



# *Eastern Cape* **Provincial Legislature**

A People's Assembly For Good Governance

ANNUAL REPORT  
2013 / 2014

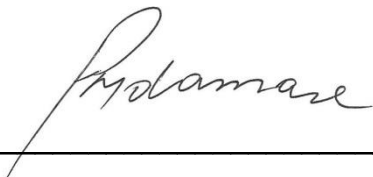




**SUBMISSION OF THE ANNUAL REPORT 2013/14 BY THE SECRETARY TO THE LEGISLATURE**

The Annual Report 2013/14 of the Eastern Cape Provincial Legislature is submitted in terms of Section 40(3) of the the Public Finance management Act of 1999. The report gives a comprehensive account of how the Eastern Cape Provincial Legislature has performed during the financial year 2013/14 in its inexpansive efforts to ensure the betterment of the lives of the people of the Province.

I have the greatest pleasure to submit the Annual Report 2013/14 for the consumption of the public.



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**P NDAMASE**

**SECRETARY TO THE LEGISLATURE**



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**OFFICIAL SIGN-OFF**

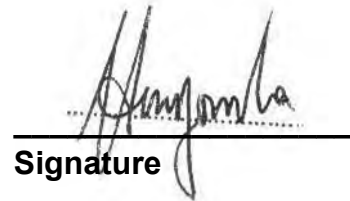
**MR B MASE**

**GENERAL MANAGER: STRATEGY, POLICY, MONITORING AND EVALUATION**



**Signature**

**MR M NJOMBA  
CHIEF FINANCIAL OFFICER**



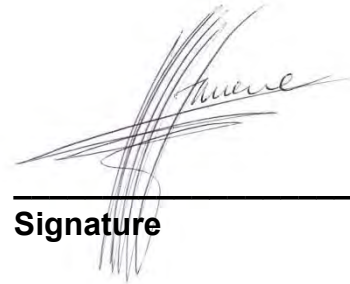
**Signature**

**MR V MAPOLISA  
CHIEF OPERATIONS OFFICER**



**Signature**

**MS Z MENE  
CHIEF PARLIAMENTARY OFFICER**



**Signature**

**MR P NDAMASE  
ACCOUNTING OFFICER**



**Signature**



**EASTERN CAPE PROVINCIAL LEGISLATURE  
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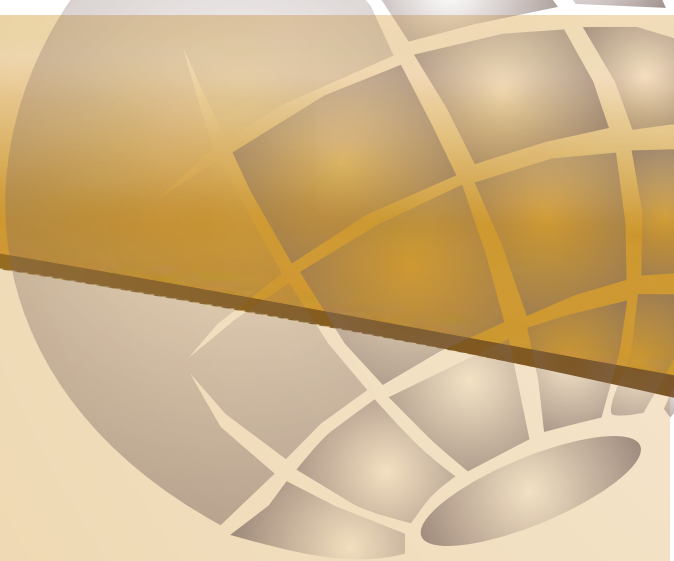
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# PART A

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## General Information

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### 1.1 SPEAKER'S FOREWORD



It is a great pleasure to submit the Annual Report for the financial year 2013/14 that marks the end of five years of selfless service to the people of the Eastern Cape. It is even more gratifying that the end of the 4<sup>th</sup> term of government coincides with our celebration of the 20 years of democracy in South Africa - an important land mark towards fulfilling our commitment to build a prosperous society.

In 1994 we began a journey to eradicate the oppressive legacy of colonialism and apartheid. In the last 20 years we took bold steps to realise the vision of the Freedom Charter and we can say with no fear of contradiction that the lives of our people have vastly improved and South Africa is a better place to live in. Together, with our people we pulled our collective efforts to fight poverty and unemployment and to reduce inequality. In the next five years we will build on the gains of the 4<sup>th</sup> term of government to move South Africa forward.

The Legislature's oversight work continues to play a crucial role in the government's ability to deliver services. We note with pride that our work in this regard is bearing fruits. For example, the increased number of clean and unqualified audits in the province in the year under review is a result of our oversight work. We, however call on our public sector capacity building programme to respond to the service delivery and development challenges of our country more coherently and with greater efficiency and effectiveness in order to build institutional capability, strong organisation and efficiency.

In our 2009 Government Programme of Action we committed to build a developmental state, improve public services and strengthen democratic institutions. It was for this reason that priority was set to intervene, stabilise and support local government in order for it to fulfil its core mandates. In the year under review we worked very hard to strengthen the relationship with the local government sector through the Speaker's forum and will pay more attention to this in the coming term as we move South Africa forward.

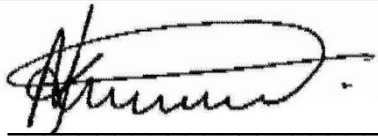
We have taken concrete steps to achieve our vision of becoming a peoples' assembly. Our outreach programme, Taking Legislature to People, oversight visits by portfolio committees and management of petitions have all created a direct access to the House and Members of the Provincial Legislature by the people of the province. Our people know which doors to knock at when they need responses to issues affecting their lives.



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In recognition of our strategic location as the Legislature, we have paid focus on building a stable organisation that is able to fulfill its constitutional mandate. We appreciate the role played by the Audit and Advisory committee in testing our control environment, keeping check of our financial management systems and the advice they give us from time to time. A much more tighter control environment has been achieved through a number of policies that were developed and others reviewed.

I wish to thank all Members of the Provincial Legislature for their commitment and dedication towards fulfilling the mandate of the Legislature. The support given by management and staff, sets a firm foundation for the achievement of our strategy and plan.



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**N. Kiviet**

**Speaker and Executive Authority**

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### 1.2 OVERVIEW BY THE SECRETARY



The end of the financial year 2013/14 corresponds with the end of the electoral mandate of the Fourth Parliament and concludes the business envisaged to be undertaken through the implementation of the Strategic Plan of the Eastern Cape Legislature for the term. It is with great pride to reflect on the performance of the Legislature during the year 2013/14 in its endeavours to realize its commitments to the people of the Eastern Cape. The Programme of the Legislature was duly executed and House Sittings proceeded as scheduled to consider the work of government departments and organs of state.

Despite pressing commitments and conflicting obligations imposed by the drawing to the close of electoral term, Committees managed to consider all reports submitted by the Departments in line with their accountability requirements. In pursuit of robust oversight of the executive, the Legislature ensured sustained implementation of the Sector Oversight Model. More oversight visits than ordinarily, were conducted as the means to monitor delivery of service at grass roots level. Compared to the previous financial years, the Legislature received a considerable number of Section 76 Bills during the year under review. All of these were dutifully considered by the Portfolio Committees and the voting mandates were provided in due time.

Two international conferences were hosted successfully during the financial year. These conferences are the Commonwealth Women Parliamentarians and the Association for Public Accounts (held in February 2013 and Sep-Oct 2013 respectively).

In consonance with one of its primary mandates, which entails the involvement of the public in the legislative processes, the Legislature congruently heightened its public participation and petitions endeavours. The annual targets for public hearings and public education programmes were far exceeded. All of the five Sectoral Parliaments were held successfully and as planned. This afforded the respective sectors of the public opportunities to share in the process of governance. Ahead of the Youth Parliament, the Legislature went an extra mile and held preliminary consultative workshops in all districts, engaging the youth as primary stakeholders. At the same time, Communications played a crucial role to ensure sustained linkages with external stakeholders and the public at large.


With the growing concern about the extent of fraud and corruption in the government arena, the Legislature embarked on an Anti-Fraud and Corruption campaign as a drive to create awareness around fraud, corruption and maladministration. Worth mentioning is the unprecedented process of successfully screening and vetting of all the employees of the Legislature.

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The risk and financial management functions continued to ensure sound internal controls which saw to the improved governance and efficient management of the voted funds. During the financial year more emphasis was put to ensure improvement on performance management and reporting of the Legislature. This was done in order to turn-around compliance with regulations and to mitigate matters which were previously expressed by the Auditor General.

The Legislature is cognitive of the ever-increasing need for organisations to capacitate their employees in order to ensure that they are suitably poised to pursue their objectives. To this end the HRD and HRM functions were heightened to ensure maximum human development and implementation of sound human resources system. Members and Political Parties were also maximally supported and provided with all tools of trade required to execute their parliamentary obligations. A number of policies were reviewed amended and some were developed to ensure procedural execution of the work of the Legislature.

It is therefore a befitting pleasure to table the Annual Report of the Eastern Cape Legislature as a testament of the job well-done.

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**P. NDAMASE**

**SECRETARY TO THE LEGISLATURE**

# EASTERN CAPE PROVINCIAL LEGISLATURE

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### 1.3 STRATEGIC OVERVIEW

#### VISION, MISSION AND VALUES OF THE LEGISLATURE

The vision and mission of the Legislature remained unchanged and are as follows:

##### **Vision**

A dynamic people's assembly for good governance, to deepen and advance sustainable and transformative development towards effective service delivery.

##### **Mission**

The Eastern Cape Legislature strives to deepen democracy, promote development and build a better life for all, through law-making, effective public participation and vigorous oversight.

##### **Values**

The Legislature subscribes to the following values:

**Loyalty:** Unswerving allegiance and support to the citizens and the Government of our country.

**Commitment:** A pledge/commitment to perpetuate the cause of freedom.

**Accountability:** Being answerable for one's actions.

**Integrity:** Being honourable and following ethical principles.

**Excellence:** Continuous improvement in performance and standards.

**Redress and Equity:** Continuous improvement in performance and standards.

##### **Legislative and Other Mandates**

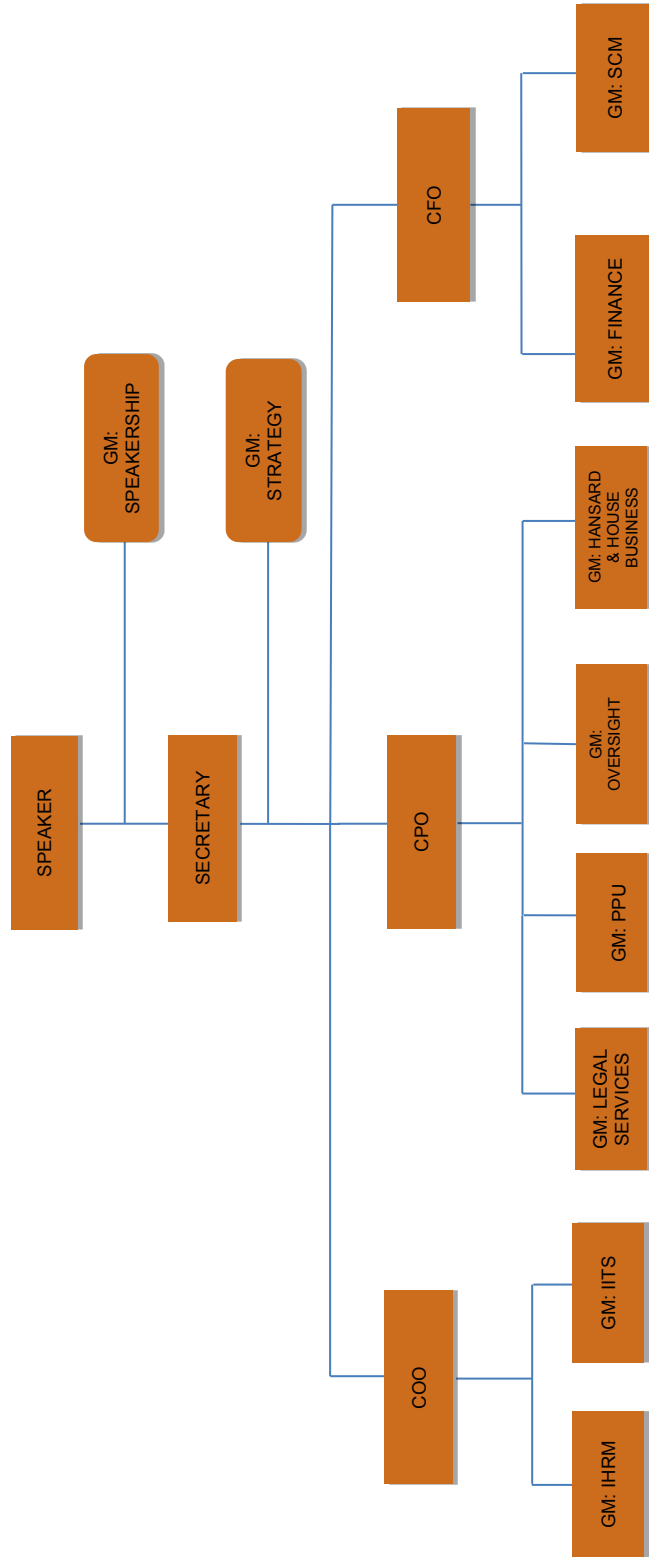
The Eastern Cape Provincial Legislature is governed by the following policies, acts, and other legal prescripts in performing or fulfilling its legal requirements.

- The Constitution of 1996
- Public Audit Act, 2004
- Public Financial Management Act, 1999, (Act 1 of 1999) and the Treasury Regulations enacted in terms thereof;
- Financial Management of Parliament Act, 2009 (Act 10 of 2009);
- Financial Management of the EC Provincial Legislature Act, 2009 (Act 3 of 2009);
- Treasury Regulations (Published in March 2005)
- Framework for Managing Programme Performance Information 2007 Policy Framework for Government-wide Monitoring and Evaluation (Published in November 2007)
- National Evaluation Policy Framework 2011

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- Independent Commission for the Remuneration of Public Office Bearers Act, 1997 (Act 92 of 1997);
- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);
- Policy Framework for Performance Monitoring and Evaluation (PM&E) in the Eastern Cape Legislature
- Mandating Procedures of Provinces Act, 2008 (Act 52 of 2008);
- Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004 (Act 4 of 2004);
- Standing Rules of the Eastern Cape Provincial Legislature;
- Ministerial Handbook, adopted by Cabinet on 7 February 2007;
- Adopted Legislature policies and procedures, including accounting, human resources and procedural policies;
- Rules and Executive Committee policy pronouncements;
- Evidence and Information before the Eastern Cape Provincial Legislature Act, 2007 (Act 4 of 2007(EC));
- Eastern Cape Political Party Fund Act, (Act 1 of 2010(EC)); and
- Other relevant national and provincial legislation.

## 1.4 Organisational structure



## 1.5 OVERVIEW OF THE SERVICE DELIVERY ENVIRONMENT

“South Africa’s primary challenge is to roll back poverty and inequality. Raising living standards to the minimum level proposed in the plan will involve a combination of increasing employment, higher incomes through productivity growth, a social wage and good public services.” (National Development Plan: Vision 2030; p25-26)

The National Development Plan was adopted by government in 2012 as a blueprint of building a developmental state and strengthening service delivery to create a better life for all. The country still grapples with the scourges of poverty, unemployment and inequality that are vestiges of our colonial and apartheid past. The National Planning Commission’s Diagnostic Report that was released in 2011 pronounced on achievements and the prevailing shortcomings that characterised the current environment, dating back from 1994. There are nine key challenges that have been identified that both private and public sectors need to be seized with, namely;

- a) Too few people work.
- b) The quality of school education for black people is poor.
- c) Infrastructure is poorly located, inadequate and under-maintained.
- d) Spatial divide hobbles inclusive development.
- e) The economy is unsustainably resource intensive.
- f) The public health system cannot meet demand or sustain quality.
- g) Corruption levels are high.
- h) South Africa remains a divided society.

Furthermore, it has been suggested that the labour force in the country, which is constituted of people between the ages 15 to 65, makes up to 64% of the entire population. This scenario poses grave challenges when that labour force is unemployed due to various reasons, ranging from lack of requisite skills and the labour market inability to grow the economy and therefore not being able to absorb more unemployed people.

This laid a background for the performance of the Legislature in the year under review. The Annual performance plan set a programme for the legislature to contribute in dealing with the picture as painted above.

This annual report is the reporting tool for the legislature to give an account on annual performance. In the year under review we placed more emphasis on its goals of deepening and entrenching participatory democracy through structuring of the Public Participation, Petitions and Education. Outreach programmes were undertaken through regular institutionalized days. An unprecedented number of petitions were received from the public during the year under review. A total of five Sectoral Parliaments were successfully held by the Legislature in the year under review. Numerous Portfolio Committee meetings were held with a view to improving

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the oversight role through effective scrutiny of the annual budgets and government spending. The adopted Sector Oversight Model continues to strengthen oversight by holding the Executive and public entities accountable for the use of public funds in order to improve service delivery to the people. In addition, the Law Review Commission was set up to ensure that government policies and reforms take into consideration the needs and aspirations of the people of the province.

Our internal control systems have contributed to the improvement of the institution, hence the institution got unqualified audit both on the financial statements and performance information. We are on course towards achieving the goals of a “Clean audit 2014”. This calls all of us to work very hard to focus on specific areas of our financial controls, and management of performance information. As the saying goes “no pain, no gain”.

In 2013 the Eastern Cape Legislature was given an honor to host a conference for the Association of Public Accounts Committees (APAC) whose objective was to evaluate the successes and challenges that Public accounts Committees have come across in the recent past. The conference further agreed on the processes to be followed towards ensuring that a clean administration is achieved across South Africa.

A special focus was given on the following Governance and Administration matters:

- Risk management
- Information and technology system
- Policy development, and
- Security management

### **Risk Management**

The organisational risk register was reviewed so as to evaluate whether the plan that was adopted was implemented as expected. Efforts were put up to improve controls within the environment of the administrative arm of the Legislature. Additional personnel was recruited for the Risk Management unit in order to strengthen efforts to minimise risks in the organisation.

### **Information and Technology System**

An ICT strategy was adopted to serve as guide towards improving communication and document management in the legislature. An important landmark was achieved when National Treasury gave the Eastern Cape Legislature a go-ahead to implement the ERP. There is now a need to mobilise financial resources to implement this project.



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### **Policy Development**

About 16 institutional policies were reviewed and adopted in the last financial year. These policies are critical in enhancing service delivery and performance. These strategic interventions, through policy development and adoption, are intended to transform the Legislature into an efficient and effective institution that is able to deliver on its mandate. More policies will be reviewed in the following financial year so as to create a conducive regulatory framework for the Eastern Cape Legislature.

### **Security Management**

The status of the Legislature as a National Key Point has put more pressure to enhance security in the legislature precinct. In the year under review, an agreement was signed with the Public Works Department, so as to start the process to implement phase 1 of the project. This phase will focus on improving security of the main entrance gate and activate the electric wire around the precinct.

### **Organisational Structure**

The existing structure of the Legislature was reviewed and adopted in November 2011 and is currently being filled. The structure focused on core business of the Legislature and, importantly, more posts were created for public participation and petitions. More public education officials were recruited towards the end of last year and the attention will be given to the implementation of the resolutions of the Public Participation Indaba held in October 2012.

In line with the decision to focus on core business, attention was given to strengthening the Public Participation Unit. More public education officers were appointed with a purpose of strengthening public education campaigns across the province. Attention was also given to recruitment to management positions that were vacated during the year. The following posts were filled during the year; the Chief Operations Officer, Senior Managers: SCOPA, IT, SCM, and two Legal Advisors.

