.2 National Council of Provinces Members' Facilities</b>									
Current payment	34,289		(20,000)	14,289	9,662	4,627	67.6%	17,287	17,287
Transfers and subsidies				-	-	-	0.0%	-	-
Payment for capital assets				-	-	-	0.0%	-	-
<b>Total</b>	<b>225,243</b>	<b>-</b>	<b>(40,000)</b>	<b>185,243</b>	<b>169,374</b>	<b>15,869</b>	<b>91.4%</b>	<b>158,609</b>	<b>158,610</b>

Economic classification	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>Current</b>									
Compensation of employees	23,704			23,704	33,114	(9,410)	139.7%	22,612	22,612
Goods and services	199,423		(40,000)	159,423	136,256	23,167	85.5%	134,986	134,986
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities				-	-	-	0.0%	-	-
Dept agencies & accounts				-	-	-	0.0%	-	-
Foreign governments & international organisations				-	-	-	0.0%	-	-
Non-profit institutions				-	-	-	0.0%	-	-
<b>Capital</b>									
Buildings & other fixed structures				-	-	-	0.0%	-	-
Machinery & equipment	2,116			2,116	4	2,112	0.2%	1,011	1,011
Software & other intangible assets				-	-	-	0.0%	-	-
<b>Total</b>	<b>225,243</b>	<b>-</b>	<b>(40,000)</b>	<b>185,243</b>	<b>169,374</b>	<b>15,869</b>	<b>91.4%</b>	<b>158,609</b>	<b>158,610</b>

## 7.4 Appropriation Statement for the year ended 31 March 2010

Detailed per programme 5 - Associated Services									
Programme per subprogramme	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>5.1 Political Party Support</b>									
Current payment				-	-	-	0.0%	-	-
Transfers and subsidies	54,965			54,965	55,163	(198)	100.4%	52,347	52,347
Payment for capital assets				-	-	-	0.0%	-	-
<b>5.2 Constituency Support</b>									
Current payment				-	-	-	0.0%	-	-
Transfers and subsidies	198,413			198,413	198,341	72	100.0%	188,001	188,001
Payment for capital assets				-	-	-	0.0%	-	-
<b>5.3 Party Leadership Support</b>									
Current payment				-	-	-	0.0%	-	-
Transfers and subsidies	5,308			5,308	5,239	69	98.7%	5,075	5,015
Payment for capital assets				-	-	-	0.0%	-	-
<b>5.4 Membership Fees</b>									
Current payment				-	-	-	0.0%	-	-
Transfers and subsidies				-	-	-	0.0%	-	-
Payment for capital assets				-	-	-	0.0%	-	-
<b>Total</b>	<b>258,686</b>	<b>-</b>	<b>-</b>	<b>258,686</b>	<b>258,743</b>	<b>(57)</b>	<b>100.0%</b>	<b>245,423</b>	<b>245,362</b>

Economic classification	2009/10							2008/09	
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
<b>Current</b>									
Goods and services				-	-	-	0.0%	-	-
<b>Transfers &amp; subsidies</b>									
Foreign governments & international organisations				-	-	-	0.0%	-	-
Non-profit institutions	258,686			258,686	258,743	(57)	100.0%	245,423	245,362
<b>Capital</b>									
Machinery & equipment				-	-	-	0.0%	-	-

## 7.5 Notes to Appropriation Statement for the year ended 31 March 2010

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

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

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

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

### 3. Detail on financial transactions in assets and liabilities

Detail of these transactions per programme can be viewed in note 7

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

#### 4.1 Per programme:

	Voted Funds after Virement R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Approp. %
Administration	332,150	384,395	(52,245)	-16%
The over-expenditure relates to expenses for setting up the 4th Parliament.				
Legislation and Oversight	232,991	210,357	22,634	10%
Under-expenditure relates to the fact that Committees started late in the year with their programme due to new Members first having to be inducted.				
Public and International Participation	98,932	74,205	24,727	25%
The induction of new Members into Parliamentary procedures had the effect that international participation started late into the financial year.				
Members' Facilities	185,243	169,374	15,869	9%
Members' services are budgeted to cater for the maximum possible expenditure - in practice Members do not take up all entitlements.				
Associated Services	258,686	258,743	(57)	0%
Change in retained revenue	22,000	1	22,000	100%
During this period the Treasury of Parliament of the Republic of South Africa approved the transfer of the above amount from retained earnings of prior years to fund the space utilisation programme.				

#### 4.2 Per economic classification:

R'000

Current Expenditure	
<b>Transfers and subsidies</b>	
Departmental agencies and accounts	-
Foreign governments and international organisations	(16)
Non-profit institutions	(57)
<b>Payments for capital assets</b>	
Machinery and equipment	9,287
Change in retained revenue	-



## 7.6 Statement of Accounting Policies and Related Matters for the year ended 31 March 2010

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

### 1. PRESENTATION OF THE ANNUAL FINANCIAL STATEMENTS

#### 1.1 Basis of preparation

The financial statements have been prepared on a modified accrual basis of accounting, except where otherwise stated. Under the accrual basis of accounting, transactions and other events are recognised when incurred and not when cash is received or paid. Parliament has permission from the Office of the Accountant General to prepare the financial statements on the modified accrual basis.

#### 1.2 Presentation currency

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

#### 1.3 Rounding

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

#### 1.4 Comparative figures

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

#### 1.5 Prior year adjustments

Prior year adjustments arise from omissions, misstatements in the financial statements of prior years. The impact of the adjustments is disclosed in the notes to the financial statements and included in the statement of performance and statement in changes of net assets.

### 2. REVENUE

#### 2.1 Appropriated funds

Voted funds are the amounts appropriated to Parliament in accordance with the final budget known as the Adjusted Estimate. Unexpended voted funds (except for the underspent in the Statutory Appropriation which is for the Members' remuneration) are not surrendered to the National Revenue Fund and is available to Parliament for future utilisation.

#### 2.2 Departmental revenue

##### 2.2.1 Sale of goods and services other than capital assets

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

##### 2.2.2 Interest, dividends and rent on land

Revenue from interest and dividends is recognised in the Statement of Financial Performance on the accrual basis.

##### 2.2.3 Laptops issued to members

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

##### 2.2.4 Sale of capital assets

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

##### 2.2.5 Financial transactions in assets and liabilities

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

##### 2.2.6 Local and foreign aid assistance

Revenue from local and foreign aid assistance is recognised in the Statement of Financial Performance upon receipt of the funds except in the case of conditional funding or where the funds are destined to be used by other entities. A liability is recognized as payables in the Position Statement where the conditions attached to the funds have not been met or where the funds have not been transferred yet

### 3. EXPENDITURE

#### 3.1 Compensation of employees

Compensation to Parliamentary employees is calculated on the basis of total cost to employer whereas compensation to members is based on salaries and the various legislated allowances.

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

##### 3.1.1 Short-term employee benefits

Short-term employee benefits that gives rise to a present legal or constructive obligation are disclosed in the notes to the financial statements. These amounts are recognised in the statement of financial performance and the statement of financial position.

##### 3.1.2 Post employment retirement benefits

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

##### 3.1.3 Termination benefits

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

### 3.1.4 Long-term employee benefits and other post employment benefits

#### 3.1.4.1 Medical benefits

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

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

#### 3.1.5 Other employee benefits

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

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

### 3.2 Goods and services

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

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

### 3.3 Financial transactions in assets and liabilities

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

### 3.4 Unauthorised expenditure

When discovered unauthorised expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is either approved by the relevant authority, recovered from the responsible person or written off as irrecoverable in the Statement of Financial Performance.

