



**PARLIAMENT**  
OF THE REPUBLIC OF SOUTH AFRICA



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**PARLIAMENT**  
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**ANNUAL REPORT 2008-2009**





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## **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.

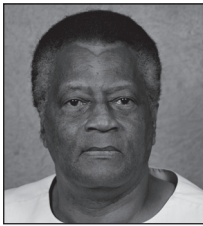


# PARLIAMENT

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



Since 2005, each budget vote of Parliament, Vote 2, provided information around the specific milestones and measurable objectives scheduled for that particular financial year. During this 4th year 2008/09 of the 3rd Parliament, Parliament continued directing its efforts towards its vision of building an effective people's Parliament that is responsive to the needs of the people and that is driven by the ideal of realizing a better quality of life for all the people of South Africa.

Parliament carried out major events that were intended to encourage and strengthen public participation, namely, People's Assembly in Bushbuckridge, Mpumalanga; Taking Parliament to the People in Ikageng, North West and in Lady Frere, Eastern Cape; Youth Parliament with 303 delegates taking part; Women Parliament with 400 delegates taking part. 880 Delegates took part in the People's Assembly, and 2000 in the State of the Nation Address.

The Parliamentary radio programme was revamped and reformatted to include all African languages service and public broadcast stations. This programme reaches a listenership of approximately 25.6 million people. Different radio platforms are used to ensure appropriate and sustained profiling of Parliament and its business. A conceptualization of the call centre for improved public participation were underway to further strengthen efforts to encourage public participation.

Parliament now boasts a new Faranani intranet portal, creating a network for collaboration, communication and community building, thus increasing effectiveness. The implementation of the Refurbishment of Members Offices was completed towards the end of the year with 401 offices provided with new furniture and improved look.

As part of improving processes to proactively and effectively manage the risks, the Risk Management Committee (RMC) was established to develop the Enterprise Risk Management Framework (ERM) and a plan was finalised for further implementation.

A review of Master Systems Plan was undertaken to ensure alignment with the latest business requirements and to respond to the changing information and communication technology.

Parliament has introduced Parliament Content Management System which will integrate with the newly installed Offset Digital Printer which will integrate with other information systems as Parliament gears itself towards improved information technology systems integration.

At the beginning of the year under review, Parliament concluded a project that saw the successful hosting of the 118th Assembly of the Inter-Parliamentary Union. Delegates from 130 countries attended the Assembly, addressing the theme of pushing back the frontiers of poverty.

The completion of this project was immediately followed by the initiation of an institutional project to deal with preparations for the Establishment of the 4th Democratic Parliament. This project proceeded with planning processes till the end of the financial year.



ZA Dingani  
Secretary to Parliament

On the international relations participation, 7 international agreements were before Parliament. The Agreements were referred to committees for consideration and report in terms of section 231(2) of the Constitution.

Parliament also facilitated and supported the processes for the finalization and adoption of the Oversight Model to enhance oversight work and create systems and acceptable culture of oversight; the review of the Institutions Supporting Constitutional Democracy; the report of the independent panel for the assessment of Parliament; the passing of the Financial Management of Parliament Act; and the passing of Money Bills Amendment Procedure and Related Matters Act which requires the establishment of a budget office in Parliament. Parliament is well poised to develop a framework and processes for the implementation of these decisions and recommendations.

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 2008/09, which reflects Parliament's account of its voted funds as applied in the 4th year of implementation of core and strategic objectives of Parliament as adopted by the 3rd Democratic Parliament in 2005.

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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>ICSA</b>	Independent Communication 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 to secure administrative support and servicing constituents, and to provide Members of Parliament with the necessary facilities.

## 1.2 OVERVIEW AND KEY POLICY DEVELOPMENTS

There was improvement of government's legislative priorities. Parliament tracked, facilitated and identified blockages in the legislative process at all stages as required. During the period under review, Parliament passed 93 Bills. There was co-ordination of activities between the state departments, state law advisors and other spheres of government to communicate the needs of Parliament. This enabled Parliament to exercise its constitutional mandate of ensuring public participation in the law-making process. It provided strategic political input into the parliamentary programme and ensured that government priorities were taken into account in the law-making process. The process ensured the participation of all stakeholders in parliamentary proceedings.

### 1.3 CORE OBJECTIVES

The core objectives for Parliament indicate our main business.

They are:

**Core Objective 1:** To pass laws (legislation)

In facilitating and providing support to the legislative function of Parliament, the following was conducted:

**Bills processed – 93** Bills were processed in terms of relevant sections.

**Bills not proceeded with – 14** Bills were not passed for various reasons including insufficient public consultation, Bills withdrawn by the Executive or Bills allowed to lapse for reconsideration by the incoming Executive. These are:

- Built Environment Professions Bill;
- National House of Traditional Leaders Bill;
- Traditional Leadership and Governance Framework Amendment Bill;
- Medical Schemes Amendment Bill;
- National Health Amendment Bill;
- Superior Courts Bill;
- South African Water Resource Infrastructure Agency Bill;
- Public Service Management Bill;
- Castle Management Act Repeal Bill;
- Defence Amendment Bill;
- Protection of Information Bill;
- Intelligence Services Amendment Bill;
- National Strategic Intelligence Amendment Bill; and
- Expropriation Bill.

#### **Bills finalised through the mediation**

**mechanism – 3** Bills were finalised through the Mediation Committee, namely:

- Housing Development Agency Bill;
- Mandating Procedures of Parliament Bill; and
- Second-Hand Goods Amendment Bill.

#### **Bills introduced by committees**

– **2** Bills were initiated and introduced by committees, namely:

- Repeal of the Black Administration Act and Amendment of Certain Laws Act, 2008; and
- Broadcasting Act Amendment Bill.

#### **Legislative proposals introduced – 17**

legislative proposals before the Committee on Private Members Legislative Proposals and Special Petitions. Of these, only **6** proposals were recommended to the Bills drafting stage while permission was not granted for **11** of these proposals.

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

A total of 1 607 replies were provided in this financial year. The National Assembly had a total of 1 477 written replies and 31 oral replies for the President, Deputy President and Ministers, whilst the National Council of Provinces had a total of 99 all for Ministers.

Documents scrutinised for accountability	Number of documents submitted
<b>Annual reports submitted</b>	
National departments	33
Entities and Others	110
Constitutional Institutions	9
<b>Other reports</b>	
Public Service Commission	28
Special Reports of the Auditor-General	21
Sector Education and Training Authorities (Seta's)	21
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Papers tabled -	176
Employment of the South African National Defence Force	22
Government Notices, Proclamations and Regulations	233
Municipal Interventions - NCOP	16
Strategic Plans	29
Written Explanations in terms of section 165(2)(a) of the PFMA	11
<b>Total</b>	<b>709</b>

A total of seven hundred and nine (709) documents, including annual reports of national departments, were scrutinised for oversight purposes. One hundred and fifty two (152) annual reports were considered and 16 municipal interventions by the NCOP were conducted in this financial year.

The following statutory functions were undertaken:

- Tabling of "Taking Parliament to the People" Report back visit to Limpopo, Northern Cape and Western Cape.
- Tabling of Asgisa Annual Report and Jipsa Report for activities in 2007.
- Compliance with section 6(4) of the Constitution of the Republic of SA, 1996.
- Tabling of the Domestic Violence Report.
- Tabling: Minister of Safety and Security : Annual Performance Plan : SAPS 2008/09 (RP35/3008).
- Tabling of Disaster Management Volunteer Regulations.
- Tabling of authorisation of use of funds from the National Revenue Fund.
- Tabling of determination of salaries and allowances of magistrates.
- Tabling of determination of total remuneration of judges.
- Tabling of Submission of Rules in terms of Promotion of Administrative Justice Act.
- Tabling of Report on 2008 Youth Parliament.
- Tabling of appointment of member to Mediation Committee on Second-Hand Goods Bill.
- Tabling of Notice in terms of section 32 of Regulation of Interception of Communications Act No 70 of 2000.
- Tabling of appointment of Members Ad Hoc Committee on National Youth Development Agency Board.

- Tabling of Notice of Exclusion in terms of ICMA.
- Tabling of appointment of new member.
- Tabling of appointment of new members to NCOP.
- Tabling of FFC submission on DORA.
- Tabling and referral of Regulations in terms of the Children's Act.
- Tabling of Report in terms of section 13(44) of the Magistrate's Act 1993: Withholding of remuneration, Magistrate Judicial Official
- Tabling: Proclamation No R12 published in Government Gazette No 31930 dated 19 February 2009: Commencement of section 13 of the NPA Amendment Act, 2008 Proclamation No R13 published in Government Gazette No 31930 dated 23 February 2009: commencement of the Renaming of High Courts Act, 2008.
- Tabling: Government Notice No 92 and 93 published in Government Gazette No 31844 dated 6 February 2009: Fixed Line Operators, in terms of section 31 of the Regulation of Interception of Communications and Provisions of Communications and Provisions of Communication-related Information Act, 2002.
- Employment of the SANDF for a service in co-operation with the SAPS Minister of Safety and Security Annual Report Vote 23: SAPS 2007-08 Financial Year.
- Tabling of the Intergovernmental Fiscal Review.
- Submission of written comments in terms of section 74(6)(b) of the Constitution 14th Amendment Bill of 2008.
- Special pensions fund – request for a review of the Special Pensions Act No 69 of 1996, to allow for a uniform dispensation of benefits to the surviving spouses of the liberation struggle dependants.

**Core Objective 3:** To facilitate public participation and involvement

The following stakeholders participated in Parliament's programmes that were intended to encourage public participation and involvement:-

- 303 delegates participated in the Youth Parliament;
- 400 delegates participated in the Women's Parliament;
- 880 delegates participated in the People's Parliaments; and
- 2 000 guests participated in the State of the Nation Address.

#### **Public hearings:**

Four extensive public hearings were facilitated in all provinces as a form of public participation, for the processing of the following:

- Public participation in the processing of the Expropriation Bill by the Portfolio Committee on Public Works;
- Public participation in the processing of The Prevention of and Treatment for Substance Abuse Bill by the Portfolio Committee on Social Development; and
- Public participation in the processing of the South African Police Amendment Bill and the National Prosecuting Authority Amendment Bill (DSO Bills).

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

In participation in the co-operative government, intervention was undertaken in the following municipalities:

- Mohokare Local Municipality.
- Xhariep District Municipality.
- Ditsobotla Local Municipality.
- Mnquma Local Municipality.

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

#### **International Agreements - 7**

international agreements were before Parliament and **1** was not processed. The Agreements were referred to committees for consideration and report in terms of section 231(2) of the Constitution. A number of papers were produced.

These, amongst others, are:

- International Women's Conference organised by Parliament.
- Pan-African Parliament (PAP).
- Southern African Development Community (SADC PF).
- Papers in support of the Medium Term Budget Policy Statement (MTBPS) process.
- Second Commonwealth Women's Parliamentary Conference.
- 2008 Parliamentary Hearing at the United Nations.
- Parliamentary Conference on the WTO: Looking beyond Doha.
- Parliamentary Conference on the WTO: Defusing the threat of conflicts over food and energy through trade.
- Paper on the Role of Staff of Parliament in effective delivery by parliamentary committees.

- Tabling of Memorandum of Understanding (MOU) between the Government of the RSA and the Government of the Republic of Uganda on contribution of SAPS members to assist in the provision of security to the meeting of Commonwealth heads of state and government to be held in Uganda.
- Tabling of MOU between the Government of the RSA and the African Union contributing members of the SAPS to the AU electoral and Security Assistance Mission to the Comoros.
- Deployment of the SANDF.
- Tabling of arrangement between the Minister of Safety and Security of the RSA and the Minister of Interior and Kingdom Relations of the Kingdom of the Netherlands on bilateral police co-operation.
- Submission of the Treaty of Friendship between the RSA and the Russian Federation for approval to ratify in terms of section 231(2).
- First Meeting of Chambers of Commerce and Industry in Africa and the Arab World: 25–29 October 2008.

## II. PROGRAMME 2: LEGISLATION AND OVERSIGHT

## II. PROGRAMME 2: LEGISLATION AND OVERSIGHT

### PROGRAMME PERFORMANCE FOR STRATEGIC OBJECTIVE 1:

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

#### PROGRAMME 2: LEGISLATION AND OVERSIGHT

##### Purpose

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

#### 2.1 SUBPROGRAMME: NATIONAL ASSEMBLY

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide advice and guidance on parliamentary proceedings and procedures to ensure compliance with applicable legislations.	Proactive, comprehensive, reliable and timely advice.	Efficient functioning of National Assembly proceedings and procedures and strengthening of the oversight function of Parliament.	<p>Provided procedural advice and secretarial support to:</p> <ul style="list-style-type: none"> <li>• Joint Task Team on Legislative Process in Parliament.</li> <li>• Task team on status of Members.</li> <li>• Task team on the Independent Commission on the remuneration of Public Office bearers.</li> <li>• Task team on establishment of 4th Parliament.</li> </ul>
			<p>Provided procedural advice and secretarial support in relation to the development of the oversight model for Parliament.</p> <p>Drafted rules for the election of the President, the Speaker and the Deputy Speaker which were approved by the Chief Justice.</p> <p>Provided staff to serve as Returning officers for the election of the President, the speaker and the Deputy Speaker.</p>



## 2.1 SUBPROGRAMME: NATIONAL ASSEMBLY

### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide support in respect of parliamentary proceedings and procedures.	Comprehensive, accurate and timely support is provided to members of the National Assembly.	<p>National Assembly resolutions communicated to the Executive within set time frames.</p> <p>Assembly sittings ran smoothly and in terms of the Rules.</p> <p>Rules updated.</p> <p>Decisions of NA House Committees communicated within set timeframes.</p>	<p>92 House resolutions communicated.</p> <p>Provided support in 71 sittings of the National Assembly.</p> <p>National Assembly Rules Book updated and distributed to relevant stakeholder.</p> <p>A summary of decisions by House Committees sent to relevant stakeholders within 48 hours. Provided content support to the Task Team on the 4th Parliament.</p> <p>During the period under review, provided content and secretarial support in meetings of the NA Programme Committee and managed proceedings of NA Programme Technical Committee meetings.</p>
To render Chamber and administrative support.	To provide a precise and effective Chamber support service, including ensuring a secure environment.	Plenary sessions ran smoothly and secure environment ensured.	<p>Accurate Parliamentary programme provided timeously.</p> <p>Parliamentary programme accessible to stakeholders.</p> <p>Record of membership to the NA kept accurate and up to date.</p> <p>Appointment of non-elected office-bearers processed promptly according to procedure and policy.</p> <p>Facilitated changes in seating arrangements promptly.</p> <p>Monitored the checking of sound and vision equipment.</p>

## 2.1 SUBPROGRAMME: NATIONAL ASSEMBLY

### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide procedural advice and support in respect of external parliamentary interaction.	To contribute effectively towards Parliament's objective of building a People's Parliament by providing procedural, content and secretarial support to programmes and events hosted by the institution.	Members of the public have knowledge about Parliament and its functions.	<p>Provided content, procedural and secretarial support during proceedings of the:</p> <ul style="list-style-type: none"> <li>• Peoples' Assembly</li> <li>• Interparliamentary Union</li> <li>• Women's Parliament</li> <li>• Youth Parliament.</li> </ul> <p>Participated in SABC broadcasts relating to the functioning of the National Assembly.</p> <p>Programmes for visiting delegations prepared according to needs.</p> <p>Clear and comprehensive briefings provided for parliamentary delegations travelling overseas.</p>
	To ensure effective participation by parliamentary delegations in international forums.		

## 2.2 SUBPROGRAMME: NATIONAL COUNCIL OF PROVINCES

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide constitutionally sound procedural and related legal advice.	100% accuracy and no constitutional comebacks if advice is accepted.	Comply with the Constitution of the Republic of South Africa when doing business of Parliament – NCOP.	Joint Rules 159: The House provided constitutionally sound procedural advice to 63 Bills.
To provide constitutionally sound procedural and related legal advice.	Procedural guide produced for plenaries and prepared minutes of plenaries and House Committee meetings.	100% accurate records and smooth functioning of the House.	The House had 34 Sittings and 2 Joint Sittings during the period under review.
To provide constitutionally sound procedural and related legal advice.	Facilitating the implementation of the oversight model.	100% accuracy.	Question Papers prepared and distributed accordingly.
To provide constitutionally sound procedural and related legal advice.	Opinion on tagging of Bills verified and Chairperson provided the NCOP perspective on Bill to be tagged.	100% accuracy and tagging of Bills in line with Constitution.	Four Bills tagged for the period under review.
To provide constitutionally sound procedural and related legal advice.	Preparation of record of proceedings for tabling and relevant information for legislation referral to committees.	100% accurate records and in compliance with Rules of the NCOP.	59 Tablings of record proceedings and relevant information for legislation referral to committees.
To disseminate NCOP information and liaise with Provincial Legislatures and SALGA.	Enhance provincial participation in parliamentary activities.	100% accuracy and information accessible.	Information published daily on parliamentary website and on Button Management System.  23 Mandates obtained and 4 Joint Sitting letters processed.
To provide administrative support to Members of Parliament.	Provide support to employees and Members of Parliament.	Smooth administrative and logistical support to Members of Parliament.	Resources available on demand and messages delivered promptly to Members of Parliament and employees.
Provide security and protocol services.	Proper control and security services.	Chamber security and access control.	Conducted security and access control during 34 House plenaries.

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To facilitate and provide support to the oversight function and building a quality process thereof.	Capacitating members to perform their constitutional responsibility of overseeing the Executive's action and holding the Executive accountable.	Reactive Research Services responding to members' and committees' research requests to enable them to conduct effective oversight.	<p>Reactive Research Services provided.</p> <p>Extensive research support and analysis was provided to members of committees for national and international conference engagements.</p> <p>Reactive research requests form the bulk of the research work produced by the Research Unit. For the period under review, there were <b>417</b> research papers produced.</p> <p>For the period under review, the unit completed a number of papers for the International Women's Conference organised by Parliament, papers for the Pan-African Parliament (PAP) and the Southern African Development Community (SADC PF), papers in support of the Medium-Term Budget Policy Statement (MTBPS) process, Annual Reports, papers for the Second Commonwealth Women's Parliamentary Conference and the 2008 Parliamentary Hearing at the United Nations, amongst others.</p> <p>Again, a number of papers were completed for a conference on the World Trade Organisation (WTO):</p> <ul style="list-style-type: none"> <li>• Parliamentary Conference on the WTO: Looking beyond Doha.</li> <li>• Parliamentary Conference on the WTO: Defusing the threat of conflicts over food and energy through trade.</li> </ul>

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To facilitate and provide support to the oversight function and building a quality process thereof.	Capacitating members to perform their constitutional responsibility of overseeing the Executive's action and holding the Executive accountable.	Reactive Research Services responding to members' and committees' research requests to enable them to conduct effective oversight.	<p>A paper on the Role of Staff of Parliament in effective delivery by parliamentary committees. The brief was prepared for the Secretary to Parliament who attended a side-meeting of the Society of Clerks during the 39th Africa Region Conference of the CPA held in Zambia.</p> <p>A number of papers were completed in support of the meeting of SADC-PF in Tanzania:</p> <ul style="list-style-type: none"> <li>• SADC-PF Country Report: Status of debate on SADC Parliament;</li> <li>• SADC-PF Country Report: Ratification of Relevant SADC regional and international protocols; and</li> <li>• SADC-PF Country Report: Status on campaigns for Africa candidate to the IPU.</li> </ul> <p>During the same period, the Trade and Economics Cluster completed the NCOP Manual Update Chapter on Economics for Politicians. The previous draft was submitted five years ago.</p> <p>The following papers were written in this area:</p> <ul style="list-style-type: none"> <li>• Background information in preparation for the visit by the German Finance Committee.</li> <li>• Report analysing the extent of the utilisation of consultants by government departments during the 2006-07 financial year.</li> </ul>

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To facilitate and provide support to the oversight function and building a quality process thereof.	Capacitating members to perform their constitutional responsibility of overseeing the Executive's action and holding the Executive accountable.	Reactive Research Services responding to members' and committees' research requests to enable them to conduct effective oversight.	<ul style="list-style-type: none"> <li>• Implementation of Free Basic Electricity through the Indigent Policy: The Case of Alfred Nzo District Municipality.</li> <li>• Role of Parliamentarians in addressing sustainable development in SADC: focus on Xenophobia.</li> <li>• Exploring Strategies for Poverty Eradication in South Africa.</li> <li>• Report on Advantages and Disadvantages of the Traditional Courts Bill.</li> <li>• Financial indiscipline in the public sector: Role of Parliament.</li> <li>• Analysis of the Department of Home Affairs Annual Report.</li> <li>• Analysis of the Department of Correctional Services Annual Report.</li> </ul>
		Proactive Research Services providing members and committees with research products on identified topical issues to facilitate their oversight function.	<p>Proactive Research Services provided.</p> <p>89 proactive projects were completed for the period under review.</p> <p>The Research Unit initiated the publication on Budget Analysis. The first publication is the Budget Analysis 2008 which was completed and is in circulation. At the same time, a manual for Budget Analysis, which could be utilised by researchers in preparation for the analyses of the Budget Votes for their respective portfolios, is being compiled.</p>

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To facilitate and provide support to the oversight function and building a quality process thereof.	Capacitating members to perform their constitutional responsibility of overseeing the Executive's action and holding the Executive accountable.	Proactive Research Services providing members and committees with research products on identified topical issues to facilitate their oversight function.	<p>The Research Unit also conceptualised and, in collaboration with other committee support services, embarked on a five-year review project per committee. The project is in progress and is intended to contribute to informing the work of the committees of the 4th Parliament.</p> <p>Other proactive projects include:</p> <ul style="list-style-type: none"> <li>• Summary and analysis of Joint Presidential Working Group Task Team on the Global Financial Crisis.</li> <li>• Summary and analysis of Draft Regulations and SAPS National Instructions in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act: By 4th Parliament.</li> <li>• Detention centres for illegal immigrants (For the Portfolio Committee on Correctional Services). Deadline: By beginning of 4th Parliament.</li> <li>• Comparative Paper on Traditional Courts and Traditional Justice Systems in Africa. Deadline: 4th Parliament.</li> <li>• Paper on ongoing challenges facing the Master's Office. Deadline: 4th Parliament.</li> <li>• Summary and analysis of Rules for the Promotion of Administrative Justice Act.</li> </ul>



## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To facilitate and provide support to the oversight function and building a quality process thereof.	Capacitating members to perform their constitutional responsibility of overseeing the Executive's action and holding the Executive accountable.	Supporting and facilitating oversight processes in committees.	<p>Oversight activities and visits undertaken.</p> <p>At the end of the reported period, <b>45</b> oversight activities and visits were undertaken by committees as follows:</p> <ul style="list-style-type: none"> <li>• Portfolio Committees – 22;</li> <li>• NCOP Committees – 21; and</li> <li>• Joint Committees – 2.</li> </ul> <p>International Study Tours undertaken.</p> <p>As at the end of the review period, <b>8</b> study tours undertaken by committees were as follows:</p> <ul style="list-style-type: none"> <li>• National Assembly – 7;</li> <li>• NCOP Committees – 0; and</li> <li>• Joint Committees – 1.</li> </ul> <p><b>International Agreements –</b> By the end of the reported period, <b>7</b> international agreements were before Parliament and <b>1</b> was not processed. The agreements were referred to committees for consideration and report in terms of section 231(2) of the Constitution.</p> <p>The following weaknesses have been identified and noted in the processing of international agreements:</p> <ul style="list-style-type: none"> <li>• That the current process of ratifying international agreements lacks public input;</li> <li>• That Parliament was not involved at stages of negotiations to lobby the Executive in various fora to influence the outcomes of agreements before they are concluded and implemented; and</li> </ul>

### Intended impact and performance level

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## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
Facilitation of and support to the legislative function of Parliament.	Capacitating members to perform their constitutional responsibility of passing legislation.	Bills processed/amended by committees and reported on to the House.	<p>These meetings mainly dealt with legislation as was prioritised by the parliamentary programme.</p> <p>Public hearings. Four extensive public hearings were facilitated in all nine provinces, some at a number of sites within each province. These were for the following:</p> <ul style="list-style-type: none"> <li>• Public participation in the processing of the Expropriation Bill by the Portfolio Committee on Public Works;</li> <li>• Public participation in the processing of The Prevention of and Treatment for Substance Abuse Bill by the Portfolio Committee on Social Development; and</li> <li>• Public participation in the processing of the South African Police Amendment Bill and the National Prosecuting Authority Amendment Bill (DSO Bills).</li> <li>• Review of the Criminal Justice System</li> </ul> <p><b>Bills processed</b> – for the reported period, <b>93</b> Bills were processed.</p> <p><b>Bills not proceeded with</b> – at the end of the reported period, <b>14</b> Bills were not passed for various reasons including insufficient public consultation, Bills withdrawn by the Executive or Bills allowed to lapse for re-consideration by the incoming Executive.</p> <p><b>Bills finalised through the mediation mechanism</b> – by the end of the reported period, <b>3</b> Bills were finalised through the Mediation Committee.</p>

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
Facilitation of and support to the legislative function of Parliament.	Capacitating members to perform their constitutional responsibility of passing legislation.	Bills processed/amended by committees and reported on to the House.	<p><b>Bills introduced by committees</b> – by the end of the period under review, <b>2</b> Bills were initiated and introduced by committees.</p> <p><b>Legislative proposals introduced</b> – at the end of the reported period, there were <b>17</b> legislative proposals before the Committee on Private Members Legislative Proposals and Special Petitions. Of these, only <b>6</b> proposals were recommended to the Bills drafting stage while permission was not granted for <b>11</b> of these proposals.</p>
		Bills Digest developed and maintained.	<p>Whilst the development and maintenance of a Bills Digest is no longer regarded as a strategic priority, a number of legislative analyses and other research support or products (analyses of submissions) relating to the consideration and processing of Bills were conducted. The following papers are some examples:</p> <ul style="list-style-type: none"> <li>• Report on Advantages and Disadvantages of the Traditional Courts Bill;</li> <li>• Summary and analysis of the Constitution Sixteenth Amendment Bill;</li> <li>• Analysis of the Money Bills Amendment Procedure and Related Matters; and</li> <li>• Analysis of the Division of Revenue Bill.</li> </ul>
		Research papers on legislation produced.	