### **1.6 Departmental Revenue**

The Legislature is not a major revenue-collecting institution. Revenue collected is mainly from the disposal of obsolete IT equipment, commission received for implementing approved personal deductions such as insurance premiums and donations received from sponsors for institutional events such as taking the Legislature to the People.

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ITEM R'000	2010/11 Actual (1)	2011/12 Actual (2)	2012/13 Actual (3)	2013/14 Actual (4)
Sale of Goods & Services other than Capital Assets	106	130	1 443	181
Fines, penalties and forfeits	-	-	-	88
Sale of Capital Assets	63	102	68	113
Interest, Dividends and Rent on Land	113	102	72	64
Recovery of Loans & Advances (Financial Transactions)	39	62	-	-
Sponsors Received	50	150	-	-
Revenue Sharing – National Parliament (LSS)		3 868	-	-
Revenue from previous years	-	370	-	-
Transfers received	-	-	-	250
<b>TOTAL RECEIPTS</b>	<b>371</b>	<b>4 784</b>	<b>1 583</b>	<b>696</b>

### 1.7 Departmental Expenditure

The Legislature received an adjusted budget of R451.9m during the year under review and spent R443.0m of that, resulting in a 2.0% under expenditure variance. Reasons for this under expenditure are set out below.

#### Program 1: Administration

The contributing factors in the under spending under Program 1 is Compensation of Employees, Underspending in COE is due to delays in the filling of vacancies and change in policy on implementation of performance management system after budgeting. Goods and Services and Capital Expenditure. In Capital Budget delays in procurement processes of the Security Access control system. The procurement of the envisaged biometric access control system for the Institution could not be finished due to inadequate specifications and procurement processes. The Department of Roads and Public Works has since been roped in to assist in this regard. Goods and Services delays in submission of travel invoices

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**Program 2: Enabling Facilities for Members and Political Parties**

This sub-program reported under spending of R0, 037m due to one political party claiming less than the allocated budget.

**Program 3: Parliamentary Services**

The under spending in this program can be attributed to compensation of employees and goods and services. Vacant positions in this program were not all filled and delays in submission of mainly travel related invoices.

Expenditure against budget is as tabulated below.

<b>EC Provincial Legislature Budget and Audited Expenditure</b>							
<b>Economic Classification</b>		<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>%</b>
<b>R'000s</b>		<b>Audited</b>	<b>Audited</b>	<b>Audited</b>	<b>Adjusted</b>	<b>Actual</b>	<b>Deviation</b>
		<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(4-5) / (4)</b>
1.	<b>CoE – Staff</b>	R100,222	R116 406	R138 876	R165 522	R161 354	2.5%
2.	<b>CoE – Members</b>	R47,561	R49 637	R52 728	R56 053	R56 053	-
3.	<b>Goods and Services</b>	R78,233	R91 826	R118 012	R114 784	R111 325	3.0%
	<b>Transfer Payments</b>	R63,219	R98 363	R90 209	R104 461	R104 425	-
5.	<b>Capital Budget</b>	R3,863	R4 025	R7 215	R11 090	R9 852	11.2%
<b>TOTAL</b>		<b>R293,098</b>	<b>R360 257</b>	<b>R407 040</b>	<b>R451 910</b>	<b>R443 009</b>	<b>2.0%</b>

**1.8 Transfer Payments**

During the year under review the Legislature continued to make quarterly transfers for constituency allowances and caucus funding to all political parties represented in the institution. This is a constitutional imperative and is done in terms of the adopted Policy on Financial and Administrative Assistance to Political Parties represented in EC Provincial Legislature. Allocations to political parties are made in proportion to their seat allocations in the Legislature.

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Transfers payments were made to the following political parties throughout the year:

- African National Congress (ANC)
- Congress of the People (COPE)
- Democratic Alliance (DA)
- United Democratic Movement (UDM)
- African Independent Congress (AIC)

Political Party Fund

	2011/12	2012/13	2013/ 14	2013/14
<b>NON-PROFIT INSTITUTIONS</b>	<b>Actual Transfer</b>	<b>Actual Transfer</b>	<b>Total Budget</b>	<b>Actual Transfer</b>
	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>
African National Congress (ANC)	R39 223	R63 003	R72 876	R72 876
Congress of the People (COPE)	R8 078	R12 887	R14 906	R14 906
Democratic Alliance (DA)	R5 385	R8 591	R9 937	R9 937
United Democratic Movement (UDM)	R2 693	R4 296	R4 969	R4 969
African Independent Congress (AIC)	R 898	R1 432	R1 657	R1 657
Legislature Political Party Fund	R41 840			
<b>Total</b>	<b>R98 117</b>	<b>R90 209</b>	<b>R104 345</b>	<b>R104 345</b>

**Public entities**

The Eastern Cape Provincial Legislature has no trading entities or public entities.

**Asset Management**

The Asset Management Unit, which falls under Supply Chain Management, has continued updating our Asset Register with newly acquired assets, whilst also performing regular asset counts and verification.

# PART B

**Programme Performance Information**

**PROGRAMME ONE:**

**Administration**



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**2.1 Programme 1: Administration  
2.1.1. Office of the Speaker**

Strategic Objective		Provide leadership in respect of the attainment of the constitutional mandate of the institution	
Performance Indicator		Annual Output Target 2013/14	Actual performance against targets
			Actual Deviation Explanation
1	Number of Executive Committee Planning Sessions conducted	1 Executive Committee Planning Session conducted	1 Executive Committee Planning Session has been conducted -
2	Number of Executive Committee meetings conducted	11 Executive Committee Meetings conducted	10 Executive Committee meetings have been conducted One meeting could not be convened due to other competing programs
3	Number of meetings with Political Party Leaders conducted	4 Meetings with Political Party Leaders conducted	3 meetings with Political Party Leaders have been conducted One meeting could not take place due to non-availability of participants
4	Number of meetings with Strategic Leadership conducted	4 Meetings with Strategic Leadership conducted	4 Meetings with Strategic Leadership have been conducted -
5	Number of meetings with Shop Stewards Committee conducted	4 Meetings with Shop Stewards Committee conducted	2 Meetings with Shop Stewards Committee have been conducted Secretariat was given a mandate to resolve issues through bilateral discussions with the union

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Strategic Objective		Building relations and partnerships with other institutions and spheres of government	
6	Number of meetings with Premier of the Province attended	4 Meetings with Premier of the Province attended	4 Meetings with Premier of the Province attended
7	Number of meetings with Chapter 9 Institutions conducted	4 Meetings with Chapter 9 Institutions conducted	3 Meetings with Chapter 9 Institutions have been conducted
8	Number of National Forum meetings attended	20 National Forum Meetings attended	13 National Forum meetings attended
9	Number of Provincial Speakers' Forum meetings conducted	4 Provincial Speakers' Forum Meetings	4 Provincial Speakers' Forum meetings have been conducted
10	Number of foreign trips undertaken to promote international relations	4 Foreign Trips undertaken	5 Foreign trips conducted to promote international relations
11	Number of National Delegations hosted	4 National Delegations hosted	4 National Delegations hosted
12	Number of joint sittings of Parliament attended by Presiding Officers	5 Joint Sittings of Parliament attended by Presiding Officers	5 Joint Sittings of Parliament attended by Presiding Officers
13	Number of Public Education Campaigns conducted	4 Public Education Campaigns	10 Public Education Campaigns have been conducted
14	Number of Nelson Mandela Legacy events conducted	1 Nelson Mandela Legacy event conducted	1 Nelson Mandela Legacy event has been conducted
			Public education campaigns have increased due to the addition of new areas not previously identified
			It was not possible to secure availability of participants
			Activities have been reduced due to the election program of political parties
			-
			One additional foreign trip was undertaken because of an unexpected invitation
			-
			-
			-
			-

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<b>Strategic Objective</b>		<b>Effective management of sub-programme budget and human resources</b>	
15	Number of Individual Performance reviews conducted	80 Individual Performance Reviews conducted	10 Quarterly reviews could not be conducted because of the following reasons: <ul style="list-style-type: none"> <li>• 1 post became vacant from the beginning of the year</li> <li>• 2 posts became vacant at the binning of the fourth quarter</li> <li>• 1 SM did not take part in the quarterly review process</li> </ul>
16	Number of staff meetings conducted for effective utilisation of personnel	4 Staff Meetings conducted	4 Staff meetings have been conducted
<b>Strategic Objective</b>		<b>Improve image and understanding of the Legislature through the use of the media</b>	
17	Number of print media adverts prepared to publicise Legislature programmes	20 Print Media adverts prepared	19 Print Media adverts were prepared
			One approved publication was cancelled due to exorbitant amount charged



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Strategic Objective		Improve image and understanding of the Legislature through the use of the media		
18	Number of electronic media adverts prepared to publicise Legislature	20 electronic media adverts prepared	45 electronic media adverts were prepared	Number of Sectoral Parliaments increased in the financial year and Outside Broadcastings which offered packaged adverts
19	Number of radio interviews organized to publicise Legislature programmes	48 radio interviews organized to publicise Legislature programme	48 radio interviews were organized	-
20	Number of profile articles published in national and regional magazines	4 Magazine profile pieces published in national and regional magazines	2 Magazine profile pieces were published in national and regional magazines	Two magazines could not be produced due to the extended leave of absence of the SM
21	Number of Media Briefing Sessions conducted to build media relations	4 Media Briefing Sessions conducted to build media relations	4 Media Briefing Sessions were conducted to build media relations	-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.2 Office of the Secretary**

**2.1.2.1 Office Support to the Secretary**

Strategic Objective		Provide strategic leadership and effective management of the administration	
Performance Indicator		Annual Target 2013/14	Actual performance against target
			Deviation explanation
1	Number of performance assessments of the Secretariat members coordinated	4 Quarterly performance assessments of Senior Management coordinated	4 Quarterly performance assessments of the Senior Management coordinated
2	Number of reports on the coordination of the Executive Committee meetings compiled and submitted	11 reports on the coordination of the Executive Committee meetings compiled and submitted	11 reports on the coordination of the Executive Committee meetings were compiled and submitted
3	Number of management meetings convened	20 Management meetings convened	30 Management meetings convened There was need to convene more meetings to attend to urgent matters of administration
4	Number of Rules Committee meetings convened	4 Rules Committee meetings convened	4 Rules Committee meetings were convened
5	Number of internal audit reports coordinated	4 internal audit reports coordinated	4 internal audit reports coordinated
6	Number of Audit and Advisory Committee meetings attended	4 Audit and Advisory Committee meetings attended	12 Audit and Advisory Committee meetings attended There was a need to convene follow-up meetings to attend to urgent matters of administration
7	Number of Secretaries Association of the Legislatures of South Africa	4 South African Legislatures Secretaries	2 South African Legislatures Secretaries Association SALSA convened fewer meetings than scheduled

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Provide strategic leadership and effective management of the administration	
Performance Indicator		Annual Target 2013/14	Actual performance against target
		Actual	Deviation explanation
	(SALSA) Knowledge Management Forums attended	Association (SALSA) Knowledge Management Forums attended	(SALSA) Knowledge Management Forums attended
8	Number of tracking systems to manage the incoming and outgoing correspondence developed	1 tracking system to manage the incoming and outgoing correspondence developed	1 tracking system to manage the incoming and outgoing correspondence developed
			-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.2.2. Strategy, Policy, Monitoring & Evaluation Unit**

Strategic Objective		Promote sound institutional planning, monitoring and evaluation and reporting on institutional plans and programmes		
		Annual Target 2013/14	Actual	Deviation explanation
Performance Indicator		Actual performance against target		
1	Number of five-year Strategic Plans reviewed	1 five-year strategic plan reviewed	1 five-year strategic plan reviewed	-
2	Number of Annual Performance Plans (APP) adopted for 2014/15	1 APP developed	1 APP developed	-
3	Number of 2014/15 Operational Plans developed.	1 Operational Plan developed	1 Operational plan developed	-
4	Number of quarterly reports compiled and submitted	4 quarterly reports compiled and submitted	4 quarterly reports compiled and submitted	-
5	Number of Eastern Cape Provincial Legislature Policy Speeches prepared	1 Policy speech prepared	1 Policy speech prepared	-
6	Number of Annual Reports compiled	1 2012/13 AR compiled and submitted	1 2012/13 AR compiled and submitted	-
7	Number of performance reviews coordinated	48 performance reviews conducted	48 performance reviews conducted	-
8	Number of End-of-term reports compiled	1 End-of-term report developed	1 End-of-term report developed	-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Provide strategic leadership and effective management of the administration	
9	Number of policies developed, reviewed and adopted	12 Policies developed, reviewed and adopted	12 Policies developed, reviewed and adopted
			-

**2.1.2.3. Employee Relations**

Strategic Objective		Management of Employee Relations	
Performance Indicator		Annual Target 2013/2014	Actual performance against targets
		Actual	Deviation explanation
1	Number of training sessions conducted to create a conducive environment	4 training sessions conducted to create a conducive environment	5 training sessions conducted to create a conducive environment More than one group scheduled for training
2	Number of training sessions on labour law prescripts facilitated	4 training sessions on labour law prescripts facilitated	5 training sessions on labour law prescripts facilitated More than one group scheduled for training
3	Number of reports on collective bargaining processes produced and submitted	1 report on collective bargaining processes produced and submitted	1 report on collective bargaining processes produced and submitted -
4	Number of reports on disciplinary and disputes measures taken	2 reports on disciplinary and disputes measures taken	3 reports on disciplinary and disputes measures taken More disciplinary and dispute were considered

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.2.4. Special Programmes Unit and Wellness**

Strategic Objective		To ensure the health and wellness of Members and staff in the institution		
Performance Indicator		Annual Target 2013/14	Actual performance against targets	
			Actual	Deviation explanation
1	Number of reports on counselling services compiled and submitted	4 reports on counselling services compiled and submitted	4 reports on counselling services compiled and submitted	-
2	Number of reports on the promotion and awareness of healthy life style compiled and submitted	4 reports on the promotion and awareness of healthy lifestyle compiled and submitted	4 reports on the promotion and awareness of healthy lifestyle compiled and submitted	-
3	Number of HIV & AIDS workplace programmes conducted	2 HIV & AIDS workplace programmes conducted	2 HIV and AIDS workplace programmes conducted	
4	Number of health and safety audit reports compiled and submitted	4 health and safety audit reports compiled and submitted	4 health and safety audit reports compiled and submitted	-
5	Number of reports on management of injuries on duty (IOD) compiled and submitted	4 reports on management of injuries on duty (IOD) compiled and submitted	4 reports on management of injuries duty (IOD) compiled and submitted	-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Gender and disability mainstreaming	
6	Number of special programmes mainstreaming reports submitted	4 reports on special programme mainstreaming submitted	4 reports on special programmes mainstreaming submitted
7	Number of reports on gender awareness programmes conducted and submitted	4 reports on gender awareness programme conducted and submitted	4 reports on gender awareness programme compiled and submitted
8	Number of reports on gender champion activities participated	4 reports on gender champion activities participated	8 reports on gender champion activities participated

**1.3. Financial Management  
1.3.1. Finance**

Strategic Objective		Effective and efficient budget coordination, planning and monitoring process	
Performance Indicator		Annual Target 2013/14	Actual performance against targets
1	Number of coordinated and consolidated budgets submitted	1 budget 2013/14 coordinated, consolidated and submitted	1 coordinated and consolidated budget submitted
2	Number of quarterly financial management reports compiled and submitted	4 reports on financial management compiled and submitted	4 financial management reports compiled and submitted
		Actual	Deviation explanation
			-
			-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Effective management of the financial resources allocated to the Legislature	
3	Number of finance meetings held	10 finance meetings held	-
4	Number of IYM reports submitted	12 IYM reports submitted	-
5	Number of Annual cash flow projections submitted	1 Annual cash flow projections submitted	-
6	Number of monthly cash flows submitted	12 monthly cash flows submitted	-
7	Number of Adjustment budgets submitted	1 Adjusted budget submitted	-
8	Number of training workshops for staff facilitated	20 staff members attended various workshops and training	-
9	Number of Annual Financial Statements (AFS) submitted	1 AFS Submitted	-
10	Number of reports on average payment period submitted	12 reports on average payment period submitted	-



**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.3.2. Supply Chain Management**

Strategic Objective		Ensure effective and efficient demand and acquisition management		
Performance Indicator		Annual Target 2013/14		Actual performance against targets
				Actual
1	Number of Annual Procurement Plans consolidated and submitted	1 Procurement Plan consolidated and submitted	1 Annual Procurement Plan submitted	-
2	Number of monthly procurement reports submitted	12 monthly procurement reports submitted	12 procurement reports submitted	-
3	Number of monthly updated contract register reports submitted	12 monthly updated contract register reports submitted	12 monthly updated contract register reports submitted	-
Strategic objective		Ensure effective and efficient management of assets		
4	Number of maintained asset register reports produced	12 reports on asset register produced	12 reports on asset register produced	-
5	Number of assets count reports completed	2 asset count reports completed	2 asset counts completed	-
Strategic Objective		Ensure effective and efficient management of inventories		
6	Number of monthly inventory count records submitted	12 records of monthly inventory count records and reconciliations submitted	12 records of monthly inventory count records and reconciliations submitted	-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Ensure effective and efficient management and maintenance of Legislature fleet and transport	
7	Number of reports on vehicle insurance and tracker systems submitted	4 reports on vehicle insurance and tracker systems submitted	4 reports on vehicle insurance and tracker systems submitted
Strategic Objective		Ensure effective and efficient management of travel booking services	
8	Number of reports on invoices received and submitted	12 reports on invoices received and submitted	12 reports on received and processed invoices submitted

**2.1.3.3. Risk Management**

Strategic Objective		To create a risk-aware culture, formally bringing consideration of the risk into decision making and to provide central coordination, oversight and focus on the Legislature's risk management initiatives	
Performance Indicator		Annual Target 2013/14	Actual performance against targets
1	Number of annual risk assessment reports developed	1 Risk Assessment Report developed	1 Risk Assessment Report developed
		4 Risk committee reports submitted	4 Risk follow-up reports submitted
2	Number of risk management committee report submitted.	4 Risk committee reports submitted.	4 Risk committee reports submitted.
			Deviation explanation

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		To create a risk-aware culture, formally bringing consideration of the risk into decision making and to provide central coordination, oversight and focus on the Legislature's risk management initiatives		
3	Number of Audit & Advisory Committee reports submitted	4 Audit & Advisory Committee reports submitted	6 Audit & Advisory Committee reports submitted	The Audit & Advisory Committee identified the need to increase the number of meetings and reports increased as such
4	Number of Audit Steering Committee meetings attended	4 Audit Steering Committee meetings attended	7 Audit Steering Committee meetings attended	-
5	Number of Audit turnaround workshop facilitated	1 Audit turnaround workshop facilitated	1 Audit turnaround workshop facilitated	-
6	Number of Fraud and Anti-Corruption awareness campaigns	1 Fraud and anti-corruption campaign conducted	1 Fraud and anti-corruption campaign conducted	-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.4. Integrated Human Resource Management**