Unauthorised expenditure approved with funding is recognised in the Statement of Financial Performance when the unauthorised expenditure is approved and the related funds are received. Where the amount is approved without funding it is recognised as expenditure, subject to availability of savings, in the Statement of Financial Performance on the date of approval.

### 3.5 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

### 3.6 Irregular expenditure

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

## 4. TRANSFERS AND SUBSIDIES

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

## 5. EXPENDITURE FOR CAPITAL ASSETS

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

## 6. CURRENT ASSETS

### 6.1 Receivables

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

### 6.2 Cash and cash equivalents

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

### 6.3 Inventory

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

### 6.4 Prepayments and advances

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

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

## 7. NET ASSETS

### 7.1 Recoverable revenue

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

### 7.2 Retained funds

Retained funds represents unspent annual appropriated funds plus net departmental revenue which are not required to be returned to the National Revenue Funds.

## 8. CAPITAL ASSETS

Capital assets are recognised at cost of acquisition. Cost is the amount of cash or cash equivalent paid. Cost includes all expenditure incurred to bring the capital asset to its useful purpose, including inter alia :

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

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

At each reporting date, an assessment will be made to establish whether a fixed asset has been impaired. In the case of impairment, an estimate of the recoverable service amount of the affected assets will be made, and such impairment losses recognised in the Statement of Financial Performance at that time.

### Depreciation

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

The depreciation rates are as follows:

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

## 9. LIABILITIES

### 9.1 Payables

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

### 9.2 Accruals

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

### 9.3 Provisions

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

Currently the following measurement criteria apply:

#### 9.3.1 Leave pay provision

The provision is calculated by determining the balance of untaken leave for each employee as at 31 March of each year and

multiplying this by the daily rate calculated on the basis of the annual total cost to employer divided by 261 working days per annum.

Values calculated where staff members have a credit balance is shown separately in the disclosure notes.

#### 9.3.2 Performance bonus provision

Calculated on 70% of the annual total cost to employer divided by 12 months.

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

The number of employees qualifying for the bonus is based on management's best estimate taking into consideration trends of the prior 3 years.

#### 9.4 Lease commitments

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

#### 9.5 Commitments

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

#### 9.6 Contingent liabilities

Contingent liabilities arise where the amounts of liabilities cannot be determined with certainty and may be dependant on

a future event taking place. Contingent liabilities are disclosed at the most realistic possible value as a note to the financial statements.

## 10. GENERAL

### 10.1 Related party transactions

Related parties are departments that control or significantly influence entities in making financial and operating decisions. Specific information with regards to related party transactions is included in the disclosure notes.

### 10.2 Key management personnel

Compensation paid to key management personnel including their family members where relevant, is included in the disclosure notes.

Key management personnel currently comprises of the following:

#### Political Office Bearers:

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

#### Office of the Secretary:

- Secretary to Parliament
- Deputy Secretary to Parliament
- Chief Operating Officer of Parliament

#### Senior Managers:

- Divisional managers
- Chief Financial officer

## 7.7 Statement of Financial Performance for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>REVENUE</b>			
Annual appropriation	1.	1,108,002	913,799
Statutory appropriation	2.	398,133	311,041
Departmental revenue	3.	29,902	55,190
Local and foreign aid assistance	4.	6,625	1,194
<b>TOTAL REVENUE</b>		<b>1,542,662</b>	<b>1,281,224</b>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	5.	794,066	708,576
Goods and services	6.	399,101	482,975
Financial transactions in assets and liabilities	7.	22,283	16,219
Local and foreign aid assistance	ANNEXURE 1N	6,609	1,659
<b>Total current expenditure</b>		<b>1,222,059</b>	<b>1,209,429</b>
Transfers and subsidies	8.	258,743	245,363
<b>TOTAL EXPENDITURE</b>		<b>1,480,802</b>	<b>1,454,792</b>
<b>SURPLUS/(DEFICIT)</b>		<b>61,860</b>	<b>(173,568)</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>61,860</b>	<b>(173,568)</b>
<b>Reconciliation of Net Surplus (Deficit) for the year</b>			
Funds unutilised/(overspent)		25,333	(229,952)
Departmental revenue	3.	29,902	55,190
Local and foreign aid assistance	4.	6,625	1,194
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>61,860</b>	<b>(173,568)</b>

## 7.8 Statement of Financial Position for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>ASSETS</b>			
<b>Current assets</b>			
		384,103	313,768
Irregular expenditure	12.	189	189
Fruitless and wasteful expenditure	11.	12,642	12,655
Cash and cash equivalents	13.	340,825	283,809
Inventory	14.	245	205
Prepayments and advances	15.	3,120	3,462
Receivables	16.	27,083	13,449
<b>Non-current assets</b>			
		79,041	84,753
Tangible capital assets	20.	138,657	117,794
Intangible capital assets	21.	2,409	1,976
Less :Accumulated depreciation	20&21	(62,025)	(35,017)
<b>TOTAL ASSETS</b>		<b>463,144</b>	<b>398,522</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
		188,423	178,385
Voted funds to be surrendered to the Revenue Fund	17.	-	6,883
Payables	18.	188,423	171,502
<b>TOTAL LIABILITIES</b>		<b>188,423</b>	<b>178,385</b>
<b>NET ASSETS</b>		<b>274,721</b>	<b>220,136</b>
<b>Represented by:</b>			
Capitalisation reserve		-	-
Recoverable revenue		12,098	12,112
Retained funds (Legislatures/Parliament/CARA Fund assistance)		262,622	208,024
Revaluation reserves		-	-
<b>TOTAL</b>		<b>274,721</b>	<b>220,136</b>

## 7.9 Statement of Changes in Net Assets for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>Recoverable revenue</b>			
Opening balance		12,112	12,958
Transfers:		(14)	(846)
Debts recovered		(14)	(846)
Debts raised			
Closing balance		12,098	12,112
<b>Retained funds</b>			
Balance at 1 April		208,023	387,691
Prior year adjustments	9.	(7,275)	(58)
Change in accounting policy	22.2		-
Fruitless and wasteful expenditure recovered	11.	14	842
Voted funds to be surrendered to the revenue fund	17.	-	(6,883)
Unutilised during the year		61,860	(173,568)
Balance at 31 March		262,622	208,024
<b>TOTAL</b>		<b>274,721</b>	<b>220,135</b>