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
Facilitation of and support to the legislative function of Parliament.	Capacitating members to perform their constitutional responsibility of passing legislation.	Provision of library and information services to support the legislative and oversight work.	<p>For the period reported, the following are the statistics of queries, books circulated and material requested:</p> <p>Facilitate legislation and oversight function – through the acquisition of library material.</p> <ul style="list-style-type: none"> <li>• Legal deposit purchased books – 965.</li> <li>• Legal deposit material received – 1311.</li> </ul> <p>Facilitate legislation and oversight function – through processing of library material.</p> <p>Catalogued books and periodicals:</p> <ul style="list-style-type: none"> <li>• Catalogued books – 139.</li> <li>• Catalogued periodicals – 3217.</li> <li>• Retrospective processed periodicals – 0.</li> </ul> <p>Classified books:</p> <ul style="list-style-type: none"> <li>• Books classified – 630.</li> <li>• Authority file records created – 115.</li> <li>• Subject index records created – 19.</li> </ul> <p>Facilitate legislation and oversight function – through maintenance of library collection:</p> <ul style="list-style-type: none"> <li>• List of bound material – 1.</li> <li>• Reshelfed material – 150.</li> <li>• Weeded material – 69.</li> <li>• Database records upgraded – 583.</li> </ul>

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
Facilitation of and support to the legislative function of Parliament.	Capacitating members to perform their constitutional responsibility of passing legislation.	Provision of library and information services to support the legislative and oversight work.	<p>Information queries logged at the Information Desk and Mendelssohn Section:</p> <ul style="list-style-type: none"> <li>• Queries logged at the Information Desk and Mendelssohn Section were 959 for the period under review.</li> <li>• Most of the queries dealt with Economics, Gender, Justice, Legislation and Case Law, Parliamentary Affairs, Safety and Security and Constitutional Affairs.</li> </ul>
Increased public participation.	Public participation and involvement through use of language understandable to the public.	Language policy implemented in terms of the implementation plan.	<p>To enable the effectiveness of the Members of Parliament, the following was delivered:</p> <ul style="list-style-type: none"> <li>• Finalisation of the sessional language practitioners contracts.</li> <li>• Additional physical space was obtained and converted into an interpreting communal room, which provides sessional staff with "hot-desk" facilities. Related cabling and furniture were procured and installed to meet the approved work environment required by the sessional staff.</li> <li>• Development and integration of demand management into the Language Service Section, LSS, operations with the aim to reduce the growing need of the LSS to control the multilingual service delivery demand and to structure the workflows, based on the EU study report. The PCMS produced an integrated workflow report to the LSS, specifically addressing the Translation Unit's short and medium-term needs. Work related to the Interpreting Unit was not finalised.</li> </ul>

## 2.3 SUBPROGRAMME: LEGISLATION AND OVERSIGHT

### Intended impact and performance level

Programme Objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
Facilitation of House proceedings, records and publications.	Provide interpreting service.	Members' speeches are interpreted.	<p>Interpreting services rendered:</p> <ul style="list-style-type: none"> <li>National Assembly – interpreting services rendered as required.</li> <li>National Council of Provinces – interpreting services rendered as required.</li> </ul> <p>Sectoral Parliaments:</p> <ul style="list-style-type: none"> <li>Interpreting services rendered during the People's Assembly, Youth Parliament, Women's Parliament, and Taking Parliament to the People.</li> </ul> <p>Committee interpreting:</p> <ul style="list-style-type: none"> <li>Language Services Section has ensured quality multilingual service delivery in all 11 official languages and Sign Language to the institutional proceedings including all public hearings on legislation, both internally and externally.</li> <li>Due to resource constraints, the strategic institutional proceedings had to be targeted using a phasing-in approach.</li> </ul>
	Provide records and publications of House proceedings in floor language and English translation.	Members' speeches are recorded, transcribed and published.	<p>Production of Hansard:</p> <ul style="list-style-type: none"> <li>All debates of the National Assembly, National Council of Provinces and Joint Sitings were collated.</li> <li>Publishing of these debates on the website as well as the bound volumes are underway.</li> <li>Completion date for publication has been targeted for end May 2009.</li> </ul>



### III. PROGRAMME 3: PUBLIC AND INTERNATIONAL PARTICIPATION

## III. PROGRAMME 3: PUBLIC AND INTERNATIONAL PARTICIPATION

### PROGRAMME PERFORMANCE FOR STRATEGIC OBJECTIVE 2:

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

#### PROGRAMME 3: PUBLIC AND INTERNATIONAL PARTICIPATION

##### Purpose

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

#### 3.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES (PCS)

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To promote the image and a better understanding of Parliament and its role.	Capacitate the communication function of Parliament.	Capacitating the PCS in line with the approved communication mandate to ensure that it is able to deliver on its responsibilities.	Most of the critical posts in the approved structure were filled in Information and Content, Media, and Public Education. A total of 22 posts were filled.
To promote the image and a better understanding of Parliament and its role.	Develop and manage an internal and external communication programme to profile the work of Parliament.	Promotes positive media coverage and profiling of Parliament.	<p>The PCS has been keeping abreast with the sourcing, packaging and proactive provision of newsworthy information.</p> <p>The arrangement of news coverage and interviews in the mainstream print and electronic media on all the activities of Parliament was co-ordinated successfully.</p> <p>There is a significant increase in media liaison and turnaround times to queries.</p> <p>The team has also provided advice and assistance to MPs on dealing with sensitive media issues which is central in building positive relationships with the media.</p>
To promote the image and a better understanding of Parliament and its role.	Develop and manage an internal and external communication programme to profile the work of Parliament.	Publicising events and issues related to Parliament and its impact on Parliament's image.	For the second year, PCS co-ordinated the production of Parliament's Reflections, a high level report card of the institution's activities for the year 2008.

### 3.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To promote the image and a better understanding of Parliament and its role.	Develop and manage an internal and external communication programme to profile the work of Parliament.	Publicising events and issues related to Parliament and its impact on Parliament's image.	<p>This year, the distribution of the inserts focused on eight national newspapers. This unique edition, published just before the country's 4th Elections, also provided the opportunity to look ahead and give ordinary citizens insight into the processes that would shape the country's and Parliament's future.</p> <p>The up close and personal view of the Presiding Officers, feedback from the public who participated in activities, and an insider's account of some of the most controversial issues, provided a window to different viewpoints for members of the public.</p>
To promote the image and a better understanding of Parliament and its role.	Develop and manage an internal and external communication programme to profile the work of Parliament.	Parliamentary radio programme revamped and reformatted to include all African language service and public broadcast stations. Publicising events and issues related to Parliament and its impact on Parliament's image.	Parliament's radio initiatives reach a listenership of approximately 25.6 million people in all African languages. Different radio platforms are used to ensure appropriate and sustained profiling of Parliament and its business.
To promote the image and a better understanding of Parliament and its role.	Develop and manage an internal and external communication programme to profile the work of Parliament.	Production of publications and development of promotional materials which inform and enhance the image of the institution.	The publications range – including the monthly InSession, special editions for institutional events, and the production of the souvenir book of the 3rd Parliament as a historical archive – yielded a distribution of 274 700 for the year. Professional creative design and branding in a myriad of formats continue to be an integral part of all events and activities and has become increasingly an institution-wide demand from the Unit.
To promote the image and a better understanding of Parliament and its role.	Enhance Members of Parliament and Senior management's communication competencies.	Develop a training programme in communication.	A national tender was advertised. No suitable service provider was found and the tender had to be cancelled.

**PROGRAMME 3:  
PUBLIC AND INTERNATIONAL PARTICIPATION**

**3.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES**

**Intended impact and performance level**

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To promote the image and a better understanding of Parliament and its role.	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 and monitoring through the application of project management principles.	Conceptualised, project managed and implemented a host of institutional projects, including the State of the Nation Address, Youth Parliament, Women's Parliament and People's Assembly. The Communications team, however, also provided specialist communication support to projects managed elsewhere within Parliament. These include, amongst others, the IPU and Taking Parliament to the People.
To promote the image and a better understanding of Parliament and its role.	Contribute, through strategic communication support, to the creation of an effective people's parliament that is responsive to the needs of the people.	Standardising the operations for institutional activities.	The production of the <b>Standard Operating Procedures Manual (SOPM)</b> for the People's Assembly is underway with the first draft completed in the current financial year.
To promote the image and a better understanding of Parliament and its role.	Contribute, through strategic communication support, to the creation of an effective people's parliament that is responsive to the needs of the people.	Improving uniformity and standardising the operations for the legislative sector.	The identification and conceptualisation of initiatives that would enhance and synchronise operations across the sector are underway. The PCS team is championing a range of initiatives and is developing business cases informed by consultation, concept and budget development.
To promote the image and a better understanding of Parliament and its role.	Integrate public participation in the programmes and events of Parliament.	Encouraging participation and enhancing democracy.	In the conceptualisation of institutional activities, maximising public participation took the forefront in those creative platforms and approaches – such as a school radio competition to encourage youth to participate in the State of the Nation Address (500 participants and 1 500 guests), District and Provincial Youth (177 participants and 126 observers), Women's (300 participants and 100 observers) and People's Parliaments (680 participants and 200 observers) – were continually sought. This then enhanced participation well beyond the confines of the respective Chambers as indicated.  Creative use of media also contributed to expanding involvement with Parliament.

### 3.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
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.	Building collaborative partnerships with civil society organisations for improved communications, eg: <ul style="list-style-type: none"> <li>• Commissioning articles and features.</li> <li>• Negotiating future partnerships.</li> <li>• Involving civil society in institutional projects.</li> <li>• Involving schools in institutional activities.</li> <li>• Promotion of the programme of Parliament and committees in media to encourage attendance.</li> </ul>
To promote public education and public participation in the processes and activities of Parliament.	Develop, implement and manage public education programmes.	Provide information and ongoing education to communities.	The identification and implementation of opportunities to impart information and education to people interacting with Parliament have become an integral part of all institutional activities and include research, presentations and workshops to over 2 050 participants.  Educational tours attracted 24 549 visitors during the year under review. Schools constitute the dominant group of visitors, followed by general public and tertiary students.
To promote public education and public participation in the processes and activities of Parliament.	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 parliamentary website lists unique visitors at 274 828 and hits at 383 164. This new addition to the portfolio of PCS is awaiting the injection of additional staff to maximize its potential. The creation of event specific websites and further development to allow information providers to upload content directly, all contribute to increasing accessibility to Parliament. Live streaming of the President's State of the Nation Address and other important Committee meetings is a welcomed addition to the website.

**PROGRAMME 3:  
PUBLIC AND INTERNATIONAL PARTICIPATION**

**3.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES**

**Intended impact and performance level**

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To promote public education and public participation in the processes and activities of Parliament.	Develop, implement and manage public education programmes.	Develop a super curriculum to inform all future public education curricula.	This three-year programme that will result in the development of a public education super curriculum, targeting curricula from Grade R through to tertiary level, is currently underway with the first phase focusing on school learners in the Foundation Phase (Grades 1–3) and the Intermediate Phase (Grades 4–6).
To promote public education and public participation in the processes and activities of Parliament.	Develop and manage Parliament's stakeholder interface programme through direct and mediated interactions.	Utilisation of media for engagement. Direct interaction with stakeholders.	Readers of parliamentary publications are encouraged to write to the editor. A citizen's corner was established. The website publishes all parliamentary creative publications. Workshops were held with major media houses including the SABC and Primedia.
To promote public education and public participation in the processes and activities of Parliament.	Ensure that people interacting with Parliament experience the interaction as positive and constructive.	Encouraging high etiquette standards and professionalism. Setting up of a call centre.	The operation of the parliamentary switchboard was enhanced through technological and management interventions. The Call Centre establishment project was assigned to the PCS and preliminary work for its establishment executed. This includes concept development, project planning, attendance of a national conference to inform conceptualisation, appointment of a business analyst for process mapping, etc.
To promote public education and public participation in the processes and activities of Parliament.	Provide communication support to the Parliament's public participation programmes.	Conceptualisation, project management, and implementation.	The PCS developed all concepts, and project managed the implementation of all public participation activities of Parliament.
To provide communication support to the legislative and oversight role of Parliament.	Make strategic communication support an inherent and consistent element of lawmaking and the exercise of oversight.	Provision of strategic communication support to committees.	Dedicated communication resources were made available to committee clusters to provide media and general communication support. The support provided is linked to the programme of committees. Strategic communication support provided to ad hoc committees in the conduct of their duties.

### 3.1 SUBPROGRAMME: PARLIAMENTARY COMMUNICATION SERVICES

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide communication support to the legislative and oversight role of Parliament.	Promote public involvement (public education and participation) in all parliamentary processes and programmes.	Provision of strategic communication support to committees.	Coverage of the work of committees and media liaison on behalf of committees provided consistently. Promotion of the programmes of committees to improve awareness and participation in committee activity has been rolled out. Consistent support was provided to committee programmes including outreach, public hearings and oversight visits.
To provide communication support to the legislative and oversight role of Parliament.	Improve the understanding and appreciation of Parliament's oversight role.	Profiling Parliament and enhancing democracy.	The production of short videos profiling the Parliament of the Republic of South Africa in national and international arenas – such as the IPU, The Story of the Parliament of the People, etc – allows for exchange of experiences among the people and Parliaments across the globe. The insertion of South Africa among the world's democracies and its unique Constitution heightens the interest in our Parliament and its strategies. Videos of the South African hosted IPU were distributed to all 153 IPU member countries. Special features and interview sessions in various media on the importance of oversight were done to improve awareness and appreciation of this function.

**PROGRAMME 3:  
PUBLIC AND INTERNATIONAL PARTICIPATION**

**3.1.1 SUBPROGRAMME: PARLIAMENTARY MILLENNIUM PROJECT**

**Intended impact and performance level**

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To harness the potential of our diverse perspectives into a process that maps a way forward for our new nation.	Create a platform for marginalised women to share with Parliament their views, their challenges, dreams and aspirations.	Hosting the Amazwi Abesifazane (Voices of Women) national workshops in 9 provinces.	Workshops conducted in all provinces and 360 cloths produced and framed.  Six research reports completed and submitted to portfolio committees of the 4th Parliament.

**3.1.2 SUBPROGRAMME: AFRICAN SKY STORIES**

**Intended impact and performance level**

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To make visible and assert our South African and African Identity.	Promote African oral tradition and to foster greater pride in our African heritage.	Publication and distribution of book.	In total 2 500 books were produced and distributed to 268 libraries nationally. Production completed, CDs duplicated and distributed. DVDs produced and distributed amount to 400.

**3.1.3 SUBPROGRAMME: INTERNATIONAL WOMEN'S CONFERENCE II (WOMEN'S PLATFORM FOR ACTION IN AFRICA)**

**Intended impact and performance level**

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To make visible and assert our South African and African identity.	Create sustainable programmes and processes for implementation.	Three-day International Conference.	International Conference held at the Pan-African Parliament and report was completed.



### 3.1.4 SUBPROGRAMME: 2008 FILM FESTIVAL IN PARLIAMENT

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To make visible and assert our South African and African identity.	Explore some of the perceptions, beliefs and prejudice reflected in South Africa's past and present.	Film Festival.	Organised a one-week screening of South African films in Parliament.

### 3.1.5 SUBPROGRAMME: PMP YOUTH PROGRAMME 2009

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To make visible and assert our South African and African identity.	Encourage deeper understanding and appreciation of the ideals, values, principles and passion that drove the spirit of past generations.	Develop concept proposal.	First phase completed (workshop held with Khulisa to brainstorm format of project).

### 3.1.6 SUBPROGRAMME: EVERY VIEW COUNTS (PUBLICATION)

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To build bridges of understanding among South Africans so as to reshape current social and political discourses.	Designed for Members of Parliament and Provincial Legislatures, this publication locates the importance of cultivating a culture of tolerance and promoting open and honest dialogue within the parliamentary milieu. It explores concepts such as the validity of differing perspectives, inclusivity, diversity, national identity and touches on the value of dialogue and tolerance in unlocking the "collective wisdom" of Parliamentarians in exercising their oversight and legislative functions.	Producing a publication comprising interviews with a wide range of multiparty MPs and MPLs.	Publication completed.

**PROGRAMME 3:  
PUBLIC AND INTERNATIONAL PARTICIPATION**

**3.1.7 SUBPROGRAMME: INTER-LEGISLATURE EXCHANGE**

**Intended impact and performance level**

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
Harness the potential of our diverse perspectives into a process that maps a way forward for our new nation.	Nation-building.	Province specific projects: Siyaphi, Sivelaphi (Where are we going and where do we come from).	Design/Co-production of two documentaries with EC and NC Provincial Legislatures.
		Eastern Cape Legislature – Christmas of Death Row.	Documentary completed.
		Northern Cape Legislature.	Documentary currently in production phase.

**3.2 SUBPROGRAMME: INTERNATIONAL PARTICIPATION**

**Intended impact and performance level**

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To manage Parliament's relations at a bilateral level by facilitating international participation within the framework of Parliament's international relations policy.	Facilitate international participation.	Support the Parliamentary Group on International Relations (PGIR).  To provide content, procedural and logistical support to members and parliamentary delegations participating in bilateral engagements.	Arrange meetings of members of the Parliamentary Group on International Relations (PGIR).  Participation of members and parliamentary delegations in the proceedings of bilateral engagements for incoming and outgoing delegations.
To manage Parliament's relations at a multilateral level by facilitating international participation within the framework of Parliament's international relations policy.	Facilitate international participation.	To provide support to the Parliamentary Group on International Relations (PGIR).  To provide adequate content, procedural and logistical support for incoming and outgoing delegations.	Arrange meetings of members of the Parliamentary Group on International Relations (PGIR).  Facilitate and implement decisions and resolutions. Provide briefing notes and facilitate travel arrangements.
To manage Parliament's relations at a multilateral level by facilitating international participation within the framework of Parliament's international relations policy.	Facilitate international participation.	To provide support to the Parliamentary Group on International Relations (PGIR).  Adequate content and logistical support provided and improved engagements on international issues.	Arrange meetings of members of the Parliamentary Group on International Relations (PGIR).  Facilitate implementation of decisions and resolutions. Briefing notes provided, facilitate travel arrangements and draft reports.

## IV. PROGRAMME 1: ADMINISTRATION

## IV. PROGRAMME 1: ADMINISTRATION

### PROGRAMME PERFORMANCE FOR STRATEGIC OBJECTIVE 3:

To build an effective and efficient Institution

#### PROGRAMME 1: ADMINISTRATION

##### Purpose

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

#### 4.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide leadership and strategic direction to the management of core business and strategic support to the Office of the Speaker.	Strategic management of the office.	Development of business plans for the Office of the Speaker.	Business plan for 2008/09 has been developed, adopted and submitted. The 2008/09 budget has been realigned to the cost drivers of operations of the Office of the Speaker.
	Performance management and development system.	Adopted PMD system.	Employees have signed performance contracts and job profiles. All staff have reviewed their job profiles and made the necessary changes that were validated by their immediate supervisors.
	Operations management.	Sound management of finances, HR, procurement and documentation.	All operations/activities within the Office of the Speaker have been budgeted for with the necessary alignment. Tools of managing the budget are in place and comply with parliamentary policies and procedures. All invoices for the 2008-09 financial year were submitted to the Finance Management Section for payment as per the resolution of the Budget Council Meeting. Maintaining a good relationship with service providers. All audit queries have been addressed and preventative measures put in place. The 2009/10 Budget Proposal was submitted for budget allocation as requested by the Budget Council Meeting.

#### 4.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide leadership and strategic direction to the management of core business and strategic support to the Office of the Speaker.	Operations management.	Sound management of finances, HR, procurement and documentation.	<p>Procurement plans have been developed. Asset Audit/Registry for the first quarter of 2008-09 financial year has been conducted and documented.</p> <p>100% of requested travel by Presiding Officers and staff members have been facilitated for the year.</p> <p>Handover report to the new office bearers (Speaker and Deputy Speaker) has been done.</p> <p>Database and archive of all correspondence to the Speakership have been created.</p> <p>Quarterly HR performance reviews were conducted and 2008/09 assessments completed.</p> <p>Administrative, logistical and secretarial support was available for all meetings of Office Bearers.</p> <p>Incoming and outgoing correspondence in the Office of the Leader of Government Business has been assessed and processed.</p>
	Management of the core business of the integrated Office of the Speaker.	Established systems to provide support to the core business.	<p>Developed, reviewed and updated systems and procedures to track legislation, international agreements, conventions, reports, state visits, statements, announcements, appointments, apologies and all other submissions from the Executive and Leader Of Government Business.</p> <p>Database to monitor committee reports for 2008 is being developed.</p> <p>Developed reports on solicited and unsolicited submissions from the public and other external stakeholders.</p>

#### 4.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide leadership and strategic direction to the management of core business and strategic support to the Office of the Speaker.	Management of the core business of the integrated Office of the Speaker.	Established systems to provide support to the core business.	<p>Developed quarterly reports on the parliamentary meetings chaired by the Speaker contained in the NA Rules and Joint Rules of Parliament – NAPC, NARC, JRC and JPC.</p> <p>Procedures and protocols have been developed for presiding over proceedings of Plenaries, Joint Sittings, Extended Public Committees and Special Plenaries as well as report on challenges and solutions.</p> <p>Tracking system and reports have been developed on the submissions, appointments and vacancies for Chapter Nine Institutions.</p> <p>Submissions from Chapter Nine Institutions were read, critically assessed, recorded, summarised, acknowledged, sent for procedural advice, tracked, monitored and responded to.</p> <p>Peoples Assembly report has been tabled and referred to the House Chairperson: Committees and ICT.</p>
	Provision of legal opinions to ensure compliance with legislation and procedures.	Quality legal opinions are provided.	During the period under review, a number of legal opinions were given.
	Track legislative trends in relation to constitutional imperatives and international obligations.	Speakership consistently advised on existing trends.	<p>Provided a legal advisory service to the Speakership and ensured that objectives are met at an acceptable risk in accordance with good governance practices and the laws of the country.</p> <p>Advice on Unit on Chapter 9 and PAP has been given.</p> <p>PMP document for the Deputy Speaker done.</p> <p>Launch of the Women's Place and related matters were finalised.</p>

#### 4.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide leadership and strategic direction to the management of core business and strategic support to the Office of the Speaker.	Identification and management of legal risks and provision of advice in relation to compliance.	Speakership consistently advised on existing trends.	Speakership has been advised, amongst others, on the following: <ul style="list-style-type: none"> <li>• Poverty Alleviation Network vs. President of the Republic and Others;</li> <li>• Public Services Accountability Monitor: SCOPA DA Members: Request to Access Arms Deal confidential documents;</li> <li>• PAC Letter: Removal of their Member of Parliament from NA as PAC's representative;</li> <li>• A complaint against SAHRC; and</li> <li>• Co-operation pledge: Eastern Cape Legislature: Re: Co-operation in dealing with the matter lodged by the Poverty Alleviation Network.</li> </ul>
Manages the provision of written research, analysis, and draft issues and position papers to the Speakership to provide information which supports all efforts geared towards oversight, legislative, international obligation and public participation.	Information analysis.	Development of concept and research papers.	<p>Developed briefing notes on Chapter 9 Institution's reports.</p> <p>Ad hoc committee report on Chapter 9 Institutions has been analysed.</p> <p>Reports of Public Protector, processed for Deputy Speaker, have been developed.</p> <p>Provided content support to the SADC Parliamentary Forum.</p> <p>Participated in the Pan-African Parliament Sessions in Midrand.</p> <p>Unit on Chapter 9's papers have been written and the draft business plan for the Unit has been developed.</p> <p>Staff complement and organogram has been developed and the implementation plan and budget for the Unit has been developed.</p>

#### 4.1 SUBPROGRAMME: OFFICE OF THE SPEAKER

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
Manages the provision of written research, analysis, and draft issues and position papers to the Speakership to provide information which supports all efforts geared towards oversight, legislative, international obligation and public participation.	Conduct proactive research.	In-depth summary research topics produced.	<p>Workshop proposal on access to information written.</p> <p>Institutional audit of legislative sector in South Africa completed. Speakership booklet has been written.</p> <p>Processed recommendations of Asmal Report (Ad hoc Committee on Chapter 9 Institutions). Norms and standards for report writing submitted.</p> <p>Drafted founding documents for the units on Chapter 9.</p>

#### 4.2 SUBPROGRAMME: OFFICE OF THE CHAIRPERSON

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide strategic political support to the Presidium.	Presidium to have political content.	Presidium debates and interactions are well informed.	<p>Concept document for Taking Parliament to the People was developed and adopted by Presiding Officers.</p> <p>Launched a thematic book as part of legacy projects, which captures the activities of the NCOP for the first ten years of its existence, for institutional memory.</p> <p>Programme 2009 report was developed, circulated throughout all the Provinces, and finally presented and adopted by the House as one of the documents to form part of the legacy report for the new Presiding Officers.</p>



## 4.2 SUBPROGRAMME: OFFICE OF THE CHAIRPERSON

### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide strategic support to Constituency Offices.	Political programme in place.	Well co-ordinated political programme.	Programmes were developed and implemented in the Constituency Offices. These programmes were also aligned and integrated into the programme of the office bearers.
To facilitate international participation.	Consistent engagement on international issues.	Facilitate international participation of Presidium.	A number of bilateral and multilateral international activities were conducted. As member of PAP the Chairperson attended a number of PAP sessions on behalf of the institution.
To provide strategic administrative support.	Provide support to employees and Presidium.	Smooth administrative and logistical support to Presidium.	Reviewed and finalised the organogram of the office in line with the aspirations of the Presiding Officers. Finalised the handover report, which included, inter alia, report on study of Taking Parliament to the People. Finalised performance assessment and contracting for the new year.
To provide constitutionally sound legal advice.	Accurate, constitutionally sound legislation is passed.	Constitutionally sound and accurate briefings given on time.	Sound constitutional advice was given on a number of matters; some included the dissolution of Scorpions and the formation of the new structure to deal with priority crimes, as well as the dissolution and formation of the NCOP after the election.
To facilitate communication of activities of the NCOP.	Communication mechanisms set up to promote work of the institution.	Increase communication.	A number of engagements with Provinces were organized which included video conferences and teleconferences with Speaker of Provinces. Engagements with media were organized in the form of an open session with journalist to deal with a wide range of media houses, where the Chairperson took the media through some of the achievements of the NCOP.