**2.1.4.1. Organisational and Human Resource Development**

Strategic objective		To provide effective organisational development and change management interventions aimed at enhancing organisational efficiency	
		Annual Target 2013/14	Actual performance against targets
Performance Indicator		Actual	Deviation explanation
1	Number of job profiles developed and aligned to the approved organogram	210 job profiles developed and aligned to the approved organogram	69 job profiles developed and aligned to the approved organogram
2	Number of new positions evaluated in the approved organogram	5 new positions evaluated	-
3	Number of positions loaded onto Persal	135 positions loaded onto Persal	48 positions loaded onto Persal
4	Number of Five-Year HR plans developed, implemented and monitored	1 Five-Year HR plan implemented and monitored	1 Five-Year HR plan implemented and monitored
5	Number of PMDS implementation reports developed	4 PMDS implementation reports developed	4 PMDS implementation reports developed
6	Number of HRD Strategies for MPLs Developed, approved and implemented	1 HRD strategy for MPLs approved and implemented	1 HRD Strategy for MPLs Developed, approved and implemented
			The SM: OD post became vacant and it took time to fill.
			No new positions in the Organizational structure
			No provision of salary codes from Treasury.
			-
			-
			-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic objective		To provide effective organisational development and change management interventions aimed at enhancing organisational efficiency	
Performance Indicator		Annual Target 2013/14	Actual performance against targets
		Actual	Deviation explanation
7	Number of OHRD policies approved, implemented and monitored	6 OHRD policies implemented and monitored	6 OHRD policies implemented and monitored <ul style="list-style-type: none"> <li>• Job Evaluation &amp; Grading Policy</li> <li>• PMDS Policy</li> <li>• Bursary Policy</li> <li>• Education, Training &amp; Education Policy</li> <li>• Internship &amp; Learnership</li> <li>• HR Plan</li> </ul>
8	Number of in-house training sessions conducted for Members	4 in-house training sessions conducted for Members	1 in-house training sessions conducted for Members Tight Legislature Programme contributed to the deviation.
9	Number of sector capacity building programmes for Members developed, adopted and implemented	1 sector capacity building programme for Members developed, adopted and implemented	1 sector capacity building programme for Members developed, adopted and implemented
10	Number of ECPL HRD plans for staff approved and implemented	1 ECPL HRD plan for staff approved and implemented	1 ECPL HRD plan for staff approved and implemented
11	Number of 18.1 Learnership plans submitted to PSETA and implemented	1 18.1 Learnership Plan submitted to PSETA	1 18.1 Learnership Plan submitted to PSETA

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.4.2. Human Resource Management**

Strategic Objective		Management of recruitment and selection		
		Annual Target 2013/14	Actual performance against targets	Deviation explanation
Performance Indicator		Actual		
1	Number of budget plans for organisational personnel finalised	1 budget plan for organisational personnel finalized	1 budget plan for organisational personnel finalized	-
2	Percentage of funded vacant posts filled	100% of the vacant posts to be filled	67% of the vacant posts filled	There were resignations towards the end the year and those posts could not be filled.
3	Number of staff retention policies developed	1 Staff retention policy developed	1 Staff retention policy developed	-
4	Number of Employment Equity Plans approved and monitored	1 Employment Equity Plan approved and monitored	1 Employment Equity Plan approved and monitored	-
<b>Strategic Objective</b>		<b>Facilitation and management of benefits, compensation, condition of service and system management</b>		
5	Number of annual financial disclosure reports submitted	4 financial disclosure reports submitted	4 financial disclosure reports submitted	-
6	Number of leave document records controlled and updated	4 leave documents controlled and updated	4 leave documents controlled and updated	-
7	Percentage of home owners allowance and guarantee granted to employees	100% of home owners allowance granted to employees	100% of home owners allowance granted to employees	There were no guarantees granted to employees.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

<b>Strategic Objective</b>		<b>Facilitation and management of benefits, compensation, condition of service and system management</b>	
8	Percentage of medical aid controlled and updated	100% management of medical aid controlled and updated	100% management of medical aid controlled and updated
9	Percentage of overtime allowance controlled, updated and paid	100% of overtime allowance controlled, updated and paid	100% of overtime allowance controlled, updated and paid
10	Percentage of long service awards granted	100 % of long service awards granted	100 % of long service awards granted
11	Percentage of provident funds granted to all employees	100% provident fund to be granted	100% provident fund to be granted
12	Percentage of motor vehicle allowance controlled and updated	100% motor finance allowance to be controlled and updated	100% motor finance allowance controlled and updated
13	Percentage of personnel records (manual) updated	100% personnel records (PERSAL) updated	100% personnel records (PERSAL) updated
14	Percentage of personnel records (PERSAL) updated	100% personnel records (PERSAL) updated	100% personnel records (PERSAL) updated
15	Number of PERSAL systems controlled and monitored	1 PERSAL system controlled and monitored	1 PERSAL system controlled and monitored

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.5. Integrated Information and Technical Services**

**2.1.5.1. Information Technology**

		Provide an effective and efficient ICT infrastructure		
Strategic Objective		Annual Target 2013/14	Actual performance against targets	Deviation explanation
Performance Indicator			Actual	
1	Number of reports on printing contracts utilised	12 reports on printing contracts utilised	8 reports on printing contracts utilised	The reports to be submitted are Service Level Agreement reports (Minutes of meetings and contract (SLA) performance reports). The annual target was not met due to service provider unavailability and rescheduling of meetings.
2	Number of reports on website maintained	10 reports on website maintained	10 reports on website maintained	-
3	Number of reports on SITA network contract compiled and submitted	10 reports on SITA network contract compiled and submitted	6 reports on SITA network contract compiled and submitted	The reports to be submitted are Service Level Agreement reports (Minutes of meetings and contract (SLA) performance reports). The annual target was not met due to service provider unavailability and rescheduling of meetings.



**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Provide an effective and efficient ICT infrastructure	
4	Number of reports on network contract for Chamber compiled and submitted	12 reports on network contract for Chamber compiled and submitted	10 reports on network contract for Chamber compiled and submitted  The contract with Dimension Data ended in September 2012 and was extended for another year to September 2013. The ECPL was without any chamber activity for 3 (October, November and January 2013) months. After tender process the ECPL secured a four (4) month contract with Datacentrix
Strategic Objective		Develop and Implement an ICT Strategic Plan	
5	Number of reports on MSP compiled and submitted	4 reports on (MSP) compiled and submitted	2 report on Master Systems Plan (MSP) compiled and submitted  The project was completed earlier than anticipated so there was nothing to report on in the consequent quarters.
6	Number of reports on ISS compiled and submitted	12 reports on ISS compiled and submitted	ISS Document was signed off in the last quarter of 2012/13.
7	Number of reports on IT Policies compiled and submitted	4 reports on IT Policies compiled and submitted	Adoption of IT policies was a crucial focus area for the unit and 2 IT policies were fast tracked for adoption in the remaining quarters of the previous financial year.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

8	Number of reports on ERP compiled and submitted	12 reports on ERP compiled and submitted	7 reports on ERP compiled and submitted	After approval had been granted by National Treasury for ECPL to procure an ERP Solution the project came to a halt due to fund unavailability from Provincial Treasury and a proposal to pilot IFMS in the institution.
9	Number of reports on software and hardware compliance compiled and submitted	12 reports on software and hardware compliance compiled and submitted	4 reports on software and hardware compliance compiled and submitted	No purchases during the year of any specialised software.
10	Number of IT steering committee meetings attended	10 IT steering committee meetings attended	6 IT steering committee meetings attended	Due to the Legislature programme the committee meetings had been rescheduled. The Legislature had a number of unplanned projects during the financial year which involved members of the Steering Committee

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

<b>Strategic Objective</b>		<b>Ensure effective, efficient and economic provisioning of IT equipment and services</b>	
11	Number of reports on purchase of new equipment and upgrade of existing equipment produced	4 reports on purchase of new equipment and upgrade of existing equipment produced	4 reports on purchase of new equipment and upgrade of existing equipment produced
12	Number of reports on help desk system compiled and submitted	10 reports on helpdesk system compiled and submitted	10 reports on helpdesk system compiled and submitted
<b>Strategic Objective</b>		<b>Facilitate maintenance and security of the Legislature infrastructure and network</b>	
13	Number of reports on EMS systems compiled and submitted	10 reports on EMS systems compiled and submitted	2 reports on EMS systems compiled and submitted
14	Number of reports on contracts for Internet Security System compiled and submitted	10 reports on contracts for Internet Security System compiled and submitted	Request approved for renewal of EMS – Services had expired. Reporting will continue once process is finalised  Unit is still awaiting progress report on closure of the case with the previous IT Manager Anti-Virus contract renewed in February and activated in March 2014
<b>Strategic Objective</b>		<b>Provide an in-house training facility</b>	
15	Number of training reports on IT end-user computing compiled and submitted	4 reports on IT end-user computing compiled and submitted	The in-house training facility was intended to address end-user training needs for MPLs and Staff. The project was incomplete due to budget constraints during the financial year.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.5.2. Library and Archive Services**

Strategic Objective		To provide library services in support of information needs of the Legislature members and staff		
		Annual Target 2013/2014	Actual performance against targets	Deviation explanation
Performance Indicator				
1	Number of new books added to the existing library collection	300 new books added to the existing library collection	952 new books were added to the existing library collection	Books were bought at discounted prices and some were donated to the library by the bookseller who participated in the book exhibition organized
2	Number of library books loaned and used in-house	400 loaned books and books used in-house	401 books were loaned and used in-house	Library users browsed and used most books inside the library
3	Number of active subscriptions to electronic and media monitoring databases	Subscriptions to 8 electronic and media monitoring databases	Subscriptions to 8 electronic and media monitoring databases were maintained	-
4	Number of memberships with professional bodies renewed	2 memberships with professional bodies renewed	2 memberships with professional bodies were renewed	-
5	Number of partnerships with provincial library services established	1 partnership with provincial library services established	-	The Memorandum of Understanding was submitted to the Department of Sport, Recreation, Arts and Culture for signing

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		To provide library services in support of information needs of the Legislature members and staff		
6	Number of subject bibliographies compiled and published	6 subject bibliographies compiled and published	7 bibliographies were compiled and published	More bibliographies were published due to greater demand
7	Number of reports on functional library management and library security systems	1 report on maintenance of the library management and library security systems	1 report on maintenance of the library management and library security systems was submitted	-
Strategic Objective		To provide an archive management system		
8	Number of reports on collected, preserved and systematized access to archived material produced	3 reports on collected, preserved and systematized access to archived material produced	3 reports on collected, preserved and systematized access to archived material produced were submitted	-
Strategic Objective		To promote the library and archive services		
9	Number of reports on implemented library and archive services marketing strategy developed	1 report on Monitoring of the library and archive services marketing strategy submitted	1 report on Monitoring of the library and archive services marketing strategy was submitted	-
10	Number of user satisfaction surveys for utilization of library conducted	1 user satisfaction surveys for utilization of library conducted	1 user satisfaction surveys for utilization of library conducted	-
Strategic Objective		To ensure capacity building for staff in order to render professional service, keep ahead of service trends and knowledge-sharing		
11	Number of professional training programmes attended	6 professional training programmes attended	8 professional training programmes were attended	2 additional training programmes were attended

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.5.3. Safety**

Strategic Objective		To provide an integrated electronic security system	
Performance Indicator		Annual Target 2013/2014	Actual performance against targets Actual
1	Number of access security systems outsourced	1 access security control system outsourced	- The project is managed by DRPW, delays were caused by committees to appoint services provider. The service provider was appointed on 02nd April 2014
Strategic Objective		To provide security and protection services	
2	Number of brainstorming session reports on the deployment of personnel submitted	4 brainstorming session reports on the deployment of personnel submitted	7 brainstorming session reports on the deployment of personnel submitted It is due to the number of Institutionalized events.
3	Number of Joint Planning Committee meetings planned	4 Joint Planning Committee meetings planned	4 Joint Planning Committee meetings planned -
4	Number of Security Officers Liaison Forums (SOLF) coordinated	4 Security Officers Liaison Forums (SOLF) coordinated	3 Security Officers Liaison Forums (SOLF) coordinated It is due to the unavailability of the stakeholders because of the IEC workshops
5	Number of reports on vetted and screened employees produced	4 reports on vetted and screened employees produced	11 reports on vetted and screened employees produced It is due to number of posts advertised by IHRM

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		To provide security and protection services		
6	Number of reports on vetted and screened service providers produced	4 reports on vetted and screened service providers produced	4 reports submitted on vetted and screened service providers produced	-
7	Number of security policies approved	1 security policy approved	1 security policy approved	-
8	Number of security awareness workshops conducted	4 security awareness workshops to be conducted	8 security awareness workshops conducted	Due to security vetting of employees and security plan awareness's conducted.
9	Number of analytical reports on security breaches compiled	4 analytical reports on security breaches compiled	6 analytical reports on security breaches compiled	Analytical reports are done on monthly basis for submission to Provincial National Key Point
10	Number of Security forums coordinated	4 Security forums coordinated	3 Security forums coordinated	The date was clashing with the Institutional event i.e. Taking Legislature to the People to Bizana

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.1.5.4. Office Support and Household**

Strategic Objective		A safe and conducive working environment		
Performance Indicator		Annual Target 2013/14	Actual performance against targets	
			Actual	Deviation explanation
1	Number of offices that meet the minimum cleaning stipulated standards	398 offices cleaned	398 offices cleaned	-
2	Number of newspapers allocated to MPLs and Management.	17 520 newspapers allocated to MPLs and Management	17 520 newspapers allocated to MPLs and Management	-
3	Number of reports on contracts monitored	4 contracts monitored	4 reports on contracts monitored	-



# **PROGRAMME TWO: Enabling Facilities for Members and Political Parties**



**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.2 Programme2: Enabling Facilities for Members and Political Parties  
2.2.1. Facilities and Benefits for MPLs**

Strategic Objective		To provide enabling facilities for Members of the Provincial Legislature (MPLs) and Political Parties	
Performance Indicator		Annual Target 2013/14	Actual performance against targets
		Actual	Deviation explanation
1	Number of reports on MPLs' facilities submitted to Executive Committee	1 report on MPLs' facilities submitted to Executive Committee	-
2	Number of agreements for all Members' official houses signed	40 agreements for all Members' official houses signed	-
3	Number of registers of equipment provided to all Members'	1 register of all equipment provided to 52 Members	-
4	Number of relocations for MPLs coordinated	1 MPL relocated	No request for relocation was received from a Member when he was relocated.
5	Number of tickets and unofficial travelling arrangements processed for MPLs	624 tickets processed as per the Policy	557.5 tickets processed The usage of tickets by Members is demand driven
6	Number of MOUs signed with ACSA for airport parking	1 MOU signed with ACSA for airport parking	-
	Number of MOUs signed with Bid Air for accessing lounges at airports	1 MOU signed with Bid-Air for accessing airport lounges.	-

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		To provide enabling facilities for Members of the Provincial Legislature (MPLs) and Political Parties	
7	Number of income and expenditure reports for transfer payments received from political parties	45 income and expenditure reports for transfer payments received from political parties	45 income and expenditure reports received
8	Number of meetings arranged for building a sound relationship with constituency offices	4 meetings arranged for building a sound relationship with constituency offices	- Due to under-staffing of the unit, the focus was shifted to other service delivery priorities.



# **PROGRAMME THREE: Parliamentary Services**



**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**2.3 Programme 3: Parliamentary Services**

**2.3.1 Oversight Services**

**2.3.1.1 Committee Services**

Strategic Objective		Improve professional, technical and advisory support to Portfolio Committees by strengthening the support rendered to the oversight function; public participation and law-making	
Performance Indicator		Annual Target 2013/14	Actual performance against targets
		Actual	Deviation explanation
1	Number of strategic frameworks for portfolio committees developed	1 strategic framework for portfolio Committees developed	1 strategic plan developed for Portfolio Committees -
2	Number of committee reports on Budget Votes of various government departments considered by Portfolio Committees	14 Committee reports on the consideration of budget votes of various government departments considered by Portfolio Committees	14 committee reports on consideration of budget votes considered by portfolio committees -
3	Number of reports on Annual Reports of various government departments considered by Portfolio Committees	14 reports on the Annual Reports of various government departments considered by Portfolio Committees	14 reports on annual reports considered by portfolio committees -
4	Number of Committee reports on Financial Oversight Reports of various government departments considered by Portfolio Committees	14 Committee reports on financial oversight reports of various government departments considered by portfolio committees	14 committee reports on financial oversight Reports considered by portfolio committees -
5	Number of committee reports on audit reports tabled by SCOPA in the House	1 Committee report on Audit Reports tabled	1 consolidated committee report on audit reports tabled -

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Improve professional, technical and advisory support to Portfolio Committees by strengthening the support rendered to the oversight function; public participation and law-making		
6	Number of committee reports on audit intervention plans by various government departments tabled in the House	1 Committee Report on audit report intervention plans by various government departments tabled in the House	-	Hearings were conducted and a draft report was prepared but due to congested Legislature programmes, the report could not be tabled in the House
7	Number of committee reports on the consideration of Internal audit reports from various government departments tabled in the House	1 Committee Report on the consideration of internal audit reports from various government departments tabled in the House	-	Due to programming challenges the Committee could not deal with Internal Audit report
8	Number of Committee Reports on the consideration of unauthorized expenditure tabled in the House	1 committee report on the consideration of unauthorized expenditure tabled in the House	1 committee report on the consideration of unauthorized expenditure tabled in the House	-
9	Number of committee reports on portfolio committee oversight visits undertaken.	15 Portfolio Committee oversight visit reports undertaken	22 Portfolio Committee reports on oversight visits undertaken	Political decision was taken to conduct follow up visits to Humansdorp after Taking Legislature to the People which were not part of the initial planning.
10	Number of meetings of the Committee of Chairpersons held.	4 meetings of the Committee of Chairpersons	3 meetings held	Moratorium on committee activities was placed as Members were preparing for the coming general elections.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

Strategic Objective		Improve professional, technical and advisory support to Portfolio Committees by strengthening the support rendered to the oversight function; public participation and law-making		
11	Number of international and Africa-region study tours undertaken by Portfolio Committees.	3 international and 4 Africa-region study tours	2 international study tours undertaken.	This depends on confirmation of requests by the host countries. Five requests were not confirmed by the identified countries.
12	Number of Committee reports on provincial bills considered by portfolio committees	5 Committee reports on provincial bills considered by portfolio committees	2 Provincial Bills considered	This dependent on the introduction of Bills by the Members of the Executive Council of the province
13	Number of Committee reports on NCOP bills considered by Portfolio Committees	5 Committee reports on NCOP bills considered by Portfolio Committees	12 NCOP bills considered	This solely depends on number of section 76 Bills sent by NCOP requesting mandate from the Legislature.