## 7.10 Cash Flow Statement for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts		1,540,703	1,281,224
Annual appropriated funds received	1.1	1,108,002	913,799
Statutory appropriated funds received	2.	398,133	311,041
Departmental revenue received	3.	27,943	55,190
Local and foreign aid assistance received	4.	6,625	1,194
Other Income		-	-
Net (increase)/decrease in working capital		(4,093)	92,115
Current payments		(1,222,059)	(1,209,429)
Add back non-cash item	7.	22,283	16,219
Surrendered to the revenue fund		(6,883)	(1,672)
Transfers and subsidies paid	8.	(258,743)	(245,363)
<b>Net cash flow available from operating activities</b>	19.	<b>71,208</b>	<b>(66,906)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payment for tangible capital assets	20.	(15,904)	(37,179)
Payments for intangible capital assets	21.	(247)	-
Proceeds from sale of tangible assets		1,959	-
(Increase)/decrease in other financial assets			
<b>Net cash flows from investing activities</b>		<b>(14,192)</b>	<b>(37,179)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in non-current payables		-	-
<b>Net cash flows from financing activities</b>		<b>-</b>	<b>-</b>
Net increase/(decrease) in cash and cash equivalents		57,016	(104,085)
Cash and cash equivalents at the beginning of the period		283,809	387,894
Cash and cash equivalents at end of period	13.	<b>340,825</b>	<b>283,809</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Final Appropriation	Actual Funds Received	Funds not requested/ not received	Appropriation received 2008/09
<b>1. Annual Appropriation</b>				
<b>Programmes</b>	R'000	R'000	R'000	R'000
Administration	292,150	292,150	-	224,944
Legislation and Oversight	232,991	232,991	-	178,268
Public and International Participation	98,932	98,932	-	64,489
Members' Facilities	225,243	225,243	-	183,026
Associated Services	258,686	258,686	-	263,073
<b>Total</b>	<b>1,108,002</b>	<b>1,108,002</b>	<b>-</b>	<b>913,799</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Note	2009/10	2008/09
<b>2. Statutory Appropriation</b>		R'000	R'000
Amount forming a direct charge on the National Revenue Fund in respect of salaries, allowances and other benefits of office-bearers and other members of the National Assembly and the National Council of Provinces (in terms of Act No. 6 of 1994)		398,133	311,041
<b>Total</b>		<b>398,133</b>	<b>311,041</b>
Actual Statutory Appropriation received		398,133	311,041
<b>3. Revenue</b>			
Sales of goods and services other than capital assets	3.1	4,995	6,914
Interest, dividends and rent on land	3.2	18,605	38,492
Other income	3.3	6,302	9,784
Total revenue collected		<b>29,902</b>	<b>55,190</b>
<b>3.1 Sales of goods and services other than capital assets</b>			
Sales of goods and services produced by entity		4,995	6,914
Sales by market establishment			
Other sales		4,995	6,914
Sales of scrap, waste and other used current goods			
<b>Total</b>		<b>4,995</b>	<b>6,914</b>
<b>3.2 Interest, dividends and rent on lands and buildings</b>			
Interest		18,605	38,492
<b>Total</b>		<b>18,605</b>	<b>38,492</b>
<b>3.3 Other receipts including recoverable revenue</b>			
<b>Total</b>		<b>6,302</b>	<b>9,784</b>
<b>4. Local and foreign aid assistance</b>	ANNEXURE 1N	<b>6,625</b>	<b>1,194</b>



## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>5. Compensation of employees</b>			
<b>5.1 Salaries and wages</b>			
Salary		520,088	512,266
Performance award		5,860	7,263
Compensative / circumstantial		3,930	4,255
Periodic payments		2,641	782
Other non-pensionable allowances		172,515	106,185
<b>Total</b>		<b>705,034</b>	<b>630,751</b>
<b>5.2 Social contributions</b>			
<b>5.2.1 Employer contributions</b>			
Pension		48,749	40,216
Medical		-	10,082
UIF		2,923	1,705
Insurance		4,246	3,209
<b>Total</b>		<b>55,918</b>	<b>55,213</b>
<b>5.2.2 Post retirement benefits</b>			
Medical		33,114	22,612
<b>Total</b>		<b>33,114</b>	<b>22,612</b>
<b>Total compensation of employees</b>		<b>794,066</b>	<b>708,576</b>
Average number of employees		1,185	1,201

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>6. Goods and services</b>			
Advertising		8,134	21,800
Bank charges and card fees		166	318
Bursaries (employees)		1,280	1,071
Capital works		18,221	40,476
Communication		23,300	21,283
Computer services		6,605	2,622
Commission		115	44
Consultants, contractors and special services		53,104	72,561
Courier and delivery services		440	939
Entertainment		1,314	1,844
Audit fees	6.1	7,785	4,629
Equipment less than R5 000		9,421	9,997
Inventory	6.2	5,554	6,449
Learnerships		437	375
Legal fees		4,695	3,114
Maintenance, repair and running costs		4,471	5,731
Other operating expenditure – Other		2,757	3,508
Operating leases		2,460	5,112
Personnel agency fees		1,014	1,242
Plant flowers and other decorations		1,355	8,461
Printing and publications		21,489	21,716
Professional bodies and membership fees		2,860	2,687
Resettlement costs		8,384	2,763
Translations and transcriptions		1	934
Transport provided as part of the departmental activities		144	523
Travel and subsistence	6.3	193,856	199,255
Venues and facilities		14,047	33,514
Protective, special clothing & uniforms		503	711
Training & staff development		5,189	9,296
<b>Total</b>		<b>399,101</b>	<b>482,975</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>6.1 Audit fees</b>			
External audit fee		3,203	2,820
Audit Committee		541	336
Internal audit fee		4,041	1,473
<b>Total audit fees</b>		<b>7,785</b>	<b>4,629</b>
<b>6.2 Inventory</b>			
Other inventory		-	500
Food and Food supplies		4,363	5,092
Other consumables		1,039	729
Restoration and fittings		102	103
Medical Supplies		50	25
<b>Total Inventory</b>		<b>5,554</b>	<b>6,449</b>
<b>6.3 Travel and subsistence</b>			
Local		170,836	173,720
Foreign		23,020	25,535
<b>Total travel and subsistence</b>		<b>193,856</b>	<b>199,255</b>
<b>7. Financial transactions in assets and liabilities</b>			
<b>7.1 Depreciation: Computer equipment</b>			
Depreciation: Computer software		9,181	6,489
Depreciation: Equipment		780	615
Depreciation: Furniture & fittings		2,106	1,848
Depreciation: Vehicles		5,569	3,510
Depreciation: Audio & visual equipment		596	596
Profit or loss on disposal of assets		3,653	3,131
		-	56
<b>Total depreciation</b>		<b>21,885</b>	<b>16,245</b>
<b>7.2 Debts written off</b>			
Bad debts			
Bad debts provided for		398	(459)
Bad debts written off		-	433
<b>Total bad debts</b>		<b>398</b>	<b>(26)</b>
<b>Total</b>		<b>22,283</b>	<b>16,219</b>
<b>8. Transfers and subsidies</b>			
Non-profit institutions	ANNEXURE 1K	258,743	245,363
<b>Total</b>		<b>258,743</b>	<b>245,363</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
--	------	------------------	------------------

During the 2009/10 financial year Parliament changed the classification of the payment to Department of Public Works for upgrading of buildings used by Parliament but owned by the department. The classification was changed from transfers to departmental agencies to capital works shown as an expense under goods and services.

In addition the classification of payments of membership fees to overseas organisations were changed from transfers to non-profit organisations to professional bodies and membership fees.