### 4.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To facilitate communication of activities of the NCOP.	Communication mechanisms set up to promote work of the institution.	Increase communication.	Some of the media engagements included Chairperson addressing Press Clubs in Johannesburg and Cape Town. Facilitated Radio and Television interviews where the Pos were able to engage the media on a variety of issues.
To provide financial management and services in an effective, efficient and transparent manner.	Effective financial management in the institution.	Timeous budget preparation.	Budget collation process for 2009/10 was completed and submitted to National Treasury for inclusion in the Estimate of National Expenditure.
Timeous submission of financial statements.	Sound financial management controls and practices are exercised by the institution.	Compliance to the legislative requirements.	Payments processed upon receipt of duly verified invoices from budget holders and where possible within 30 days of receipt of invoice.
Procurement and provisioning of goods and services in an effective, efficient and transparent manner.	Application of Preference Point System, Parliament Policy and Best Procurement Practices.	Services provided as per SLA with Units/Sections and Revision of Procurement Policy and Procedures.	Orders processed and administered.
Building an effective Human Resource Division.	A re-energised, effective HR team, with clear structures and systems.	Transforming HR Division to be in line with Global Best.	Capacity building training was conducted to HR employees to empower them on HR Global Best practices.
Building an effective Human Resource Division.	Effective administration system.	Integrated human resources processes.	Developed workflow of payroll report for managers to approve.
To provide performance improvement of employees and alignment of the performance improvement system with strategic objectives.	A paradigm shift from Performance Management to Performance improvement.	An improved performance improvement system put in place for Parliament.	Finalised a Draft Performance Improvement Framework that aligns performance at individual, team and organisational level. Achieved a 95% participation rate in the performance improvement. Conducted performance improvement workshops and consultations with managers and staff to improve support for the performance improvement process. Mapped the promotions process as part of an HR project to make HR policies more transparent, accessible and clear.

### 4.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide performance improvement of employees and alignment of the performance improvement system with strategic objectives.	A paradigm shift from Performance Management to Performance improvement.	An improved performance improvement system put in place for Parliament.	Implemented the promotions process in terms of policy.
To provide human resource development interventions.	Self service users' ability to transact on Marang – Oracle Learning Management.	Alignment with National Skills Strategy.	Survey completed and feedback provided to management. Survey feedback incorporated into HR planning and draft HR plan developed.
To provide human resource development interventions.	New staff members assimilated into Parliament in the shortest possible time.		Induction process redesigned and new staff effectively inducted.
To provide human resource development interventions.	Lifelong learning is facilitated through bursary scheme.	Alignment with National Skills Strategy.	Compiled and submitted the Work Place Skills Plan to PSETA.  All quarterly reports submitted to the PSETA.
To provide human resource development interventions.	Parliament's workforce profile to reflect national demographics.	Alignment with National Skills Strategy.	Employment Equity Strategy and plan approved. Draft Employment Equity targets were set.
To perform Baseline Risk Assessment of Parliament.	Parliament's SHE risk profile and mitigate risks. Compliance with the Occupational Health and Safety Act, 85 of 1993.	Assessments to be carried out within legislative requirements.	Identified Parliament's top five high risk areas, which are the following: <ul style="list-style-type: none"> <li>• Members and Employees Traveling;</li> <li>• Information Technology;</li> <li>• Services for Parliament's Protection;</li> <li>• Contractor Management; and</li> <li>• Medical Clinic or Services.</li> </ul> Parliament is in the process of addressing these through its integrated Enterprise Wide Risk Management Strategy.

#### 4.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide Safety, Health and Environmental (SHE) training.	Integration of health and safety related training programmes and workshops.	Structured SHE training programmes developed.	<p>Wellness Strategy developed and approved.</p> <p>Interventions co-ordinated to address physical, emotional and social wellness of employees and teams.</p> <p>EAP program established including counselling and 284 counselling sessions were rendered to staff.</p> <p>Wellness Day conducted on 30 May 2008 to increase employee awareness around Wellness. HIV Strategy developed and approved.</p> <p>Three SHE compliance officers and one SHE co-ordinator were trained on SHE compliance technical training during this period under review.</p>
To record and measure SHE services.	A safe working environment.	<p>Incidents/accidents to be reported according to the General Administrative Regulations.</p> <p>Emergency care to be provided timeously.</p>	<p>The emergency facility has treated and reported injuries on duty (COID) and injuries that happened outside the work environment (Incidents). Injuries that occurred on duty are listed below:</p> <ul style="list-style-type: none"> <li>• 24 First Aid cases (FA).</li> <li>• 19 Nondisabling Injuries (NDI).</li> <li>• 20 Disabling injuries.</li> </ul>
To assist Parliament in achieving its objectives by providing a professional, cost effective internal audit and advisory service.	Improved and enhanced internal control, risk management and governance processes for the institution.	Establishment of an effective in-house internal audit unit.	<p>Relevant structure is in the final stage of approval.</p> <p>Four unemployed graduates were employed for an internship programme.</p>

### 4.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To assist Parliament in achieving its objectives by providing a professional, cost effective internal audit and advisory service.	Improved and enhanced internal control, risk management and governance processes for the institution.	Provide assurance and consulting service to Parliament.  Facilitation of Risk Management.	<p>The following reports/reviews were finalised:</p> <ul style="list-style-type: none"> <li>• Business process reviews.</li> <li>• Information Technology (IT) reviews.</li> <li>• Cyclical reviews based on compliance with relevant statutes.</li> <li>• Ad-hoc request from management.</li> <li>• Follow-up on implementation of audit finding.</li> </ul> <p>The Risk Management Committee (RMC) was established.</p> <p>The ERM framework and implementation plan was finalised and approved by the Accounting Officer.</p> <p>The Anti-Fraud Awareness Campaign was launched.</p> <p>Fraud Hotline reports were received and monitored and five investigations were conducted.</p>
To provide advice and assistance on budget and expenditure.	Exercised effective and efficient controls over financial management of Parliament.	Developed the performance measures and standards for the various services rendered by the office.	Developed performance measures and standards.
To provide institutional policies for management and employees of Parliament.	Effective and efficient institution.	Institutional policies that will enhance good parliamentary governance.	<p>Reviewed 16 policies and drafted 17 new policies.</p> <p>Conducted workshops with all employees on these 33 policies.</p> <p>These policies were signed off by principal sponsors and had been submitted for approval by the relevant authority.</p>

### 4.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide institutional policies for management and employees of Parliament.	Effective and efficient institution.	Parliamentary administrations to comply with internal policies to ensure an effective and efficient institution.	Evaluated the implementation of the Policy on Recruitment and Selection and compiled a report on findings.
To create, co-ordinate and facilitate organisational design.	All the functional areas of Parliament to deliver services efficiently and effectively.	Improved parliamentary services.	Successfully developed organisational structures reflecting the current structural picture in Parliament.
To improve business process.	Optimum utilisation of HR resources and systems.	Reviewed and mapped HR business processes.	The analysis, review, capturing and mapping of improved processes was completed.
To provide safety and security within the precincts of Parliament.	Implementation of Security Policy.	A new Security Policy was introduced. This clarifies roles and responsibility.	Relations and co-operation between PPS and SAPS improved.
To provide safety and security within the precincts of Parliament.	Access control.	To ensure the screening and effective access of authorised persons to the parliamentary precincts. All office bearers, visitors and contractors to be issued with an access card.	Conducted the process of issuing new access cards.
To provide safety and security within the precincts of Parliament.	Internal movement controlled.	To control the movement of visitors and contractors within the parliamentary buildings effectively. To monitor and record the movement of visitors and contractors.	DPW is assisting the Protection Services Section with the development of CCTV upgrade. With assistance from SAPS, PPS members have been trained to operate the 100 Plein monitoring room effectively.
To provide safety and security within the precincts of Parliament.	Personnel security.	Facilitating the screening and vetting of all officials and contractors by our service providers (SAPS, NIA).	Up to 1018 parliamentary officials were vetted and screened during the year. Submissions have been sent to NIA for Security Clearance.
To provide safety and security within the precincts of Parliament.	Chamber security.	The application of assessment, preparation and security deployment for any session programmed for the NA and NCOP Chambers.	Professional and effective security was provided to both Houses with no further problems identified.

### 4.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide safety and security within the precincts of Parliament.	Event security management.	The effective provisioning and co-ordination of security at special parliamentary events and visits.	Protection Services Section successfully provided security for events and visits of Parliament.  The execution of this function is hampered by a lack of equipment such as CCTV equipment, communication equipment and direct electronic access to the Asset Register of Parliament.
To provide safety and security within the precincts of Parliament.	Building and asset security.	Protection of parliamentary buildings and assets by means of patrols, inspections and utilisation monitoring facilities. (This excludes private or official equipment or goods under control of an office bearer.)	The protection service was conducted and implemented as planned.
To promote a culture of transparency and accountability in respect of personal interests of members.	Create trust and confidence in the integrity of Parliament.	Compliance with the code of parliamentary ethics.	The 2008 Register was tabled and adopted by the Joint Committee on Ethics and Members Interests.  Investigation completed on AG's enquiry on the disclosure of 14 members. Report tabled and adopted on 22 October.
To promote a culture of transparency and accountability in respect of personal interests of designated parliamentary officials.	Promote high standards of ethical conduct by parliamentary employees.	Compliance with the code of parliamentary ethics.	Report on the employees alleged non-disclosure completed and submitted to Secretary to Parliament.
To increase opportunities for public participation and involvement.	Providing access to Parliament, especially for people on the periphery.	Set up Parliamentary Democracy Offices.	A full employee complement has been completed in all three.

### 4.3 SUBPROGRAMME: OFFICE OF THE SECRETARY TO PARLIAMENT

#### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To increase opportunities for public participation and involvement.	Co-ordinating and co-operating with other spheres of government.	Creating awareness on roles of the PDOs.	The PDOs held meetings with various government structures to introduce the concept of PDOs on a continuous basis. Key stakeholders in the provinces were identified and meetings were held with them for co-operation in the functioning of the PDOs. The three legislatures continue to be informed of the functioning of PDOs in their provinces.
To render efficient and professional protocol and ceremonial services to Parliament.	Parliamentary ceremonies and courtesies are extended by Parliament to South African and visiting foreign dignitaries.	Performing an emissary function in receiving Heads of Diplomatic Missions and representing the Presiding Officers at functions.	Complete protocol and ceremonial services were provided to Presiding Officers. Complete protocol and ceremonial services were provided for incoming ambassadors, Deputy Heads of States and Heads of States.
To provide legal advice to all stakeholders of Parliament.	Proper and constitutionally sound legislation.	Good quality support and timeous legal advice to committees and verifying constitutional compliance.	The following legal advice and opinions were provided: • About 178 written legal opinions provided to parliamentary services and committees. • Daily oral advice given to portfolio and select committees considering legislation.
Facilitate Strategic and Business Planning for Parliament.	To ensure a continued process of Strategic Planning, the crafting of the Strategic Intent, and the alignment and linkage of the Strategic Intent to other processes.	A consolidated Environmental Analysis published every 5 years. Annually revised Strategic Plan, published for tabling in Parliament.  Annually revised Business Plans for Divisions.	Process commenced for a new Environmental Analysis (2009). Strategic Plan revised, approved by POs and Secretary as tabled in Parliament in June 2008. Divisional Business Planning to start in November 2008.
Facilitate the implementation of the Strategic Plan.	To facilitate the implementation of the Strategic Plan of Parliament.	Programme of Strategic objectives managed .  Institutional projects managed.  Project management support provided. Donor projects coordinated.	Programme co-ordinated, sequenced according to political priority and resource availability. According to PMI and PMBOK standards (Detailed below). According to requirements.  According to donor and Parliamentary requirements.



#### 4.4 SUBPROGRAMME: CORPORATE SERVICES

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide ICT leadership.	Best practice models and systems implemented.	Managing and meeting client expectations.	Co-ordinated engagement meetings with key users. Conducted 30 workshops with Division/Section/Unit managers.  Six ICT steering committee meetings were held.
		Strengthening ICT relationships with Members of Parliament.	Briefings and discussions with the House Chairperson on ICT matters.  ICT 2008 and beyond has been accepted as a policy outlook.  Conceptual Business Architecture presented to the POs.
	Enhanced relationships with Members and Stakeholders.	Continued alignment of Master Systems Plan (MSP) strategies with business requirements.	Performed the following activities: <ul style="list-style-type: none"> <li>• Master Systems Plan reviewed.</li> <li>• Parliament Business Model developed adopted.</li> </ul>
		Full participation in international initiatives (Global Centre, UN, IPU and APKN).	Participated in: <ul style="list-style-type: none"> <li>• World e-Parliament conference – submitted a paper on ICT infrastructure.</li> <li>• Shaping the Information Society conference: The role of Parliaments and Legislatures.</li> <li>• The Global Centre for ICT in Parliament's: Board Meeting: Strategic and Operational Plan for 2009–2010.</li> <li>• APKN/ PAP conference – Development of an Equitable Information Society in Africa: Role of Parliaments.</li> <li>• Collaboration with APKN.</li> </ul>
	Improved relations with international and regional organisations.	Shared Services model developed.	Presented a shared services platform to SALSA: <ul style="list-style-type: none"> <li>• Shared Services concept adopted.</li> <li>• Signed assistance MOU with Participating Legislatures.</li> <li>• Developed Shared Services funding proposal to request funding from Donors.</li> </ul>

#### 4.4 SUBPROGRAMME: CORPORATE SERVICES

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To implement the Master Systems Plan (MSP) and Management Information Systems.	ICT Strategy alignment with Parliament's Business Strategy.	Annual review of the MSP.	ICT strategy (MSP) reviewed.  The following were developed: <ul style="list-style-type: none"> <li>• Conceptual Business Architecture.</li> <li>• Solution Models.</li> <li>• Information Architecture Blueprint.</li> <li>• Enterprise Data Model.</li> <li>• Application Architecture.</li> <li>• Legislative Solution mapped.</li> </ul>
		Framework for the governance of projects.	Project Management templates finalised. Collaboration with Project Office on the Project Management Policy.
		Integration of Change Management Strategies for ICT.	Website, PCMS, Intranet Change Management Strategies are being rolled out.
	Optimum utilisation of ICT systems.	Establish business and technology needs.	Workshops with Divisions and stakeholders. Total of 457 process diagrams and 126 organisational diagrams captured in ARIS. Number of Event Process Chain (EPC) models in ARIS totals 330.  The following were achieved: <ul style="list-style-type: none"> <li>• Process Mapping for SCM (sourcing solution) completed.</li> <li>• Process mapping for PCS completed.</li> <li>• Process mapping for various HR processes completed.</li> <li>• Process mapping and workflow for Questions completed.</li> <li>• Business case for HR (iRecruitment) completed.</li> <li>• Business case for Sourcing Solution completed.</li> <li>• Business case and User Requirements completed for ticketing system.</li> <li>• Business case and User Requirements completed for 4th Parliament database.</li> </ul>

#### 4.4 SUBPROGRAMME: CORPORATE SERVICES

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To implement the Master Systems Plan (MSP) and Management Information Systems.	Optimum utilisation of ICT systems.	Business Processes redesigned. Production of Hansard record within eight hours.	The pilot project was conducted successfully with the unrevised Hansard being produced within two hours after a sitting of the House.
		Capacitation of ICT.	IT Operations Manager appointed in Feb 2009. Remainder of critical vacancies on hold due to budget constraints.
	MSP project programme plan	Projects implemented as per planned MSP programme.	Intranet project completed. Intranet went live in July 2009.
To provide and support ICT Systems and Infrastructure.	Stability of audio and video systems in Parliament.	Stable sound in the Chambers.	Provide support for committee and House sittings: <ul style="list-style-type: none"> <li>• Support to 5173 sittings.</li> <li>• Broadcasted 105 sittings (74 NA and 31 NCOP sittings).</li> <li>• Other events covered by single camera.</li> <li>• Total of 60 MATV points installed.</li> <li>• NCOP voting system has been upgraded.</li> <li>• Backup microphones have been installed in the National Assembly Chamber.</li> </ul>
		Electronic refurbishment of the committee rooms.	Refurbishment of all committee rooms (T18) are complete.
	Compliance to Technology Life Cycle and Standards.	Technology renewal strategies developed.	MSP review and technical architecture is still in progress. Solution Architecture Models completed.
		Provide IT support for Parliament.	IT support for staff and members: <ul style="list-style-type: none"> <li>• Incidents 7315 – technical issues resolved.</li> <li>• IT requests 4030 – creation of accounts, purchases, etc.</li> <li>• Sound and Vision 1020 – technical issues resolved.</li> <li>• Change requests 329 – moves, additions, etc.</li> </ul>

#### 4.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide document and records management service to Parliament.	Optimal availability of telephone services.	Telephone communication with stakeholders internally and externally.	<p>Telephone services were available to Parliament throughout the period under review.</p> <p>The telephone management office recorded 300 new line installations and transfers.</p> <p>Provided assistance with regard to the telephone infrastructure design and acquisition for Africa House.</p> <p>Total of 610 handsets were procured and delivered for the 4th Parliament.</p> <p>Digital cards and licences were also delivered and have been installed in the PABX System.</p> <p>Brochures informing new members of the most important contacts, including basic telephone codes, have been designed and are ready for printing.</p>
To provide document and records management service to Parliament.	Papers officially before Parliament for consideration.	Papers published in the ATC and referred to appropriate committees for their consideration.	<p>All papers received from government departments were published in the ATC.</p> <p>A total of 152 annual reports from government departments and public entities were tabled in Parliament.</p> <p>A total of 141 parliamentary papers were also tabled.</p> <p>The report of papers tabled by departments and constitutional bodies was also completed.</p>

#### 4.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide document and records management service to Parliament.	Availability of papers for the business of the Houses to members and staff.	Papers on the business of the Houses delivered to members and staff offices every morning.	Parliamentary papers were manually distributed to members before 9am daily.  The electronic distribution to members, government departments and the media was done before 7am daily.
To provide document and records management service to Parliament.	Books available for use in the library and artefacts prepared for exhibitions.	Books and paper-based artefacts conserved for preservation purpose and for use in exhibitions and library.	Completed the conservation of 297 books for the library.  Completed the treatment of special collection books for the library.  Refurbished 26 tapestry artworks which are part of the PMP collection.  Involved in the preparation of artworks for the Lingua Portuguesa um Oceano de Cultura exhibition.
To provide document and records management service to Parliament.	Created books from printed materials and repaired damaged books.	In-house produced materials used to create books on demand and damaged covers of books repaired.	Involved in the rebounding of library periodicals into books and the creation of books from printed material.  Binding services were provided on an ongoing bases and client requirements and deadlines were met.
To provide document and records management service to Parliament.	Provision of duplication services for the offices in Parliament.	Papers required for parliamentary services made available.	Offset Digital Printer was delivered, installed and configured.  Training was provided to staff members on the new machine and the machine is currently being used.  Duplication services are ongoing and we have responded to client requirements and deadlines.  Provided printing services to the Inter-Parliamentary Union (IPU).

#### 4.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide document and records management service to Parliament.	Central management of records.	Records electronically available to entire service and external correspondence received was converted to electronic format.	<p>The backscanning of documents in the Document Management Facility from different Divisions in Parliament is ongoing.</p> <p>The registry in Finance has successfully assisted with the retrieval of documents during the audit in which Parliament received an unqualified report.</p> <p>Migration of electronic documents to PCMS is still ongoing.</p>
To provide document and records management service to Parliament.	Ensure that information is accessed outside the office environment.	Improved communication between members and Parliament.	The support for MPs on the use of the Unified Communication System is ongoing.
To provide document and records management service to Parliament.	Improve use of and access to information.	Implementation of the PCMS and improvement on usage.	<p>Review of the implementation of Parliament's Content Management System (PCMS) was completed and report submitted to Parliament by external auditors.</p> <p>Training on Business Process Management Tool was conducted for Parliament's ICT technical staff.</p> <p>The tool is being used to automate business processes in Parliament for the core business.</p> <p>Training on the system is ongoing and is aimed at ensuring that usage is maximised with a view to promoting access to information.</p> <p>Provided assistance with regard to the publishing of daily papers on the Intranet.</p>

## 4.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide adequate office accommodation, parking facilities and office maintenance to all members and administrative staff.	Accommodation provided.	Office accommodation provided and allocated as prescribed.	<p>National Assembly – Ground, 1st and 2nd floor – The Speaker, Deputy Speaker and LOGB were relocated to new building suites in National Assembly building.</p> <p>The Legal Services and Strategy and Planning sections were relocated to 8th floor of the 90 Plein Street building. National Assembly – 4th floor – The ex- staff canteen area was refurbished into new open-plan office accommodation.</p> <p>National Assembly – 2nd floor – The ex-Press kitchen area was refurbished into two additional offices.</p> <p>Africa House – This building is in the process of being refurbished to accommodate GCIS and the Protocol units. Occupation of the facility is envisaged before end June 2009.</p>
To provide adequate office accommodation, parking facilities and office maintenance to all members and administrative staff.	Facilities upgraded/refurbished.	Facilities upgraded/refurbished timely as per specification.	Facilities upgraded and refurbished within the required timeframes.
	Buildings maintained accordingly.	Defects reported to NDPW/ DSVH and attended to.	National Department of Public Works (NDPW) and DSVH continued to address all the on-going maintenance required for the various buildings.
To provide adequate office accommodation, parking facilities and office maintenance to all members and administrative staff.	Parking provided.	Parking facility provided by NDPW. and allocated according to policy provisions/guidelines.	An assessment and evaluation of staff parking was done and reviewed.

#### 4.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide adequate office accommodation, parking facilities and office maintenance to all members and administrative staff.	Unused furniture relocated to stores/disposed of.	Unused/redundant/obsolete furniture relocated/stored/disposed of timeously and in accordance with policy guidelines.	In various buildings, with the supply of new members' furniture, all of the old existing furniture was disposed of via public auction by the appointed auctioneer.  The old redundant furniture from the crèche and the various dining rooms were also disposed of via public auction.
To provide adequate office accommodation, parking facilities and office maintenance to all members and administrative staff.	Mail and documents delivered.	Documents/mail/newspapers sorted, delivered and distributed timely by various Household Service staff.	Courier services – The E-way Bill electronic process was introduced for more effective and efficient collection and distribution of urgent documents.  4th Parliament – In view of the relocation of members, boxes were supplied to all members. These boxes will be couriered to the various destinations.
Provisioning of meals to Members of Parliament, catering for functions and providing refreshments for committees in timely, qualitative and cost-effective manner.	Meals provided timely with quality and cost-effective catering services.	Quality meals and refreshments served on time.	Total of 8, 900 main courses served within standards, timely, of high quality and within budget.
	Functions and committees catered for within budgets.	Constructive advice provided.	Total of 26, 500 meals were served at functions.
	Refurbish Members' Restaurants and replace undesirable furniture.	Comfortable and good condition restaurant furniture for members.	National Assembly and Old Assembly restaurants were refurbished and new furniture installed; Marks Building restaurant will be refurbished in the 2009-10 financial year.



#### 4.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To acquire, maintain, conserve and develop Parliament's artworks and heritage collections, and to make the collections and their information accessible.	The collections should be accessible by being on display where possible for education and appreciation purposes.	Exhibition spaces should be prepared for the permanent display of artworks.	The office arranged and oversaw the upgrading of the Museum Room, including new lighting and an alarm system. The office received numerous international and South African visitors to view the collections on display.
	The collections should be developed to represent the contemporary and democratic Parliament and South Africa.	New works by South African artists should be acquired that meet Parliament's collection criteria.	<p>The office consulted SAHRA (SA Heritage Resources Agency) Western Cape on several heritage matters, including the audio-visual upgrade of the Old Assembly Chamber.</p> <p>The artworks database was incorporated on the SAHRA (National) website of state-owned heritage assets in compliance with the Heritage Resources Act.</p> <p>The office sold catering items with the old emblem to the value of R175 000 after samples of all items were kept back for Parliament's collection, the Southern Flagship (Iziko) and the Northern Flagship Museums.</p>
	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.	A number of antique furniture pieces were restored for re-use in offices and public areas. The office monitored furniture going to auction and withheld the antique pieces.