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**2.3.1.2. Research**

<b>Strategic Objective</b>		<b>To provide research services to Portfolio Committees in support of rigorous oversight, law-making and public participation</b>		
<b>Performance Indicator</b>		<b>Annual Target 2013/14</b>	<b>Actual performance against targets</b>	
			<b>Actual</b>	<b>Deviation explanation</b>
1	Number of research reports produced for portfolio committees	56 research reports produced for portfolio committees	55 research reports produced for portfolio committees	Non submission of responses to house resolution by the Department of Education
2	Number of public outreach research reports produced	2 public outreach research reports produced	2 public outreach research reports produced	-
3	Number of research reports on site visits produced	168 research reports on site visits produced	220 research reports on site visits produced	Political demand to conduct more research due to the coming elections
4	Number of workshops attended	2 workshops attended	2 workshops attended	-
<b>Strategic Objective</b>		<b>To provide focus intervention research services</b>		
5	Number of focus intervention research reports produced.	1 focus intervention research report produced	2 focus intervention research report produced.	Increase in demand by portfolio committees

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**2.3.2 Public Participation and Communication**

**2.3.2.1. Public Participation and Petitions**

Strategic Objective		Maximize Public Participation and optimize the use of the rights to Petitioning and Public Education		
Performance Indicator		Annual Target 2013/14	Actual performance against targets	
		Actual	Deviation explanation	
1	Number of Sectoral Parliaments organized	5 Sectoral Parliaments organized	5 Sectoral Parliaments organized	-
2	Number of petitions considered by the Standing Committee on Public Participation and Petitions	50 Petitions considered by the Standing Committee on Public Participation and Petitions	50 Petitions considered by the Standing Committee on Public Participation and Petition	
3	Number of public education programmes conducted	10 Public Education programmes conducted	16 Public Education programmes conducted	Public education sessions are demand driven
4	Number of Public Hearings coordinated	5 public hearings coordinated	11 public hearings coordinated	More Bills referred to the Legislature by the NCOP than anticipated

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**2.3.2.2. Communications**

Strategic Objective		To raise awareness on the role and activities of the Eastern Cape Provincial Legislature to both external and internal stakeholders	
Performance Indicator		Annual Target 2013/2014	Actual performance against targets
		Actual	Deviation explanation
1	Number of target-oriented publications produced and distributed	200 000 target- oriented publications produced and distributed	-
2	Number of information sessions conducted for incoming schools, local and international visitors.	75 information sessions conducted for incoming schools, local and international visitors	Information sessions are demand driven
3	Updated information available on the website and social media links created	Populate the website and social media links created	Social media policy had to be developed. Draft social media policy available
4	Number of external newsletter issues produced and distributed	4 external newsletter issues produced and distributed	-
5	Number of marketing interventions produced	4 marketing interventions produced	-
6	Number of institutional activities branded in line with institutional brand	8 institutional activities branded in line with institutional brand	There were unplanned activities that took place. These were the Youth and Religious parliaments, Nelson Mandela day, APAC Conference, TLP, Speaker's Outreach, End of the Term workshop, 16 days of activism, SOPA and the role clarification workshop

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Strategic Objective		To raise awareness on the role and activities of the Eastern Cape Provincial Legislature to both external and internal stakeholders
7	Number of internal communication channels utilised	4 internal communication channels utilized
		4 internal communication channels utilized
		-

**2.3.3 Law Making**

**2.3.3.1 House Proceedings**

Strategic Objective		To facilitate House sittings	
Performance Indicator		Annual Target 2013/14	Actual performance against targets
		Actuals	Deviation explanation
1	Number of Order Papers, Speaker's Lists, ATCs, and Minutes prepared and distributed	Order Papers, Speaker's Lists, ATCs, and Minutes for 25 sitting days prepared and distributed	The House did not sit as planned due to change of programme of the Legislature
2	Number of Speaker's Guides prepared for Presiding Officers	Speaker's Guide prepared for Presiding Officers in respect of 25 House sittings	The House did not sit as planned due to change of the programme of the Legislature
Strategic Objective		To provide archiving services of all tabled documents	
3	Number of documents received from Departments archived	28 documents received from Departments archived	28 documents received from Departments archived
			-

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Strategic Objective		To coordinate institutional activities	
	Number of Legislature programmes updated	40 Legislature programmes updated	-
5	Number of Programming Committee meetings held and supported	8 Programming Committee meetings held and supported	-
Strategic Objective		To extract and communicate and track House Resolutions	
6	Number of House Resolutions extracted and communicated	33 House Resolutions extracted and communicated	46 House Resolutions were extracted and communicated
			More reports were debated in the House than anticipated and that resulted in more House Resolutions than anticipated
Strategic Objective		To raise awareness on the role and activities of the Eastern Cape Provincial Legislature to both external and internal stakeholders	
7	Legislature programme distributed electronically to internal and external stakeholders	40 Legislature programmes distributed electronically	40 Legislature programmes distributed electronically

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**2.3.3.2. Hansard and Language Services**

Strategic Objective		Wider accessibility of debates of the House to the Public		
		Annual Target 2013/14	Actual performance against targets	Deviation explanation
Performance Indicator		Actual		
1	Number of transcripts of debates available on Internet and disseminated to stakeholders via e-mail	25 transcripts of debates disseminated to stakeholders via e-mail	20 transcripts of debates disseminated to stakeholders via e-mail	The House did not sit as planned due to change in the programme of the Legislature
Strategic Objective		Ensure lasting historical record of the Legislature proceedings		
2	Number of hard-cover volumes published	2 Volumes of 1999-2004 published	-	Damaged electronic information being restored in preparation for printing.
3	Number of translated versions of Order Papers and Minutes available	Order Papers and Minutes in respect of 25 House sittings translated	Order Papers and Minutes in respect of 20 House sittings translated	The House did not sit as planned due to change in the programme of the Legislature
4	Number of House sittings and institutionalised days provided with interpreting services	25 House sittings, including institutionalised days provided with interpretation services	20 House sittings and 4 institutionalised days provided with interpretation services	The House did not sit as planned due to change in the programme of the Legislature
5	Number of Question Papers formulated and disseminated	48 Question Papers formulated and disseminated	47 Question Papers formulated and disseminated	No questions were received during 3 <sup>rd</sup> week of March 2014

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**2.3.3.3. National Council of Provinces (NCOP)**

Strategic Objective		Improved liaison and coordination between NCOP and the Legislature	
Performance Indicator		Annual Target 2013/14	Actual performance against targets
		Actual	Deviation explanation
1	Number of reports on meetings held between Permanent Delegates and the Legislature produced	4 reports on meetings held between Permanent Delegates and the Legislature produced	-
2	Number of reports on meetings of NCOP structures attended by Special Delegates produced	4 reports on meetings of NCOP structures attended by Special Delegates produced	-
3	Number of Provincial Week reports produced	1 Provincial week report produced	This is an NCOP Programme and one was cancelled.
Strategic objective			
4	Number of Bills referred to Committees and/or political parties	33 Bills referred to Committees and/or political parties	49 Bills referred to Committees and/or political parties
5	Number of negotiating mandates processed	5 negotiating mandates processed	27 negotiating mandates processed
			More Bills than anticipated were referred to the Legislature by the NCOP

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Strategic objective		Improve participation in national legislative and oversight process	
6	Number of final/voting Mandates processed	6 final/voting mandates processed	26 final/voting mandates processed
7	Number of reports on budget votes attended	10 reports on budget votes attended	5 reports on budget votes attended
			More Bills than anticipated were referred to the Legislature by the NCOP
			Only five Budget Votes were attended by the MECs and Hon. Members

**2.3.3.4. International Relations and Ceremonial Services**

Strategic objective		To provide International Relations, Protocol and Ceremonial services support in the Institution	
Performance indicators		Annual target 2013/14	Actual performance against targets
			Deviation explanation
1	Number of events for which protocol services are provided for the Legislature	Protocol support and services provided at 10 events and for 3 delegations	Protocol support and services provided at 23 events and for 3 delegations
2	Number of International conferences arranged	1 International conference arranged	4 International conference arranged
3	Number of study tours supported with logistics	2 Study Tours arranged	5 Study Tours arranged
			In some events the ECPL protocol team is invited to render protocol services in other departments which are outside the ECPL plan
			Late invitations from intellectual affiliated organisations
			Backlog accumulated over the past financial years



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**2.3.4. Legal Services**

Strategic objective		Ensuring effective participation by the Legislature in the national law-making process		
		Annual target 2013/14	Actual performance against targets	Deviation explanation
Performance indicators			Actual	
1	Number of signed memorandums approving the referral of Bills done	40 memorandums approving the referral of Bills done	45 memorandums approving the referral of Bills were done	More Bills were received from the NCOP than anticipated. The target was based on previous year's trends since Parliament did not indicate the number of Bills to be introduced in a given financial year.
2	Number of summaries provided to all national Bills requiring public hearings	5 summaries provided to all national Bills requiring public hearings	24 Summaries were provided on Bills requiring public hearings	More Bills were fast-tracked by the NCOP and the target was based on previous year's trends. Parliament did not indicate the number of Bills to be introduced in a given financial year
3	Number of negotiating and final/voting mandates provided	5 negotiating final/voting mandates provided	28 negotiating mandates, 25 final mandates and 2 voting mandates were prepared	More Bills were fast-tracked by the NCOP. The target was based on previous year's trends as Parliament did not indicate the number of Bills to be introduced in a given financial year

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Strategic objective		Ensuring improved legal support to provincial law-making processes	
4	Number of legal advisors who attended training	2 legal advisors who attended training	2 training programmes attended
5	Number of Provincial Bills introduced to the Legislature	5 Provincial Bills introduced to the Legislature	7 provincial Bills were introduced at the Legislature
Strategic objective		Rendering support to Portfolio and Standing Committees in oversight processes and petitions	
6	Number of Memorandums prepared advising the Legislature on how to handle petitions	50 Memorandums prepared advising the Legislature on how to handle petitions	96 memorandums on petitions were prepared.
7	Number of reports scrutinized for various Committees	30 reports scrutinized for various Committees	38 reports were scrutinised for various Committees.
8	Number of legal opinions provided	10 legal opinions provided	19 legal opinions were provided.
9	Number of litigation matters dealt with	3 litigation matters will be dealt with	6 litigation matters were dealt with.
			More Bills were introduced than anticipated and the target was based on the trends of the previous financial years.
			The target is based on average trends of the previous financial years. It is not possible to be accurate as the number of petitions to be referred is entirely up to the members of the public and interested organisations.
			The target was exceeded because more Committees were approved to do oversight visits.
			This target is demand driven and cannot be anticipated beforehand. The target is therefore based on previous financial year's trends.
			Litigation matters cannot be finalised over a quarter or over one financial year and they always spill over across quarters and financial years.

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Strategic objective		Rendering support to Portfolio and Standing Committees in oversight processes and petitions	
10	Number of presentations made to various institutional structures	3 presentations made to various institutional structures	3 presentations were made to various institutional structures
			-



# PART C

## Governance



## **EASTERN CAPE PROVINCIAL LEGISLATURE VOTE 2**

### **3. GOVERNANCE**

#### **3.1. Introduction**

The Eastern Cape Provincial Legislature is committed to good corporate governance through acceptable ethical standards, transparency and accountability in managing public finances, whilst serving the people of the Province as prescribed by the Constitution.

#### **3.2. Risk Management**

In terms of section 38 (1) (a) (i) and (ii) of the PFMA, the accounting officer must ensure that the constitutional institution has and maintains:

- (i) Effective, efficient and transparent systems of financial and risk management and internal control;
- (ii) System of internal audit under the control and direction of the audit committee complying with and operating in accordance with regulations and instructions prescribed in terms of sections 76 & 77

In compliance with these requirements, risk assessment workshops were conducted and risk implementation plans formulated during the period 01 April 2013 to 31 March 2014. The following policies/documents were reviewed during the 2013/2014 financial year:

1. Risk Management Strategy;
2. Risk Management Policy;
3. Legislature Risk Registers and the Risk Action Plan – Reviewed and Approved;
4. Risk Management Implementation Plan; and
5. Legislature Anti- Fraud and Corruption Strategy.

Strategic and Operational Risk Assessment workshops were performed with the Senior Management of the Legislature, the risk assessment workshops focused on assessing the inherent and residual risks for the institution. The workshops were aimed at achieving, among other, the following objectives: Develop a framework for managing the risks of the Legislature. It is not an indication that these are the things that management is doing wrong, but it rather indicates the things that could go wrong which could have an impact on the achievement of the objectives/performance of the Legislature, which might also not be mitigated through existing controls. The risk assessment workshops were well supported by the senior management and officials representing different units within the Legislature.

#### **3.3. Fraud and Corruption**

The Legislature has an Anti-Fraud and Corruption Strategy in place which has been communicated to all officials. The implementation of the strategy is through awareness workshops which are conducted by the Risk and Compliance Management unit.

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Fraud and corruption reporting mechanisms for all officials of the Legislature are clearly outlined in the strategy and the use of the national fraud hotline is included.

Officials are encouraged through the fraud and corruption strategy to make confidential disclosures about fraud and corruption either to the Office of the Premier Fraud hotline, the Accounting Officer, Risk & Compliance Management unit or externally, report or write to anyone of the institutions identified under the Protected Disclosures Act.

During the period 01 April 2013 to 31 March 2014 there were no fraud related cases reported.

### **3.4. Minimising Conflict of Interest**

The Legislature adopted a policy on financial disclosure of Legislature employees where each and every year before 30 April every employee must disclose his/her interest to the executive authority. In the policy there are processes to follow when an employee wishes to participate in business. Also CPO' office is responsible in keeping the register of employee declarations of interest. All service providers are requested to disclose their interest every time doing business with the legislature. SCM practitioners (including Bid members) sign declaration of interests on each and every transaction.

### **3.5. Code of Conduct**

The Legislature has a Disciplinary Code of Conduct in place which has been communicated to all officials through labour relations workshops. Annually the Employee Relations unit brings to the attention of all officials the need to familiarize themselves with the contents of the Disciplinary Code of Conduct.

### **3.6. Health, Safety and Environmental Issues**

The Health and Safety Committee is in place and meets regularly in order to monitor and report on compliance to health and safety legislation and norms.

### **3.7. SCOPA Resolutions**

The Public Accounts Committee (SCOPA) conducted a review of the institution's annual financial statements and audit reports. In addition, the Committee conducted a review of the institution's audit intervention plans and the internal audit reports for the financial year 2012/13.

### **3.8. Internal Audit Function**

The Legislature has an outsourced internal audit function which is based in-house. This is an independent, objective body set up to add value and improve the institution's operations. The internal audit function has been operating in accordance with the approved three-year risk based internal audit rolling plan, which was completed in consultation with Management and approved by the Audit Committee. The Internal Audit

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function reports administratively to the Accounting Officer and functionally to the Audit Committee as per its terms of reference which were reviewed and adopted by the Audit Committee. The institution's Internal Audit function has been instrumental in the achievement of the unqualified audit opinion for the 2013/14 financial year.

The Internal Audit Function has undertaken assignments and submitted reports on the basis of the Annual Internal Risk Based Plan. The unit has reported on the internal audit recommendations to the Accounting Officer and the Audit Committee based on the work performed in terms of its coverage plan.

**3.9. Audit Committee Report**

We are pleased to present our report for the financial year ended 31 March 2014.

**Audit Committee Members and Attendance:**

The Audit Committee consists of the members listed hereunder and meets at least four (4) times per annum as per its approved terms of reference. During the current year fourteen (14) meetings were held. The breakdown and attendance of the meetings held was as follows:

TYPE OF MEETING	NO. OF MEETINGS
Audit Committee meetings	5
Special Meetings	2
Meetings with Auditor General	4
Meetings with Executing Authority	3
<b>Total</b>	<b>14</b>

NAME OF MEMBER	NO. OF MEETINGS ATTENDED
PV Msiwa (Chairperson)	12
T Cumming	12
M Ntshiba	14
T de Beer	10
S Mpambani	12



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### **Audit Committee Responsibility**

The Audit Committee reports that it has complied with its responsibilities arising from PFMA and Treasury Regulation 3.1.

The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit Committee Charter, has regulated its affairs in compliance with this Charter and has discharged all its responsibilities as contained therein.

### **The effectiveness of internal control**

In line with PFMA and the King III Report on Corporate Governance requirements, Internal Audit provides the Audit Committee and management with assurance that the internal controls are appropriate and effective. This is achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes. From the various reports of the Internal Auditors, it was noted that matters were reported indicating deficiencies in the system of internal control or deviations therefrom. Accordingly, we can report that the system of internal control was not entirely effective for the year under review.

### **The quality of in year management and monthly/quarterly reports submitted in terms of the PFMA and the Division of Revenue Act.**

The Audit Committee is satisfied with the content and quality of monthly and quarterly reports prepared and issued by the Accounting Officer of the Eastern Cape Provincial Legislature during the year under review.

The Audit Committee is partially satisfied with the content and quality of quarterly performance reports prepared and issued by the Accounting Officer of the Eastern Cape Provincial Legislature during the year under review.

### **Evaluation of Financial Statements**

The Audit Committee has:

- Reviewed and discussed the unaudited annual financial statements to be included in the annual report, with the Accounting Officer;
- Reviewed for changes in accounting policies and practices;
- Reviewed the information on predetermined objectives to be included in the annual report;
- Advised the Accounting Officer that the financial statements may not be free from material misstatements due to the failure of internal controls during the preparation process;
- Reviewed the Eastern Cape Provincial Legislature's (Legislature) compliance with legal and regulatory provisions.
- Reviewed the Legislature's Performance Information report.

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Based on the Audit Committee's review of the unaudited financial statements, the Committee resolved that they be submitted to the Auditor General – South Africa.

**Internal Audit**

The Audit Committee is satisfied that the Internal Audit function is operating effectively and that it has addressed the risks pertinent to the Legislature in its audit.

**Auditor-General South Africa**

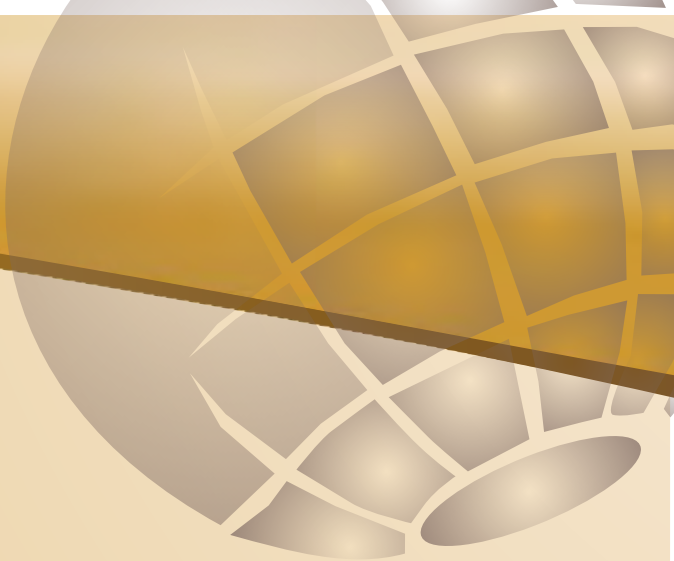
The Audit Committee has met with the Auditor-General South Africa to ensure that there are no unresolved issues.



Adv V. Msiwa  
Chairperson of the Audit and Advisory Committee

Date : 31<sup>st</sup> May 2010

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Advocate PV Msiwa  
Chairperson of the Audit Committee



# PART D

## Human Resource Management



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**Human Resource Management**

**Service Delivery**

**Table 1.1 – Main services provided and standards**

<b>Main services</b>	<b>Actual customers</b>	<b>Potential customers</b>	<b>Standard of service</b>	<b>Actual achievement against standards</b>
Management and implementation of Integrated Human Resource Management policies	MPLs, all staff members and NEHAWU	MPLs and Staff members and NEHAWU	Ensure effective and efficient implementation and management of IHRM policies	100%
Recruitment and selection	All staff members and applicants	Employees	Ensure that all budgeted vacant posts are filled.	76% of budgeted and vacant posts
Management of conditions of service	MPLs and staff members	MPLs and Staff members	Ensure effective and efficient implementation of all employees' and MPLs benefits	100%
Human Resource Development	MPLs, staff members and interns	MPLs and all staff members	Training of MPLs and all levels of staff members	80% of MPLs and staff members
Development, review and implementation of all HR Policies	MPLs and staff members	MPLs and Staff members	Ensure that all policies are developed, reviewed and implemented	100%

**Table 1.2 – Consultation arrangements with customers**

<b>Type of arrangement</b>	<b>Actual Customers</b>	<b>Potential Customers</b>	<b>Actual achievements</b>
General meetings with staff members and management	Employees and employers	Organised Labour, staff members and managers	Meetings with organised Labour and staff members when needs arises
Education and awareness programmes	All staff members	Organised Labour, staff members and managers	Wellness programmes

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**Table 1.3 – Service delivery access strategy**

<b>Access Strategy</b>	<b>Actual achievements</b>
Consultation with Managers, organised labour, Executive Committee and Rules Committee on policy development	Employment Equity Plan and Retention policy

**Table 1.4 – Service information tool**

<b>Types of information tool</b>	<b>Actual achievements</b>
Human Resource Plan	Implementation of HR Plan and monitoring of Employment Equity Plan

**Table 1.5 – Complaints mechanism**

<b>Complaints Mechanism</b>	<b>Actual achievements</b>
Labour Relations, Secretariat and Legal unit	Complaints are channeled through Employee Relations Office and investigated for substance. In the event that they are referred for enquiry Legal Unit is required to lead the evidence.