The prior year comparative figures for goods and services and transfers and subsidies have been restated as follows:

Increase in goods and services	<u>43,033</u>
Decrease in transfers and subsidies	<u>(43,033)</u>



## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>9. Prior year adjustment</b>			
<b>Unemployment Insurance Fund payable by elected Members of Parliament</b>			
Included in the prior year adjustment is an amount of R6,873m which represents the amount owing to SARS/UIF Commissioner for both employer and employee contributions for Members of Parliament. This amount is the contributions from March 2002. Contributions were not deducted or paid due to no clarity as to whether Members as elected representatives are liable for contributing to the Unemployment Insurance Fund. Current legal opinion indicates that Members are not excluded from paying UIF.			
Change in net surplus due to:			
9.1. decrease in goods and services		-	-
9.2.1 increase in other income		-	644
9.2.2 increase in compensation of employees		(6,873)	(526)
9.2.3 increase in goods and services		(402)	(176)
9.2.4 decrease in depreciation		-	-
<b>Total</b>		<b>(7,275)</b>	<b>(58)</b>
<b>10. Expenditure on capital assets</b>			
Heritage assets	20.	(14)	442
Machinery and equipment	20.	15,918	36,737
Computer software	21.	247	-
<b>Total</b>		<b>16,151</b>	<b>37,179</b>
<b>11. Fruitless and wasteful expenditure</b>			
Fruitless and wasteful expenditure relates to misuse of travel warrants by Members. The process of recovering the money is ongoing and the recovered amounts are transferred to retained funds on an annual basis.			
<b>11.1 Reconciliation of fruitless and wasteful expenditure</b>			
Opening balance		12,655	13,497
Fruitless and wasteful expenditure – current year		-	-
Current		(14)	(842)
Amounts recovered			
Transfers to receivables for recovery (not condoned)			
<b>Total fruitless and wasteful expenditure</b>		<b>12,641</b>	<b>12,655</b>
<b>12. Irregular expenditure</b>		<b>189</b>	<b>189</b>

The irregular expenditure relates to certain aspects of the procurement procedure not being followed.

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

	Note	2009/10 R'000	2008/09 R'000
<b>13. Cash and cash equivalents</b>			
Cash on hand		74	35
Cash with commercial banks (Local)		340,751	283,774
<b>Total</b>		<b>340,825</b>	<b>283,809</b>
<b>14. Inventory</b>			
<b>Current</b>			
<b>Local</b>			
(Group major categories, but list material items)			
Catering stock		245	205
<b>Total</b>		<b>245</b>	<b>205</b>
<b>15. Prepayments and advances</b>			
<b>Description</b>			
Prepayments		3,120	3,462
<b>Total</b>		<b>3,120</b>	<b>3,462</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

		Less than one year R'000	One to three years R'000	Older than three years R'000	2009/10 Total R'000	2008/09 Total R'000
<b>16. Receivables</b>						
Households and non profit institutions	16.1	253	-		253	308
Staff debtors	16.2	555	-	69	624	824
Other debtors	16.3	25,340	231	4	25,575	11,727
Intergovernmental Receivables	Annex	631	-		631	589
<b>Total</b>		<b>26,779</b>	<b>231</b>	<b>73</b>	<b>27,083</b>	<b>13,449</b>
<b>Household and non profit</b>						
<b>16.1 Institutions</b> (Group major categories, but list material items)						
Political parties					253	308
<b>Total</b>					<b>253</b>	<b>308</b>
<b>16.2 Staff debtors</b>						
Staff debtors					624	824
Provision for bad debts					-	-
<b>Total</b>					<b>624</b>	<b>824</b>
<b>16.3 Other debtors</b>						
Other debtors					2,844	616
ACBF – donor aid organisation					-	-
Media					13	11
Accrued income					23,684	11,670
Provision for bad debts					(966)	(570)
<b>Total</b>					<b>25,575</b>	<b>11,727</b>
<b>17. Voted funds to be surrendered to the Revenue Fund</b>						
Opening balance					6,883	1,672
Transfer from Statement of Financial Performance					-	6,883
Paid during the year					(6,833)	(1,672)
Closing balance					-	<b>6,883</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

		30 Days R'000	30+ days R'000	2009/10 Total R'000	2008/09 Total R'000
<b>18. Payables - current</b>					
<b>Description</b>					
Amounts owing to other entities	ANNEXURE 5	-	906	906	47,038
Other payables	18.1	119,182	68,335	187,517	124,464
<b>Total</b>		<b>119,182</b>	<b>69,241</b>	<b>188,423</b>	<b>171,502</b>
<b>18.1 Other payables</b>					
<b>Description</b> (Identify major categories, but list material amounts)					
Accruals				35,619	20,792
Provisions				70,107	64,431
Suppliers				81,791	39,242
<b>Total</b>				<b>187,517</b>	<b>124,464</b>
<b>18.1.1 Employee benefits</b>					
Negative leave entitlement				(449)	(703)
Leave entitlement				11,232	9,946
Performance awards				5,860	5,800
Capped leave commitments				5,938	5,715
Members' gratuities				47,526	43,674
<b>Total</b>				<b>70,107</b>	<b>64,431</b>
<b>19. Net cash flow available from operating activities</b>					
Net surplus/(deficit) as per Statement of Financial Performance				61,860	(173,568)
Add back non cash/cash movements not deemed operating activities				9,348	106,662
(Increase)/decrease in receivables – current				(13,638)	(4,848)
(Increase)/decrease in prepayments and advances				342	6,173
(Increase)/decrease in other current assets				(40)	(93)
(Increase)/decrease in payables – current				16,920	90,008
Depreciation on assets				22,283	16,219
Proceeds on sale of other financial assets				(1,959)	508
Expenditure on capital assets				-	(37,179)
Surrenders to revenue fund				(6,883)	(1,672)
Other non cash items:				(7,677)	37,546
<b>Net cash flow generated by operating activities</b>				<b>71,208</b>	<b>(66,906)</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

### 20. Tangible Capital Assets

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

#### MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Opening balance Cost R'000	Current Year Adjustments to prior year balances Cost R'000	Additions Cost R'000	Disposals Cost R'000	Closing balance Cost R'000
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	35,925	-	(14)	-	35,911
Dwellings	-	-	-	-	-
Non-residential buildings	-	-	-	-	-
Other fixed structures	-	-	-	-	-
Heritage assets	35,925	-	-14	-	35,911
<b>MACHINERY AND EQUIPMENT</b>	81,869	9,873	15,918	4,914	102,746
Transport assets	2,689	279	(0)	-	2,968
Computer equipment	28,101	5,252	13,179	4,914	41,618
Furniture and office equipment	25,619	268	2,194	-	28,081
Other machinery and equipment	25,460	4,074	545	-	30,079
<b>TOTAL TANGIBLE ASSETS</b>	<b>117,794</b>	<b>9,873</b>	<b>15,904</b>	<b>4,914</b>	<b>138,657</b>

#### 20.1 Additions to tangible capital asset per asset register for the year ended 31 March 2010

	Cash Cost R'000	Non-Cash Fair Value Cost R'000	(Capital work in progress - current costs) Cost R'000	Received current year, not paid (Paid current year, received prior year) Cost R'000	Total Cost R'000
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	(14)	-	-	-	(14)
Heritage assets	-14	-	-	-	(14)
<b>MACHINERY AND EQUIPMENT</b>	15,918	-	-	-	15,918
Transport assets	(0)	-	-	-	(0)
Computer equipment	13,179	-	-	-	13,179
Furniture and office equipment	2,194	-	-	-	2,194
Other machinery and equipment	545	-	-	-	545
<b>TOTAL CAPITAL ASSETS</b>	<b>15,904</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,904</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