#### 4.5 SUBPROGRAMME: INSTITUTIONAL SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To acquire, maintain, conserve and develop Parliament's artworks and heritage collections, and to make the collections and their information accessible.	<p>The office should provide effective and efficient internal institutional support regarding art and heritage.</p> <p>Beneficial relations between Parliament and professional organisations and individuals, both internationally and nationally.</p>	<p>Internal institutional support working relationships were established and ongoing support provided.</p> <p>Public outreach: establish working relationships with external bodies and respond to enquiries from the general public.</p>	<p>The office attended to numerous queries and requests for information or assistance from many sections within Parliament, including the curators designing and setting up various exhibitions at the Cape Town International Convention Centre for the International Parliamentary Union conference.</p> <p>The office attended to numerous art or heritage-related queries and requests for information or assistance from various institutions, organisations and individuals.</p> <p>The office continued to be a member of SAMA (SA Museums Association), ICOM SA (International Council of Museums), SAPCON (SA Preservation and Conservation Group), SANG (Friends of the SA National Gallery) and SAM (Friends of the SA Museum).</p> <p>An employee of the office attended the annual SAMA conference, the SAVAHA (South African Visual Arts Historians) conference and a SAPCON symposium on the Future of Heritage Preservation in South Africa.</p> <p>The curator served on the National Heritage Council's Funding Committee. The assistant curator served on the Iziko SANG Acquisitions Committee. The administrator served on the Iziko Friends of Michaelis committee.</p>
To create an efficient and effective working environment through the Space Utilisation Project.	Effective and efficient working environment.	Office space provision.	<p>Executive suites: Suites were handed over to Presiding Officers.</p> <p>Department of Public Works conducted a feasibility study.</p>

## V. PROGRAMME 4: MEMBERS' FACILITIES

## V. PROGRAMME 4: MEMBERS' FACILITIES

### PURPOSE

To provide telephone, travel and other facilities to Members of Parliament and fund medical aid contributions and travel facilities for certain former members.

#### 5.1 SUBPROGRAMME: NATIONAL ASSEMBLY MEMBERS' FACILITIES

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide support and Members' Facilities.	Accurate and valid travel transactions are captured.	Members to carry out their legislative mandate efficiently and effectively.	Three-day turnaround on claim processing. Real time travel reservation. Training per programme. Asset provision as required.

#### 5.2 SUBPROGRAMME: NATIONAL COUNCIL OF PROVINCES MEMBERS' FACILITIES

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
To provide support and Members' Facilities.	Accurate and valid travel transactions are captured.	Members to carry out their legislative mandate efficiently and effectively.	Three-day turnaround on claim processing. Real time travel reservation. Training per programme. Asset provision as required.

## VI. PROGRAMME 5: ASSOCIATED SERVICES

## VI. PROGRAMME 5: ASSOCIATED SERVICES

### PURPOSE

To provide financial support to political parties represented in Parliament.

#### 6.1 SUBPROGRAMME: POLITICAL PARTY SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
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.	All parties that complied with policy, received payment.

#### 6.2 SUBPROGRAMME: CONSTITUENCY SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
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.	All parties that complied with policy, received payment.

#### 6.3 SUBPROGRAMME: PARTY LEADERSHIP SUPPORT

##### Intended impact and performance level

Programme objective(s)	Measure	Actual performance against the outcome or target	
		Outcome or target	Actual performance
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.	All parties that complied with policy, received payment.

## VII. FINANCIAL STATEMENTS

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

**Table 1:**

Programme	2008/09 R'000	% Increase/ (Decrease)	2007/08 R'000	2006/07 R'000
1. Administration	224 944	18%	191 110	252 956
2. Legislation and Oversight	178 268	8%	164 950	139 206
3. Public and International Participation	64 489	6%	60 881	84 468
4. Members Facilities	183 025	6%	173 370	148 657
5. Associated Services	263 073	7%	245 403	156 846
<b>Sub-Total</b>	<b>913 799</b>	<b>9%</b>	<b>835 714</b>	<b>782 133</b>
<b>Direct charge: National Revenue Fund</b>	<b>253 979</b>	<b>6%</b>	<b>242 380</b>	<b>229 218</b>
Members Remuneration	253 979	5%	242 380	229 218
<b>Total</b>	<b>1 167 778</b>	<b>8%</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 8% from the 2007/08 financial year to the 2008/09 financial year. An additional amount was added at a later stage to compensate for the increase in the remuneration of Members of Parliament which was proclaimed in November 2008. The additional amount was R57 062 000 which increased the total budget to R1 224 840.

In addition to the above Parliament utilised an amount of R221 348 000 to augment the budget in order to ensure that multi-year projects, annual events and some baseline increase could be effected. This was agreed with National Treasury.



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

Programme	Adjusted Appropriation 2008/09 R'000	Virements R'000	Final Appropriation 2008/09 R'000
1. Administration	224 944	172 294	397 238
2. Legislation and Oversight	178 268	25 254	203 522
3. Public and International Participation	64 489	65 866	130 355
4. Members' Facilities	183 025	(24 416)	158 609
5. Associated Services	263 073	(17 650)	245 423
Transfer from Retained Earnings		221 348	221 348
<b>Sub-Total</b>	<b>913 799</b>	<b>221 348</b>	<b>1 135 147</b>
Direct Charge: National Revenue Fund	311 041		311 041
<b>Total</b>	<b>1 224 840</b>	<b>221 348</b>	<b>1 446 188</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 the continuation of strategic projects that would assist the Institution in achieving its strategic objectives. 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 only programme which recorded an under-spending was Programme 5 which is for the Members' remuneration.

The under-spending amount of R6 883 016 is to be transferred back to the Revenue Fund.

A comparison of the under-spending against voted funds for the past four financial years show that Parliament has in the 2007/8 and 2008/9 financial years spend the full allocated budget with only a surplus on the direct charge against the National Revenue fund showing an under-spending.

	2008/09 R'000	2007/08 R'000	2006/07 R'000	2005/06 R'000
Under-Spending on vote	6 883	1 672	33 026	75 909
<b>Retained Earnings Approved for spending for 2008/09</b>				
Retained Funds approved	258 019			
Less: Spending per Appropriation Statement	(221 348)			
Under-spending	<b>36 671</b>			

From Table 1 above it is clear that the budget for programmes 1, 2 and 3 was insufficient and funds were re-directed from the remaining two 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 the Treasury of Parliament. 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

	2008/09 R'000	2007/08 R'000	2006/07 R'000	2005/06 R'000
Final Appropriation	1 224 840	1 078 094	1 011 351	885 561
Expenditure	1 217 957	1 075 678	978 325	809 653
% Spent	99,4%	99,8%	96,7%	91,4%

## 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 and as in prior years this funding was utilised for various projects for capacity building of staff and members with the aim of enabling the institution to achieve its strategic objective pertaining to legislation and oversight. Projects that benefited from this fund were the PCMS project, Research Capacity and Members training in terms of the Leadership Development Programme.

In terms of the agreement these funds are independently audited on an annual basis. This project has ended, but extension has been granted until 31 December 2009. 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.
- Department of Public Works: Provision was made for the repayment of expenses incurred for the refurbishment of various buildings and offices on the Parliamentary precinct. This was necessitated due to the fact that the budget for Prestige buildings did not make provision for this which was deemed urgent by Parliament. This transfer of funds has been duly approved by the Treasury of Parliament. This is reflected in the Appropriation Statement under Sub-programme 1.5: Institutional Support.

### 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 was further extended till 31 March 2009 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 during the 2008/09 financial year.

The Risk Management Committee for the Institution has been re-constituted and a Risk Management Framework has been developed. The Institution is currently investigating 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.

Parliament applied for and was granted approval by the Accountant-General to retrospectively change the policy on revaluation of assets. The policy was changed from the requirement of revaluation every three years to no revaluation required.

This was done to align Parliament with the rest of the public sector where no revaluation of the type of moveable assets which Parliament own is performed as there is no real benefit while the cost of the revaluation is high.

The effect of the change in accounting policy is included under note 22 to the financial statements.

## 8. EVENTS AFTER THE REPORTING DATE

There were no events after reporting date.

## 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

As reported in the prior financial year, the recovery of amounts is continuing through the liquidation process.

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	-	-	-	-
	<b>17,207,263</b>	<b>9,472,484</b>	<b>18,240,308</b>	<b>5,120,813</b>	<b>13,119,495</b>

The Statement of Financial Position reflects an amount of R12,655 million as an asset and as recoverable revenue in the books of the Institution.

### 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 2009 as well as those who would not be returning after the election of 22 April 2009. 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 R52,686,639.76 included in the figure for current payments which is paid from the statutory appropriation and is a direct charge against the Revenue Fund.

The amount is provided for in the Statutory Appropriation included in Vote 2 of 2009/10.

### Investigation into possible fruitless and wasteful expenditure

Parliament appointed a professional valuation concern to complete the valuation of assets before the change in accounting policy noted in point 7 above was 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

### 12. SCOPA RESOLUTIONS

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

### 13. APPROVAL

The Annual Financial Statements as set out from page 70 to 119 have been approved by the Accounting Officer.



Mr. Z.A. Dingani  
Secretary to Parliament  
28 July 2009

## 7.2 Report of the Audit Committee for the year ended 31 March 2009

### Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2009.

### Audit Committee Members and Attendance

The Audit Committee operates within a formally approved terms of reference. It met four (4) times and consists of the members listed below:

Name of Member	Number of Meetings Attended
C. Choeu (Chairperson)	4
D. Coovadia	4
V. Nondabula	4
N.Z. Qunta	3
L. Mabe (MP – National Assembly)	1
D. Botha (MP – NCOP)	1

### 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 in compliance with the spirit of section 38 (1)(a) of the PFMA and Treasury Regulations 3.1.1.3. 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 Public Finance Management Act (PFMA) and King II 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 both periodical and ongoing risk analysis process, as well as giving recommendations to management to strengthen the internal control and risk management systems.

During the year under review, management has implemented corrective actions, to the recommendations by internal audit and approved the Enterprisewide Risk Management (ERM) Framework to further enhance the institution's control, governance and risk management processes.

From the Management Letter and internal audit reports, it was however, noted that besides the lack of segregation of duties at the Finance Management Office due to the departure of the Chief Financial Officer (CFO) as well as lack of segregation of duties in relation to assets, no other matters were reported to indicate material deficiencies in the system of internal control or any deviations there from.

Accordingly, we can report that the system of internal control over financial and operational reporting for the period under review has been satisfactory.

### Internal Audit

During the year under review there were no amendments effected to the internal audit Terms of Reference (Charter). We are satisfied that the Internal Audit function is operating effectively, carried out its responsibilities in compliance with the Charter and that it has addressed the risks pertinent to the institution in its audits. However, inadequate capacity within the function remains a concern, and the finalisation of formal risk assessment and we are satisfied that the Accounting Officer has put in place measures to address the concern.

### **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 submitted quarterly reports and In Year Monitoring Reports to National Treasury (IYM) as required by the Treasury Regulations. We are satisfied with the content and quality of the In Year Monitoring and Management (IYM) reports and quarterly reports prepared and issued by the Accounting Officer during the year under review.

### **Evaluation of Annual Financial Statements**

The Committee has:

- Reviewed and discussed with the Auditor General of South Africa (AGSA) and Management the audited Annual Financial Statements (AFS) and Audit Report to be included in the annual report; and
- Also reviewed accounting policies and practices and Parliament's compliance with operational, legal and regulatory provisions.

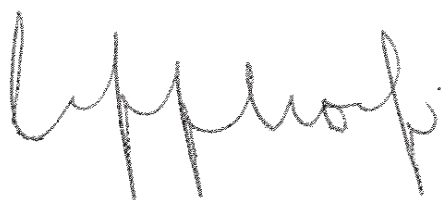
We are therefore satisfied that the AFS did not contain any material misstatements that would cause the AGSA to qualify the audit opinion and that Management has satisfactorily responded and dealt with all the issues raised in the Management Letter during the audit. We accept the AGSA's report on the AFS, and are of the opinion that the audited AFS should be accepted and read together with their report.

It is important to note that Parliament has an unqualified report for the third consecutive year, which indicates progressive improvement in the management systems.

We are of the opinion that the finances and systems of internal control and risks are appropriately managed and that the Financial Statements are a fair reflection of Parliament's activities in the past year as confirmed by the Audit Report.

### Appreciation

We wish to congratulate the Accounting Officer and Parliament management and staff on continued adherence to good corporate governance of the institution and for the unqualified audit report for the year under review. We also wish to thank the Presiding Officers, for the support and the Internal Audit and AGSA staff for their consistent value -adding contributions.



Chairperson of the Audit Committee

11 August 2009

## 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 2009

### 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 2009, statement of financial performance, the statement of changes in net assets and the cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes, as set out on pages 100 to 131.

#### Responsibility of the accounting officer 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 a manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Responsibility of the Auditor-General

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

4. I conducted my audit in accordance with the International Standards on Auditing read with *General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008*. 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 and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal

control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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 as at 31 March 2009 have been prepared, in all material respects, in accordance with the basis of accounting as set out in note 1 to the financial statements and in the manner required by the PFMA.

### Emphasis of matters

Without qualifying my opinion, I draw attention to the following matters:

### Basis of accounting

8. Parliament's policy is to prepare financial statements on the entity-specific basis of accounting as indicated in note 1 to the financial statements.

### Restatement of corresponding figures

9. As disclosed in note 22 to the financial statements, Parliament changed its accounting policy in respect of the revaluation of fixed assets, where the

policy previously required assets to be revalued every three years. The effect of the change in the policy no longer requires Parliament to revalue their fixed assets. The corresponding figures for the prior statement of financial position date have accordingly been restated.

### Other matters

I draw attention to the following matters that relate to my responsibilities in the audit of the financial statements:

### Unaudited supplementary schedules

10. I have not audited the appropriation statement set out on pages 90 to 99 of the financial statements and accordingly I do not express an opinion thereon.

### Governance framework

11. The governance principles that impact the auditor's opinion on the financial statements are related to the responsibilities and practices exercised by the accounting officer and executive management and are reflected in the internal control deficiencies and key governance responsibilities addressed below:

### Key governance responsibilities

12. The PFMA tasks the accounting officer with a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of key governance responsibilities, which I have assessed as follows:

No.	Matter	Y	N
<b>Clear trail of supporting documentation that is easily available and provided in a timely manner</b>			
1.	No significant difficulties were experienced during the audit concerning delays or the availability of requested information.		■
<b>Quality of financial statements and related management information</b>			
2.	The financial statements were not subject to any material amendments resulting from the audit.		■
3.	The annual report was submitted for consideration prior to the tabling of the auditor's report.	■	
<b>Timeliness of financial statements and management information</b>			
4.	The annual financial statements were submitted for auditing as per the legislated deadlines section 40 of the PFMA.	■	
<b>Availability of key officials during audit</b>			
5.	Key officials were available throughout the audit process.	■	
<b>Development and compliance with risk management, effective internal control and governance practices</b>			
6.	Audit committee		
	• The institution had an audit committee in operation throughout the financial year.	■	
	• The audit committee operates in accordance with approved, written terms of reference.	■	
	• The audit committee substantially fulfilled its responsibilities for the year, as set out in audit committee charter	■	

No.	Matter	Y	N
<b>7. Internal audit</b>			
	<ul style="list-style-type: none"> <li>Parliament had an internal audit function in operation throughout the financial year.</li> </ul>	■	
	<ul style="list-style-type: none"> <li>The internal audit function operates in terms of an approved internal audit plan.</li> </ul>	■	
	<ul style="list-style-type: none"> <li>The internal audit function substantially fulfilled its responsibilities for the year, as set out in its charter.</li> </ul>	■	
8.	There are no significant deficiencies in the design and implementation of internal control in respect of financial and risk management.		■
9.	There are no significant deficiencies in the design and implementation of internal control in respect of compliance with applicable laws and regulations.	■	
10.	The information systems were appropriate to facilitate the preparation of the financial statements.	■	
11.	A risk assessment was conducted on a regular basis and a risk management strategy, which includes a fraud prevention plan, is documented and used.	■	
<b>Follow-up of audit findings</b>			
12.	The prior year audit findings have been substantially addressed.		■
<b>Issues relating to the reporting of performance information</b>			
13.	The information systems were appropriate to facilitate the preparation of a performance report that is accurate and complete.	■	
14.	Adequate control processes and procedures are designed and implemented to ensure the accuracy and completeness of reported performance information.	■	
15.	A strategic plan was prepared and approved for the financial year under review for purposes of monitoring the performance in relation to the budget and delivery by the department against its mandate, predetermined objectives, outputs, indicators.	■	
16.	There is a functioning performance management system and performance bonuses are only paid after proper assessment and approval by those charged with governance.	■	

13. The current year's financial statements were adjusted for material misstatements which is indicative of a situation where ongoing monitoring is not undertaken to enable an assessment of the effectiveness of internal control over financial reporting. Had Parliament not adjusted their financial statements during the audit, they would have obtained a qualified audit opinion for not producing financial statements in accordance with the entity specific basis of accounting. The next few years will pose greater challenges for Parliament with the ongoing transition to full accrual accounting. In order to deal with the prevalence of material misstatements in financial statements that have to be corrected during the audit period, Parliament needs to:

- develop a strategy that has as its overall aim to improve financial management controls in order to produce accurate financial statements
- subject the financial statements to a quality review before they are submitted for audit purposes, while internal audit and audit committees need to play a crucial role in the review process of the financial statements.

Furthermore, there should also be a discipline to produce periodic (monthly and/or quarterly) financial accounts and management information for review by management.

We acknowledge that there is a challenge nationally in this regard. The National Treasury should play a leading role in assisting Parliament in this regard by producing the relevant framework and templates for the production of periodic financial accounts and reliable management information.

#### Delays in finalization of audit

14. 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 resolution of audit findings relating to the completeness, valuation and existence of capital assets, I have delayed the finalisation of my report, although the financial statements were received on 31 May 2009.

#### REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

##### Report on performance information

15. I have reviewed the performance information as set out on pages 11 to 69.

##### The accounting officer's responsibility for the performance information

16. The accounting officer has additional responsibilities as required by section 40(3)(a) of the PFMA to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of the department.

##### The Auditor-General's responsibility

17. I conducted my engagement in accordance with section 13 of the PAA read with *General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008*.

18. In terms of the foregoing my engagement included performing procedures of a review nature to obtain sufficient appropriate evidence about



the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

19. I believe that the evidence I have obtained is sufficient and appropriate to report that no significant findings have been identified as a result of my review.

#### APPRECIATION

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

*Auditor-General*

Cape Town

August 2009



## 7.4 Appropriation Statement for the year ended 31 March 2009

Appropriate per Programme									
	2008/09							2007/08	
	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	219,588	(5,460)	108,557	322,685	322,685	0	100.0%	256,990	256,990
Transfers and subsidies	-	-	40,476	40,476	40,477	1	100.0%	5,200	5,082
Payment for capital assets	5,356	5,460	23,261	34,077	34,077	(0)	100.0%	9,857	9,857
<b>Changes in retained revenue</b>	-	-	(221,348)	(221,348)	-	(221,348)	0.0%	(67,123)	-
<b>2. Legislation and Oversight</b>									
Current payment	174,479	2,276	25,254	202,009	202,008	1	100.0%	160,824	160,824
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	3,789	(2,276)	-	1,513	1,513	1	100.0%	2,266	2,266
<b>3. Public and International participation</b>									
Current payment	59,391	1,963	65,866	127,220	127,220	(0)	100.0%	69,719	69,714
Transfers and subsidies	2,625	(68)	-	2,557	2,557	(0)	100.0%	2,500	2,194
Payment for capital assets	2,473	(1,895)	-	578	578	(0)	100.1%	485	272
<b>4. Member's Facilities</b>									
Current payment	181,009	-	(23,411)	157,598	157,598	(0)	100.0%	148,585	148,590
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	2,016	-	(1,005)	1,011	1,011	(1)	100.0%	1,007	942
<b>5. Associated Services</b>									
Transfers and subsidies	263,073	-	(17,650)	245,423	245,362	61	100.0%	245,403	245,361
<b>Subtotal</b>	<b>913,799</b>	<b>(0)</b>	<b>0</b>	<b>913,799</b>	<b>1,135,088</b>	<b>(221,287)</b>	<b>124.2%</b>	<b>835,714</b>	<b>902,091</b>
<b>Statutory Appropriation</b>									
Current payments	311,041	-	-	311,041	356,884	(45,843)	114.7%	242,380	240,708
<b>Total</b>	<b>1,224,840</b>	<b>(0)</b>	<b>0</b>	<b>1,224,840</b>	<b>1,491,971</b>	<b>(267,130)</b>	<b>121.8%</b>	<b>1,078,094</b>	<b>1,142,799</b>
<b>Reconciliation with Statement of Financial Performance</b>									
<b>Add:</b> Prior year unauthorised expenditure approved with funding				-				-	
Departmental receipts				55,190				51,735	
Local and foreign aid assistance				1,194				3,796	
<b>Actual amounts per Statement of Financial Performance (Total Revenue)</b>				<b>1,281,224</b>				<b>1,133,625</b>	
Assets acquired and capitalised during the current financial year,					(37,179)				(13,337)
Other payments in Appropriation Statement, not accounted for in the Statement of Financial Performance									
<b>Actual amounts per Statements of Financial Performance</b>					<b>1,454,792</b>				<b>1,129,462</b>

## FINANCIAL STATEMENTS

Appropriation per Economic classification									
	2008/09							2007/08	
	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	308,847	153	42,692	351,692	351,692	(0)	100.0%	280,340	280,339
Goods and services	325,620	(1,374)	133,574	457,820	457,820	(0)	100.0%	355,777	355,779
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-
Departmental agencies & accounts	-	-	40,476	40,476	40,476	(0)	100.0%	5,200	5,082
Foreign governments & international organisations	2,625	(68)	-	2,557	2,557	0	100.0%	2,500	2,194
Non-profit institutions	263,073	-	(17,650)	245,423	245,362	61	100.0%	245,403	245,361
<b>Payment for capital assets</b>									
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	13,634	1,289	22,256	37,179	37,179	(0)	100.0%	12,323	12,043
Software & other intangible assets	-	-	-	-	-	-	0.0%	1,293	1,293
<b>Changes in retained revenue</b>	-	-	(221,348)	(221,348)	-	(221,348)	-	(67,123)	-
<b>Total</b>	<b>913,799</b>	<b>-</b>	<b>-</b>	<b>913,799</b>	<b>1,135,087</b>	<b>(221,288)</b>	<b>124.2%</b>	<b>835,714</b>	<b>902,091</b>

Statutory Appropriation									
Direct charge against National Revenue Fund	2008/09							2007/08	
	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
List all direct charges against the Revenue Fund									
President and Deputy President salaries				-		-			
Member of executive committee / parliamentary officers	311,041			311,041	356,884	(45,843)	114.7%	242,380	240,708
Judges salaries				-		-			
<b>Total</b>	<b>311,041</b>	<b>-</b>	<b>-</b>	<b>311,041</b>	<b>356,884</b>	<b>(45,843)</b>	<b>114.7%</b>	<b>242,380</b>	<b>240,708</b>

Detail per programme 1 - Administration									
Programme per subprogramme	2008/09							2007/08	
	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	21,002	-	5,870	26,872	26,872	0	100.0%	17,527	17,527
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	320	(66)		254	254	(0)	100.1%	260	260
<b>1.2 Office of the Chairperson</b>									
Current payment	11,629	1,584	3,842	17,055	17,055	(0)	100.0%	11,518	11,518
Transfers and subsidies				-	-	-		-	-
Payment for capital assets	276	45	50	371	371	(0)	100.1%	303	303
<b>1.3 Office of the Secretary</b>									
Current payment	77,444		99,354	176,798	176,798	(0)	100.0%	138,502	138,501
Transfers and subsidies				-	-	-		-	-
Payment for capital assets	3,720		22,772	26,492	26,492	(0)	100.0%	7,445	7,445
<b>1.4 Corporate Services</b>									
Current payment	48,263	(13,892)	139	34,510	34,511	(0)	100.0%	34,154	34,154
Transfers and subsidies				-	-	-		-	-
Payment for capital assets	600	462		1,062	1,062	0	100.0%	980	980
<b>1.5 Institutional Support</b>									
Current payment	61,250	6,848	(648)	67,451	67,451	(0)	100.0%	55,290	55,290
Transfers and subsidies			40,476	40,476	40,476	(0)	100.0%	5,200	5,082
Payment for capital assets	440	5,019	439	5,898	5,898	0	100.0%	869	869
<b>Changes in retained revenue</b>			(172,294)	(172,294)	-	(172,294)		(67,123)	-
<b>Total</b>	<b>224,944</b>	<b>-</b>	<b>-</b>	<b>224,944</b>	<b>397,239</b>	<b>(172,295)</b>	<b>176.6%</b>	<b>204,924</b>	<b>271,928</b>

Appropriation per Economic classification									
Economic classification	2008/09							2007/08	
	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	158,386		24,659	183,045	183,045	(0)	100.0%	146,879	146,879
Goods and services	61,202	(5,460)	83,898	139,640	139,640	(0)	100.0%	110,110	110,111
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-			-	-	-	0.0%	-	-
Departmental agencies & accounts			40,476	40,476	40,476	(0)	100.0%	5,200	5,082
Foreign governments & international organisations				-	-	-		-	
Non-profit institutions				-	-	-		-	
<b>Payment for capital assets</b>									
Machinery & equipment	5,356	5,460	23,261	34,077	34,077	(0)	100.0%	8,565	8,564
Software & other intangible assets	-			-	-	-	0.0%	1,293	1,293
Changes in retained revenue			(172,294)	(172,294)	-	(172,294)		(67,123)	
<b>Total</b>	<b>224,944</b>	<b>-</b>	<b>-</b>	<b>224,944</b>	<b>397,239</b>	<b>(172,295)</b>	<b>176.6%</b>	<b>204,924</b>	<b>271,928</b>