**Personnel Expenditure**

**Table 2.1 – Personnel costs by programme - 2013/14**

<b>PROGRAMME</b>	<b>Total Expenditure (R'000)</b>	<b>Personnel Expenditure (R'000)</b>	<b>Training Expenditure (R'000)</b>	<b>Goods and Services (R'000)</b>	<b>Personnel cost as a percent of total expenditure</b>	<b>Average personnel cost per employee (R'000)</b>
Programme 1	144040	81254	2997	52819	56.4	217
Programme 2	136675	24098	0	8268	17.6	64
Programme 3	106239	56003	0	50236	52.7	150
Members	56055	56052	0	0	100	151
<b>TOTAL</b>	<b>443009</b>	<b>217407</b>	<b>2997</b>	<b>111323</b>	<b>49.1</b>	<b>582</b>

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**Table 2.2 – Personnel costs by salary bands - 2013/14**

<b>SALARY BANDS</b>	<b>Personnel Expenditure (R'000)</b>	<b>% of total personnel cost</b>	<b>Average personnel cost per employee (R')</b>
Lower skilled (Grade 2-5)	6,337	2.9	94,582
Skilled (Grade 6-8)	29,635	13.6	299,343
Highly skilled production (Grade 9-12)	80,235	36.9	778,981
Senior management (Grade 14-17)	40,147	18.5	1147057
Executive Management (Grade 19-22)	5,000	2.3	1,250,000
<b>TOTAL</b>	<b>161354</b>	<b>74.2</b>	<b>523 ,877</b>

**Table 2.3 – Salaries, Overtime, Home-owners allowance and Medical assistance by programme - 2013/14**

<b>PROGRAMME</b>	<b>Salaries</b>		<b>Overtime</b>		<b>Home Owners Allowance</b>		<b>Medical Assistance</b>	
	<b>Amount (R'000)</b>	<b>Salaries as a % of personnel cost</b>	<b>Amount (R'000)</b>	<b>Overtime as a % of personnel cost</b>	<b>Amount (R'000)</b>	<b>Allowance as a % of personnel cost</b>	<b>Amount (R'000)</b>	<b>Assistance as a % of personnel cost</b>
Programme 1	73296	90.2	397	0.5	4563	5.6	2997	3.7
Programme 2	24010	99.6	0	0	0	0	88	0.4
Programme 3	49558	88.5	38	0.1	4003	7.1	2404	4.3
<b>TOTAL</b>	<b>146864</b>	<b>91</b>	<b>435</b>	<b>0.3</b>	<b>8566</b>	<b>5.3</b>	<b>5489</b>	<b>3.4</b>

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**Table 2.4 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by salary bands - 2013/14**

SALARY BANDS	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	Allowance as a % of personnel cost	Amount (R'000)	Assistance as a % of personnel cost
Lower skilled (Grade 2-5)	4726	74.6	8	0.1	853	13.5	750	11.8
Skilled (Grade 6-8)	26793	90.3	302	1	355	1.2	2225	7.5
Highly skilled production (Grade 9-12)	72624	90.5	125	0.2	5081	6.3	2405	3
Highly skilled supervision (Grade 14-17)	37922	94.5	0	0	2180	5.4	45	0.1
Senior Management (Grade 19-22)	4839	96.8	0	0	97	1.9	64	1.3
<b>TOTAL</b>	<b>146 904</b>	<b>91</b>	<b>435</b>	<b>0.3</b>	<b>8566</b>	<b>5.3</b>	<b>5489</b>	<b>3.4</b>

**Employment and vacancies**

**Table 3.1 – Employment and vacancies by programme - 31 March 2014**

PROGRAMME	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Administration	382	252	39.1	0
Public offices (Support Staff)	55	55	0	0
Remuneration of elected public representatives	52	52	0	0
<b>Total</b>	<b>489</b>	<b>359</b>	<b>39.1</b>	<b>0</b>

*NB: This number is inclusive of Political Office Bearers and the support staff to MPLs*

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**Table 3.2 – Employment and vacancies by critical occupation - 31 March 2014**

<b>SALARY BAND</b>	<b>Number of posts</b>	<b>Number of posts filled</b>	<b>Vacancy Rate</b>	<b>Number of posts filled additional to the establishment</b>
Lower skilled (Grade 1-5)	126	66	47.6	0
Skilled (Grade 6-8)	73	44	39.7	0
Highly skilled production (Grade 9-12)	136	103	24.3	0
Highly skilled supervision (Grade 13-17)	43	35	18.6	0
Senior management (Grade 18-21)	4	4	0	0
<b>TOTAL</b>	<b>382</b>	<b>252</b>	<b>34</b>	<b>0</b>

**Table 3.3 – Employment and vacancies by salary band, 31 March 2014**

<b>CRITICAL OCCUPATIONS</b>	<b>Number of posts</b>	<b>Number of posts filled</b>	<b>Vacancy Rate</b>	<b>Number of posts filled additional to the establishment</b>
Grade 19-21	4	4	0	0
Grade 13-17	43	35	18.6	0
Grade 9-12	136	103	24.3	0
Grade 6-8	73	44	39.7	0
Grade 1-5	126	66	47.6	0
<b>TOTAL</b>	<b>382</b>	<b>252</b>	<b>34.0</b>	<b>0</b>



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**Job evaluation**

**Table 4.1 – Job Evaluation, 1 April 2013 to 31 March 2014**

SALARY BAND	Total number of posts	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Total number	% posts evaluated	Total number	% posts evaluated
Lower skilled (Grade 1-5)	90	30	33	3	10	3	0.10
Skilled (Grade 6-8)	70	19	27.1	1	0.05	1	0.05
Highly skilled production (Grade 9-12)	109	36	33	5	14	5	0.14
Highly skilled supervision (Grade 13-17)	44	11	25	6	0.55	6	0.55
Senior Management Service (Grade 18-21)	4	0	0	0	0	0	0
<b>TOTAL</b>	<b>317</b>	<b>96</b>	<b>0.30</b>	<b>15</b>	<b>0.16</b>	<b>15</b>	<b>0.16</b>

**Table 4.2 – Profile of employees whose salary positions were upgraded due to their posts being upgraded - 1 April 2013 to 31 March 2014**

BENEFICIARIES	African	Asian	Coloured	White	Total
Female	8	0	0	0	8
Male	7	0	0	0	7
Total	15	0	0	0	15
<b>Employees with a disability</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Table 4.3 – Employees whose salary level exceed the grade determined by job evaluation, 1 April 2013 to 31 March 2014 (in terms of PSR 1.V.C.3)**

<b>OCCUPATION</b>	<b>Number of employees</b>	<b>Job evaluation level</b>	<b>Remuneration level</b>	<b>Reason for deviation</b>
Administration Officer	0	0	0	0
Senior Admin Officer	0	0	0	0
Secretary	0	0	0	0
Accountant	0	0	0	0
Total Number of Employees whose salaries exceeded the level determined by job evaluation in 2008/09	0	0	0	0
<b>Percentage of total employment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Table 4.4 – Profile of employees whose salary level exceed the grade determined by job evaluation – 1 April 2013 to 31 March 2014 (in terms of PSR 1.V.C.3)**

<b>Beneficiaries</b>	<b>African</b>	<b>Asian</b>	<b>Coloured</b>	<b>White</b>	<b>Total</b>
Female	0	0	0	0	0
Male	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Employment changes**

**Table 5.1 – Annual turnover rates by salary band for the period - 1 April 2013 to 31 March 2014**

<b>SALARY BAND</b>	<b>Employment at Beginning of Period (April 2013)</b>	<b>Appointments</b>	<b>Terminations</b>	<b>Turnover rate</b>
Lower skilled (Grade s1-5)	69	5	3	4.3
Skilled (Grade 6-8)	40	9	7	6.5
Highly skilled production (Grades 9-12)	96	10	9	6.5
Highly skilled supervision (Grades 13-17)	38	3	2	11.8
Senior Management (Grades 18-21)	4	1	1	3.1
<b>TOTAL</b>	<b>247</b>	<b>28</b>	<b>22</b>	<b>6.3</b>

**Table 5.2 – Annual turnover rates by critical occupation for the period 1 April 2013 to 31 March 2014**

<b>OCCUPATION</b>	<b>Number of employees per occupation as on 1 April 2013</b>	<b>Appointments</b>	<b>Terminations</b>
Top Management	4	1	1
General Managers	10	0	2
Researchers	19	0	0
<b>TOTAL</b>	<b>33</b>	<b>1</b>	<b>2</b>

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**Table 5.3 – Reasons why staff are leaving the department**

<b>Termination Type</b>	<b>Number</b>	<b>% of total</b>
Death	3	0.20
Resignation	8	0.53
Expiry of contract	1	0.07
Dismissal – operational changes	0	0
Dismissal – misconduct	1	0.07
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement	2	0.13
Transfers to other Public Service Departments	0	0
Other	0	0
<b>Total</b>	<b>15</b>	<b>1.0</b>

**Table 5.4 – Promotions by critical occupation**

<b>Occupation</b>	<b>Employees as at 1 April 2013</b>	<b>Promotions to another salary level</b>	<b>Salary level promotions as a % of employees by occupation</b>	<b>Progressions to another notch within a salary level</b>	<b>Notch progressions as a % of employees by occupation</b>
Top Management	0	0	0	0	0
General Managers	0	0	0	0	0
Committee coordinator	0	0	0	0	0
Researchers	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Table 5.5 – Promotions by salary band**

<b>SALARY BAND</b>	<b>Employees 1 April 2013</b>	<b>Promotions to another salary level</b>	<b>Salary bands promotions as a % of employees by salary level</b>	<b>Progressions to another notch within a salary level</b>	<b>Notch progressions as a % of employees by salary band</b>
Lower skilled (Grades 1-5)	69	0	0	0	0
Skilled (Grade 6-8)	40	3	0.03	0	0
Highly skilled production (Grades 9-12)	96	1	0.01	0	0
Highly skilled supervision (Grades 13-17)	38	0	0	0	0
Senior management (Grades 19-21)	4	0	0	0	0
<b>TOTAL</b>	<b>247</b>	<b>4</b>		<b>0</b>	<b>0</b>

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**Employment equity**

**Table 6.1 – Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2014**

OCCUPATIONAL CATEGORIES (SASCO)	MALE					FEMALE					TOTAL
	African	Coloured	Indian	Total Blacks	White	African	Coloured	Indian	Total Blacks	White	
Executive Management (Secretariat)	3	0	0	<b>3</b>	0	1	0	0	1	0	4
Top Management (General Manager)	6	1	0	<b>7</b>	0	1	0	0	1	0	8
Professionally qualified and experienced specialists and mid-management	13	0	0	<b>13</b>	1	11	1	0	12	1	27
Skilled Technical and academically qualified workers, middle management, supervisors, foremen, and superintendent	<u>41</u>	<u>2</u>	<u>0</u>	<b><u>43</u></b>	<u>0</u>	<u>57</u>	<u>0</u>	<u>0</u>	<u>57</u>	<u>4</u>	<b><u>104</u></b>
Semi-skilled and discretionary decision making	<u>21</u>	<u>1</u>	<u>0</u>	<b><u>22</u></b>	<u>0</u>	<u>39</u>	<u>2</u>	<u>0</u>	<u>41</u>	<u>0</u>	<b><u>63</u></b>
Unskilled and defined decision making`	<u>15</u>	<u>1</u>	<u>0</u>	<b><u>16</u></b>	<u>0</u>	<u>30</u>	<u>0</u>	<u>0</u>	<u>30</u>	<u>0</u>	<b><u>46</u></b>
<b>TOTAL</b>	<b><u>99</u></b>	<b><u>5</u></b>	<b><u>0</u></b>	<b><u>104</u></b>	<b><u>1</u></b>	<b><u>139</u></b>	<b><u>3</u></b>	<b><u>0</u></b>	<b><u>142</u></b>	<b><u>5</u></b>	<b><u>252</u></b>

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**Table 6.2 – Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2014**

OCCUPATIONAL BANDS	MALE					FEMALE					TOTAL
	African	Coloured	Indian	Total Blacks	White	African	Coloured	Indian	Total Blacks	White	
Executive Management (Secretariat)	3	0	0	3	0	1	0	0	1	0	4
Top Management (General Managers)	6	1	0	7	0	1	0	0	0	0	8
Professionally qualified and experienced specialists and mid-management	13	0	0	13	1	11	1	0	12	1	27
Skilled Technical and academically qualified workers, middle management, supervisors, foremen, and superintendent	41	2	0	43	0	57	0	0	57	4	104
Semi-skilled and discretionary decision making	21	1	0	22	0	39	2	0	41	0	63
Unskilled and defined decision making`	15	1	0	16	0	30	0	0	30	0	46
<b>TOTAL</b>	<b>99</b>	<b>5</b>	<b>0</b>	<b>104</b>	<b>1</b>	<b>139</b>	<b>3</b>	<b>0</b>	<b>142</b>	<b>5</b>	<b>252</b>

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**6.3 – Recruitment for the period 1 April 2013 to 31 March 2014**

OCCUPATIONAL BANDS	MALE					FEMALE					TOTAL
	African	Coloured	Indian	Total Blacks	White	African	Coloured	Indian	Total Blacks	White	
Executive Management (Secretariat)	1	0	0	1	0	0	0	0	0	0	1
Top Management (General Manager)		0	0				0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1		0	1	1	1	0	0	0	0	3
Skilled Technical and academically qualified workers, middle management, supervisors, foremen, and superintendent	2	0	0	2		1	0	0	0	0	3
Semi-skilled and discretionary decision making	3	0	0	3		8	1	0	0	0	12
Unskilled and defined decision making	2	0	0	2		3	0	0	0	0	5
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>



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**6.4 – Promotions for the period 1 April 2013 to 31 March 2014**

Occupational Bands	MALE					FEMALE					TOTAL
	African	Coloured	Indian	Total Blacks	White	African	Coloured	Indian	Total Blacks	White	
Executive Management (Secretariat)	0	0	0	0	0	0	0	0	0	0	0
Top Management (General Manager)	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled Technical and academically qualified workers, middle management, supervisors, foremen, and superintendent	0	0	0	0		1	0	0	0	0	1
Semi-skilled and discretionary decision making	0	0	0	0	0	3	0	0	0	0	3
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

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**6.5 – Terminations for the period 1 April 2013 to 31 March 2014**

OCCUPATIONAL BANDS	MALE					FEMALE					TOTAL
	African	Coloured	Indian	Total Blacks	White	African	Coloured	Indian	Total Blacks	White	
Executive Management (Secretariat)	1	0	0	1	0	0	0	0	0	0	1
Top Management (General Manager)	0	0	0	0	1	1	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	3	0	0	3	0	1	0	0	0	0	4
Skilled Technical and academically qualified workers, middle management, supervisors, foremen, and superintendent	0	0	0	0		2	0	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	3	0	0	0	0	3
Unskilled and defined decision making`	1	0	0	1	0	2	0	0	0	0	3
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

**Table 6.6 – Disciplinary action for the period 1 April 2013 to 31 March 2014**

DESCRIPTION	MALE				FEMALE				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary action	12	1	0	0	7	0	0	0	20

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**Table 6.7 – Skills development for the period 1 April 2013 to 31 March 2014**

OCCUPATIONAL CATEGORIES	MALE				FEMALE				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	20	1	0	2	11	1	0	1	36
Professionals	11	0	0	0	6	0	0	0	17
Technicians and associate professionals	3	1	0	0	0	0	0	0	4
Clerks	24	1	0	0	72	1	0	4	102
Service and sales workers	19	2	0	0	15	0	0	0	36
<b>Total</b>	<b>77</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>104</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>195</b>
Employees with disabilities	0	0	0	0	0	0	0	0	0

**Performance rewards**

**Table 7.1 – Performance Rewards by race, gender, and disability - 1 April 2013 to 31 March 2014**

DESCRIPTION	BENEFICIARY PROFILE			COST	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average cost per employee
<b>African</b>					
Female	130	207	62.8	1 393	10714
Male	80	138	58	1039	12993
<b>Asian</b>					
Female	0	0	0	0	0
Male	0	0	0	0	0
<b>Coloured</b>					
Female	3	3	100	37	12379
Male	6	11	54.5	61	10153
<b>White</b>					
Female	6	10	60	97	16173
Male	1	5	20	26	25622
Employees with disability	0	0	0	0	0
<b>TOTAL</b>	<b>226</b>	<b>374</b>	<b>60.4</b>	<b>2653</b>	<b>11739</b>

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**Table 7.2 – Performance Rewards by salary bands for personnel below Senior Management Service - 1 April 2013 to 31 March 2014**

SALARY BANDS	BENEFICIARY PROFILE				
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee
Lower skilled (Grades 1-5)	28	51	77.8	116	4143
Skilled (Grades 6-8)	81	110	73.4	636	1683
Highly skilled production (Grades 9-12)	117	160	73	1901	26302
<b>Total</b>	<b>226</b>	<b>321</b>	<b>70.4</b>	<b>2653</b>	<b>11739</b>

**Table 7.3 – Performance related rewards (cash bonus), by salary band, for Senior Management Service**

SALARY BAND	BENEFICIARY PROFILE			Total Cost (R'000)	Average cost per employee
	Number of beneficiaries	Number of employees	% of total within band		
14-17	33	50	66	1221320	37 010
19-22	0	3	0		
<b>Total</b>	<b>33</b>	<b>53</b>	<b>62</b>		

**Foreign workers**

**Table 8.1 – Foreign Workers by salary band - 1 April 2013 to 31 March 2014**

SALARY BAND	1 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% change
Lower skilled (Grades 1-5)	0	0	0	0	0	0
Skilled (Levels 6-8)	0	0	0	0	0	0
Highly skilled production (Grades 9-12)	0	0	0		0	0
Highly skilled supervision (Grades 13-17)	0	0	0	0	0	0
Senior management (Grades 18-21)	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>

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**Table 8.2 – Foreign Workers by major occupation - 1 April 2013 to 31 March 2014**

MAJOR OCCUPATION	1 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% change
General Manager	0	0	0	0	0	0
Researcher	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>

**Leave utilisation for the period 1 January 2013 to 31 December 2013**

**Table 9.1 – Sick leave - 1 January 2013 to 31 December 2013**

Salary Band	Total days	% days with medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)	Total Number of days with medical certificate
Lower skilled (Grades 1-5)	388	81.4	45	66.2	9	228	316
Skilled (Grades 6-8)	485	81.2	38	80.9	13	452	394
Highly skilled production (Grades 9-12)	733	68.9	80	80.8	9	1157	505
Highly skilled supervision (Grades 13-17)	297	88.2	28	73.7	11	671	262
Senior management (Grades 18-22)	26	96.2	3	75	9	78	25
<b>Total</b>	<b>1929</b>		<b>194</b>		<b>10</b>	<b>2586</b>	<b>1502</b>

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**Table 9.2 – Disability leave (temporary and permanent) - 1 January 2013 to 31 December 2013**

<b>Salary Band</b>	<b>Total days taken</b>	<b>% days with medical certification</b>	<b>Number of Employees using disability leave</b>	<b>% of total employees using disability leave</b>	<b>Average days per employee</b>	<b>Estimated Cost (R'000)</b>
Lower skilled (Grades 1-5)	0	0	0	0	0	0
Skilled (Grades 6-8)	0	0	0	0	0	0
Highly skilled production (Grades 9-12)	0	0	0	0	0	0
Highly skilled supervision (Grades 13-17)	0	0	0	0	0	0
Senior management (Grades 18-21)	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>