### 20.2 MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2009

	Opening balance Cost R'000	Current Year Adjustments to prior year balances Cost R'000	Additions Cost R'000	Disposals Cost R'000	Closing balance Cost R'000
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	35,483	-	442	-	35,925
Heritage assets	35,483	-	442	-	35,925
<b>MACHINERY AND EQUIPMENT</b>	45,132	-	36,737	-	81,869
Transport assets	2,689	-	0	-	2,689
Computer equipment	22,550	-	5,551	-	28,101
Furniture and office equipment	4,979	-	20,640	-	25,619
Other machinery and equipment	14,914	-	10,546	-	25,460
<b>TOTAL TANGIBLE ASSETS</b>	<b>80,615</b>	<b>-</b>	<b>37,179</b>	<b>-</b>	<b>117,794</b>

#### 20.3 Accumulated Depreciation – Tangible Assets

	Opening balance R'000	Current Year Adjustments to prior year balances R'000	Current Year Depreciation R'000	Adjustments for retired assets R'000	Closing balance R'000
<b>MACHINERY AND EQUIPMENT</b>	33,393	9,606	21,105	(4,483)	59,620
Transport assets	1,767	279	596	-	2,642
Computer equipment	19,039	5,385	9,181	(4,483)	29,122
Furniture and office equipment	5,003	268	5,569	-	10,840
Other machinery and equipment	7,584	3,674	5,759	-	17,016

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

### 21. Intangible Capital Assets

#### MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Opening Balance Cost R'000	Current Year Adjustments to prior year balances Cost R'000	Additions Cost R'000	Disposals Cost R'000	Closing balance Cost R'000
Computer software	1,976	186	247	-	2,409
<b>TOTAL INTANGIBLE ASSETS</b>	<b>1,976</b>	<b>186</b>	<b>247</b>	<b>-</b>	<b>2,409</b>

#### 21.1 ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Cash Cost R'000	Non-cash Fair Value R'000	Development work in progress – current costs) Cost R'000	Received current year, not paid (Paid current year, received prior year) Cost R'000	Total Cost R'000
Computer software	247	-	-	-	247
<b>TOTAL</b>	<b>247</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>247</b>

#### 21.2 MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2009

	Opening balance Cost R'000	Current Year Adjustment to prior year balances Cost R'000	Additions Cost R'000	Disposals Cost R'000	Closing balance Cost R'000
Computer software	1,976	-	-	-	1,976
<b>Total Intangible Assets</b>	<b>1,976</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,976</b>

#### 21.3 ACCUMULATED DEPRECIATION – INTANGIBLE ASSETS

	Opening balance Cost R'000	Current Year Adjustment to prior year balances Cost R'000	Current Year Depreciation Cost R'000	Adjustment for retired assets Cost R'000	Closing balance Cost R'000
Computer software	1,625	-	780	-	2,405
	-	-	-	-	-
Computer software	1,625	-	780	-	2,405

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

### 22. Change in accounting policy

In the previous financial period Parliament had adjusted the asset figures in the financials to give effect to the change in accounting policy regarding revaluation of assets as agreed with the Office of the Accountant General. This change had the effect that the figures were adjusted to the values prior to the valuation which took place in the 2004/5 financial year.

Further investigation has however indicated that the valuation performed in the 2004/5 financial year was in fact not a revaluation but a valuation for take-on purposes. This has been agreed with the Office of the Accountant General. The result of this is that the adjustment of the prior year to restate the figures has been reversed in this financial year.

The reinstatement of the figures adjusted in the prior year is shown in the notes as an adjustment in the current year of prior year balances.

#### 22.1 Movement in tangible assets as per asset register for the year ended 31 March 2009

Opening balance	117,794
Add back: Adjustment of the prior year due to change in accounting policy	10,373
<b>Closing Balance</b>	<b>128,167</b>

#### 22.2 Movement in accumulated depreciation on tangible assets for the year ended 31 March 2008

Opening balance	15,246
Add back : Adjustment of prior year due to change in accounting policy	9,606
	<b>24,852</b>

The above results in a net movement is asset balance of

<b>767</b>
10,373
(9,606)

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2010

### Disclosure Notes

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

	Note	2009/10 R'000	2008/09 R'000
<b>23. Contingent liabilities</b>			
Liable to	Nature		
Claims against the department	ANNEXURE 3B	7,457	10,619
Other	ANNEXURE 3B	-	-
<b>TOTAL</b>		<b>7,457</b>	<b>10,619</b>
<b>24. Commitments</b>			
<b>Current expenditure</b>			
Approved and contracted		3,512	
Approved but not yet contracted		-	2,395
		3,512	2,395
<b>Non-current expenditure</b>			
Approved and contracted		32,650	41,000
Approved but not yet contracted		20,000	-
		52,650	41,000
<b>Total Commitments</b>		<b>56,162</b>	<b>43,395</b>

Implementation of the Parliamentary Space Utilisation Project.  
Upgrade of the National Council of Provinces Chamber

### 25. Lease Commitments

	Land R'000	Buildings & other fixed structures R'000	Machinery and equipment R'000	Total R'000
<b>25.1 Operating leases</b>				
<b>2008/09</b>				
Not later than 1 year			876	876
Later than 1 year and not later than 5 years			444	444
Later than five years				
<b>Total present value of lease liabilities</b>	-	-	1,320	1,320
<b>2009/10</b>				
Not later than 1 year			577	577
Later than 1 year and not later than 5 years			651	651
Later than five years				
<b>Total present value of lease liabilities</b>	-	-	1,228	1,228

## 7.12 Disclosure Notes to the Financial Statements for the year ended 31 March 2010

	Land R'000	Buildings & other fixed structures R'000	Machinery and equipment R'000	Total R'000
<b>25.2 Finance leases</b>				
<b>2009/10</b>				
Not later than 1 year			375	375
Later than 1 year but not later than 5 years			-	-
Later than five years				
<b>Total present value of lease liabilities</b>	-	-	375	375
<b>Analysis</b>				
Condoned			375	375
Not condoned				
<b>Total</b>	-	-	375	375

### 26. IRREGULAR EXPENDITURE UNDER INVESTIGATION

Parliament is currently investigating instances of possible irregular expenditure . 4901 4,555

The investigation emanates from non-compliance with the approved procurement policies and procedures.

### 27. KEY MANAGEMENT PERSONNEL

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

Description	No of Individuals R'000	Total R'000	Total R'000
Political Office Bearers (provide detail below)	4	6,900	5,534
Officials			
Level 15 to 16	3	4,860	3,544
Level 14 (incl. CFO if at lower level) (Prior year = 8)	9	7,441	7,180
Family members of key management personnel			
<b>Total</b>		<b>19,201</b>	<b>16,258</b>

#### Presiding Officers:

1. Mahlangu-Nkabinde, Gwendoline Sisulu, Max V	Speaker of National Assembly up to 21 April 2009 Speaker of National Assembly from 23 April 2009
2. Madlala-Routledge, Nozizwe Mfeketo, Nomaindia	Deputy Speaker of National Assembly up to 21 April 2009 Deputy Speaker of National Assembly from 23 April 2009
3. Mahlangu, Mninwa	Chairperson NCOP
4. Hollander, Peggy Memela, Thandi	Deputy Chairperson NCOP up to 05 May 2009 Deputy Chairperson NCOP up to 05 May 2009

## 7.13 Annexures to the Annual Financial Statement

## ANNEXURE 1K

## STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS

NON-PROFIT INSTITUTIONS	TRANSFER ALLOCATION				EXPENDITURE		2007/08
	Adjusted Appropriation Act	Roll overs	Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Transfers</b>							
Constituency allowance	198,413	-	-	198,413	198,341	100.0%	188,001
Party Leadership allowance	5,308	-	-	5,308	5,239	98.7%	5,015
Party support allowance	54,965	-	-	54,965	55,163	100.4%	52,347
<b>Total transfers</b>	<b>258,686</b>	<b>-</b>	<b>-</b>	<b>258,686</b>	<b>258,743</b>	<b>100.0%</b>	<b>245,363</b>