Detail per programme 2 - Legislation and Oversight									
Programme per subprogramme	2008/09							2007/08	
	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	12,872	1,526	292	14,690	14,690	(0)	100.0%	8,297	8,297
Transfers and subsidies	-			-	-	-	0.0%	-	-
Payment for capital assets	97	273	-	371	371	0	100.0%	133	133
<b>2.2 National Council of Provinces</b>									
Current payment	21,332	692		22,024	22,024	0	100.0%	26,392	26,392
Transfers and subsidies				-	-	-	0.0%	-	-
Payment for capital assets	283	(120)		163	163	0	99.8%	97	97
<b>2.3 Legislation and Oversight</b>									
Current payment	140,275	58	24,962	165,295	165,294	0	100.0%	126,135	126,135
Transfers and subsidies		-		-	-	-	0.0%	-	-
Payment for capital assets	3,409	(2,430)		980	979	0	100.0%	2,037	2,037
<b>Total</b>	<b>178,268</b>	<b>(0)</b>	<b>25,254</b>	<b>203,522</b>	<b>203,521</b>	<b>1</b>	<b>100.0%</b>	<b>163,090</b>	<b>163,090</b>

Economic classification	2008/09							2007/08	
	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	115,218		12,323	127,541	127,541	0	100.0%	99,758	99,758
Goods and services	59,261	2,276	12,931	74,468	74,468	0	100.0%	61,066	61,066
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-			-	-	-	0.0%	-	-
Dept agencies & accounts				-	-	-		-	-
<b>Capital</b>									
Buildings & other fixed structures				-	-	-		-	-
Machinery & equipment	3,789	(2,276)		1,513	1,513	0	100.0%	2,266	2,266
Software & other intangible assets				-	-	-		-	-
Changes in retained revenue				-	-	-		-	-
<b>Total</b>	<b>178,268</b>	<b>-</b>	<b>25,254</b>	<b>203,522</b>	<b>203,521</b>	<b>1</b>	<b>100.0%</b>	<b>163,090</b>	<b>163,090</b>

Detail per programme 3 - Public and International Participation									
Programme per subprogramme	2008/09							2007/08	
	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	46,713	1,963	61,122	109,798	109,798	(0)	100.0%	52,356	52,352
Transfers and subsidies	-			-	-	-	0.0%	-	-
Payment for capital assets	2,416	(1,849)		567	567	(0)	100.1%	469	256
<b>3.2 International Relations</b>									
Current payment	12,678		4,744	17,422	17,422	0	100.0%	17,363	17,362
Transfers and subsidies	2,625	(68)	-	2,557	2,557	0	100.0%	2,500	2,194
Payment for capital assets	57	(46)		11	11	-	100.0%	16	16
Changes in retained revenue			(49,054)	(49,054)		(49,054)			
<b>Total</b>	<b>64,489</b>	<b>-</b>	<b>16,812</b>	<b>81,301</b>	<b>130,355</b>	<b>(49,054)</b>	<b>160.3%</b>	<b>72,704</b>	<b>72,180</b>

Economic classification	2008/09							2007/08	
	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	12,784		5,710	18,494	18,494	(0)	100.0%	12,551	12,550
Goods and services	46,607	1,963	60,156	108,726	108,726	0	100.0%	57,168	57,164
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities				-		-		-	-
Dept agencies & accounts				-		-		-	-
Foreign governments & international organisations	-	-	-	-	-	-	-	-	-
Non-profit institutions	2,625	(68)	-	2,557	2,557	0	100.0%	2,500	2,194
	-			-	-	-	0.0%	-	-
<b>Capital</b>									
Buildings & other fixed structures				-		-		-	
Machinery & equipment	2,473	(1,895)		578	578	(0)	100.1%	485	272
Software & other intangible assets				-		-		-	
Changes in retained revenue			(49,054)	(49,054)		(49,054)		-	
<b>Total</b>	<b>64,489</b>	<b>-</b>	<b>16,812</b>	<b>81,301</b>	<b>130,355</b>	<b>(49,054)</b>	<b>160.3%</b>	<b>72,704</b>	<b>72,180</b>

Detail per programme 4 – Members’ Facilities									
Programme per subprogramme	2008/09							2007/08	
	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	153,114		(12,803)	140,311	140,311	(0)	100.0%	135,473	135,473
Transfers and subsidies				-		-	0.0%	-	
Payment for capital assets	2,016		(1,005)	1,011	1,011	(0)	100.0%	1,007	942
<b>4.2 National Council of Provinces Members’ Facilities</b>									
Current payment	27,895		(10,608)	17,287	17,287	(0)	100.0%	13,112	13,117
Transfers and subsidies				-		-	0.0%	-	
Payment for capital assets				-		-	0.0%	-	
<b>Total</b>	<b>183,025</b>	<b>-</b>	<b>(24,416)</b>	<b>158,609</b>	<b>158,610</b>	<b>(1)</b>	<b>100.0%</b>	<b>149,592</b>	<b>149,532</b>

Economic classification	2008/09							2007/08	
	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	22,459	153		22,612	22,612	0	100.0%	21,152	21,152
Goods and services	158,550	(153)	(23,411)	134,986	134,986	(0)	100.0%	127,433	127,438
<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	2,016		(1,005)	1,011	1,011	(0)	100.0%	1,007	942
Software & other intangible assets				-		-	0.0%	-	
<b>Total</b>	<b>183,025</b>	<b>-</b>	<b>(24,416)</b>	<b>158,609</b>	<b>158,610</b>	<b>(1)</b>	<b>100.0%</b>	<b>149,592</b>	<b>149,532</b>



Detailed per programme 5 - Associated Services									
Programme per subprogramme	2008/09							2007/08	
	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	54,964		(2,617)	52,347	52,347	(0)	100.0%	52,347	52,325
Payment for capital assets				-		-	0.0%	-	
<b>5.2 Constituency Support</b>									
Current payment				-		-	0.0%	-	
Transfers and subsidies	202,801		(14,800)	188,001	188,001	0	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		(233)	5,075	5,015	60	98.8%	5,055	5,035
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>263,073</b>	<b>-</b>	<b>(17,650)</b>	<b>245,423</b>	<b>245,362</b>	<b>61</b>	<b>100.0%</b>	<b>245,403</b>	<b>245,361</b>

Economic classification	2008/09							2007/08	
	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				-		-		-	
<b>Transfers &amp; subsidies</b>									
Foreign governments & international organisations				-		-		-	
Non-profit institutions	263,073		(17,650)	245,423	245,362	61	100.0%	245,403	245,361
<b>Capital</b>									
Machinery & equipment				-		-		-	
<b>Total</b>	<b>263,073</b>	<b>-</b>	<b>(17,650)</b>	<b>245,423</b>	<b>245,362</b>	<b>61</b>	<b>100.0%</b>	<b>245,403</b>	<b>245,361</b>

## 7.5 Notes to Appropriation Statement for the year ended 31 March 2009

### 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	397,238	397,240	(2)	0%
Legislation and Oversight	203,522	203,521	1	0%
Public and International Participation	130,355	130,355	(0)	0%
Members' Facilities	158,609	158,610	(1)	0%
Associated Services	245,423	245,362	61	0%
Change in retained revenue	(221,348)	(267,130)	(45,782)	-21%

Retained earnings approved by the Treasury of Parliament earmarked for projects and to top-up the baseline.

The over-expenditure relates to accruals and provisions made for the once-off gratuity proclaimed in Government Gazette 31513 dated 15 October 2008 for loss of office to members who left Parliament during the period 01 April 2008 to 31 March 2009 or those who did not return after the elections.

##### 4.2 Per economic classification:

Current Expenditure	R'000
<b>Transfers and subsidies</b>	
Departmental agencies and accounts	(0)
Foreign governments and international organisations	0
Non-profit institutions	61
<b>Payments for capital assets</b>	
Machinery and equipment	(0)
Change in retained revenue	(221,348)
During these period the Treasury of Parliament of the Republic of South Africa approved transfer of the above amount from retained earnings of prior years to fund continuation of strategic multi-year projects and other institutional needs.	

## 7.6 Statement of Accounting Policies and Related Matters for the year ended 31 March 2009

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.

## 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 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.

### 3.5 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 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 2009

	Note	2008/09 R'000	2007/08 R'000
<b>REVENUE</b>			
Annual appropriation	1.	913,799	835,714
Statutory appropriation	2.	311,041	242,380
Departmental revenue	3.	55,190	51,735
Local and foreign aid assistance	4.	1,194	3,796
<b>TOTAL REVENUE</b>		<u>1,281,224</u>	<u>1,133,625</u>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	5.	708,576	521,046
Goods and services	6.	439,942	352,055
Financial transactions in assets and liabilities	7.	16,219	13,905
Local and foreign aid assistance	ANNEXURE 1N	1,659	3,156
<b>Total current expenditure</b>		<u>1,166,396</u>	<u>890,162</u>
<b>Transfers and subsidies</b>	8.	288,396	252,637
<b>TOTAL EXPENDITURE</b>		<u>1,454,792</u>	<u>1,142,799</u>
<b>SURPLUS/(DEFICIT)</b>		(173,568)	(9,174)
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>(173,568)</u>	<u>(9,174)</u>
<b>Reconciliation of Net Surplus (Deficit) for the year</b>			
Funds unutilised/(overspent)		(229,952)	(64,705)
Departmental revenue	3.	55,190	51,735
Local and foreign aid assistance	4.	1,194	3,796
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>(173,568)</u>	<u>(9,174)</u>

## 7.8 Statement of Financial Position for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>ASSETS</b>			
<b>Current assets</b>		313,768	420,100
Irregular expenditure	12.	189	189
Fruitless and wasteful expenditure	11.	12,655	13,498
Cash and cash equivalents	13.	283,809	387,894
Inventory	14.	205	279
Prepayments and advances	15.	3,462	9,635
Receivables	16.	13,449	8,605
<b>Non-current assets</b>		84,753	63,714
Tangible capital assets	20.	117,794	80,615
Intangible capital assets	21.	1,976	1,976
Less :Accumulated depreciation	20&21	(35,017)	(18,877)
<b>TOTAL ASSETS</b>		<u>398,521</u>	<u>483,814</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>		178,385	83,166
Voted funds to be surrendered to the Revenue Fund	17.	6,883	1,672
Payables	18.	171,502	81,494
<b>TOTAL LIABILITIES</b>		<u>178,385</u>	<u>83,166</u>
<b>NET ASSETS</b>		<u>220,136</u>	<u>400,648</u>
<b>Represented by:</b>			
Capitalisation reserve		-	-
Recoverable revenue		12,112	12,957
Retained funds (Legislatures/Parliament/CARA Fund assistance)		208,024	387,691
Revaluation reserves		-	-
<b>TOTAL</b>		<u>220,136</u>	<u>400,648</u>

## 7.9 Statement of Changes in Net Assets for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>Recoverable revenue</b>			
Opening balance		12,958	14,570
Transfers:		(846)	(1,612)
Debts recovered		(846)	(1,612)
Debts raised			
Closing balance		12,112	12,958
<b>Retained funds</b>			
Balance at 1 April		387,691	392,721
Prior year adjustments	9.	(58)	275
Change in accounting policy	22.2		3,934
Fruitless and wasteful expenditure recovered	11.	842	1,608
Voted funds to be surrendered to the revenue fund	17.	(6,883)	(1,672)
Unutilised during the year		(173,568)	(9,174)
Balance at 31 March		208,024	387,691
<b>Revaluation Reserve</b>			
Balance at 1 April		(0)	5,511
Other			(811)
Change in accounting policy	22.2		4,701
Balance at 31 March		(0)	(0)
<b>TOTAL</b>		<b>220,135</b>	<b>400,648</b>

## 7.10 Cash Flow Statement for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts		1,281,224	1,133,625
Annual appropriated funds received	1.1	913,799	835,714
Statutory appropriated funds received	2.	311,041	242,380
Departmental revenue received	3.	55,190	51,735
Local and foreign aid assistance received	4.	1,194	3,796
Other Income		-	-
Net (increase)/decrease in working capital		90,443	(11,702)
Current payments		(1,166,396)	(890,162)
Add back non-cash item	7.	16,219	13,905
Transfers and subsidies paid	8.	(288,396)	(252,637)
<b>Net cash flow available from operating activities</b>	19.	<u>(66,906)</u>	<u>(6,971)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payment for tangible capital assets	20.	(37,179)	(12,044)
Payments for intangible capital assets	21.	-	(1,293)
Proceeds from sale of tangible assets	3.	-	-
(Increase)/decrease in other financial assets			
<b>Net cash flows from investing activities</b>		<u>(37,179)</u>	<u>(13,337)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in non-current payables		-	-
<b>Net cash flows from financing activities</b>		<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents		(104,085)	(20,308)
Cash and cash equivalents at the beginning of the period		387,894	408,202
<b>Cash and cash equivalents at end of period</b>	13.	<u><u>283,809</u></u>	<u><u>387,894</u></u>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Final Appropriation R'000	Actual Funds Received R'000	Funds not requested/ not received R'000	Appropriation received 2007/08 R'000
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### 1. Annual Appropriation

#### 1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act for Provincial Departments (Equitable Share)

#### Programmes

Administration	224,944	224,944	-	191,110
Legislation and Oversight	178,268	178,268	-	164,950
Public and International Participation	64,489	64,489	-	60,881
Members' Facilities	183,026	183,026	-	173,370
Associated Services	263,073	263,073	-	245,403

<b>Total</b>	<u>913,799</u>	<u>913,799</u>	<u>-</u>	<u>835,714</u>
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## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>2. Statutory Appropriation</b>			
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)		311,041	242,380
<b>Total</b>		<u>311,041</u>	<u>242,380</u>
Actual Statutory Appropriation received		<u>311,041</u>	<u>242,380</u>
<b>3. Departmental revenue</b>			
Sales of goods and services other than capital assets	3.1	6,914	8,290
Interest, dividends and rent on land	3.2	38,492	35,136
Other income	3.3	9,784	8,309
<b>Total revenue collected</b>		<u>55,190</u>	<u>51,735</u>
<b>3.1 Sales of goods and services other than capital assets</b>			
Sales of goods and services produced by the department		6,914	8,290
Sales by market establishment			
Other sales		6,914	8,290
Sales of scrap, waste and other used current goods			
<b>Total</b>		<u>6,914</u>	<u>8,290</u>
<b>3.2 Interest, dividends and rent on lands and buildings</b>			
Interest		38,492	35,136
<b>Total</b>		<u>38,492</u>	<u>35,136</u>
<b>3.3 Other receipts including recoverable revenue</b>			
<b>Total</b>		<u>9,784</u>	<u>8,309</u>
<b>4. Local and foreign aid assistance</b>	ANNEXURE 1N	<u>1,194</u>	<u>3,796</u>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>5. Compensation of employees</b>			
<b>5.1 Salaries and wages</b>			
Basic salary		516,499	370,516
Performance award		7,263	2,137
Compensative / circumstantial		22	15
Periodic payments		782	4,611
Other non-pensionable allowances		106,185	67,664
<b>Total</b>		<b>630,751</b>	<b>444,943</b>
<b>5.2 Social contributions</b>			
<b>5.2.1 Employer contributions</b>			
Pension		40,216	33,755
Medical		10,082	14,239
UIF		1,705	1,550
Insurance		3,209	5,407
<b>Total</b>		<b>55,213</b>	<b>54,951</b>
<b>5.2.2 Post retirement benefits</b>			
Medical		22,612	21,152
<b>Total</b>		<b>22,612</b>	<b>21,152</b>
<b>Total compensation of employees</b>		<b>708,576</b>	<b>521,046</b>
Average number of employees		1,201	1,106



## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>6. Goods and services</b>			
Advertising		21,800	7,871
Bank charges and card fees		318	210
Bursaries (employees)		1,071	654
Communication		21,283	19,952
Computer services		2,622	7,708
Commission		44	96
Consultants, contractors and special services		72,561	70,452
Courier and delivery services		939	766
Entertainment		1,844	537
Audit fees	6.1	4,629	6,688
Equipment less than R5 000		9,997	3,543
Inventory	6.2	6,449	5,385
Learnerships		375	450
Legal fees		3,114	516
Maintenance, repair and running costs		5,731	4,014
Other operating expenditure – Other		3,508	2,626
Operating leases		5,112	4,633
Personnel agency fees		1,242	2,623
Plant flowers and other decorations		8,461	1,892
Printing and publications		21,716	13,868
Professional bodies and membership fees		130	162
Resettlement costs		2,763	3,394
Translations and transcriptions		934	35
Transport provided as part of the departmental activities		523	268
Travel and subsistence	6.3	199,255	174,166
Venues and facilities		33,514	8,886
Protective, special clothing & uniforms		711	826
Training & staff development		9,296	9,834
<b>Total</b>		<b>439,942</b>	<b>352,055</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>6.1 Audit fees</b>			
External audit fee		2,820	2,132
Audit Committee		336	382
Internal audit fee		1,473	4,174
<b>Total audit fees</b>		<b>4,629</b>	<b>6,688</b>
<b>6.2 Inventory</b>			
Other inventory		500	89
Food and Food supplies		5092	4,749
Other consumables		729	417
Restoration and fittings		103	54
Medical Supplies		25	76
<b>Total Inventory</b>		<b>6,449</b>	<b>5,385</b>
<b>6.3 Travel and subsistence</b>			
Local		173,720	143,790
Foreign		25,535	30,376
<b>Total travel and subsistence</b>		<b>199,255</b>	<b>174,166</b>
<b>7. Financial transactions in assets and liabilities</b>			
<b>7.1 Depreciation: Computer equipment</b>			
Depreciation: Computer software		6,489	8,840
Depreciation: Equipment		615	720
Depreciation: Furniture & fittings		1,848	1,093
Depreciation: Vehicles		3,510	821
Depreciation: Audio & visual equipment		596	572
Profit or loss on disposal of assets		3,131	1,576
<b>Total depreciation</b>		<b>56</b>	<b>13,622</b>
<b>7.2 Debts written off</b>			
Bad debts			
Bad debts provided for		(459)	283
Bad debts written off		433	-
<b>Total bad debts</b>		<b>(26)</b>	<b>283</b>
<b>Total</b>		<b>16,219</b>	<b>13,905</b>
<b>8. Transfers and subsidies</b>			
Departmental agencies and accounts	ANNEXURE 1G	40,476	5,082
Non-profit institutions	ANNEXURE 1K	247,920	247,555
<b>Total</b>		<b>288,396</b>	<b>252,637</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>9. Prior year adjustment</b>			
Change in net surplus due to:			
9.1. decrease in goods and services			275
9.2.1 increase in other income		644	-
9.2.2 increase in transfer payments		(526)	-
9.2.3 increase in goods and services		(176)	-
9.2.4 decrease in depreciation		-	-
<b>Total</b>		<b>(58)</b>	<b>275</b>
<b>10. Expenditure on capital assets</b>			
Heritage assets	20.	442	5
Machinery and equipment	20.	36,737	12,039
Computer software	21.	-	1,293
<b>Total</b>		<b>37,179</b>	<b>13,337</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		13,497	14,561
Fruitless and wasteful expenditure – current year		-	544
Current			544
Amounts recovered		(842)	(1,608)
<b>Total fruitless and wasteful expenditure</b>		<b>12,655</b>	<b>13,497</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 and is under investigation.

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>13. Cash and cash equivalents</b>			
Cash on hand		35	27
Cash with commercial banks (Local)		283,774	387,866
<b>Total</b>		<b>283,809</b>	<b>387,893</b>
<b>14. Inventory</b>			
Current			
Local			
(Group major categories, but list material items)			
Catering stock		205	279
<b>Total</b>		<b>205</b>	<b>279</b>
<b>15. Prepayments and advances</b>			
Description			
Prepayments		3,462	9,635
<b>Total</b>		<b>3,462</b>	<b>9,635</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

		Less than one year	One to three years	Older than three years	2008/09 Total	2007/08 Total
		R'000	R'000	R'000	R'000	R'000
<b>16. Receivables</b>						
Households and non profit institutions	16.1	308	-		308	435
Staff debtors	16.2	755	-	69	824	226
Other debtors	16.3	10,661	522	544	11,727	7,889
Intergovernmental Receivables	Annex	589	-		589	55
<b>Total</b>		<b>12,314</b>	<b>522</b>	<b>613</b>	<b>13,449</b>	<b>8,605</b>
<b>Houshold and non profit</b>						
<b>16.1 Institutions</b> (Group major categories, but list material items)						
Political parties					308	435
<b>Total</b>					<b>308</b>	<b>435</b>
<b>16.2 Staff debtors</b>						
Staff debtors					824	447
Provision for bad debts					-	(221)
<b>Total</b>					<b>824</b>	<b>226</b>
<b>16.3 Other debtors</b>						
Other debtors					616	1,733
ACBF – donor aid organisation					-	212
Media					11	12
Accrued income					11,670	6,766
Provision for bad debts					(570)	(834)
<b>Total</b>					<b>11,727</b>	<b>7,889</b>
<b>17. Voted funds to be surrendered to the Revenue Fund</b>						
Opening balance					1,672	5,962
Transfer from Statement of Financial Performance					6,883	1,672
Paid during the year					(1,672)	(5,962)
<b>Closing balance</b>					<b>6,883</b>	<b>1,672</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

		30 Days	30+ days	2008/09 Total	2007/08 Total
		R'000	R'000	R'000	R'000
<b>18. Payables - current</b>					
<b>Description</b>					
Amounts owing to					
other entities	ANNEXURE 5	-	47,038	47,038	9,233
Other payables	18.1	87,976	36,488	124,464	72,261
<b>Total</b>		<b>87,976</b>	<b>83,527</b>	<b>171,502</b>	<b>81,494</b>
<b>18.1 Other payables</b>					
<b>Description</b>					
(Identify major categories, but list material amounts)					
Accruals				20,792	13,278
Provisions				64,431	18,494
Suppliers				39,242	40,489
<b>Total</b>				<b>124,464</b>	<b>72,261</b>
<b>18.1.1 Employee benefits</b>					
Negative leave entitlement				(703)	
Leave entitlement				9,946	8,246
Performance awards				5,800	2,912
Capped leave commitments				5,715	7,336
Members' gratuities				43,674	-
<b>Total</b>				<b>64,431</b>	<b>18,494</b>
<b>19. Net cash flow available from operating activities</b>					
Net surplus/(deficit) as per Statement of Financial Performance				(173,568)	(9,174)
Add back non cash/cash movements not deemed operating activities				106,663	2,203
(Increase)/decrease in receivables – current				(4,848)	3,228
(Increase)/decrease in prepayments and advances				6,173	(7,909)
(Increase)/decrease in other current assets				(93)	874
(Increase)/decrease in payables – current				90,008	(683)
Depreciation on assets				16,219	13,905
Proceeds on sale of other financial assets				508	(48)
Expenditure on capital assets				(37,179)	(13,337)
Surrenders to revenue fund				1,672	5,962
Other non cash items:				34,202	211
<b>Net cash flow generated by operating activities</b>				<b>(66,905)</b>	<b>(6,971)</b>

## 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 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
Dwellings	-	-	-	-	-
Non-residential buildings	-	-	-	-	-
Other fixed structures	-	-	-	-	-
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>

### 20.1 Additions to tangible capital asset per asset register for the year ended 31 March 2009

	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>	442	-	-	-	442
Heritage assets	442	-	-	-	442
<b>MACHINERY AND EQUIPMENT</b>	36,737	-	-	-	36,737
Transport assets	0	-	-	-	0
Computer equipment	5,551	-	-	-	5,551
Furniture and office equipment	20,640	-	-	-	20,640
Other machinery and equipment	10,546	-	-	-	10,546
<b>TOTAL CAPITAL ASSETS</b>	<b>37,179</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,179</b>

## 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>	35,478	-	5	-	35,483
Heritage assets	35,478	-	5	-	35,483
<b>MACHINERY AND EQUIPMENT</b>	44,150	(11,056)	12,039	-	45,132
Transport assets	2,648	(279)	320	-	2,689
Computer equipment	23,864	(6,068)	4,755	-	22,550
Furniture and office equipment	3,751	(268)	1,496	-	4,979
Other machinery and equipment	13,887	(4,441)	5,468	-	14,914
<b>TOTAL TANGIBLE ASSETS</b>	<b>79,628</b>	<b>(11,056)</b>	<b>12,044</b>	<b>-</b>	<b>80,615</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>	17,818	-	15,574	-	33,392
Transport assets	1,171		596	-	1,767
Computer equipment	12,550		6,489	-	19,039
Furniture and office equipment	1,493		3,510	-	5,003
Other machinery and equipment	2,605		4,979		7,584



## 21. Intangible Capital Assets

## MOVEMENT IN INTANGIBLE 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
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>

## 21.1 ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2009

	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	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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	683	1,293	-	-	1,976
<b>Total Intangible Assets</b>	<b>-</b>	<b>683</b>	<b>1,293</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	1,010	-	615	-	1,625
	1,010	-	615	-	1,625

## 22. Change in accounting policy

Parliament changed its accounting policy in respect of revaluation of assets. Where the policy previously required that assets be revalued every three years it has been changed that no revaluation is required.