**Table 9.3 – Annual Leave - 1 January 2013 to 31 December 2013**

<b>SALARY BANDS</b>	<b>Total days taken</b>	<b>Average per employee</b>	<b>Number of employees who took leave</b>
Lower skilled (Grades 1-5)	2287.5	34	68
Skilled (Grades 6-8)	1373.5	29	47
Highly skilled production (Grades 9-12)	3230.5	33	99
Highly skilled supervision (Grades 14-17)	1255	33	38
Senior management (Grades 19-21)	97.5	24	4
<b>TOTAL</b>	<b>8244</b>	<b>30.6</b>	<b>256</b>

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**Table 9.4 – Capped leave - 1 January 2013 to 31 December 2013**

<b>Salary Bands</b>	<b>Total days of capped leave taken</b>	<b>Average number of days taken per employee</b>	<b>Average capped leave per employee as at 31 December 2013</b>	<b>Number of employees who took capped leave</b>	<b>Total number of capped leave available at 31 December 2013</b>
Lower skilled (Grades 1-5)	0	0	16	0	1095
Skilled (Grades 6-8)	0	0	14	0	674
Highly skilled production (Grades 9-12)	11	4	22	3	2131
Highly skilled supervision (Grades 13-17)	6	6	18	1	701
Senior management (Grades 18-21)	0	0	7	0	29
<b>Total</b>	<b>17</b>	<b>4</b>	<b>18</b>	<b>4</b>	<b>4630</b>

**Table 9.5 – Leave payouts for the period 1 January 2013 to 31 December 2013**

The following table summarizes payments made to employees as a result of leave that was not taken

<b>REASON</b>	<b>Total Amount (R'000)</b>	<b>Number of Employees</b>	<b>Average payment per employee</b>
Leave payouts for 2013 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave payouts on termination of service for 2013	1042	16	<b>65125</b>
Current leave pay-out on termination of service for 2013	709	17	<b>41706</b>
<b>Total</b>	<b>1751</b>	<b>17</b>	<b>10300</b>

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**HIV and AIDS & health promotion programmes**

**Table 10.1 – Steps taken to reduce the risk of occupational exposure**

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
None	None

**Table 10.2 – Details of Health Promotion and HIV and AIDS Programmes (tick the applicable boxes and provide the required information)**

QUESTION	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	Yes		Ms Mbutuma: Senior Manager: Special programmes Unit and Employee Wellness
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and wellbeing of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	Yes		3 staff members R500 000
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	Yes		Contracted Counselling and Advisory services, HIV & AIDS workplace programme, Occupational Health & safety. Health promotion, sports and recreation
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	Yes		Ms Mbutuma, Mr Mafuya, Ms Goodrum Ms Luiters Mr Matati Mr Nomana Mr Manina Ms Ngqula
5. Has the department 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.	Yes		There is a policy in place



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<b>QUESTION</b>	<b>Yes</b>	<b>No</b>	<b>Details, if yes</b>
6. Has the department 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.	Yes		HIV & AIDS policy HIV Testing & Counseling and disclosure campaigns Clinic services, Contracted Counselling services
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	Yes		HIV & AIDS policy increasing number of people
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.		No	

**Labour relations**

The following collective agreements were entered into with trade unions within the department.

**Table 11.1 – Collective agreements, 1 April 2013 to 31 March 2014**

<b>Subject Matter</b>	<b>Date</b>
Salary increase	August 2013

**Table 11.2 – Misconduct and disciplinary hearings finalised - 1 April 2013 to 31 March 2014**

<b>Outcomes of disciplinary hearings</b>	<b>Number</b>	<b>% of total</b>
Correctional counselling	0	0
Verbal warning	0	0
Written warning	4	18.2
Final written warning	12	59.1
Suspended without pay	4	18.2
Fine	0	0
Demotion	0	0
Dismissal	1	4.5
Not guilty	0	0
Case withdrawn	0	0
<b>Total</b>	<b>22</b>	<b>100</b>

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**Table 11.3 – Types of misconduct addressed at disciplinary hearings**

Type of misconduct	Number	% of total
Gross negligence	0	0
Dishonesty	2	28.57
Absenteeism	3	42.85
Criminal conviction	0	0
Verbal Assault	2	28.6
<b>Total</b>	<b>7</b>	<b>100</b>

**Table 11.4 – Grievances lodged for the period 1 April 2013 to 31 March 2014**

Description	Number	% of Total
Number of grievances resolved	0	0
Number of grievances not resolved	0	0
<b>Total number of grievances lodged</b>	<b>0</b>	<b>0</b>

**Table 11.5 – Disputes lodged with Councils for the period 1 April 2013 to 31 March 2014**

Description	Number	% of Total
Number of disputes upheld/ continuing	5	55.5
Number of disputes dismissed/ Resolved	4	44.4
<b>Total number of disputes lodged</b>	<b>9</b>	<b>100</b>

**Table 11.6 – Strike actions for the period 1 April 2013 to 31 March 2014**

	Number
Total number of person working days lost	
Total cost (R'000) of working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

**TABLE 11.7 – Precautionary suspensions for the period 1 April 2011 to 31 March 2012**

Number of people suspended	4
Number of people whose suspension exceeded 30 days	1
Average number of days suspended	270
Cost (R'000) of suspensions	310 131.25

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**Skills development**

**Table 12.1 – Training needs identified 1 April 2013 to 31 March 2014**

OCCUPATIONAL CATEGORIES	Gender	Number of employees as at 31 March 2013	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes and other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	13	0	7	2	9
	Male	21	0	12	5	17
Professionals	Female	6	0	0	2	2
	Male	12	0	0	2	2
Technicians and associate professionals	Female	0	0	0	00	0
	Male	4	0	1	2	3
Clerks	Female	82	11	41	4	56
	Male	47	4	24	7	35
Service and sales workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	28	3	14	0	17
	Male	21	1	10	0	11
Sub Total	Female	129	14	62	8	84
	Male	105	5	47	16	68
<b>Total</b>		<b><u>234</u></b>	<b>19</b>	<b>109</b>	<b>24</b>	<b>152</b>

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**Table 12.2 – Training provided - 1 April 2013 to 31 March 2014**

OCCUPATIONAL CATEGORIES	Gender	Number of employees as at 31 March 2013	Training provided within the reporting period			
			Learnerships	Skills Programmes and other short courses	Other forms of training	Total
<b>Legislators, senior officials and managers</b>	Female	13	0	12	2	14
	Male	22	0	16	5	21
<b>Professionals</b>	Female	0	0	0	2	2
	Male	9	0	1	2	2
<b>Technicians and associate professionals</b>	Female	4	0	0	0	0
	Male	6	0	0	2	3
<b>Clerks</b>	Female	82	11	63	3	77
	Male	47	4	11	6	21
<b>Service and sales workers</b>	Female	0	0	0	0	0
	Male	0	0	0	0	0
<b>Elementary occupations</b>	Female	0	3	0	0	3
	Male	0	1	1	0	2
<b>Sub Total</b>	Female	101	14	75	7	96
	Male	85	5	29	15	49
<b>Total</b>		<b>186</b>	<b>19</b>	<b>104</b>	<b>22</b>	<b>145</b>

**Injury on duty**

The following tables provide basic information on injury on duty.

**Table 13.1 – Injury on duty, 1 April 2013 to 31 March 2014**

Nature of injury on duty	Number	% of total
Required basic medical attention only	0	0
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

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**Utilisation of consultants**

**Table 14.1(a) – Report on consultant appointments using appropriated funds**

<b>Project Title</b>	<b>Total number of consultants that worked on the project</b>	<b>Duration: Work days</b>	<b>Contract value in Rand</b>
Grading of posts	0	0	0
Organogram review	0	0	0

**Table 14.1(b) – Report on consultant appointments using appropriated funds**

<b>Total number of projects</b>	<b>Total individual consultants</b>	<b>Total duration: Work days</b>	<b>Total contract value in Rand</b>
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

**Table 14.2 – Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)**

<b>Project Title</b>	<b>Percentage ownership by HDI groups</b>	<b>Percentage management by HDI groups</b>	<b>Number of Consultants from HDI groups that work on the project</b>
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

**Table 14.3(a) – Report on consultant appointments using Donor funds**

<b>Project Title</b>	<b>Total Number of consultants that worked on the project</b>	<b>Duration: Work days</b>	<b>Donor and Contract value in Rand</b>
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

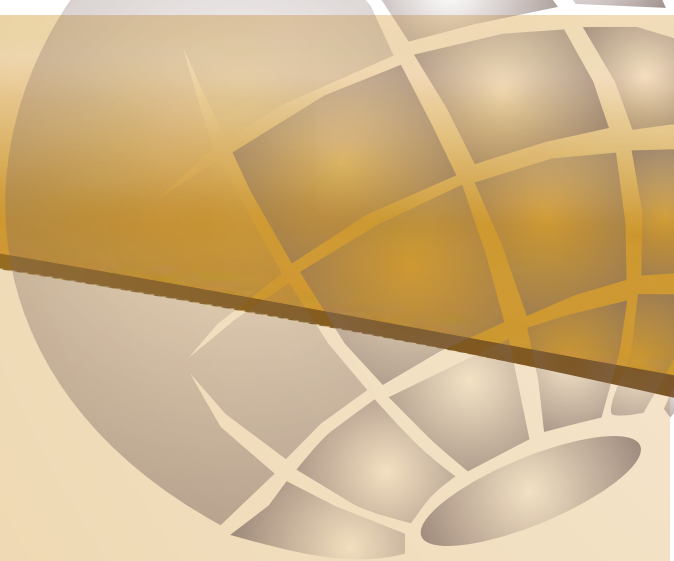
**EASTERN CAPE PROVINCIAL LEGISLATURE  
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**Table 14.3 (b) – Report on consultant appointments using Donor funds**

<b>Total number of projects</b>	<b>Total individual consultants</b>	<b>Total duration: Work days</b>	<b>Total contract value in Rand</b>
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

**Table 14.4 – Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs)**

<b>Project Title</b>	<b>Percentage ownership by HDI groups</b>	<b>Percentage management by HDI groups</b>	<b>Number of Consultants from HDI groups that work on the project</b>
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A



# PART E

## Financial Statements



## **5.1 Report of the Accounting Officer to the Executing Authority of the Eastern Cape Provincial Legislature**

### **1. General review of the state of financial affairs**

The Eastern Cape Provincial Legislature (Legislature) undertook bold steps to build a strong and stable administration, with more focus on the core business of the Legislature. Through the unit responsible for Public Participation and Petitions mechanisms, of involving communities in the work of the Legislature and governance were strengthened.

The Department of Roads and Public Works, SITA and other relevant security agencies have been engaged to look at our planned security system, as well as the Closed- circuit Television (CCTV) system of the institution.

#### **■ Implementation of the Sector Oversight Model (SOM)**

During the 2012/13 financial year the Legislative Sector adopted an enhanced Oversight Model whose main purpose was to improve and standardize vigorous oversight over the Executive as pronounced by the President of the Republic of South Africa in his State of the Nation Address. During the year under review the SOM has been fully implemented across all Oversight-Committees in the Legislature. The impact of the implementation has been noticeable in the programme of the Legislature as a result of the increase in Committee meetings.

#### **■ Significant events**

The Legislature has enhanced its strategy for public participation through Sectoral Parliaments. These events create space for members of the public to interact face to face with public representatives. In these sessions members of the public raise issues that affect them and then resolutions are directed to various Government Departments for immediate answers.

In the year under review, the following Sectoral Parliaments were held:

1. Taking Legislature to the People in Mbizana Municipality.
2. Workers Parliament.
3. Youth Parliament



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**REPORT OF THE ACCOUNTING OFFICER  
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4. Religious Parliament

■ Major capital projects

A major revamp of the Information Technology and Communications system (ITC) has been undertaken in partnership with the State Information Technology Agency (SITA). New servers have been installed and Wi-Fi connectivity available in Committee rooms.

Reasons for under / over spending

The Legislature spent 98% of its annual final appropriation for the year under review. That is, of the R451.9m annual budget, the Institution spent R443.0m resulting in an under-expenditure of R8.9m on the overall vote.

Under spending occurred as illustrated below:

Program	Budget Amount (R'000)	Unspent Funds (R'000)
Program 1 – Administration	149,970	5,930
Program 2 – Member's' Facilities and Benefits	136,712	37
Program 3 - Parliamentary Services	109,175	2,934

Reasons for this under-expenditure are as follows:

**Program 1: Administration**

The contributing factors in the under spending under Program 1 is Compensation of Employees (CoE). Underspensing in CoE is due to delays in the filling of vacancies and a change in policy on the implementation of performance management system after budgeting.

Under expenditure in Goods and Services is due to delays in the submission of travel related invoices which is disclosed as part of accruals.

Under expenditure in capital expenditure is due to delays in the procurement processes of the Security Access control system. The procurement of the envisaged biometric access control system for the Institution could not be

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**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2014**

finalised due to inadequate specifications and procurement processes. The Department of Roads and Public Works has since been engaged to assist in this regard.

**Program 2: Enabling Facilities for Members and Political Parties**

This sub-program reported under spending of R0,037 m due to one political party claiming less than the allocated budget

**Program 3: Parliamentary Services**

The under spending in this program can be attributed to CoE and Goods and Services.

Underspending in COE is due to delays in the filling of vacancies and a change in policy on the implementation of performance management system after budgeting

In Goods and Services underspending is due to delays in the submission of travel related invoices which is disclosed as part of accruals.

■ **Virement**

The following virements were processed by the Institution:

FROM			TO		
Program Description	Item	Amount R'000	Programme Description	Item	Amount R'000
Programme 1	Compensation of employees	(R 1,001)	Prog 2	Compensation of employees	R 1,001
Programme 1	Goods and Services	(R2,762)	Prog 2	Goods and Services	R 2,762
Programme 1	Goods and Services	(R1,572)	Prog 1	Capital	R 1,572
Programme 3	Compensation of Employees	(R4,403)	Prog 4	Compensation of Employees	R 4,403

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The Compensation of Employees budget under Program 2 was augmented by an amount from Corporate Services under Program 1 to accommodate over-expenditure under this program. The budget shortfalls are recurring from previous year where due to financial constraints within the province the cabinet decision was that all departmental budgets including the Legislature had to be top sliced by 2% in 2012/13 financial year. The top slice had a recurring effect within this program.

The virement in Program 1 - Administration is due to the purchase of servers for the Institution. This was a re-classification of expenditure as all IT related budget is allocated under SITA services in goods and services. The correct classification of the purchase is capital expenditure. The movement from Program 3 was to augment the over expenditure on Direct-Charge. These virements were approved by the Honourable Speaker in line with Section 3 (2) (b) of the PFMA as well as Section 43 of the PFMA.

Reasons for Virement

**2. Service rendered by the Legislature**

There were no changes in the services that are normally rendered by the Legislature. The Institution continued to provide both Legislative and Institutional support services in terms of its Constitutional mandate.

**2.1 Tariff Policy**

The Institution only charges a minimal fee of R100 for all its tender bulletins.

**2.2 Free Services**

There are no free services that are offered by the Institution.

**3. Capacity constraints**

The Institution continues to have challenges on its financial systems, namely, PERSAL, BAS and BPO for asset management. This becomes evident during the preparation of Annual Financial Statements using the National Treasury template.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
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**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2014**

**4. Utilisation of donor funds**

No donor funds were received by the Legislature during the year under review.

**5. Trading entities and public entities**

The institution has no public entities

**6. Organisations to whom transfer payments have been made**

By virtue of the provisions of Section 116 of the Constitution of the Republic of South Africa, the Legislature continued to make transfers for Constituency Allowance, Caucus Allowance and Political Party Allowance to all political parties that are represented in the Legislature, in terms of the adopted policy on Financial and Administrative assistance to Political Parties represented in EC Provincial Legislature, in proportion to their seat allocations in the EC Provincial Legislature Chamber.

Transfers payments were made to the following Political Parties throughout the year;

- African National Congress (ANC),
- Congress of the People (COPE),
- Democratic Alliance (DA),
- United Democratic Movement (UDM),
- African Independent Convention (AIC)

**7. Public private partnerships (PPP)**

The Eastern Cape Provincial Legislature has no Public/Private/Partnership arrangements.

**8. Corporate governance arrangements**

The Institution continued to observe and adhere to good corporate governance principles as required by the PFMA and other enabling legislation. Policies adopted by the Rules Committee have also been utilised in enhancing our governance of the Institution. The monitoring and evaluation unit within the Office of the Secretary to the Legislature is fully functional.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
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**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2014**

**8.1 Control Environment**

The Legislature continued using its compliance certificates to enhance its financial control environment. These are;

1. Commitment Compliance certificate
2. Payment Compliance Certificate
3. Transfer Payment Compliance Certificate

**8.2 Risk Register, Action Plans and Audit Turn-around Strategy**

A successful risk assessment exercise was conducted by the Legislature with the assistance of our Internal Auditors. Actions plans were drawn up by all Managers and were duly implemented in addressing risks identified in the Risk Register of the Institution. An Audit Turn-around plan was developed and adopted by the Institution. This plan has been used and closely monitored to ensure improvement of audit outcomes.

**8.3 Anti-Fraud and Corruption Strategy**

An anti-fraud and corruption campaign was held for all Legislature officials in an effort to ensure that zero tolerance of fraud and corruption reaches everybody.

**8.4 Internal Audit:**

Internal Audit function remains an outsourced function that is based in-house. An Executive Decision by the Executive Committee was taken towards the end of the financial year under review to extend the contracts of the Audit and Advisory Committee members as well as Internal Audit to July 2014 audit. The performance of the Internal Audit as well as the Audit and Advisory Committee are deemed to have been effective by both the Accounting Officer and Executive Authority during the year under review.

**9. Discontinued activities/activities to be discontinued**

No activities were discontinued during the year under review.

**10. New/proposed activities**

During the year under review there were no proposed new activities.

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2014**

**11. Asset management**

Asset Management Unit under Supply Chain Management has continued updating our Asset Register with newly acquired assets, whilst also performing asset counts and verification.

**12. Events after the reporting period**

An investigation has been commissioned on a suspected over-payment on a printing contract to establish facts around the circumstances that gave rise to the suspected over-payment as well as quantify the amount involved for the necessary legal recovery action to be taken.

Due to the nullification of the 2012/13 grading process, according to section 4.5 of the agreement signed between the Institution and NEHAWU, there is a possible contingent liability on the Compensation of Employees once the new grading process is completed in November 2014. It's implementation will be backdated to December 2013.

Also according to section 4.6 of the same agreement, there is a contingent asset on the Compensation of Employees that has to be paid back by employees who, in accordance with the said agreement, have been downgraded through the nullification of 2012/13 grading process, if the results of the regarding process come out different than the 2012/13 grading results.

The two cannot be quantified at the moment until the new grading is completed in November 2014.

**13. SCOPA resolutions**

There were no SCOPA resolutions on the Legislature during the year under review

**14. Prior modifications to audit reports**

No prior year modifications were done on the audited 2012/13 annual financial statements.

**15. Exemptions and deviations received from the National Treasury**

No exemptions were negotiated and received from Treasury.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 March 2014**

**16. Interim Financial Statements**

The Institution submitted all Interim Financial Statements to the Provincial Treasury in compliance with the submission requirements of the Provincial Treasury.

**17. Related Parties**

The institution is occupying buildings that are owned by the Provincial Department of Roads and Public Works. The building is occupied at no cost. Furthermore, the Institution has entered into a rental agreement with the ECDC for a storage space.