## ANNEXURE 1M

## STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2010

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2009/10	2008/09
		R'000	R'000
<b>Received in cash</b>			
Old Mutual		856	
Standard Bank		1,738	
<b>Subtotal</b>		<b>2,591</b>	<b>-</b>
<b>Subtotal</b>			
		<b>-</b>	<b>-</b>
		<b>2,591</b>	<b>-</b>

## ANNEXURE 1N

## STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED FOR THE YEAR ENDED 31 MARCH 2010

NAME OF DONOR	PURPOSE	OPENING BALANCE	REVENUE	EXPENDITURE	Contribution by Parliament
		2009/04/01	R'000	R'000	R'000
<b>Received in cash</b>					
ACBF	Capacity building		209	209	-
European Union	Legislature support programme		6,416	6,400	16
<b>Total</b>		<b>-</b>	<b>6,625</b>	<b>6,609</b>	<b>16</b>

## ANNEXURE 3B

## STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2010

NATURE OF LIABILITY	Opening Balance	Liabilities incurred during the year	Liabilities paid/cancelled/reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing Balance
	2009/01/04	R'000	R'000	R'000	31/03/2010
<b>Claims against the department</b>					
Litigation by former staff member	3,175	-			3,175
Other litigation	4,685	-	2,385		2,300
Department of Foreign Affairs	2,759	-	777		1,982
	<b>10,619</b>	<b>-</b>	<b>3,162</b>	<b>-</b>	<b>7,457</b>
<b>Total</b>	<b>10,619</b>	<b>-</b>	<b>3,162</b>	<b>-</b>	<b>7,457</b>

ANNEXURE 4  
INTER-GOVERNMENTAL RECEIVABLES

Government Entity	Confirmed balance		Unconfirmed balance	
	31/03/2010	31/03/2009	31/03/2010	31/03/2009
	R'000	R'000	R'000	R'000
<b>Department</b>				
Department of Rural Development & Land Reform	12			
Department of Basic Education	40			
Department of Correctional Services	0			4
Department of Health	-0	3		1
Department of Home Affairs		-0		6
Department of Housing	-1	-1		(2)
Department of Education		0		
Department of Minerals & Energy	2			-0
Department of Public Works	0			-0
Department of Higher Education	39			-6
Department of Economic Development	25			-0
Department of International Relations & Cooperation	0			0
Department of Trade & Industry	-0			-0
Department of Police Services	8			
Department of Local & Provincial Government		70		
Department of Labour	0			
Department of Water Affairs & Forestry				-3
Department of Public Service & Administration	-2			-2
	<b>124</b>	<b>72</b>	<b>-</b>	<b>(7)</b>
<b>Other Government Entities</b>				
Auditor General				-
National Treasury	18			3
Office of the President	110			43
SARS	378			478
	<b>507</b>	<b>-</b>	<b>-</b>	<b>527</b>
<b>Total</b>	<b>631</b>	<b>-</b>	<b>-</b>	<b>517</b>

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

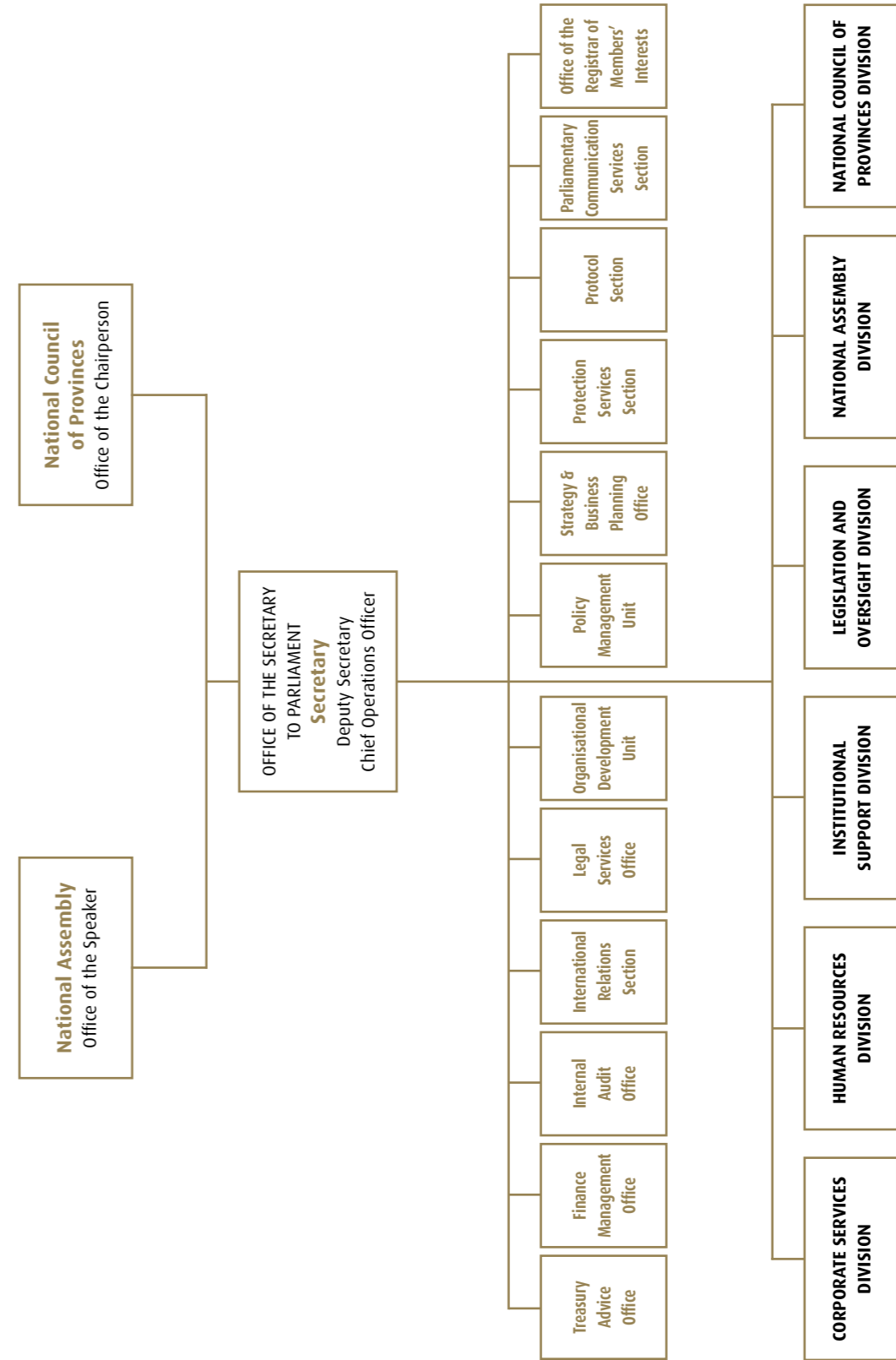
ANNEXURE 5  
INTER-GOVERNMENTAL PAYABLES