This was done to bring it in line with the rest of the public sector where revaluation of moveable assets such as those owned by Parliament is not required as it is regarded as being too costly with no real benefit derived from the revaluation. The bulk of the assets owned by Parliament consist of office furniture, audiovisual equipment and computers. The change in the accounting policy has been accounted for retrospectively and comparative amounts have been appropriately restated. The effect of the change in accounting policy is as follows:

### 22.1 Movement in tangible assets as per asset register for the year ended 31 March 2008

Opening balance	79,628
Additions	12,044
Other prior year adjustments	(683)
Less: Adjustment due to change in accounting policy	(10,373)
<b>Closing Balance</b>	<b>80,615</b>

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

Opening balance	15,246
Current year depreciation	13,622
Less: Disposal	(385)
Less: Adjustment due to change in accounting policy	(9,606)
	<b>18,877</b>

### 22.3 The initial revaluation surplus was posted against a revaluation reserve and retained funds

#### Movement in revaluation reserve and retained funds

Revaluation reserve	4,701
Less decrease due to change in accounting policy	(4,701)
Retained funds	383,757
Plus increase due to change in accounting policy	4,701
<b>Closing balance</b>	<b>388,458</b>

### 22.4 Fruitless and wasteful expenditure 645,896

Parliament appointed valuation company to complete the valuation of assets before the change in accounting policy was 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.

## 7.12 Disclosure Notes

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

	Note	2008/09 R'000	2007/08 R'000
<b>23. Contingent liabilities</b>			
Liable to	Nature		
Claims against the department	ANNEXURE 3B	10,619	3,901
Other	ANNEXURE 3B	-	-
<b>TOTAL</b>		<b>10,619</b>	<b>3,901</b>
<b>24. Commitments</b>			
<b>Current expenditure</b>			
Approved and contracted		2,395	
Approved but not yet contracted		2,395	-
<b>Non-current expenditure</b>			
Approved and contracted		41,000	46,000
Approved but not yet contracted		-	41,000
		41,000	87,000
<b>Total Commitments</b>		<b>43,395</b>	<b>87,000</b>

Implimentation of the Parlimentary Space Utilisation Project.

### 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			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
<b>2007/08</b>				
Not later than 1 year			362	362
Later than 1 year and not later than 5 years			723	723
Later than five years				-
<b>Total present value of lease liabilities</b>	-	-	1,085	1,085

	Land R'000	Buildings & other fixed structures R'000	Machinery and equipment R'000	Total R'000
<b>25.2 Finance leases</b>				
<b>2008/09</b>				
Not later than 1 year			99	99
Later than 1 year but not later than 5 years			-	-
Later than five years				-
<b>Total present value of lease liabilities</b>	-	-	99	99
<b>Analysis</b>				
Condoned			99	99
Not condoned				-
<b>Total</b>	-	-	99	99

## 26. 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	5,534	3,449
Officials			
Level 15 to 16	3	3,544	3,187
Level 14 (incl. CFO if at lower level) (Prior year = 8)	9	7,180	6,300
Family members of key management personnel			
<b>Total</b>		<b>16,258</b>	<b>12,936</b>

### Presiding Officers:

- |   |   |
|---|---|
| 1. Mbete, Baleka<br>Mahlangu-Nkabinde, Gwendoline             | Speaker of National Assembly up to 25 September 2008<br>Speaker of National Assembly from 26 September 2008               |
| 2. Mahlangu-Nkabinde, Gwendoline<br>Madlala-Routledge, Noziwe | Deputy Speaker of National Assembly up to 25 September 2008<br>Deputy Speaker of National Assembly from 26 September 2008 |
| 3. Mahlangu, Mninwa   | Chairperson NCOP  |
| 4. Hollander, Peggy   | Deputy Chairperson NCOP   |

## 7.14 Annexures to the Annual Financial Statement

### ANNEXURE 1G STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENTS/AGENCY/ACCOUNT	TRANSFER ALLOCATION				EXPENDITURE		2007/08
	Adjusted Appropriation Act	Roll overs	Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	
Department of Public Works	-	101,000	-	101,000	40,476	40.1%	5,082
	-	101,000	-	101,000	40,476		5,082

The above balances are included in accruals.

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	
	R'000	R'000	R'000	R'000	R'000	%	R'000
Transfers							
Constituency allowance	202,801	-	(14,800)	188,001	188,001	100.0%	188,001
Party Leadership allowance	5,308	-	(233)	5,075	5,015	98.8%	5,035
Party support allowance	54,964	-	(2,617)	52,347	52,347	100.0%	52,325
Membership fees	2,625	389	-	3,014	2,557	84.8%	2,194
Total transfers	265,698	389	(17,650)	248,437	247,920	99.8%	247,555

## ANNEXURE 1M

## STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2009

NON-PROFIT INSTITUTIONS	NATURE OF GIFT, DONATION OR SPONSORSHIP	2008/09	2007/08
	R'000	R'000	R'000
Received in cash			
Subtotal		-	-
Received in kind			
Vodacom	Sponsorship of catering for State of the Nation Address		2,840
Subtotal		-	2,840
		-	2,840

ANNEXURE 1N

STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED FOR THE YEAR ENDED 31 MARCH 2009

NAME OF DONOR	PURPOSE	OPENING BALANCE 2008/01/04	REVENUE	EXPENDITURE	Contribution by Parliament
	R'000	R'000		R'000	R'000
<b>Received in cash</b>					
ACBF	Capacity building		1,194	1,659	(465)
European Union	Legislature support programme		-	-	-
					-
<b>Total transfers</b>		-	1,194	1,659	(465)



## ANNEXURE 3B

## STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2009

NATURE OF LIABILITY	Opening Balance 2008/01/04 R'000	Liabilities incurred during the year R'000	Liabilities paid/ cancelled/reduced during the year R'000	Liabilities recoverable (Provide details hereunder) R'000	Closing Balance 31/03/2009 R'000
<b>Claims against the department</b>					
Litigation by former staff member	3,175	-			3,175
Other litigation	726	4,185	226		4,685
Department of Foreign Affairs		2,759			2,759
	3,901	6,944	226	-	10,619
<b>Total</b>	<b>3,901</b>	<b>6,944</b>	<b>226</b>	<b>-</b>	<b>10,619</b>

# ANNEXURE 4

## INTER-GOVERNMENTAL RECEIVABLES

Government Entity	Confirmed balance		Unconfirmed balance	
	31/03/2009	31/03/2008	31/03/2009	31/03/2008
	R'000	R'000	R'000	R'000
<b>Department</b>				
Department of Agriculture & Land Affairs				2
Department of Arts & Culture				1
Department of Correctional Services			4	-
Department of Health	3			1
Department of Home Affairs	(0)			6
Department of Housing	(1)			(2)
Department of Education	0			
Department of Minerals & Energy			0	0
Department of Public Works			0	2
Department of Science & Technology			(6)	(6)
Department of Social Development			0	2
Department of Sport & Recreation			0	-
Department of Trade & Industry			0	-
Department of Transport				-
Department of Local & Provincial Government	70			3
Department of Finance				-
Department of Water Affairs & Forestry			(3)	-
Department of Public Service & Administration			(2)	(2)
	<b>72</b>	<b>-</b>	<b>(7)</b>	<b>5</b>
<b>Other Government Entities</b>				
Auditor General				-
National Treasury			3	27
Office of the President			43	22
SARS			478	1
	<b>-</b>	<b>-</b>	<b>524</b>	<b>50</b>
<b>Total</b>	<b>72</b>	<b>-</b>	<b>517</b>	<b>55</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	
	31/03/2009	31/03/2008	31/03/2009	31/03/2008	31/03/2009	31/03/2008
	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		2,759		4,054	3,896
Department of Transport					-	60
Department of Justice	-				-	68
Department of Health	54				54	-
Government Printing Works					-	127
Department of Public Works	45,558		-		45,558	5,082
Free State Legislature	132				132	-
<b>Subtotal</b>	<b>47,039</b>	<b>-</b>	<b>2,759</b>	<b>-</b>	<b>49,798</b>	<b>9,233</b>
<b>Non-current</b>						
<b>Subtotal</b>	<b>-</b>	<b>-</b>				
<b>Total</b>	<b>47,039</b>	<b>-</b>	<b>2,759</b>	<b>-</b>	<b>49,798</b>	<b>9,233</b>

## VII. FINANCIAL STATEMENTS



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

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

**Table 1:**

Programme	2008/09 R'000	% Increase/ (Decrease)	2007/08 R'000	2006/07 R'000
1. Administration	224 944	18%	191 110	252 956
2. Legislation and Oversight	178 268	8%	164 950	139 206
3. Public and International Participation	64 489	6%	60 881	84 468
4. Members Facilities	183 025	6%	173 370	148 657
5. Associated Services	263 073	7%	245 403	156 846
<b>Sub-Total</b>	<b>913 799</b>	<b>9%</b>	<b>835 714</b>	<b>782 133</b>
<b>Direct charge: National Revenue Fund</b>	<b>253 979</b>	<b>6%</b>	<b>242 380</b>	<b>229 218</b>
Members Remuneration	253 979	5%	242 380	229 218
<b>Total</b>	<b>1 167 778</b>	<b>8%</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 8% from the 2007/08 financial year to the 2008/09 financial year. An additional amount was added at a later stage to compensate for the increase in the remuneration of Members of Parliament which was proclaimed in November 2008. The additional amount was R57 062 000 which increased the total budget to R1 224 840.

In addition to the above Parliament utilised an amount of R221 348 000 to augment the budget in order to ensure that multi-year projects, annual events and some baseline increase could be effected. This was agreed with National Treasury.

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

Programme	Adjusted Appropriation 2008/09 R'000	Virements R'000	Final Appropriation 2008/09 R'000
1. Administration	224 944	172 294	397 238
2. Legislation and Oversight	178 268	25 254	203 522
3. Public and International Participation	64 489	65 866	130 355
4. Members' Facilities	183 025	(24 416)	158 609
5. Associated Services	263 073	(17 650)	245 423
Transfer from Retained Earnings		221 348	221 348
<b>Sub-Total</b>	<b>913 799</b>	<b>221 348</b>	<b>1 135 147</b>
Direct Charge: National Revenue Fund	311 041		311 041
<b>Total</b>	<b>1 224 840</b>	<b>221 348</b>	<b>1 446 188</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 the continuation of strategic projects that would assist the Institution in achieving its strategic objectives. 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 only programme which recorded an under-spending was Programme 5 which is for the Members' remuneration.

The under-spending amount of R6 883 016 is to be transferred back to the Revenue Fund.

A comparison of the under-spending against voted funds for the past four financial years show that Parliament has in the 2007/8 and 2008/9 financial years spend the full allocated budget with only a surplus on the direct charge against the National Revenue fund showing an under-spending.

	2008/09 R'000	2007/08 R'000	2006/07 R'000	2005/06 R'000
Under-Spending on vote	6 883	1 672	33 026	75 909
<b>Retained Earnings Approved for spending for 2008/09</b>				
Retained Funds approved	258 019			
Less: Spending per Appropriation Statement	(221 348)			
Under-spending	<b>36 671</b>			

From Table 1 above it is clear that the budget for programmes 1, 2 and 3 was insufficient and funds were re-directed from the remaining two 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 the Treasury of Parliament. 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

	2008/09 R'000	2007/08 R'000	2006/07 R'000	2005/06 R'000
Final Appropriation	1 224 840	1 078 094	1 011 351	885 561
Expenditure	1 217 957	1 075 678	978 325	809 653
% Spent	99,4%	99,8%	96,7%	91,4%

## 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 and as in prior years this funding was utilised for various projects for capacity building of staff and members with the aim of enabling the institution to achieve its strategic objective pertaining to legislation and oversight. Projects that benefited from this fund were the PCMS project, Research Capacity and Members training in terms of the Leadership Development Programme.

In terms of the agreement these funds are independently audited on an annual basis. This project has ended, but extension has been granted until 31 December 2009. 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.
- Department of Public Works: Provision was made for the repayment of expenses incurred for the refurbishment of various buildings and offices on the Parliamentary precinct. This was necessitated due to the fact that the budget for Prestige buildings did not make provision for this which was deemed urgent by Parliament. This transfer of funds has been duly approved by the Treasury of Parliament. This is reflected in the Appropriation Statement under Sub-programme 1.5: Institutional Support.

### 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 was further extended till 31 March 2009 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 during the 2008/09 financial year.

The Risk Management Committee for the Institution has been re-constituted and a Risk Management Framework has been developed. The Institution is currently investigating 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.

Parliament applied for and was granted approval by the Accountant-General to retrospectively change the policy on revaluation of assets. The policy was changed from the requirement of revaluation every three years to no revaluation required.

This was done to align Parliament with the rest of the public sector where no revaluation of the type of moveable assets which Parliament own is performed as there is no real benefit while the cost of the revaluation is high.

The effect of the change in accounting policy is included under note 22 to the financial statements.

## 8. EVENTS AFTER THE REPORTING DATE

There were no events after reporting date.

## 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

As reported in the prior financial year, the recovery of amounts is continuing through the liquidation process.

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	-	-	-	-
	<b>17,207,263</b>	<b>9,472,484</b>	<b>18,240,308</b>	<b>5,120,813</b>	<b>13,119,495</b>

The Statement of Financial Position reflects an amount of R12,655 million as an asset and as recoverable revenue in the books of the Institution.

### 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 2009 as well as those who would not be returning after the election of 22 April 2009. 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 R52,686,639.76 included in the figure for current payments which is paid from the statutory appropriation and is a direct charge against the Revenue Fund.

The amount is provided for in the Statutory Appropriation included in Vote 2 of 2009/10.

### Investigation into possible fruitless and wasteful expenditure

Parliament appointed a professional valuation concern to complete the valuation of assets before the change in accounting policy noted in point 7 above was 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

### 12. SCOPA RESOLUTIONS

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

### 13. APPROVAL

The Annual Financial Statements as set out from page 70 to 119 have been approved by the Accounting Officer.



Mr. Z.A. Dingani  
Secretary to Parliament  
28 July 2009

## 7.2 Report of the Audit Committee for the year ended 31 March 2009

### Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2009.

### Audit Committee Members and Attendance

The Audit Committee operates within a formally approved terms of reference. It met four (4) times and consists of the members listed below:

Name of Member	Number of Meetings Attended
C. Choeu (Chairperson)	4
D. Coovadia	4
V. Nondabula	4
N.Z. Qunta	3
L. Mabe (MP – National Assembly)	1
D. Botha (MP – NCOP)	1

### 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 in compliance with the spirit of section 38 (1)(a) of the PFMA and Treasury Regulations 3.1.1.3. 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 Public Finance Management Act (PFMA) and King II 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 both periodical and ongoing risk analysis process, as well as giving recommendations to management to strengthen the internal control and risk management systems.

During the year under review, management has implemented corrective actions, to the recommendations by internal audit and approved the Enterprisewide Risk Management (ERM) Framework to further enhance the institution's control, governance and risk management processes.

From the Management Letter and internal audit reports, it was however, noted that besides the lack of segregation of duties at the Finance Management Office due to the departure of the Chief Financial Officer (CFO) as well as lack of segregation of duties in relation to assets, no other matters were reported to indicate material deficiencies in the system of internal control or any deviations there from.

Accordingly, we can report that the system of internal control over financial and operational reporting for the period under review has been satisfactory.

### Internal Audit

During the year under review there were no amendments effected to the internal audit Terms of Reference (Charter). We are satisfied that the Internal Audit function is operating effectively, carried out its responsibilities in compliance with the Charter and that it has addressed the risks pertinent to the institution in its audits. However, inadequate capacity within the function remains a concern, and the finalisation of formal risk assessment and we are satisfied that the Accounting Officer has put in place measures to address the concern.

### **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 submitted quarterly reports and In Year Monitoring Reports to National Treasury (IYM) as required by the Treasury Regulations. We are satisfied with the content and quality of the In Year Monitoring and Management (IYM) reports and quarterly reports prepared and issued by the Accounting Officer during the year under review.

### **Evaluation of Annual Financial Statements**

The Committee has:

- Reviewed and discussed with the Auditor General of South Africa (AGSA) and Management the audited Annual Financial Statements (AFS) and Audit Report to be included in the annual report; and
- Also reviewed accounting policies and practices and Parliament's compliance with operational, legal and regulatory provisions.

We are therefore satisfied that the AFS did not contain any material misstatements that would cause the AGSA to qualify the audit opinion and that Management has satisfactorily responded and dealt with all the issues raised in the Management Letter during the audit. We accept the AGSA's report on the AFS, and are of the opinion that the audited AFS should be accepted and read together with their report.

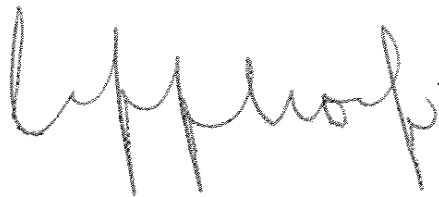
It is important to note that Parliament has an unqualified report for the third consecutive year, which indicates progressive improvement in the management systems.

We are of the opinion that the finances and systems of internal control and risks are appropriately managed and that the Financial Statements are a fair reflection of Parliament's activities in the past year as confirmed by the Audit Report.



### Appreciation

We wish to congratulate the Accounting Officer and Parliament management and staff on continued adherence to good corporate governance of the institution and for the unqualified audit report for the year under review. We also wish to thank the Presiding Officers, for the support and the Internal Audit and AGSA staff for their consistent value -adding contributions.



Chairperson of the Audit Committee  
11 August 2009

## 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 2009

### 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 2009, statement of financial performance, the statement of changes in net assets and the cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes, as set out on pages 100 to 131.

#### Responsibility of the accounting officer 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 a manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Responsibility of the Auditor-General

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

4. I conducted my audit in accordance with the International Standards on Auditing read with *General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008*. 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 and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal

control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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 as at 31 March 2009 have been prepared, in all material respects, in accordance with the basis of accounting as set out in note 1 to the financial statements and in the manner required by the PFMA.

### Emphasis of matters

Without qualifying my opinion, I draw attention to the following matters:

### Basis of accounting

8. Parliament's policy is to prepare financial statements on the entity-specific basis of accounting as indicated in note 1 to the financial statements.

### Restatement of corresponding figures

9. As disclosed in note 22 to the financial statements, Parliament changed its accounting policy in respect of the revaluation of fixed assets, where the

policy previously required assets to be revalued every three years. The effect of the change in the policy no longer requires Parliament to revalue their fixed assets. The corresponding figures for the prior statement of financial position date have accordingly been restated.

### Other matters

I draw attention to the following matters that relate to my responsibilities in the audit of the financial statements:

### Unaudited supplementary schedules

10. I have not audited the appropriation statement set out on pages 90 to 99 of the financial statements and accordingly I do not express an opinion thereon.

### Governance framework

11. The governance principles that impact the auditor's opinion on the financial statements are related to the responsibilities and practices exercised by the accounting officer and executive management and are reflected in the internal control deficiencies and key governance responsibilities addressed below:

### Key governance responsibilities

12. The PFMA tasks the accounting officer with a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of key governance responsibilities, which I have assessed as follows:

No.	Matter	Y	N
<b>Clear trail of supporting documentation that is easily available and provided in a timely manner</b>			
1.	No significant difficulties were experienced during the audit concerning delays or the availability of requested information.		■
<b>Quality of financial statements and related management information</b>			
2.	The financial statements were not subject to any material amendments resulting from the audit.		■
3.	The annual report was submitted for consideration prior to the tabling of the auditor's report.	■	
<b>Timeliness of financial statements and management information</b>			
4.	The annual financial statements were submitted for auditing as per the legislated deadlines section 40 of the PFMA.	■	
<b>Availability of key officials during audit</b>			
5.	Key officials were available throughout the audit process.	■	
<b>Development and compliance with risk management, effective internal control and governance practices</b>			
6.	Audit committee		
	• The institution had an audit committee in operation throughout the financial year.	■	
	• The audit committee operates in accordance with approved, written terms of reference.	■	
	• The audit committee substantially fulfilled its responsibilities for the year, as set out in audit committee charter	■	

No.	Matter	Y	N
<b>7. Internal audit</b>			
	<ul style="list-style-type: none"> <li>Parliament had an internal audit function in operation throughout the financial year.</li> </ul>	■	
	<ul style="list-style-type: none"> <li>The internal audit function operates in terms of an approved internal audit plan.</li> </ul>	■	
	<ul style="list-style-type: none"> <li>The internal audit function substantially fulfilled its responsibilities for the year, as set out in its charter.</li> </ul>	■	
8.	There are no significant deficiencies in the design and implementation of internal control in respect of financial and risk management.		■
9.	There are no significant deficiencies in the design and implementation of internal control in respect of compliance with applicable laws and regulations.	■	
10.	The information systems were appropriate to facilitate the preparation of the financial statements.	■	
11.	A risk assessment was conducted on a regular basis and a risk management strategy, which includes a fraud prevention plan, is documented and used.	■	
<b>Follow-up of audit findings</b>			
12.	The prior year audit findings have been substantially addressed.		■
<b>Issues relating to the reporting of performance information</b>			
13.	The information systems were appropriate to facilitate the preparation of a performance report that is accurate and complete.	■	
14.	Adequate control processes and procedures are designed and implemented to ensure the accuracy and completeness of reported performance information.	■	
15.	A strategic plan was prepared and approved for the financial year under review for purposes of monitoring the performance in relation to the budget and delivery by the department against its mandate, predetermined objectives, outputs, indicators.	■	
16.	There is a functioning performance management system and performance bonuses are only paid after proper assessment and approval by those charged with governance.	■	

13. The current year's financial statements were adjusted for material misstatements which is indicative of a situation where ongoing monitoring is not undertaken to enable an assessment of the effectiveness of internal control over financial reporting. Had Parliament not adjusted their financial statements during the audit, they would have obtained a qualified audit opinion for not producing financial statements in accordance with the entity specific basis of accounting. The next few years will pose greater challenges for Parliament with the ongoing transition to full accrual accounting. In order to deal with the prevalence of material misstatements in financial statements that have to be corrected during the audit period, Parliament needs to:

- develop a strategy that has as its overall aim to improve financial management controls in order to produce accurate financial statements
- subject the financial statements to a quality review before they are submitted for audit purposes, while internal audit and audit committees need to play a crucial role in the review process of the financial statements.

Furthermore, there should also be a discipline to produce periodic (monthly and/or quarterly) financial accounts and management information for review by management.

We acknowledge that there is a challenge nationally in this regard. The National Treasury should play a leading role in assisting Parliament in this regard by producing the relevant framework and templates for the production of periodic financial accounts and reliable management information.

#### Delays in finalization of audit

14. 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 resolution of audit findings relating to the completeness, valuation and existence of capital assets, I have delayed the finalisation of my report, although the financial statements were received on 31 May 2009.

#### REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

##### Report on performance information

15. I have reviewed the performance information as set out on pages 11 to 69.

##### The accounting officer's responsibility for the performance information

16. The accounting officer has additional responsibilities as required by section 40(3)(a) of the PFMA to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of the department.

##### The Auditor-General's responsibility

17. I conducted my engagement in accordance with section 13 of the PAA read with *General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008*.

18. In terms of the foregoing my engagement included performing procedures of a review nature to obtain sufficient appropriate evidence about

the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

19. I believe that the evidence I have obtained is sufficient and appropriate to report that no significant findings have been identified as a result of my review.