**18. Other**

There are no other material facts or circumstances, which may have an effect on the understanding of the financial state of affairs of the Institution.

**19. Approval**

The Annual Financial Statements set out on pages 116 to 163 have been approved by the Accounting Officer.



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**P. NDAMASE  
SECRETARY TO THE LEGISLATURE  
ACCOUNTING OFFICER**

**DATE: ...30 May 2014.**

**EASTERN CAPE PROVINCIAL LEGISLATURE**  
**VOTE 2**  
**REPORT OF THE AUDITOR-GENERAL**  
*for the year-ended 31 March 2014*

**5.2 REPORT OF THE AUDITOR-GENERAL TO THE EASTERN CAPE PROVINCIAL LEGISLATURE ON VOTE NO. 2: EASTERN CAPE PROVINCIAL LEGISLATURE REPORT ON THE FINANCIAL STATEMENTS**

**Introduction**

1. I have audited the financial statements of the Eastern Cape Provincial Legislature set out on pages 116 to 163, which comprise the appropriation statement, the statement of financial position as at 31 March 2014, the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

**Accounting officer's responsibility for the financial statements**

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the Modified Cash Standard prescribed by the National Treasury and the requirements of the Financial Management of the Eastern Cape Provincial Legislature Act, 1999 (Act No. 3 of 2009) (FMPLA), and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor-general's responsibility**

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the general notice issued in terms thereof and International Standards on Auditing. Those standards require that I comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, 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.



**EASTERN CAPE PROVINCIAL LEGISLATURE**  
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**REPORT OF THE AUDITOR-GENERAL**  
*for the year-ended 31 March 2014*

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

**Opinion**

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Eastern Cape Provincial Legislature as at 31 March 2014 and its financial performance and cash flows for the year then ended, in accordance with the Modified Cash Standard prescribed by National Treasury and the requirements of the FMPLA.

**REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS**

7. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation as well as internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

**Predetermined objectives**

8. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the Legislature for the year ended 31 March 2014:
- Programme 1: Sub-Programme - Office of the Speaker on pages 21 to 24
  - Programme 2: Enabling Facilities for Members and Political Parties on pages 49 to 50
  - Programme 3: Parliamentary Services on pages 53 to 65
9. I evaluated the reported performance information against the overall criteria of usefulness and reliability.
10. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for managing programme performance information.

**EASTERN CAPE PROVINCIAL LEGISLATURE**  
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**REPORT OF THE AUDITOR-GENERAL**  
*for the year-ended 31 March 2014*

11. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
12. I did not raise any material findings on the usefulness and reliability of the reported performance information for the selected programmes.

**Additional matters**

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

**Achievement of planned targets**

14. Refer to the annual performance report on pages 20 to 47 for information on the achievement of the planned targets for the year.

**Adjustment of material misstatements**

15. I identified material misstatements in the annual performance report submitted for auditing on the reported performance information for Sub-Programme 1.1: Office of the Speaker and Programme 3: Parliamentary Services. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness and reliability of the reported performance information.

**16. Compliance with legislation**

17. I performed procedures to obtain evidence that the Legislature had complied with applicable legislation regarding financial matters, financial management and other related matters. My findings on material non-compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA, are as follows:

**Annual financial statements and annual report**

18. The financial statements submitted for auditing were not prepared in all material respects in accordance with the requirements of section 55(1) of the FMPLA. Material misstatements identified were corrected by management resulting in the financial statements receiving an unqualified opinion.

**Expenditure Management**

19. Effective steps were not taken to prevent irregular and fruitless and wasteful expenditure as required by section 6(1)(g) of the FMPLA.

**EASTERN CAPE PROVINCIAL LEGISLATURE**  
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**REPORT OF THE AUDITOR-GENERAL**  
*for the year-ended 31 March 2014*

**Internal control**

20. I considered internal control relevant to my audit of the financial statements, the annual performance report and compliance with legislation. The matters reported below are limited to the significant internal control deficiencies that resulted in the findings on the annual performance report and the findings on non-compliance with legislation included in this report.

**Leadership**

21. Leadership was not effective in preventing irregular expenditure, which resulted in non-compliance with applicable laws and regulations and was not able to ensure that quality financial statements were prepared. This is indicative of an ineffective consequence management system in the administration of the Legislature.

**Financial and performance management**

22. The information reported in the financial statements and annual performance report was not adequately verified against source documentation for completeness, validity and accuracy prior to submission for audit purposes, resulting in material adjustments being made.

**Governance**

23. The audit committee did not ensure that internal audit thoroughly reviewed annual financial statements and performance information submitted for audit purposes as a result material adjustments to the annual financial statements and annual performance report had to be made.

*Auditor-General*

East London

30 July 2014



AUDITOR-GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

**5.1 Annual Financial Statements**

DESCRIPTION	Appropriation Per Programme									
	2013/14					2012/13				
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure	
R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000	
<b>1. Administration</b>										
Current payment	144,333	(1,806)	(3,763)	138,764	134,072	4,692	96.6%	124,192	127,998	
Transfers and Subsidies	-	116	-	116	116	-	100.0%	-	-	
Payment for capital assets	9,400	1690	-	11,090	9,852	1,238	88.8%	17,952	6,894	
Payment for financial assets	-	-	-	-	-	-	-	119	119	
	<b>153,733</b>	-	<b>(3,763)</b>	<b>149,970</b>	<b>144,040</b>	<b>5,930</b>	<b>96.6%</b>	<b>142,263</b>	<b>135,011</b>	
<b>2. Members Facilities and Benefits</b>										
Current payment	28,604	-	3,763	32,367	32,366	1	100.0%	26,482	26,482	
Transfers and subsidies	104,345	-	-	104,345	104,309	36	99.9%	90,209	90,209	
Payment for financial assets	-	-	-	-	-	-	-	46	46	
	<b>132,949</b>	-	<b>3,763</b>	<b>136,712</b>	<b>136,675</b>	<b>37</b>	<b>99.9%</b>	<b>116,737</b>	<b>116,737</b>	
<b>3. Parliamentary Services</b>										
Current payment	113,578	-	(4,403)	109,175	106,241	2,934	97.3%	102,544	102,544	
Payment for financial assets	-	-	-	-	-	-	-	20	20	
	<b>113,578</b>	-	<b>(4,403)</b>	<b>109,175</b>	<b>106,241</b>	<b>2,934</b>	<b>97.3%</b>	<b>102,564</b>	<b>102,564</b>	
<b>4. Direct Charge</b>										
Current payment	51,650	-	4,403	56,053	56,053	-	100.0%	54,059	52,592	
Transfers and subsidies	-	-	-	-	-	-	-	136	136	
	<b>51,650</b>	-	<b>4,403</b>	<b>56,053</b>	<b>56,053</b>	-	<b>100.0%</b>	<b>54,195</b>	<b>52,728</b>	
<b>TOTAL</b>	<b>451,910</b>	-	-	<b>451,910</b>	<b>443,009</b>	<b>8,901</b>	<b>98.0%</b>	<b>415,759</b>	<b>407,040</b>	

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

	2013/14		2012/13	
	Final Appropriation	Actual Expenditure	Final Appropriation	Actual Expenditure
<b>TOTAL (brought forward)</b>				
Reconciliation with statement of financial performance				
<b>ADD</b>				
Departmental receipts	696	-	1,583	-
<b>Actual amounts per statement of financial performance (total revenue)</b>	<b>452,606</b>		<b>417,342</b>	
Prior year unauthorised expenditure approved without funding				
<b>Actual amounts per statement of financial performance (total expenditure)</b>		<b>443,009</b>		<b>407,040</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Appropriation Per Economic Classification									
	2013/14					2012/13			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	221,575	-	-	221,575	217,407	4,168	98.1%	196,450	191,837
Goods and services	116,590	(234)	(1,572)	114,784	111,325	3,459	97.0%	110,827	117,779
<b>Transfers and subsidies</b>									
Provinces and Municipalities	-	116	-	116	116	-	100.0%	-	-
Non-profit institutions	104,345	-	-	104,345	104,309	36	100.0%	90,209	90,209
<b>Payments for capital assets</b>									
Machinery and equipment	9,400	118	1,572	11,090	9,852	1,238	88.8%	16,452	6,553
Intangible assets	-	-	-	-	-	-	-	1,500	341
<b>Payments for financial assets</b>									
	-	-	-	-	-	-	-	321	321
<b>Total</b>	<b>451,910</b>	<b>-</b>	<b>-</b>	<b>451,910</b>	<b>443,009</b>	<b>8,901</b>	<b>98.0%</b>	<b>415,759</b>	<b>407,040</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Administration Detail per sub-programme	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>1.1 Office of the Speaker</b>									
Current payment	16,163	(127)	-	16,036	15,010	1,026	93.6%	15,657	15,910
Transfers and subsidies	-	116	-	116	116	-	100.0%	-	-
<b>1.2 Office of the Secretary</b>									
Current payment	21,065	(245)	(1001)	19,819	19,381	438	97.8%	17,713	19,226
Payment for financial assets	-	-	-	-	-	-	-	15	15
<b>1.3 Financial Management</b>									
Current payment	43,159	1,940	-	45,099	44,307	792	98.2%	40,257	40,195
Payment for capital assets	1,295	(338)	-	957	957	-	100.0%	2,175	1,471
Payment for financial assets	-	-	-	-	-	-	-	11	11
<b>1.4 Corporate Service</b>									
Current payment	48,033	(2,476)	(2,762)	42,795	40,997	1,798	95.8%	36,514	39,202
Payment for capital assets	6,913	1,738	-	8,651	8,651	-	100.0%	11,278	1,251
Payment for financial assets	-	-	-	-	-	-	-	83	83
<b>1.5 Internal Audit</b>									
Current payment	1,848	-	-	1,848	1,777	71	96.2%	2,534	2,533
<b>1.6 Safety</b>									
Current payment	14,065	(898)	-	13,167	12,600	567	95.7%	11,517	10,932
Payment of capital assets	1,192	290	-	1,482	244	1,238	16.5%	4,499	4,172
Payment for financial assets	-	-	-	-	-	-	-	10	10
<b>Total</b>	<b>153,733</b>	<b>-</b>	<b>(3,763)</b>	<b>149,970</b>	<b>144,040</b>	<b>5,930</b>	<b>96.6%</b>	<b>142,263</b>	<b>135,011</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Administration - Economic Classification	2013/14							2012/13	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	85,363	-	(1,001)	84,362	81,253	3,109	96.3%	69,892	68,799
Goods and services	58,970	(234)	(4,334)	54,402	52,819	1,583	97.1%	54,300	59,199
<b>Transfers and subsidies to:</b>									
Provinces & Municipalities	-	116	-	116	116	-	100.0%	-	-
<b>Payment for capital assets</b>									
Machinery and equipment	9,400	118	1,572	11,090	9,852	1,238	88.8%	16,452	6,553
Software and other intangible assets	-	-	-	-	-	-	-	1,500	341
<b>Payments for financial assets</b>									
	-	-	-	-	-	-	-	119	119
<b>Total</b>	<b>153,733</b>	<b>-</b>	<b>(3,763)</b>	<b>149,970</b>	<b>144,040</b>	<b>5,930</b>	<b>96.6%</b>	<b>142,263</b>	<b>135,011</b>



**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Members facilities and political support- Detail per sub-programme	2013/14						2012/13		
	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 Members Facilities and Benefits</b>									
Current payment	12,141	(2,500)	2,762	12,403	12,402	1	100.0%	9,796	9,796
<b>2.2 Political Support</b>									
Current payment	16,463	2,500	1,001	19,964	19,964	-	100.0%	16,686	16,686
Transfer Payments and subsidies	104,345	-	-	104,345	104,309	36	99.9%	90,209	90,209
Payment for financial assets	-	-	-	-	-	-	-	46	46
<b>Total</b>	<b>132,949</b>	<b>-</b>	<b>3,763</b>	<b>136,712</b>	<b>136,675</b>	<b>37</b>	<b>99.9%</b>	<b>116,737</b>	<b>116,737</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Members facilities and political support Economic classification	2013/14						2012/13		
	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	23,099	-	1,001	24,100	24,098	2	94.8%	20,621	20,621
Goods and services	5,505	-	2,762	8,267	8,268	(1)	100.0%	5,861	5,861
<b>Transfers and subsidies to:</b>									
Non-profit institutions	104,345	-	-	104,345	104,309	36	100.0%	90,209	90,209
<b>Payments for financial assets</b>	-	-	-	-	-	-	-	46	46
<b>Total</b>	<b>132,949</b>	<b>-</b>	<b>3,763</b>	<b>136,712</b>	<b>136,675</b>	<b>37</b>	<b>99.9%</b>	<b>116,737</b>	<b>116,737</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Parliamentary Services- Detail per sub-programme	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>3.1 Research Services</b>									
Current payment	15,220	39	-	15,259	15,235	24	99.8%	13,329	15,047
<b>3.2 House Proceedings</b>									
Current payment	8,968	(857)	(403)	7,708	7,326	382	95.0%	7,771	4,575
Payment for financial assets	-	-	-	-	-	-	-	4	4
<b>3.3 Committee Services</b>									
Current payment	42,805	(556)	(800)	41,449	41,162	287	99.3%	41,773	42,582
Payment for financial assets	-	-	-	-	-	-	-	2	2
<b>3.4 Legal Service</b>									
Current payment	11,070	85	(3,200)	7,955	7,902	53	99.3%	10,391	9,327
<b>3.5 NCOP</b>									
Current payment	4,125	115	-	4,240	4,240	-	100.0%	3,635	3,883
<b>3.6 Public Participation and Awareness</b>									
Current payment	25,620	2,540	-	28,160	26,129	2,031	92.8%	22,030	23,685
Payment for financial assets	-	-	-	-	-	-	-	8	8
<b>3.7 Hansard and Language Services</b>									
Current payment	5,770	(1,366)	-	4,404	4,247	157	96.4%	3,615	3,445
Payment for financial assets	-	-	-	-	-	-	-	6	6
<b>Total</b>	<b>113,578</b>	<b>-</b>	<b>(4,403)</b>	<b>109,175</b>	<b>106,241</b>	<b>2,934</b>	<b>97.3%</b>	<b>102,564</b>	<b>102,564</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Parliamentary Services Economic classification	2013/14						2012/13		
	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	61,463	-	(4,403)	57,060	56,003	1,057	98.1%	51,878	49,592
Goods and services	52,115	-	-	52,115	50,238	1,877	96.4%	50,666	52,952
Payments for financial assets	-	-	-	-	-	-	-	20	20
<b>Total</b>	<b>113,578</b>	<b>-</b>	<b>(4,403)</b>	<b>109,175</b>	<b>106,241</b>	<b>2,934</b>	<b>97.3%</b>	<b>102,564</b>	<b>102,564</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Member's Salaries Detail per sub-programme	2013/14						2012/13		
	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 Members Salaries</b>									
Current payment	51,650	-	4,403	56,053	56,053	-	100%	54,059	52,592
Payments for financial assets	-	-	-	-	-	-	-	136	136
<b>Total</b>	<b>51,650</b>	<b>-</b>	<b>4,403</b>	<b>56,053</b>	<b>56,053</b>	<b>-</b>	<b>100%</b>	<b>54,195</b>	<b>52,728</b>

Member's Salaries Economic classification	2013/14						2012/13		
	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	51,650	-	4,403	56,053	56,053	-	100%	54,059	52,592
Payments for financial assets	-	-	-	-	-	-	-	136	136
<b>Total</b>	<b>51,650</b>	<b>-</b>	<b>4,403</b>	<b>56,053</b>	<b>56,053</b>	<b>-</b>	<b>100%</b>	<b>54,195</b>	<b>52,728</b>

**NOTES TO THE APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

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

Recipient	Constituency Allowance R'000	Caucus Fund R'000	Political Party Fund R'000	Household R'000	Total R'000
<b>Total</b>	<b>42,204</b>	<b>12,693</b>	<b>49,448</b>	<b>116</b>	<b>104,461</b>
African National Congress (ANC)	29,476	8,865	34,535		<b>72,876</b>
Congress of the People (COPE)	6,029	1,813	7,064		<b>14,906</b>
Democratic Alliance (DA)	4,019	1,209	4,709		<b>9,937</b>
United Democratic Movement (UDM)	2,010	604	2,355		<b>4,969</b>
African Independent Congress	670	201	786		<b>1,657</b>
SAPS				116	<b>116</b>

**2. Detail on payments for financial assets**

There were no payments for financial assets during 2013/14 financial year.

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

Per programme	Final Appropriation	Actual Expenditure	Variance R'000	Variance as a % of Final Appropriation
<b>Administration</b>	149,970	144,040	5,930	3.95.%
The contributing factors in the under spending under Program 1 is Compensation of Employees, Underspending in COE is due to delays in the filling of vacancies and change in policy on implementation of performance management system after budgeting. Goods and Services and Capital Expenditure.				
<b>Facilities for Members and Political Support</b>	136,712	136,675	37	0,03%
<b>Parliamentary Services</b>	109,175	106,241	2,934	2,69%
In parliamentary services under expenditure is due to delayed filling of vacancies and late submission of invoices mainly travel payments				
<b>Members Salaries</b>	56,053	56,053	-	0%

**NOTES TO THE APPROPRIATION STATEMENT  
for the year ended 31 March 2014**

Per economic classification	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	R'000
<b>Current payments</b>				
Compensation of employees	221,575	217,407	4,168	1.88%
Goods and services	114,784	111,325	3,459	3.01%
<b>Transfers and subsidies</b>				
Provinces and municipalities	116	116	-	0%
Non-profit institutions	104,345	104,309	36	0.3 0%
<b>Payments for capital assets</b>				
Machinery and equipment	11,090	9,852	1,238	11.16%
<b>Total</b>	<b>451,910</b>	<b>443,009</b>	<b>8,901</b>	<b>1.96%</b>
<b>Reasons for variances</b>				
<b>Compensation of Employees</b>		Underspending in COE is due to delays in filling of vacancies and change in policy on implementation of performance management system after budgeting.		
<b>Goods and Services</b>		Goods and Services underspending is due to delays in submission of invoices mainly travel expenditure.		
<b>Transfers</b>		Under spending in this item is due to one political party claiming less than the allocated budget		
<b>Payments for Capital Assets</b>		The under-expenditure is caused by the delay at the Department of Roads and Public Works in the Bid Award process for the implementation of the Security Access Control system. The purchase order for the Access Control system was issued towards the end of the financial year.		