Government Entity	Confirmed balance		Unconfirmed balance		TOTAL	
	31/03/2010	31/03/2009	31/03/2010	31/03/2009	31/03/2010	31/03/2009
	R'000	R'000	R'000	R'000	R'000	R'000
<b>DEPARTMENTS</b>						
<b>NB: Amounts included in Statement of financial position</b>						
<b>Current</b>						
Department of Foreign Affairs		1,295	1,982	2,759		4,054
Department of Transport	148				148	-
Department of Justice	577				577	-
Department of Health	18	54			18	54
Department of Public Works	163	45,558		-	163	45,558
Free State Legislature		132			-	132
<b>Subtotal</b>	<b>906</b>	<b>47,039</b>	<b>1,982</b>	<b>2,759</b>	<b>906</b>	<b>49,798</b>
<b>Non-current</b>						
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>906</b>	<b>47,039</b>	<b>1,982</b>	<b>2,759</b>	<b>906</b>	<b>49,798</b>

# VIII. ANNEXURES

## VIII. ANNEXURES

### 8.1 PARLIAMENT ORGANISATIONAL STRUCTURE





## HUMAN RESOURCE INFORMATION SECTION

### 8.2 EMPLOYMENT EQUITY

The tables in this section are based on the formats prescribed by the Employment Equity Act, 55 of 1998.

#### 8.2.1 Number of Staff per Occupational Category

Occupational Level	Male					Female					
	Total Workers in Level	African	Coloured	Indian	White	Total	African	Coloured	Indian	White	Total
Top Management	2	1	1	0	0	2	0	0	0	0	0
Senior Management	10	6	2	0	0	8	1	0	1	0	2
Prof. Qualified and Experience Specialist and Mid-Management	132	45	5	10	9	69	28	21	6	8	63
Skilled, Academic, Jr. Management, Supervisors, Foremen and Superintendents	569	150	53	6	24	233	186	102	6	42	336
Semi-skilled and Discretionary Decision Making	300	51	73	5	20	149	94	49	3	5	151
Unskilled and Defined Decision Making	183	7	45	0	4	56	26	85	1	15	127
<b>Total</b>	<b>1196</b>	<b>260</b>	<b>179</b>	<b>21</b>	<b>57</b>	<b>517</b>	<b>335</b>	<b>257</b>	<b>17</b>	<b>70</b>	<b>679</b>

#### 8.2.2 Number of Staff with Disabilities per Occupational Category

Occupational Level	Male					Female					
	Total Workers in Level	African	Coloured	Indian	White	Total	African	Coloured	Indian	White	Total
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Prof. Qualified and Experience Specialist and Mid-Management	1	0	0	1	0	1	0	0	0	0	0
Skilled, Academic, Jr. Management, Supervisors, Foremen and Superintendents	6	0	1	0	0	1	1	3	0	1	5
Semi-skilled and Discretionary Decision Making	6	2	2	0	0	4	2	0	0	0	2
Unskilled and Defined Decision Making	2	0	1	0	0	1	0	1	0	0	1
<b>Total Permanent</b>	<b>15</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>8</b>

## 8.2.3 Separations of employees by Race, Gender and Grade

Race and Gender		Grade level					Total
		A	B	C	D	E	
Female	African		6	12	3	1	<b>22</b>
	Coloured	6	2	8	0	0	<b>16</b>
	Indian	0	0	1	0	0	<b>1</b>
	White	2	1	3	3	0	<b>9</b>
Sub-Total		8	9	24	6	1	<b>48</b>
Male	African	0	2	15	5	0	<b>22</b>
	Coloured	1	3	1	0	0	<b>5</b>
	Indian	0	0	1	0	0	<b>1</b>
	White	1	0	1	0	0	<b>2</b>
Sub-Total		2	5	18	5	0	<b>30</b>
<b>Grand Total</b>		<b>10</b>	<b>14</b>	<b>42</b>	<b>11</b>	<b>1</b>	<b>78</b>

## 8.2.4 New employment by Race, Gender and Grade

Race and Gender		Grade level					Total
		A	B	C	D	Total	
Female	African	1	4	13	0		<b>18</b>
	Coloured	0	1	1	0		<b>2</b>
	Indian	0	1	0	0		<b>1</b>
	White	0	1	4	1		<b>6</b>
Sub-Total		0	7	18	1		<b>27</b>
Male	African	1	0	15	0		<b>16</b>
	Coloured	0	2	1	0		<b>3</b>
	Indian	0	0	1	0		<b>1</b>
	White	0	0	0	0		<b>0</b>
Sub-Total		1	2	17	0		<b>20</b>
<b>Grand Total</b>		<b>2</b>	<b>9</b>	<b>35</b>	<b>1</b>		<b>47</b>

## 8.2.5 Leave utilization for the period April 2009 to 31 March 2010

Accumulated annual leave April 2009 to March 2010			Total number of employees on 31 March 2010
Grade Level	Total days taken	Average per Employee	
A	63	15.18%	<b>1198</b>
B	80	19.28%	
C	253	60.96%	
D	19	4.58%	
E	0	0.00%	
F	0	0.00%	
<b>Total</b>	<b>415</b>	<b>100.00%</b>	
<b>Average days per Employee</b>		<b>0.35</b>	

Annual leave April 2009 to March 2010			Total number of employees on 31 March 2010
Grade Level	Total days taken	Average per Employee	
A	5054	17.32%	<b>1198</b>
B	7451	25.54%	
C	13290	45.56%	
D	3061	10.49%	
E	256	0.88%	
F	61	0.21%	
<b>Total</b>	<b>29173</b>	<b>100.00%</b>	
<b>Average days per Employee</b>		<b>24.35</b>	

Sick leave taken from April 2009 to March 2010			Total number of employees on 31 March 2010
Grade Level	Total days taken	Average per Employee	
A	1147	17.26%	<b>1198</b>
B	1953	29.39%	
C	2994	45.06%	
D	533	8.02%	
E	18	0.27%	
F	0	0.00%	
<b>Total</b>	<b>6645</b>	<b>100.00%</b>	
<b>Average days per Employee</b>		<b>5.55</b>	

### 8.3 PERFORMANCE AWARDS

#### 8.3.1 Performance Rewards by Occupational Category

Occupational Category	Number of Beneficiaries	Total employees	% of total beneficiaries	Cost (R'000)	Av Cost per Beneficiary
A	172	194	89%	535,029	3,111
B	328	370	89%	1,177,643	3,590
C	399	498	80%	2,531,309	6,344
D	101	139	73%	1,241,896	12,296
E	9	12	75%	200,135	22,237
<b>Sub Total 1</b>	<b>1,009</b>	<b>1,215</b>	<b>83%</b>	<b>5,686,010</b>	<b>5,635</b>

#### 8.3.2 Performance Rewards by Occupational Category (Outcome of performance appeal process)

Occupational Category	Number of Beneficiaries	Total employees	% of total beneficiaries	Cost (R'000)	Av Cost per Beneficiary
A	5	194	3%	12,143	2,429
B	3	370	1%	7,631	2,544
C	5	498	1%	19,829	3,966
D	4	139	3%	40,717	10,179
<b>Sub Total 2</b>	<b>17</b>	<b>1,215</b>	<b>1%</b>	<b>80,320</b>	<b>4,725</b>
<b>Sub Total 1</b>	<b>1,009</b>	<b>1,215</b>	<b>83%</b>	<b>5,686,010</b>	<b>5,635</b>
<b>Sub Total 2</b>	<b>17</b>	<b>1,215</b>	<b>1%</b>	<b>80,320</b>	<b>4,725</b>
<b>Grand Total</b>	<b>1,026</b>	<b>1,215</b>	<b>84%</b>	<b>5,766,330</b>	<b>5,620</b>