#### APPRECIATION

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

*Auditor-General*

Cape Town

August 2009



## 7.4 Appropriation Statement for the year ended 31 March 2009

Appropriate per Programme									
	2008/09							2007/08	
	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	219,588	(5,460)	108,557	322,685	322,685	0	100.0%	256,990	256,990
Transfers and subsidies	-	-	40,476	40,476	40,477	1	100.0%	5,200	5,082
Payment for capital assets	5,356	5,460	23,261	34,077	34,077	(0)	100.0%	9,857	9,857
<b>Changes in retained revenue</b>	-	-	(221,348)	(221,348)	-	(221,348)	0.0%	(67,123)	-
<b>2. Legislation and Oversight</b>									
Current payment	174,479	2,276	25,254	202,009	202,008	1	100.0%	160,824	160,824
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	3,789	(2,276)	-	1,513	1,513	1	100.0%	2,266	2,266
<b>3. Public and International participation</b>									
Current payment	59,391	1,963	65,866	127,220	127,220	(0)	100.0%	69,719	69,714
Transfers and subsidies	2,625	(68)	-	2,557	2,557	(0)	100.0%	2,500	2,194
Payment for capital assets	2,473	(1,895)	-	578	578	(0)	100.1%	485	272
<b>4. Member's Facilities</b>									
Current payment	181,009	-	(23,411)	157,598	157,598	(0)	100.0%	148,585	148,590
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	2,016	-	(1,005)	1,011	1,011	(1)	100.0%	1,007	942
<b>5. Associated Services</b>									
Transfers and subsidies	263,073	-	(17,650)	245,423	245,362	61	100.0%	245,403	245,361
<b>Subtotal</b>	<b>913,799</b>	<b>(0)</b>	<b>0</b>	<b>913,799</b>	<b>1,135,088</b>	<b>(221,287)</b>	<b>124.2%</b>	<b>835,714</b>	<b>902,091</b>
<b>Statutory Appropriation</b>									
Current payments	311,041	-	-	311,041	356,884	(45,843)	114.7%	242,380	240,708
<b>Total</b>	<b>1,224,840</b>	<b>(0)</b>	<b>0</b>	<b>1,224,840</b>	<b>1,491,971</b>	<b>(267,130)</b>	<b>121.8%</b>	<b>1,078,094</b>	<b>1,142,799</b>
<b>Reconciliation with Statement of Financial Performance</b>									
<b>Add:</b> Prior year unauthorised expenditure approved with funding				-				-	
Departmental receipts				55,190				51,735	
Local and foreign aid assistance				1,194				3,796	
<b>Actual amounts per Statement of Financial Performance (Total Revenue)</b>				<b>1,281,224</b>				<b>1,133,625</b>	
Assets acquired and capitalised during the current financial year,					(37,179)				(13,337)
Other payments in Appropriation Statement, not accounted for in the Statement of Financial Performance									
<b>Actual amounts per Statements of Financial Performance</b>					<b>1,454,792</b>				<b>1,129,462</b>



## FINANCIAL STATEMENTS

Appropriation per Economic classification									
	2008/09							2007/08	
	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	308,847	153	42,692	351,692	351,692	(0)	100.0%	280,340	280,339
Goods and services	325,620	(1,374)	133,574	457,820	457,820	(0)	100.0%	355,777	355,779
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-
Departmental agencies & accounts	-	-	40,476	40,476	40,476	(0)	100.0%	5,200	5,082
Foreign governments & international organisations	2,625	(68)	-	2,557	2,557	0	100.0%	2,500	2,194
Non-profit institutions	263,073	-	(17,650)	245,423	245,362	61	100.0%	245,403	245,361
<b>Payment for capital assets</b>									
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	13,634	1,289	22,256	37,179	37,179	(0)	100.0%	12,323	12,043
Software & other intangible assets	-	-	-	-	-	-	0.0%	1,293	1,293
<b>Changes in retained revenue</b>	-	-	(221,348)	(221,348)	-	(221,348)	-	(67,123)	-
<b>Total</b>	<b>913,799</b>	<b>-</b>	<b>-</b>	<b>913,799</b>	<b>1,135,087</b>	<b>(221,288)</b>	<b>124.2%</b>	<b>835,714</b>	<b>902,091</b>

Statutory Appropriation									
Direct charge against National Revenue Fund	2008/09							2007/08	
	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
List all direct charges against the Revenue Fund									
President and Deputy President salaries				-		-			
Member of executive committee / parliamentary officers	311,041			311,041	356,884	(45,843)	114.7%	242,380	240,708
Judges salaries				-		-			
<b>Total</b>	<b>311,041</b>	<b>-</b>	<b>-</b>	<b>311,041</b>	<b>356,884</b>	<b>(45,843)</b>	<b>114.7%</b>	<b>242,380</b>	<b>240,708</b>

Detail per programme 1 - Administration									
Programme per subprogramme	2008/09							2007/08	
	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	21,002	-	5,870	26,872	26,872	0	100.0%	17,527	17,527
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Payment for capital assets	320	(66)		254	254	(0)	100.1%	260	260
<b>1.2 Office of the Chairperson</b>									
Current payment	11,629	1,584	3,842	17,055	17,055	(0)	100.0%	11,518	11,518
Transfers and subsidies				-	-	-		-	-
Payment for capital assets	276	45	50	371	371	(0)	100.1%	303	303
<b>1.3 Office of the Secretary</b>									
Current payment	77,444		99,354	176,798	176,798	(0)	100.0%	138,502	138,501
Transfers and subsidies				-	-	-		-	-
Payment for capital assets	3,720		22,772	26,492	26,492	(0)	100.0%	7,445	7,445
<b>1.4 Corporate Services</b>									
Current payment	48,263	(13,892)	139	34,510	34,511	(0)	100.0%	34,154	34,154
Transfers and subsidies				-	-	-		-	-
Payment for capital assets	600	462		1,062	1,062	0	100.0%	980	980
<b>1.5 Institutional Support</b>									
Current payment	61,250	6,848	(648)	67,451	67,451	(0)	100.0%	55,290	55,290
Transfers and subsidies			40,476	40,476	40,476	(0)	100.0%	5,200	5,082
Payment for capital assets	440	5,019	439	5,898	5,898	0	100.0%	869	869
<b>Changes in retained revenue</b>			(172,294)	(172,294)	-	(172,294)		(67,123)	-
<b>Total</b>	<b>224,944</b>	<b>-</b>	<b>-</b>	<b>224,944</b>	<b>397,239</b>	<b>(172,295)</b>	<b>176.6%</b>	<b>204,924</b>	<b>271,928</b>

Appropriation per Economic classification									
Economic classification	2008/09							2007/08	
	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	158,386		24,659	183,045	183,045	(0)	100.0%	146,879	146,879
Goods and services	61,202	(5,460)	83,898	139,640	139,640	(0)	100.0%	110,110	110,111
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-			-	-	-	0.0%	-	-
Departmental agencies & accounts			40,476	40,476	40,476	(0)	100.0%	5,200	5,082
Foreign governments & international organisations				-		-		-	
Non-profit institutions				-		-		-	
<b>Payment for capital assets</b>									
Machinery & equipment	5,356	5,460	23,261	34,077	34,077	(0)	100.0%	8,565	8,564
Software & other intangible assets	-			-	-	-	0.0%	1,293	1,293
Changes in retained revenue			(172,294)	(172,294)	-	(172,294)		(67,123)	
<b>Total</b>	<b>224,944</b>	<b>-</b>	<b>-</b>	<b>224,944</b>	<b>397,239</b>	<b>(172,295)</b>	<b>176.6%</b>	<b>204,924</b>	<b>271,928</b>

Detail per programme 2 - Legislation and Oversight									
Programme per subprogramme	2008/09							2007/08	
	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	12,872	1,526	292	14,690	14,690	(0)	100.0%	8,297	8,297
Transfers and subsidies	-			-	-	-	0.0%	-	-
Payment for capital assets	97	273	-	371	371	0	100.0%	133	133
<b>2.2 National Council of Provinces</b>									
Current payment	21,332	692		22,024	22,024	0	100.0%	26,392	26,392
Transfers and subsidies				-	-	-	0.0%	-	-
Payment for capital assets	283	(120)		163	163	0	99.8%	97	97
<b>2.3 Legislation and Oversight</b>									
Current payment	140,275	58	24,962	165,295	165,294	0	100.0%	126,135	126,135
Transfers and subsidies		-		-	-	-	0.0%	-	-
Payment for capital assets	3,409	(2,430)		980	979	0	100.0%	2,037	2,037
<b>Total</b>	<b>178,268</b>	<b>(0)</b>	<b>25,254</b>	<b>203,522</b>	<b>203,521</b>	<b>1</b>	<b>100.0%</b>	<b>163,090</b>	<b>163,090</b>

Economic classification	2008/09							2007/08	
	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	115,218		12,323	127,541	127,541	0	100.0%	99,758	99,758
Goods and services	59,261	2,276	12,931	74,468	74,468	0	100.0%	61,066	61,066
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities	-			-	-	-	0.0%	-	-
Dept agencies & accounts				-		-		-	
<b>Capital</b>									
Buildings & other fixed structures				-		-		-	
Machinery & equipment	3,789	(2,276)		1,513	1,513	0	100.0%	2,266	2,266
Software & other intangible assets				-		-		-	
Changes in retained revenue				-		-		-	
<b>Total</b>	<b>178,268</b>	<b>-</b>	<b>25,254</b>	<b>203,522</b>	<b>203,521</b>	<b>1</b>	<b>100.0%</b>	<b>163,090</b>	<b>163,090</b>

Detail per programme 3 - Public and International Participation									
Programme per subprogramme	2008/09							2007/08	
	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	46,713	1,963	61,122	109,798	109,798	(0)	100.0%	52,356	52,352
Transfers and subsidies	-			-	-	-	0.0%	-	-
Payment for capital assets	2,416	(1,849)		567	567	(0)	100.1%	469	256
<b>3.2 International Relations</b>									
Current payment	12,678		4,744	17,422	17,422	0	100.0%	17,363	17,362
Transfers and subsidies	2,625	(68)	-	2,557	2,557	0	100.0%	2,500	2,194
Payment for capital assets	57	(46)		11	11	-	100.0%	16	16
Changes in retained revenue			(49,054)	(49,054)		(49,054)			
<b>Total</b>	<b>64,489</b>	<b>-</b>	<b>16,812</b>	<b>81,301</b>	<b>130,355</b>	<b>(49,054)</b>	<b>160.3%</b>	<b>72,704</b>	<b>72,180</b>

Economic classification	2008/09							2007/08	
	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	12,784		5,710	18,494	18,494	(0)	100.0%	12,551	12,550
Goods and services	46,607	1,963	60,156	108,726	108,726	0	100.0%	57,168	57,164
<b>Transfers &amp; subsidies</b>									
Provinces & municipalities				-		-		-	-
Dept agencies & accounts				-		-		-	-
Foreign governments & international organisations	-	-	-	-	-	-	-	-	-
Non-profit institutions	2,625	(68)	-	2,557	2,557	0	100.0%	2,500	2,194
	-			-	-	-	0.0%	-	-
<b>Capital</b>									
Buildings & other fixed structures				-		-		-	
Machinery & equipment	2,473	(1,895)		578	578	(0)	100.1%	485	272
Software & other intangible assets				-		-		-	
Changes in retained revenue			(49,054)	(49,054)		(49,054)		-	
<b>Total</b>	<b>64,489</b>	<b>-</b>	<b>16,812</b>	<b>81,301</b>	<b>130,355</b>	<b>(49,054)</b>	<b>160.3%</b>	<b>72,704</b>	<b>72,180</b>

Detail per programme 4 – Members’ Facilities									
Programme per subprogramme	2008/09							2007/08	
	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	153,114		(12,803)	140,311	140,311	(0)	100.0%	135,473	135,473
Transfers and subsidies				-		-	0.0%	-	
Payment for capital assets	2,016		(1,005)	1,011	1,011	(0)	100.0%	1,007	942
<b>4.2 National Council of Provinces Members’ Facilities</b>									
Current payment	27,895		(10,608)	17,287	17,287	(0)	100.0%	13,112	13,117
Transfers and subsidies				-		-	0.0%	-	
Payment for capital assets				-		-	0.0%	-	
<b>Total</b>	<b>183,025</b>	<b>-</b>	<b>(24,416)</b>	<b>158,609</b>	<b>158,610</b>	<b>(1)</b>	<b>100.0%</b>	<b>149,592</b>	<b>149,532</b>

Economic classification	2008/09							2007/08	
	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	22,459	153		22,612	22,612	0	100.0%	21,152	21,152
Goods and services	158,550	(153)	(23,411)	134,986	134,986	(0)	100.0%	127,433	127,438
<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	2,016		(1,005)	1,011	1,011	(0)	100.0%	1,007	942
Software & other intangible assets				-		-	0.0%	-	
<b>Total</b>	<b>183,025</b>	<b>-</b>	<b>(24,416)</b>	<b>158,609</b>	<b>158,610</b>	<b>(1)</b>	<b>100.0%</b>	<b>149,592</b>	<b>149,532</b>

Detailed per programme 5 - Associated Services									
Programme per subprogramme	2008/09							2007/08	
	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	54,964		(2,617)	52,347	52,347	(0)	100.0%	52,347	52,325
Payment for capital assets				-		-	0.0%	-	
<b>5.2 Constituency Support</b>									
Current payment				-		-	0.0%	-	
Transfers and subsidies	202,801		(14,800)	188,001	188,001	0	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		(233)	5,075	5,015	60	98.8%	5,055	5,035
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>263,073</b>	<b>-</b>	<b>(17,650)</b>	<b>245,423</b>	<b>245,362</b>	<b>61</b>	<b>100.0%</b>	<b>245,403</b>	<b>245,361</b>

Economic classification	2008/09							2007/08	
	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				-		-		-	
<b>Transfers &amp; subsidies</b>									
Foreign governments & international organisations				-		-		-	
Non-profit institutions	263,073		(17,650)	245,423	245,362	61	100.0%	245,403	245,361
<b>Capital</b>									
Machinery & equipment				-		-		-	
<b>Total</b>	<b>263,073</b>	<b>-</b>	<b>(17,650)</b>	<b>245,423</b>	<b>245,362</b>	<b>61</b>	<b>100.0%</b>	<b>245,403</b>	<b>245,361</b>

## 7.5 Notes to Appropriation Statement for the year ended 31 March 2009

### 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	397,238	397,240	(2)	0%
Legislation and Oversight	203,522	203,521	1	0%
Public and International Participation	130,355	130,355	(0)	0%
Members' Facilities	158,609	158,610	(1)	0%
Associated Services	245,423	245,362	61	0%
Change in retained revenue	(221,348)	(267,130)	(45,782)	-21%

Retained earnings approved by the Treasury of Parliament earmarked for projects and to top-up the baseline.

The over-expenditure relates to accruals and provisions made for the once-off gratuity proclaimed in Government Gazette 31513 dated 15 October 2008 for loss of office to members who left Parliament during the period 01 April 2008 to 31 March 2009 or those who did not return after the elections.

##### 4.2 Per economic classification:

Current Expenditure	R'000
<b>Transfers and subsidies</b>	
Departmental agencies and accounts	(0)
Foreign governments and international organisations	0
Non-profit institutions	61
<b>Payments for capital assets</b>	
Machinery and equipment	(0)
Change in retained revenue	(221,348)
During these period the Treasury of Parliament of the Republic of South Africa approved transfer of the above amount from retained earnings of prior years to fund continuation of strategic multi-year projects and other institutional needs.	

## 7.6 Statement of Accounting Policies and Related Matters for the year ended 31 March 2009

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.

## 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 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.

### 3.5 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 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 2009

	Note	2008/09 R'000	2007/08 R'000
<b>REVENUE</b>			
Annual appropriation	1.	913,799	835,714
Statutory appropriation	2.	311,041	242,380
Departmental revenue	3.	55,190	51,735
Local and foreign aid assistance	4.	1,194	3,796
<b>TOTAL REVENUE</b>		<u>1,281,224</u>	<u>1,133,625</u>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	5.	708,576	521,046
Goods and services	6.	439,942	352,055
Financial transactions in assets and liabilities	7.	16,219	13,905
Local and foreign aid assistance	ANNEXURE 1N	1,659	3,156
<b>Total current expenditure</b>		<u>1,166,396</u>	<u>890,162</u>
<b>Transfers and subsidies</b>	8.	288,396	252,637
<b>TOTAL EXPENDITURE</b>		<u>1,454,792</u>	<u>1,142,799</u>
<b>SURPLUS/(DEFICIT)</b>		(173,568)	(9,174)
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>(173,568)</u>	<u>(9,174)</u>
<b>Reconciliation of Net Surplus (Deficit) for the year</b>			
Funds unutilised/(overspent)		(229,952)	(64,705)
Departmental revenue	3.	55,190	51,735
Local and foreign aid assistance	4.	1,194	3,796
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>(173,568)</u>	<u>(9,174)</u>



## 7.8 Statement of Financial Position for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>ASSETS</b>			
<b>Current assets</b>		313,768	420,100
Irregular expenditure	12.	189	189
Fruitless and wasteful expenditure	11.	12,655	13,498
Cash and cash equivalents	13.	283,809	387,894
Inventory	14.	205	279
Prepayments and advances	15.	3,462	9,635
Receivables	16.	13,449	8,605
<b>Non-current assets</b>		84,753	63,714
Tangible capital assets	20.	117,794	80,615
Intangible capital assets	21.	1,976	1,976
Less :Accumulated depreciation	20&21	(35,017)	(18,877)
<b>TOTAL ASSETS</b>		<u>398,521</u>	<u>483,814</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>		178,385	83,166
Voted funds to be surrendered to the Revenue Fund	17.	6,883	1,672
Payables	18.	171,502	81,494
<b>TOTAL LIABILITIES</b>		<u>178,385</u>	<u>83,166</u>
<b>NET ASSETS</b>		<u>220,136</u>	<u>400,648</u>
<b>Represented by:</b>			
Capitalisation reserve		-	-
Recoverable revenue		12,112	12,957
Retained funds (Legislatures/Parliament/CARA Fund assistance)		208,024	387,691
Revaluation reserves		-	-
<b>TOTAL</b>		<u>220,136</u>	<u>400,648</u>

## 7.9 Statement of Changes in Net Assets for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>Recoverable revenue</b>			
Opening balance		12,958	14,570
Transfers:		(846)	(1,612)
Debts recovered		(846)	(1,612)
Debts raised			
Closing balance		12,112	12,958
<b>Retained funds</b>			
Balance at 1 April		387,691	392,721
Prior year adjustments	9.	(58)	275
Change in accounting policy	22.2		3,934
Fruitless and wasteful expenditure recovered	11.	842	1,608
Voted funds to be surrendered to the revenue fund	17.	(6,883)	(1,672)
Unutilised during the year		(173,568)	(9,174)
Balance at 31 March		208,024	387,691
<b>Revaluation Reserve</b>			
Balance at 1 April		(0)	5,511
Other			(811)
Change in accounting policy	22.2		4,701
Balance at 31 March		(0)	(0)
<b>TOTAL</b>		<b>220,135</b>	<b>400,648</b>

## 7.10 Cash Flow Statement for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts		1,281,224	1,133,625
Annual appropriated funds received	1.1	913,799	835,714
Statutory appropriated funds received	2.	311,041	242,380
Departmental revenue received	3.	55,190	51,735
Local and foreign aid assistance received	4.	1,194	3,796
Other Income		-	-
Net (increase)/decrease in working capital		90,443	(11,702)
Current payments		(1,166,396)	(890,162)
Add back non-cash item	7.	16,219	13,905
Transfers and subsidies paid	8.	(288,396)	(252,637)
<b>Net cash flow available from operating activities</b>	19.	<u>(66,906)</u>	<u>(6,971)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payment for tangible capital assets	20.	(37,179)	(12,044)
Payments for intangible capital assets	21.	-	(1,293)
Proceeds from sale of tangible assets	3.	-	-
(Increase)/decrease in other financial assets			
<b>Net cash flows from investing activities</b>		<u>(37,179)</u>	<u>(13,337)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in non-current payables		-	-
<b>Net cash flows from financing activities</b>		<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents		(104,085)	(20,308)
Cash and cash equivalents at the beginning of the period		387,894	408,202
<b>Cash and cash equivalents at end of period</b>	13.	<u><u>283,809</u></u>	<u><u>387,894</u></u>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Final Appropriation R'000	Actual Funds Received R'000	Funds not requested/ not received R'000	Appropriation received 2007/08 R'000
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### 1. Annual Appropriation

#### 1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act for Provincial Departments (Equitable Share)

#### Programmes

Administration	224,944	224,944	-	191,110
Legislation and Oversight	178,268	178,268	-	164,950
Public and International Participation	64,489	64,489	-	60,881
Members' Facilities	183,026	183,026	-	173,370
Associated Services	263,073	263,073	-	245,403

<b>Total</b>	<u>913,799</u>	<u>913,799</u>	<u>-</u>	<u>835,714</u>
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## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>2. Statutory Appropriation</b>			
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)		311,041	242,380
<b>Total</b>		<u>311,041</u>	<u>242,380</u>
Actual Statutory Appropriation received		<u>311,041</u>	<u>242,380</u>
<b>3. Departmental revenue</b>			
Sales of goods and services other than capital assets	3.1	6,914	8,290
Interest, dividends and rent on land	3.2	38,492	35,136
Other income	3.3	9,784	8,309
<b>Total revenue collected</b>		<u>55,190</u>	<u>51,735</u>
<b>3.1 Sales of goods and services other than capital assets</b>			
Sales of goods and services produced by the department		6,914	8,290
Sales by market establishment			
Other sales		6,914	8,290
Sales of scrap, waste and other used current goods			
<b>Total</b>		<u>6,914</u>	<u>8,290</u>
<b>3.2 Interest, dividends and rent on lands and buildings</b>			
Interest		38,492	35,136
<b>Total</b>		<u>38,492</u>	<u>35,136</u>
<b>3.3 Other receipts including recoverable revenue</b>			
<b>Total</b>		<u>9,784</u>	<u>8,309</u>
<b>4. Local and foreign aid assistance</b>	ANNEXURE 1N	<u>1,194</u>	<u>3,796</u>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>5. Compensation of employees</b>			
<b>5.1 Salaries and wages</b>			
Basic salary		516,499	370,516
Performance award		7,263	2,137
Compensative / circumstantial		22	15
Periodic payments		782	4,611
Other non-pensionable allowances		106,185	67,664
<b>Total</b>		<b>630,751</b>	<b>444,943</b>
<b>5.2 Social contributions</b>			
<b>5.2.1 Employer contributions</b>			
Pension		40,216	33,755
Medical		10,082	14,239
UIF		1,705	1,550
Insurance		3,209	5,407
<b>Total</b>		<b>55,213</b>	<b>54,951</b>
<b>5.2.2 Post retirement benefits</b>			
Medical		22,612	21,152
<b>Total</b>		<b>22,612</b>	<b>21,152</b>
<b>Total compensation of employees</b>		<b>708,576</b>	<b>521,046</b>
Average number of employees		1,201	1,106

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>6. Goods and services</b>			
Advertising		21,800	7,871
Bank charges and card fees		318	210
Bursaries (employees)		1,071	654
Communication		21,283	19,952
Computer services		2,622	7,708
Commission		44	96
Consultants, contractors and special services		72,561	70,452
Courier and delivery services		939	766
Entertainment		1,844	537
Audit fees	6.1	4,629	6,688
Equipment less than R5 000		9,997	3,543
Inventory	6.2	6,449	5,385
Learnerships		375	450
Legal fees		3,114	516
Maintenance, repair and running costs		5,731	4,014
Other operating expenditure – Other		3,508	2,626
Operating leases		5,112	4,633
Personnel agency fees		1,242	2,623
Plant flowers and other decorations		8,461	1,892
Printing and publications		21,716	13,868
Professional bodies and membership fees		130	162
Resettlement costs		2,763	3,394
Translations and transcriptions		934	35
Transport provided as part of the departmental activities		523	268
Travel and subsistence	6.3	199,255	174,166
Venues and facilities		33,514	8,886
Protective, special clothing & uniforms		711	826
Training & staff development		9,296	9,834
<b>Total</b>		<b>439,942</b>	<b>352,055</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>6.1 Audit fees</b>			
External audit fee		2,820	2,132
Audit Committee		336	382
Internal audit fee		1,473	4,174
<b>Total audit fees</b>		<b>4,629</b>	<b>6,688</b>
<b>6.2 Inventory</b>			
Other inventory		500	89
Food and Food supplies		5092	4,749
Other consumables		729	417
Restoration and fittings		103	54
Medical Supplies		25	76
<b>Total Inventory</b>		<b>6,449</b>	<b>5,385</b>
<b>6.3 Travel and subsistence</b>			
Local		173,720	143,790
Foreign		25,535	30,376
<b>Total travel and subsistence</b>		<b>199,255</b>	<b>174,166</b>
<b>7. Financial transactions in assets and liabilities</b>			
<b>7.1 Depreciation: Computer equipment</b>			
Depreciation: Computer software		6,489	8,840
Depreciation: Equipment		615	720
Depreciation: Furniture & fittings		1,848	1,093
Depreciation: Vehicles		3,510	821
Depreciation: Audio & visual equipment		596	572
Profit or loss on disposal of assets		3,131	1,576
<b>Total depreciation</b>		<b>56</b>	<b>13,622</b>
<b>7.2 Debts written off</b>			
Bad debts			
Bad debts provided for		(459)	283
Bad debts written off		433	-
<b>Total bad debts</b>		<b>(26)</b>	<b>283</b>
<b>Total</b>		<b>16,219</b>	<b>13,905</b>
<b>8. Transfers and subsidies</b>			
Departmental agencies and accounts	ANNEXURE 1G	40,476	5,082
Non-profit institutions	ANNEXURE 1K	247,920	247,555
<b>Total</b>		<b>288,396</b>	<b>252,637</b>



## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>9. Prior year adjustment</b>			
Change in net surplus due to:			
9.1. decrease in goods and services			275
9.2.1 increase in other income		644	-
9.2.2 increase in transfer payments		(526)	-
9.2.3 increase in goods and services		(176)	-
9.2.4 decrease in depreciation		-	-
<b>Total</b>		<b>(58)</b>	<b>275</b>
<b>10. Expenditure on capital assets</b>			
Heritage assets	20.	442	5
Machinery and equipment	20.	36,737	12,039
Computer software	21.	-	1,293
<b>Total</b>		<b>37,179</b>	<b>13,337</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		13,497	14,561
Fruitless and wasteful expenditure – current year		-	544
Current		(842)	544
Amounts recovered			(1,608)
<b>Total fruitless and wasteful expenditure</b>		<b>12,655</b>	<b>13,497</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 and is under investigation.