#### 8.3.3 Performance Rewards by Gender

Gender	Number of Beneficiaries	Total employees	% of total beneficiaries	Cost (R'000)	Av Cost per Beneficiary
Female	584	688	85%	3,152,421	5,398
Male	425	527	81%	2,533,589	5,961
<b>Sub Total 1</b>	<b>1,009</b>	<b>1,215</b>	<b>83%</b>	<b>5,686,010</b>	<b>5,635</b>

#### 8.3.4 Performance Rewards by Gender (Outcome of performance appeal process)

Gender	Number of Beneficiaries	Total employees	% of total beneficiaries	Cost (R'000)	Av Cost per Beneficiary
Female	12	688	2%	51,744	4,312
Male	5	527	1%	28,576	5,715
<b>Sub Total 1</b>	<b>17</b>	<b>1,215</b>	<b>1%</b>	<b>80,320</b>	<b>4,725</b>
<b>Sub Total 1</b>	<b>1,009</b>	<b>1,215</b>	<b>83%</b>	<b>5,686,010</b>	<b>5,635</b>
<b>Sub Total 2</b>	<b>17</b>	<b>1,215</b>	<b>1%</b>	<b>80,320</b>	<b>4,725</b>
<b>Grand Total</b>	<b>1,026</b>	<b>1,215</b>	<b>84%</b>	<b>5,766,330</b>	<b>5,620</b>

#### 8.3.5 Training per occupational categories and gender

Occupational Categories	Gender	Total employees	Academic Courses	Skills programme & other short courses	Total
Legislators, Senior Officials & Managers	Male	54	5	49	82
	Female	28	2	26	
Professionals	Male	3	3	0	11
	Female	8	2	6	
Technicians & Associate Professionals	Male	179	33	146	379
	Female	200	27	173	
Clerks	Male	61	12	49	189
	Female	128	26	102	
Elementary Occupations	Male	11	0	11	15
	Female	4	0	4	
Sales & Service Workers	Male	67	6	61	127
	Female	60	5	55	
Plant & Machine Workers	Male	17	1	16	21
	Female	4	0	4	
<b>Total</b>		<b>824</b>	<b>122</b>	<b>702</b>	<b>824</b>

### 8.3.6 Internships per Division (April 2009 - March 2010)

Section/Unit	African		Coloured		Indian		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Office of the Secretary	2	7	1						3	
Institutional Support					1				1	
Legislation & Oversight	4	11	1						5	
Human Resources										
Corporate Services	2	1		1					2	
National Assembly										
National Council of Provinces										
<b>Total -</b>	<b>8</b>	<b>19</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>			<b>13</b>	<b>19</b>

### 8.3.7 Internships per NQF level (April 2009 - March 2010)

Qualification type & NQF level	African		Coloured		Indian		White		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Hons Degree, NQF 7										
Degree, NQF 7	2	4			1	1				
B Tech, NQF 6	3	6								
HDE, NQF 6										
National Diploma, NQF 5	3	8	2	1						
National Certificate, NQF 5		1								
<b>Total -</b>	<b>8</b>	<b>19</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>				

## 8.4 LABOUR RELATIONS

### 8.4.1 Misconduct addressed and Disciplinary Hearings for 1 April 08 to 31 March 09

Types of Misconduct Addressed and Disciplinary Hearings	Total
Unfair Labour practice	0
Theft, bribery, corruption, defeating the ends of justice and fraud	12
Insubordination	2
Abuse of alcohol drugs and other stupefying substances	0
Absent without authorised leave	4
Improper, disgraceful and unacceptable conduct at work	1
Sexual Harassment	0
Poor Performance	0
Misuse or Damage of Parliamentary Property	0
Negligence	2
Abusive behavior	0
Failure to comply with an instruction	9
Procurement misconduct	0
Inflammatory comments regarding manager	0
Termination of contract	1
Allegations - serious criminal activities	1
Misuse of Parliament Funds	1
Misrepresentation	1
<b>Total</b>	<b>33</b>
<b>Grievances Lodged</b>	
Grievances Lodged	34
Resolved	13
Retracted	1
Not resolved	20
<b>Total</b>	<b>34</b>
<b>Disputes Lodged</b>	
Disputes Lodged	6
Upheld	None
Dismissed	17
Pending CCMSA, Labour Court and others	18
<b>Total</b>	<b>41</b>

## 8.5 HEALTH PROMOTION AND HIV/AIDS AND PROGRAMME

## 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 gloves, use of sharps containers, correct method of giving injections and finger pricks. If the unfortunate needle stick happens, the Post Exposure Prophylaxis treatment will be given to her.		
First Aiders	First Aiders have been nominated by line groups and have been sent for training which includes how to apply universal precautions.		
Details of Health Promotion and HIV and Aids Programmes			
Question	Yes	No	Details, if yes
1. Has Parliament designated a member of SM to implement Health Promotion and HIV and AIDS Programmes? If so, provide her/his name and position.	X		Dr. S. Paruk Division Manager: Human Resources
2. Does Parliament have a dedicated unit or has it designated specific staff members to promote the health and well being of your employee? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	X		Parliament has a dedicated Wellness Unit for promoting Health and Wellbeing of employees. It consists of 3 internal staff members and an outsourced service. The annual Budget is R2.5m.
3. Has Parliament introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this programme.	X		Parliament has a Wellness Programme which focuses mainly on: 1. HIV/AIDS response strategy 2. Policies and Procedures 3. Awareness and education 4. Prevention Programmes 5. Consultation and advice 6. Counseling 7. Case Management 8. Sporting codes
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		<b>WELLNESS COMMITTEE</b> BS Bashe (Organisational Wellness & Chairman); SBS Bashe (Organisational Wellness & Chairman); S. Arendse (Wellness Coordinator); S. Zisile (Employee Wellness Practitioner); M. Lawrence (SHE Coordinator); E. Gqotso (Coordinator Employment Equity); Ml. Cookson (Wellness Practitioner); M. Stuurman (HIV/AIDS Peer Educator); R. Gie and M. Tabata (Employment Relations Practitioners); M. Molokomme (First Aider); N. Maart (SHE Representative).

## 8.5 HIV/AIDS AND HEALTH PROMOTION PROGRAMMES (CONTINUED)

## Steps taken to reduce the risk of occupational exposure

Details of Health Promotion and HIV and Aids Programmes			
Question	Yes	No	Details, if yes
5. Has Parliament reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed	X		HIV/AIDS Policy
6. Has Parliament introduced Performance Indicators to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these Performance Indicators	X		HIV/AIDS policy, awareness campaigns. External Service Provider for Comprehensive Counseling has been contracted to provide support services (ICAS).
7. Does Parliament encourage its employees to undergo Voluntary Counseling and Testing (VCT)? If so, list the results that you have achieved.	X		Parliament's HIV/AIDS strategy promotes participation on VCT programme. The VCT programme is done on the premises and it is provided by external service provider. Employees are encouraged to use external facilities as well.
8. Has Parliament developed Performance Indicators/indicators to monitor and evaluate the impact of its health promotion programmes? If so, list these Performance Indicators/indicators	X		Monthly and quarterly reports. Attendance to workshops, VCT and psychosocial counseling sessions.