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

	Note	2008/09 R'000	2007/08 R'000
<b>13. Cash and cash equivalents</b>			
Cash on hand		35	27
Cash with commercial banks (Local)		283,774	387,866
<b>Total</b>		<b>283,809</b>	<b>387,893</b>
<b>14. Inventory</b>			
Current			
Local			
(Group major categories, but list material items)			
Catering stock		205	279
<b>Total</b>		<b>205</b>	<b>279</b>
<b>15. Prepayments and advances</b>			
Description			
Prepayments		3,462	9,635
<b>Total</b>		<b>3,462</b>	<b>9,635</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

		Less than one year	One to three years	Older than three years	2008/09 Total	2007/08 Total
		R'000	R'000	R'000	R'000	R'000
<b>16. Receivables</b>						
Households and non profit institutions	16.1	308	-		308	435
Staff debtors	16.2	755	-	69	824	226
Other debtors	16.3	10,661	522	544	11,727	7,889
Intergovernmental Receivables	Annex	589	-		589	55
<b>Total</b>		<b>12,314</b>	<b>522</b>	<b>613</b>	<b>13,449</b>	<b>8,605</b>
<b>Houshold and non profit</b>						
<b>16.1 Institutions</b> (Group major categories, but list material items)						
Political parties					308	435
<b>Total</b>					<b>308</b>	<b>435</b>
<b>16.2 Staff debtors</b>						
Staff debtors					824	447
Provision for bad debts					-	(221)
<b>Total</b>					<b>824</b>	<b>226</b>
<b>16.3 Other debtors</b>						
Other debtors					616	1,733
ACBF – donor aid organisation					-	212
Media					11	12
Accrued income					11,670	6,766
Provision for bad debts					(570)	(834)
<b>Total</b>					<b>11,727</b>	<b>7,889</b>
<b>17. Voted funds to be surrendered to the Revenue Fund</b>						
Opening balance					1,672	5,962
Transfer from Statement of Financial Performance					6,883	1,672
Paid during the year					(1,672)	(5,962)
<b>Closing balance</b>					<b>6,883</b>	<b>1,672</b>

## 7.11 Notes to the Annual Financial Statements for the year ended 31 March 2009

		30 Days	30+ days	2008/09 Total	2007/08 Total
		R'000	R'000	R'000	R'000
<b>18. Payables - current</b>					
<b>Description</b>					
Amounts owing to					
other entities	ANNEXURE 5	-	47,038	47,038	9,233
Other payables	18.1	87,976	36,488	124,464	72,261
<b>Total</b>		<b>87,976</b>	<b>83,527</b>	<b>171,502</b>	<b>81,494</b>
<b>18.1 Other payables</b>					
<b>Description</b>					
(Identify major categories, but list material amounts)					
Accruals				20,792	13,278
Provisions				64,431	18,494
Suppliers				39,242	40,489
<b>Total</b>				<b>124,464</b>	<b>72,261</b>
<b>18.1.1 Employee benefits</b>					
Negative leave entitlement				(703)	
Leave entitlement				9,946	8,246
Performance awards				5,800	2,912
Capped leave commitments				5,715	7,336
Members' gratuities				43,674	-
<b>Total</b>				<b>64,431</b>	<b>18,494</b>
<b>19. Net cash flow available from operating activities</b>					
Net surplus/(deficit) as per Statement of Financial Performance				(173,568)	(9,174)
Add back non cash/cash movements not deemed operating activities				106,663	2,203
(Increase)/decrease in receivables – current				(4,848)	3,228
(Increase)/decrease in prepayments and advances				6,173	(7,909)
(Increase)/decrease in other current assets				(93)	874
(Increase)/decrease in payables – current				90,008	(683)
Depreciation on assets				16,219	13,905
Proceeds on sale of other financial assets				508	(48)
Expenditure on capital assets				(37,179)	(13,337)
Surrenders to revenue fund				1,672	5,962
Other non cash items:				34,202	211
<b>Net cash flow generated by operating activities</b>				<b>(66,905)</b>	<b>(6,971)</b>

## 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 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
Dwellings	-	-	-	-	-
Non-residential buildings	-	-	-	-	-
Other fixed structures	-	-	-	-	-
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>

### 20.1 Additions to tangible capital asset per asset register for the year ended 31 March 2009

	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>	442	-	-	-	442
Heritage assets	442	-	-	-	442
<b>MACHINERY AND EQUIPMENT</b>	36,737	-	-	-	36,737
Transport assets	0	-	-	-	0
Computer equipment	5,551	-	-	-	5,551
Furniture and office equipment	20,640	-	-	-	20,640
Other machinery and equipment	10,546	-	-	-	10,546
<b>TOTAL CAPITAL ASSETS</b>	<b>37,179</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,179</b>

## 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>	35,478	-	5	-	35,483
Heritage assets	35,478	-	5	-	35,483
<b>MACHINERY AND EQUIPMENT</b>	44,150	(11,056)	12,039	-	45,132
Transport assets	2,648	(279)	320	-	2,689
Computer equipment	23,864	(6,068)	4,755	-	22,550
Furniture and office equipment	3,751	(268)	1,496	-	4,979
Other machinery and equipment	13,887	(4,441)	5,468	-	14,914
<b>TOTAL TANGIBLE ASSETS</b>	<b>79,628</b>	<b>(11,056)</b>	<b>12,044</b>	<b>-</b>	<b>80,615</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>	17,818	-	15,574	-	33,392
Transport assets	1,171		596	-	1,767
Computer equipment	12,550		6,489	-	19,039
Furniture and office equipment	1,493		3,510	-	5,003
Other machinery and equipment	2,605		4,979		7,584

## 21. Intangible Capital Assets

## MOVEMENT IN INTANGIBLE 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
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>

## 21.1 ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2009

	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	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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	683	1,293	-	-	1,976
<b>Total Intangible Assets</b>	<b>-</b>	<b>683</b>	<b>1,293</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	1,010	-	615	-	1,625
	1,010	-	615	-	1,625

## 22. Change in accounting policy

Parliament changed its accounting policy in respect of revaluation of assets. Where the policy previously required that assets be revalued every three years it has been changed that no revaluation is required.

This was done to bring it in line with the rest of the public sector where revaluation of moveable assets such as those owned by Parliament is not required as it is regarded as being too costly with no real benefit derived from the revaluation. The bulk of the assets owned by Parliament consist of office furniture, audiovisual equipment and computers. The change in the accounting policy has been accounted for retrospectively and comparative amounts have been appropriately restated. The effect of the change in accounting policy is as follows:

### 22.1 Movement in tangible assets as per asset register for the year ended 31 March 2008

Opening balance	79,628
Additions	12,044
Other prior year adjustments	(683)
Less: Adjustment due to change in accounting policy	(10,373)
<b>Closing Balance</b>	<b>80,615</b>

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

Opening balance	15,246
Current year depreciation	13,622
Less: Disposal	(385)
Less: Adjustment due to change in accounting policy	(9,606)
	<b>18,877</b>

### 22.3 The initial revaluation surplus was posted against a revaluation reserve and retained funds

#### Movement in revaluation reserve and retained funds

Revaluation reserve	4,701
Less decrease due to change in accounting policy	(4,701)
Retained funds	383,757
Plus increase due to change in accounting policy	4,701
<b>Closing balance</b>	<b>388,458</b>

### 22.4 Fruitless and wasteful expenditure 645,896

Parliament appointed valuation company to complete the valuation of assets before the change in accounting policy was 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.



## 7.12 Disclosure Notes

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

	Note	2008/09 R'000	2007/08 R'000
<b>23. Contingent liabilities</b>			
Liable to	Nature		
Claims against the department	ANNEXURE 3B	10,619	3,901
Other	ANNEXURE 3B	-	-
<b>TOTAL</b>		<b>10,619</b>	<b>3,901</b>
<b>24. Commitments</b>			
<b>Current expenditure</b>			
Approved and contracted		2,395	-
Approved but not yet contracted		2,395	-
<b>Non-current expenditure</b>			
Approved and contracted		41,000	46,000
Approved but not yet contracted		-	41,000
<b>Total Commitments</b>		<b>43,395</b>	<b>87,000</b>

Implimentation of the Parlimentary Space Utilisation Project.

### 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			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
<b>2007/08</b>				
Not later than 1 year			362	362
Later than 1 year and not later than 5 years			723	723
Later than five years				-
<b>Total present value of lease liabilities</b>	-	-	1,085	1,085

	Land R'000	Buildings & other fixed structures R'000	Machinery and equipment R'000	Total R'000
<b>25.2 Finance leases</b>				
<b>2008/09</b>				
Not later than 1 year			99	99
Later than 1 year but not later than 5 years			-	-
Later than five years				-
<b>Total present value of lease liabilities</b>	-	-	99	99
<b>Analysis</b>				
Condoned			99	99
Not condoned				-
<b>Total</b>	-	-	99	99

## 26. 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	5,534	3,449
Officials			
Level 15 to 16	3	3,544	3,187
Level 14 (incl. CFO if at lower level) (Prior year = 8)	9	7,180	6,300
Family members of key management personnel			
<b>Total</b>		<b>16,258</b>	<b>12,936</b>

### Presiding Officers:

- |   |   |
|---|---|
| 1. Mbete, Baleka<br>Mahlangu-Nkabinde, Gwendoline             | Speaker of National Assembly up to 25 September 2008<br>Speaker of National Assembly from 26 September 2008               |
| 2. Mahlangu-Nkabinde, Gwendoline<br>Madlala-Routledge, Noziwe | Deputy Speaker of National Assembly up to 25 September 2008<br>Deputy Speaker of National Assembly from 26 September 2008 |
| 3. Mahlangu, Mninwa   | Chairperson NCOP  |
| 4. Hollander, Peggy   | Deputy Chairperson NCOP   |

## 7.14 Annexures to the Annual Financial Statement

### ANNEXURE 1G STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENTS/AGENCY/ACCOUNT	TRANSFER ALLOCATION				EXPENDITURE		2007/08
	Adjusted Appropriation Act	Roll overs	Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	
Department of Public Works	-	101,000	-	101,000	40,476	40.1%	5,082
	-	101,000	-	101,000	40,476		5,082

The above balances are included in accruals.

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	
	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Transfers</b>							
Constituency allowance	202,801	-	(14,800)	188,001	188,001	100.0%	188,001
Party Leadership allowance	5,308	-	(233)	5,075	5,015	98.8%	5,035
Party support allowance	54,964	-	(2,617)	52,347	52,347	100.0%	52,325
Membership fees	2,625	389	-	3,014	2,557	84.8%	2,194
<b>Total transfers</b>	265,698	389	(17,650)	248,437	247,920	99.8%	247,555

## ANNEXURE 1M

## STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2009

NON-PROFIT INSTITUTIONS	NATURE OF GIFT, DONATION OR SPONSORSHIP	2008/09	2007/08
	R'000	R'000	R'000
Received in cash			
Subtotal		-	-
Received in kind			
Vodacom	Sponsorship of catering for State of the Nation Address		2,840
Subtotal		-	2,840
		-	2,840

ANNEXURE 1N

STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED FOR THE YEAR ENDED 31 MARCH 2009

NAME OF DONOR	PURPOSE	OPENING BALANCE 2008/01/04	REVENUE	EXPENDITURE	Contribution by Parliament
	R'000	R'000		R'000	R'000
<b>Received in cash</b>					
ACBF	Capacity building		1,194	1,659	(465)
European Union	Legislature support programme		-	-	-
					-
<b>Total transfers</b>		-	1,194	1,659	(465)

## ANNEXURE 3B

## STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2009

NATURE OF LIABILITY	Opening Balance 2008/01/04 R'000	Liabilities incurred during the year R'000	Liabilities paid/ cancelled/reduced during the year R'000	Liabilities recoverable (Provide details hereunder) R'000	Closing Balance 31/03/2009 R'000
<b>Claims against the department</b>					
Litigation by former staff member	3,175	-			3,175
Other litigation	726	4,185	226		4,685
Department of Foreign Affairs		2,759			2,759
	3,901	6,944	226	-	10,619
<b>Total</b>	<b>3,901</b>	<b>6,944</b>	<b>226</b>	<b>-</b>	<b>10,619</b>

# ANNEXURE 4

## INTER-GOVERNMENTAL RECEIVABLES

Government Entity	Confirmed balance		Unconfirmed balance	
	31/03/2009	31/03/2008	31/03/2009	31/03/2008
	R'000	R'000	R'000	R'000
<b>Department</b>				
Department of Agriculture & Land Affairs				2
Department of Arts & Culture				1
Department of Correctional Services			4	-
Department of Health	3			1
Department of Home Affairs	(0)			6
Department of Housing	(1)			(2)
Department of Education	0			
Department of Minerals & Energy			0	0
Department of Public Works			0	2
Department of Science & Technology			(6)	(6)
Department of Social Development			0	2
Department of Sport & Recreation			0	-
Department of Trade & Industry			0	-
Department of Transport				-
Department of Local & Provincial Government	70			3
Department of Finance				-
Department of Water Affairs & Forestry			(3)	-
Department of Public Service & Administration			(2)	(2)
	<b>72</b>	<b>-</b>	<b>(7)</b>	<b>5</b>
<b>Other Government Entities</b>				
Auditor General				-
National Treasury			3	27
Office of the President			43	22
SARS			478	1
	<b>-</b>	<b>-</b>	<b>524</b>	<b>50</b>
<b>Total</b>	<b>72</b>	<b>-</b>	<b>517</b>	<b>55</b>

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



## ANNEXURE 5

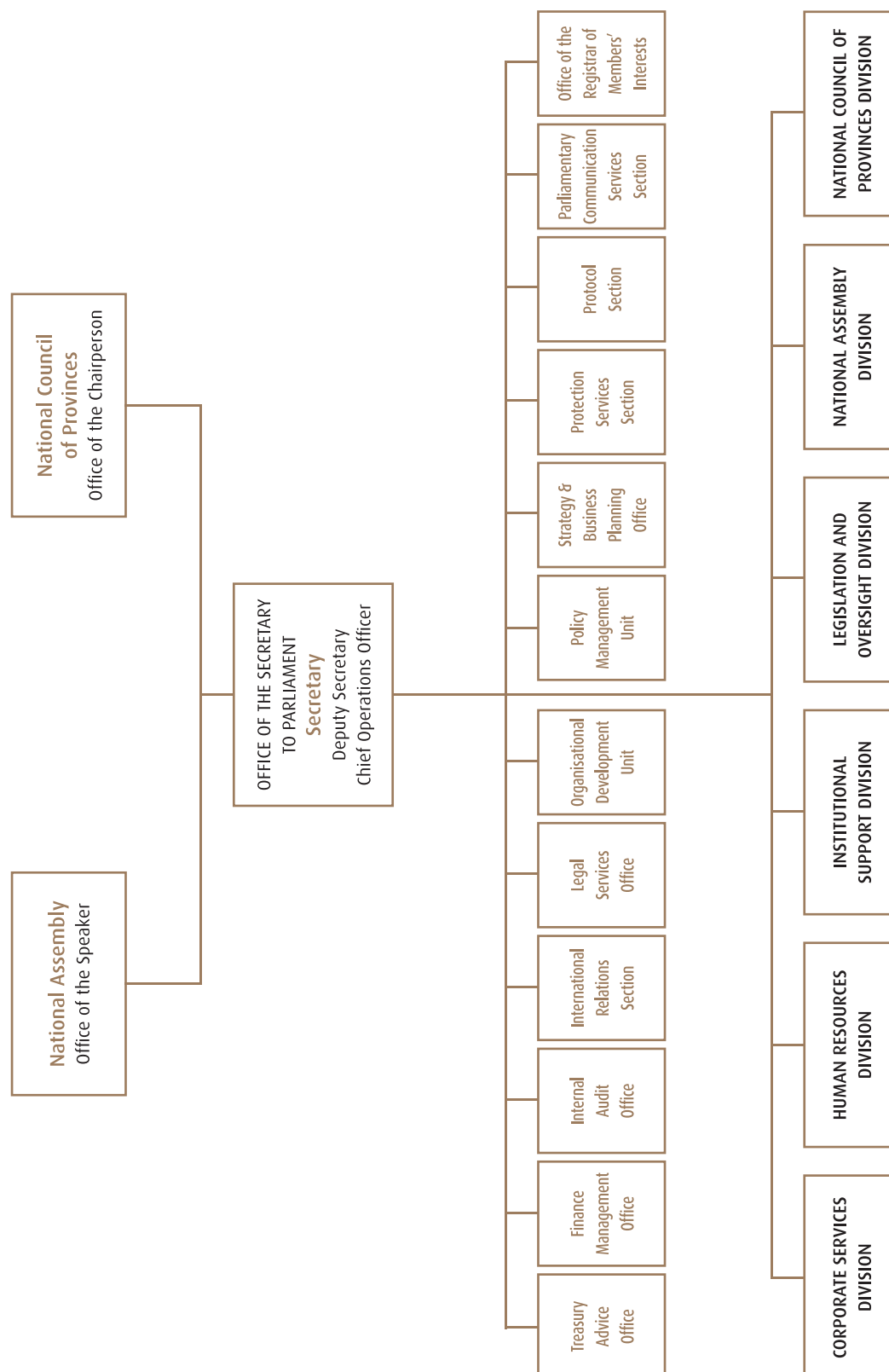
## INTER-GOVERNMENTAL PAYABLES

Government Entity	Confirmed balance		Unconfirmed balance		TOTAL	
	31/03/2009	31/03/2008	31/03/2009	31/03/2008	31/03/2009	31/03/2008
	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		2,759		4,054	3,896
Department of Transport					-	60
Department of Justice	-				-	68
Department of Health	54				54	-
Government Printing Works					-	127
Department of Public Works	45,558		-		45,558	5,082
Free State Legislature	132				132	-
<b>Subtotal</b>	<b>47,039</b>	<b>-</b>	<b>2,759</b>	<b>-</b>	<b>49,798</b>	<b>9,233</b>
<b>Non-current</b>						
<b>Subtotal</b>	<b>-</b>	<b>-</b>				
<b>Total</b>	<b>47,039</b>	<b>-</b>	<b>2,759</b>	<b>-</b>	<b>49,798</b>	<b>9,233</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 Employments Equity Act, 55 of 1998.

### 8.2.1 Number of Staff per Occupational Category

	Male						Female					
Occupational Level	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	12	7	2	0	0	9	2	0	1	0	3	
Prof. Qualified and Experience Specialist and Mid-Management	136	47	5	10	9	71	30	19	6	10	65	
Skilled, Academic, Jr. Management, Supervisors, Foremen and Superintendents	557	146	51	6	26	229	172	111	7	38	328	
Semi-skilled and Discretionary Decision Making	309	55	73	5	20	153	99	50	2	5	156	
Unskilled and Defined Decision Making	193	6	47	0	5	58	26	91	1	17	135	
Total	1209	262	179	21	60	522	329	271	17	70	687	

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

	Male						Female					
Occupational Level	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	3	0	1	0	0	1	0	1	0	1	2	
Semi-skilled and Discretionary Decision Making	3	0	1	0	0	1	0	1	0	1	2	
Unskilled and Defined Decision Making	4	2	2	0	0	4	0	0	0	0	0	
Total Permanent	9	2	4	1	0	7	0	0	0	0	2	

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

Race and Gender	Grade level					
	A	B	C	D	E	Total
African Female	2	8	13	5	1	<b>29</b>
African Male	0	2	16	3	0	<b>21</b>
Coloured Female	1	6	4	0	1	<b>12</b>
Coloured Male	4	1	4	0	0	<b>9</b>
Indian Female	0	0	0	0	0	<b>0</b>
Indian Male	0	0	1	1	0	<b>2</b>
White Female	1	0	1	0	0	<b>2</b>
White Male	0	1	1	2	0	<b>4</b>
	<b>8</b>	<b>18</b>	<b>40</b>	<b>11</b>	<b>2</b>	<b>79</b>

### 8.2.4 New employment by Race, Gender and Grade

Race and Gender	Grade level				
	A	B	C	D	Total
African Male	0	3	32	6	<b>41</b>
African Female	2	16	15	4	<b>37</b>
Coloured Male	1	2	4	0	<b>7</b>
Coloured Female	1	3	6	1	<b>11</b>
Indian Male	0	0	0	0	<b>0</b>
Indian Female	0	0	2	3	<b>5</b>
<b>Total Blacks, Male</b>	<b>1</b>	<b>5</b>	<b>36</b>	<b>6</b>	<b>48</b>
<b>Total Blacks, Female</b>	<b>3</b>	<b>19</b>	<b>23</b>	<b>8</b>	<b>53</b>
White Male	0	0	4	0	<b>4</b>
White Female	0	1	2	0	<b>2</b>
<b>Total</b>	<b>4</b>	<b>24</b>	<b>65</b>	<b>14</b>	<b>107</b>

## 8.3 PERFORMANCE AWARDS

### 8.3.1 Performance Rewards by Occupational Category

Occupational Category	Number of Beneficiaries	Total employees	% of total employees benefited	Cost (R'000)	Av Cost per Beneficiary
A	176	193	91	553 181	3 143
B	291	381	76	886 903	3 048
C	291	478	61	1 536 871	5 281
D	84	133	63	985 784	11 736
E	4	12	33	60 939	15 235
F	1	2	50	13 074	13 074
<b>Total</b>	<b>847</b>	<b>1199</b>	<b>71</b>	<b>4 036 752</b>	<b>4 766</b>

### 8.3.2 Performance Rewards by Gender and Race

Race and Gender	Number of Beneficiaries	Total employees	% of total employees benefited	Cost (R'000)	Av Cost per Beneficiary
African Male	130	255	51	706 150	5 432
African Female	205	326	63	917 575	4 476
Coloured Male	151	179	84	590 030	3 907
Coloured Female	221	269	82	961 731	4 352
Indian Male	18	21	86	154 482	8 582
Indian Female	6	14	43	51 403	8 567
<b>Total Blacks, Male</b>	<b>298</b>	<b>455</b>	<b>65</b>	<b>1 450 662</b>	<b>4 868</b>
<b>Total Blacks, Female</b>	<b>432</b>	<b>609</b>	<b>71</b>	<b>1 930 709</b>	<b>4 467</b>
White Male	55	64	86	326 678	5 940
White Female	61	71	86	328 703	5 389
<b>Total</b>	<b>847</b>	<b>1199</b>	<b>71</b>	<b>4 036 7521</b>	<b>4 766</b>

### 8.3.3 Performance Rewards by Race

Race	Number of Beneficiaries	Total employees	% of total employees benefited	Cost (R'000)	Av Cost per Beneficiary
African	335	581	58	1 623 725	4 847
Coloured	372	448	83	1 551 762	4 171
Indian	24	35	69	205 885	8 579
White	116	135	86	655 381	5 650
<b>Total</b>	<b>847</b>	<b>1199</b>	<b>71</b>	<b>4 036 752</b>	<b>4 766</b>



## 8.4 LABOUR RELATIONS

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

Labour Relations						
Types of Misconduct Addressed and Disciplinary Hearings			Salary Scale			
	A	B	C	D	E	Total
Unfair Labour practice	0	0	0	0	0	0
Misrepresentations	0	1	1	0	0	2
Theft, bribery, corruption, defeating the ends of justice and fraud	2	1	1	0	0	4
Assault	0	0	0	0	0	0
Abuse of alcohol drugs and other stupefying substances	3	0	0	0	0	3
Insubordination	0	0	1	0	0	1
Improper, disgraceful and unacceptable conduct at work	0	0	0	0	0	0
Absent without authorised leave	3	1	1	0	0	5
Improper, disgraceful and unacceptable conduct at work	0	0	0	0	0	0
Sexual Harassment	1	0	0	0	0	1
Misuse or Damage of Parliamentary Property	0	0	0	0	0	0
Negligence	0	0	1	0	0	1
Abusive behavior	0	0	0	0	0	0
Conduct in the performance of Duty	0	0	0	0	0	0
Political Participation	0	0	0	0	0	0
Failure to comply with an instruction	2	2	43	0	0	47
Non disclosure of financial and other private interest	0	0	0	0	0	0
Inflammatory comments regarding manager	0	0	0	0	0	0
Procurement misconduct	0	0	0	0	0	0
Allegations – serious criminal activities	0	0	0	0	0	0
Non adherence to policy and procedure	0	0	0	0	0	0
Incapacity	0	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>5</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>64</b>

#### 8.4.2 Grievances Lodged for 1 April 08 to 31 March 09

Labour Relations						
			Salary Scale			
Grievances Lodged	A	B	C	D	E	Total
Resolved	1	1	2	1	0	5
Not resolved	2	2	0	1	0	5
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

#### 8.4.3 Disputes Lodged for 1 April 08 to 31 March 09

Labour Relations						
			Salary Scale			
Disputes Lodged	A	B	C	D	E	Total
Disputes Lodged	0	0	0	0	0	0
Upheld	0	0	0	0	0	0
Dismissed	5	1	2	0	0	8
Pending CCMSA, Labour Court and others	1	2	0	2	0	5
<b>Total</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>13</b>

#### 8.4.4 Precautionary Suspension for 1 April 08 to 31 March 09

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

## 8.5 HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

### 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 R2.8m
3. Has Parliament introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this programme.	X		Parliament has a Wellness Programme which focuses mainly on: 1. HIV/AIDS response strategy 2. Policies and Procedures 3. Awareness and education 4. Prevention Programmes 5. Consultation and advice 6. Counseling 7. Case Management
4. Has Parliament established (a) committee(s) If so, Please provide the names of the members of the committee and the stakeholder(s) that they represent.	X		<b>WELLNESS COMMITTEE</b> BS 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); G. Kassiem (Sporting Codes); 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 measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	X		HIV/AIDS policy, awareness campaigns, establishment of peer educators.  External Service Provider on EAP has been contracted i.e. Ndawo Wellness to provide support services.
7. Does Parliament encourage its employees to undergo Voluntary Counseling and Testing (VCT)? If so, list the results that you have achieved.	X		Parliament's HIV/AIDS strategy promotes participation on VCT programme. The VCT programme is done on the premises and it is provided by external consultant. Staff is encouraged to use external facilities as well.
8. Has Parliament developed measures/ indicators to monitor and evaluate the impact of its health promotion programmes? If so, list these measures/indicators.	X		Monthly and quarterly reports. Attendance to workshops, VCT and psychosocial counseling sessions.

## 8.6 TRAINING PROVIDED

Occupational Categories	Gender	Total Employees	Academic Courses	Skills Prog. & other Short Courses	Total
<b>A</b>	Male	58	5	27	32
	Female	135	1	108	109
<b>B</b>	Male	158	17	156	173
	Female	156	15	187	202
<b>C</b>	Male	229	26	294	320
	Female	328	41	353	394
<b>D</b>	Male	71	5	56	61
	Female	65	4	50	54
<b>E</b>	Male	9	0	3	3
	Female	3	0	2	2
<b>F</b>	Male	2	2	1	3
	Female	0	0	0	0
<b>Total</b>		<b>1 209</b>	<b>116</b>	<b>1 237</b>	<b>1 353</b>