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

No statutory amounts were appropriated

**5. Detail on payments for financial assets**

There were no payments for financial assets during the year under review

**EASTERN CAPE PROVINCIAL LEGISLATURE**  
**VOTE 2**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
*for the year ended 31 March 2014*

	Note	2013/14 R'000	2012/13 R'000
<b>REVENUE</b>			
Annual appropriation	<a href="#">1</a>	451,910	415,759
Departmental revenue	<a href="#">2</a>	696	1,583
<b>TOTAL REVENUE</b>		<b>452,606</b>	<b>417,342</b>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	<a href="#">3</a>	217,407	191,837
Goods and services	<a href="#">4</a>	111,325	117,779
<b>Total current expenditure</b>		<b>328,732</b>	<b>309,616</b>
<b>Transfers and subsidies</b>			
Transfers and subsidies	<a href="#">6</a>	104,425	90,209
<b>Total transfers and subsidies</b>		<b>104,425</b>	<b>90,209</b>
<b>Expenditure for capital assets</b>			
Tangible assets	<a href="#">7</a>	9,852	6,553
Intangible assets	<a href="#">7</a>	-	341
<b>Total expenditure for capital assets</b>		<b>9,852</b>	<b>6,894</b>
<b>Payments for financial assets</b>	<a href="#">5</a>	-	321
<b>TOTAL EXPENDITURE</b>		<b>443,009</b>	<b>407,040</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>9,597</b>	<b>10,302</b>
<b>Reconciliation of Net Surplus/(Deficit) for the year</b>			
Voted funds		8,901	8,719
Annual appropriation		8,901	8,719
Departmental revenue	<a href="#">11</a>	696	1,583
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>9,597</b>	<b>10,302</b>



**EASTERN CAPEPROVINCIAL LEGISLATURE)  
VOTE 2**

**STATEMENT OF FINANCIAL POSITION  
as at 31 March 2014**

	Note	2013/14 R'000	2012/13 R'000
<b>ASSETS</b>			
<b>Current</b>	<b>assets</b>	<b>12,014</b>	<b>10,643</b>
Cash and cash equivalents	<a href="#">8</a>	10,598	10,580
Receivables	<a href="#">9</a>	1,416	63
<b>TOTAL ASSETS</b>		<b>12,014</b>	<b>10,643</b>
<b>LIABILITIES</b>			
<b>Current</b>	<b>liabilities</b>	<b>8</b>	<b>23</b>
Payables	<a href="#">12</a>	8	23
<b>TOTAL LIABILITIES</b>		<b>8</b>	<b>23</b>
<b>NET ASSETS</b>		<b>12,006</b>	<b>10,620</b>

	Note	2013/14 R'000	2012/13 R'000
<b>Represented by:</b>			
Retained funds		11,498	10,620
Recoverable Revenue		508	-
<b>TOTAL</b>		<b>12,006</b>	<b>10,620</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**STATEMENT OF CHANGE IN NETASSETS  
for the year ended 31 March 2014**

	<i>Note</i>	2013/14 R'000	2012/13 R'000
<b>Recoverable revenue</b>			
Transfers:			
Debts recovered (included in departmental receipts)		508	-
Closing balance		<u>508</u>	<u>-</u>
<b>Retained funds</b>			
Opening balance		10,620	37,979
Transfer from voted funds to be surrendered (Parliament/Legislatures ONLY)		8,901	8,719
Utilised during the year		(8,719)	(37,979)
Other		696	1,901
Closing balance		<u>11,498</u>	<u>10,620</u>
<b>TOTAL</b>		<u>12,006</u>	<u>10,620</u>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**CASHFLOW STATEMENT  
for the year ended 31 March 2014**

	Note	2013/14 R'000	2012/13 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts		443,774	397,613
Annual appropriated funds received	<a href="#">1.1</a>	443,191	396,098
Departmental revenue received	<a href="#">2</a>	583	1,515
Net (increase)/decrease in working capital		(1,368)	278
Retained Funds		-	-
Current payments		(328,732)	(309,616)
Payments for financial assets		-	(321)
Transfers and subsidies paid		(104,425)	(90,209)
<b>Net cash flow available from operating activities</b>	<a href="#">13</a>	<b>9,249</b>	<b>(2,255)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for capital assets	<a href="#">7</a>	(9,852)	(6,894)
Proceeds from sale of capital assets	<a href="#">2.3</a>	113	68
<b>Net cash flows from investing activities</b>		<b>(9,739)</b>	<b>(6,826)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in net assets		508	-
<b>Net cash flows from financing activities</b>		<b>508</b>	<b>-</b>
Net increase/(decrease) in cash and cash equivalents		18	(9,081)
Cash and cash equivalents at beginning of period		10,580	19,661
<b>Cash and cash equivalents at end of period</b>	<a href="#">14</a>	<b>10,598</b>	<b>10,580</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**ACCOUNTING POLICIES  
for the year ended 31 March 2014**

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated.

Where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.

<b>1</b>	<b>Basis of preparation</b> The financial statements have been prepared in accordance with the Modified Cash Standard. Under this basis, the effects of transactions and other events are recognised in the financial records when the resulting cash is received or paid. In addition supplementary information is provided in the disclosure notes to the financial statements where it is deemed to be useful to the users of the financial statements.
<b>2</b>	<b>Presentation currency</b> Amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department.
<b>3</b>	<b>Rounding</b> Unless otherwise stated financial figures have been rounded to the nearest one thousand Rand (R'000).
<b>4</b>	<b>Current year comparison with budget</b> A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the appropriation statement. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.
<b>5</b>	<b>Revenue</b>
<b>5.1</b>	<b>Appropriated funds</b> Appropriated funds comprise of equitable share as well as direct charges against the revenue fund (i.e. Member's salaries). Appropriated funds are recognised in the financial records on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the financial records on the date the adjustments become effective. Unexpended appropriated funds at the end of the financial year are retained by the Legislature in terms of Section 22 of the PFMA. Any amount due to the Institution from the Provincial Revenue Fund at the end of the financial year is recognised as a receivable in the

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**ACCOUNTING POLICIES  
for the year ended 31 March 2014**

	statement of financial position.
<b>5.2</b>	<b>Departmental revenue</b> All departmental revenue is recognised in the statement of financial performance when received and is subsequently retained at the end of the financial year by the Provincial Legislature. No accrual is made for amounts receivable from the last receipt date to the end of the reporting period. These amounts are however disclosed in the disclosure notes to the annual financial statements.
<b>6</b>	<b>Expenditure</b>
<b>6.1</b>	<b>Compensation of employees</b>
<b>6.1.1</b>	<b>Salaries and wages</b> Salaries and wages are recognised in the statement of financial performance on the date of payment. Other employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements at its face value and are not recognised in the statement of financial performance or position.
<b>6.1.2</b>	<b>Social contributions</b> Social contributions made by the Eastern Cape Legislature in respect of current employees are recognised in the statement of financial performance on the date of payment. No provision is made for retirement benefits in the financial statements of the institution.
<b>6.2</b>	<b>Other expenditure</b> Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the statement of financial performance on the date of payment.
<b>6.3</b>	<b>Accrued expenditure payable</b> Accrued expenditure payable is recorded in the notes to the financial statements when the goods are received or, in the case of services, when they are rendered to the Eastern Cape Legislature. Accrued expenditure payable is measured at cost.
<b>6.4</b>	<b>Leases</b>
<b>6.4.1</b>	<b>Operating leases</b> Operating lease payments made during the reporting period are recognised as current expenditure in the statement of financial performance on the date of payment. The operating lease commitments are recorded in the notes to the financial statements.

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<b>6.4.2</b>	<b>Finance leases</b> Finance lease payments made during the reporting period are recognised as capital expenditure in the statement of financial performance on the date of payment. The finance lease commitments are recorded in the notes to the financial statements and are not apportioned between the capital and interest portions.
<b>7</b>	<b>Cash and cash equivalents</b> Cash and cash equivalents are stated at cost in the statement of financial position. Bank overdrafts are shown separately on the face of the statement of financial position. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.
<b>8</b>	<b>Prepayments and advances</b> Amounts prepaid or advanced are recognised in the statement of financial position when the payments are made and are de-recognised as and when the goods/services are received or the funds are utilised. Prepayments and advances outstanding at the end of the year are carried in the statement of financial position at cost.
<b>9</b>	<b>Impairment of financial assets</b> Where there is an indication of impairment of a financial asset, an estimation of the reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the notes to the financial statements.
<b>10</b>	<b>Payables</b> Loans and receivables are recognised in the statement of financial position at cost. Recognised payables mainly comprise of amounts owing to other governmental entities. These payables are carried at cost in the statement of financial position.
<b>11</b>	<b>Capital Assets</b>
<b>11.1</b>	<b>Immovable capital assets</b> Immovable capital assets are initially recorded in the notes to the financial statements at cost. Immovable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition.

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	<p>Where the cost of immovable capital assets cannot be determined accurately, the immovable capital assets are measured at R1 unless the fair value of the asset has been reliably estimated, in which case the fair value is used.</p> <p>Immovable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.</p>
<b>11.2</b>	<p><b>Movable capital assets</b></p> <p>A capital asset is recorded in the asset register on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the movable capital asset is stated at fair value. Where fair value cannot be determined, the capital asset is included in the asset register at R1.</p> <p>All assets acquired prior to 1 April 2002 are included in the register R1. Subsequent expenditure of a capital nature is recorded in the statement of financial performance as “expenditure for capital assets” and is capitalised in the asset register of the department on completion of the project. repairs and maintenance is expensed as current “goods and services” in the statement of financial performance.</p>
<b>11.3</b>	<p><b>Intangible assets</b></p> <p>An intangible asset is recorded in the asset register on receipt of the item at cost. Cost of an intangible asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the intangible asset is stated at fair value. Where fair value cannot be determined, the intangible asset is included in the asset register at R1.</p> <p>All intangible assets acquired prior to 1 April 2002 can be included in the asset register at R1. Subsequent expenditure subsequent expenditure of a capital nature is recorded in the statement of financial performance as “expenditure for capital asset” and is capitalised in the asset register of the department. Maintenance is expensed as current “goods and services” in the statement of financial performance.</p>

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<b>12</b>	<b>Provisions and Contingents</b>
<b>12.1</b>	<b>Provisions</b> Provisions are recorded in the notes to the financial statements when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.
<b>12.2</b>	<b>Contingent liabilities</b> Contingent liabilities are recorded in the notes to the financial statements when there is a possible obligation that arises from past events, and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably. Contingent liabilities are included in the disclosure notes to the financial statements when it is possible that economic benefits will flow from the department, or when an outflow of economic benefits or service potential is probable but cannot be measured reliably.
<b>12.3</b>	<b>Contingent assets</b> Contingent assets are recorded in the notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department. Contingent assets are included in the disclosure notes to the financial statements when it is probable that an inflow of economic benefits will flow to the entity.
<b>12.4</b>	<b>Commitments</b> Commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.



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<b>13</b>	<p><b>Unauthorised expenditure</b></p> <p>Unauthorised expenditure is recognised in the statement of financial position until such time as the expenditure is either:</p> <ul style="list-style-type: none"><li>• approved by the Provincial Legislature with funding and the related funds are received; or</li><li>• approved by the Provincial Legislature without funding and is written off against the appropriation in the statement of financial performance; or transferred to receivables for recovery.</li></ul> <p>Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure.</p>
<b>14</b>	<p><b>Fruitless and wasteful expenditure</b></p> <p>Fruitless and wasteful expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the fruitless and or wasteful expenditure incurred.</p> <p>Fruitless and wasteful expenditure is removed from the notes to the financial statements when it is resolved or transferred to receivables for recovery.</p> <p>Fruitless and wasteful expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.</p>
<b>15</b>	<p><b>Irregular expenditure</b></p> <p>Irregular expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the irregularity unless it is impracticable to determine, in which case reasons therefor are provided in the note.</p> <p>Irregular expenditure is removed from the note when it is either condoned by the relevant authority or transferred to receivables for recovery.</p> <p>Irregular expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.</p>
<b>16</b>	<p><b>Prior period errors</b></p> <p>Errors discovered in a subsequent period, correction of such errors will be corrected retrospectively, the relevant prior period(s) will be corrected in the comparative information presented in the financial statements for that subsequent period. adjustment will be done either by: restating the comparative amounts for the prior period(s) presented in which the error occurred; or if the error occurred before the earliest period presented, restating the opening balances of the earliest period's assets, liabilities and net assets.</p>

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17	<p><b>Non-adjusting events after the reporting date</b></p> <p>Non adjusting events are only disclosed when the outcome would influence the users assessment of the performance of the Legislature.</p> <p>Any material categories of non-adjusting events after the reporting date are recorded in the notes to the financial statement.</p>
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
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**1. Annual Appropriation**

**1.1 Annual Appropriation**

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act) for National Departments (Voted funds) and Provincial Departments:

	2013/14			2012/13
	Final Appropriation	Actual Funds Received	Funds not requested/ not received	Appropriation received
	R'000	R'000	R'000	R'000
Administration	149,970	149,970	-	136,503
Members Facility and Benefits	136,712	136,712	-	115,470
Parliamentary Services	109,175	100,456	8,719	89,930
Direct Charge	56,053	56,053	-	54,195
<b>Total</b>	<b>451,910</b>	<b>443,191</b>	<b>8,719</b>	<b>396,098</b>

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**2. Departmental revenue**

	Note	2013/14 R'000	2012/13 R'000
Tax revenue			
Sales of goods and services other than capital assets	2.1	181	1,443
Fines, penalties and forfeits	2.2	88	-
Interest, dividends and rent on land	2.3	64	72
Sales of capital assets	2.4	113	68
Transfers received	2.5	250	-
<b>Departmental revenue collected</b>		<b>696</b>	<b>1,583</b>

**2.1 Sales of goods and services other than capital assets**

	Note	2013/14 R'000	2012/13 R'000
Sales of goods and services produced by the department	2	181	1,443
Other sales – Commission received		181	1,443
<b>Total</b>		<b>181</b>	<b>1,443</b>

**2.2 Fines, penalties and forfeits**

	Note	2013/14 R'000	2012/13 R'000
Penalties	<u>2</u>	88	-
<b>Total</b>		<b>88</b>	<b>-</b>

**2.3 Interest, dividends and rent on land**

	Note	2013/14 R'000	2012/13 R'000
Interest	<u>2</u>	64	72
<b>Total</b>		<b>64</b>	<b>72</b>

**2.4 Sale of capital assets**

	Note	2013/14 R'000	2012/13 R'000
<b>Tangible assets</b>	<u>2</u>	113	68
Machinery and equipment		113	68
<b>Total</b>		<b>113</b>	<b>68</b>

**2.5 Transfers received**

	Note	2013/14 R'000	2012/13 R'000
Public corporations and private enterprises	<u>2</u>	250	-
<b>Total</b>		<b>250</b>	<b>-</b>

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**3. Compensation of employees**

**3.1 Salaries and Wages**

	Note	2013/14	2012/13
	3	R'000	R'000
Basic salary		132,421	115,998
Performance award		2,716	2,792
Service Based		3,232	113
Compensative/circumstantial		826	1,011
Other non-pensionable allowances		41,198	39,420
<b>Total</b>		<b>180,393</b>	<b>159,334</b>

**3.2 Social contributions**

	Note	2013/14	2012/13
	3	R'000	R'000
<b>Employer contributions</b>			
Pension		29,117	25,442
Medical		6,329	5,696
Insurance		1,568	1,365
<b>Total</b>		<b>37,014</b>	<b>32,503</b>

**Total compensation of employees**

<b>217,407</b>	<b>191,837</b>
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Number of Members	52	52
Average number of employees	307	258
	<b>359</b>	<b>310</b>

**4. Goods and services**

	Note	2013/14	2012/13
		R'000	R'000
Administrative fees		97	176
Advertising		3,752	4,230
Capital assets less than R5 000	<a href="#">4.1</a>	718	2,835
Bursaries (employees)		1,249	1,469
Catering		6,368	6,889
Communication		2,878	3,358
Computer services	<a href="#">4.2</a>	8,606	9,902
Consultants, contractors and agency/outsourced services	<a href="#">4.3</a>	5,195	7,740
Entertainment		-	11
Audit cost – external	<a href="#">4.4</a>	3,637	3,450
Consumables	4.5	4,386	4,045
Operating leases		6,843	5,682
Property payments	<a href="#">4.6</a>	186	27
Rental and hiring		9,718	10,412
Travel and subsistence	<a href="#">4.7</a>	53,340	52,155

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Training and development		1,748	1,401
Other operating expenditure	<a href="#">4.8</a>	2,604	3,997
<b>Total</b>		<b>111,325</b>	<b>117,779</b>

*There were no prepayments made during the 2013/14 financial year*

**4.1 Capital assets less than R5 000**

	Note	2013/14	2012/13
	44	R'000	R'000
<b>Tangible assets</b>			
Buildings and other fixed structures		-	930
Machinery and equipment		718	1,855
<b>Intangible assets</b>		-	50
<b>Total</b>		<b>718</b>	<b>2,835</b>

**4.2 Computer services**

	Note	2013/14	2012/13
	4	R'000	R'000
SITA computer services		8,598	9,902
External computer service providers		8	-
<b>Total</b>		<b>8,606</b>	<b>9,902</b>

**4.3 Consultants, contractors and agency/outsourced services**

	Note	2013/14	2012/13
	4	R'000	R'000
Business and advisory services		3,351	4,952
Legal costs		1,410	1,900
Contractors		416	888
Agency and support/outsourced services		18	-
<b>Total</b>		<b>5,195</b>	<b>7,740</b>

**4.4 Audit cost – External**

	Note	2013/14	2012/13
	4	R'000	R'000
Regularity audits		3,637	3,450
<b>Total</b>		<b>3,637</b>	<b>3,450</b>

**4.5 Consumables**

	Note	2013/14	2012/13
	4	R'000	R'000
Consumable supplies		3,179	3,260

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Uniform and clothing	283	-
IT consumables	30	-
Other consumables	2,866	3,260
Stationery, printing and office supplies	<b>1,207</b>	<b>785</b>
<b>Total</b>	<b>4,386</b>	<b>4,045</b>

**4.6 Property payments**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
	<b>4</b>	<b>R'000</b>	<b>R'000</b>
Municipal services		37	27
Other		149	-
<b>Total</b>		<b>186</b>	<b>27</b>

**4.7 Travel and subsistence**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
	<b>4</b>	<b>R'000</b>	<b>R'000</b>
Local		44,766	42,782
Foreign		8,574	9,373
<b>Total</b>		<b>53,340</b>	<b>52,155</b>

**4.8 Other operating expenditure**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
	<b>4</b>	<b>R'000</b>	<b>R'000</b>
Professional bodies, membership and subscription fees		1,534	1,974
Resettlement costs		-	22
Other		1,070	2,001
<b>Total</b>		<b>2,604</b>	<b>3,997</b>

**5. Payments for financial assets**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
	<b>5.1</b>	<b>R'000</b>	<b>R'000</b>
Debts written off		-	321
<b>Total</b>		<b>-</b>	<b>321</b>

**5.1 Debts written off**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
	<b>5</b>	<b>R'000</b>	<b>R'000</b>
<b>Nature of debts written off</b>			
Debts relating to resignations or deceased		-	321
<b>Total</b>		<b>-</b>	<b>321</b>

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**6. Transfers and subsidies**

		2013/14 R'000	2012/13 R'000
Non-profit institutions	<i>Note</i> <i>Annex 1G</i>	104,309	90,209
Households	<i>Annex 1H</i>	116	-
<b>Total</b>		<b>104,425</b>	<b>90,209</b>

**7. Expenditure for capital assets**

	<i>Note</i>	2013/14 R'000	2012/13 R'000
<b>Tangible assets</b>		9,852	6,553
Buildings and other fixed structures		-	3,207
Machinery and equipment		9,852	3,346
<b>Intangible assets</b>		-	341
Software		-	341
<b>Total</b>		<b>9,852</b>	<b>6,894</b>

**7.1 Analysis of funds utilised to acquire capital assets – 2013/14**

	Voted funds R'000	Aid assistance R'000	Total R'000
<b>Tangible assets</b>			
Machinery and equipment	9,852	-	9,852
<b>Total</b>	<b>9,852</b>	<b>-</b>	<b>9,852</b>

**7.2 Analysis of funds utilised to acquire capital assets – 2012/13**

	Voted funds R'000	Aid assistance R'000	Total R'000
<b>Tangible assets</b>	<b>6,553</b>	-	<b>6,553</b>
Buildings and other fixed structures	3,207	-	3,207
Machinery and equipment	3,346	-	3,346
<b>Intangible assets</b>			
Software	341	-	341
<b>Total</b>	<b>6,894</b>	<b>-</b>	<b>6,894</b>



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**8. Cash and cash equivalents**

	2013/14 R'000	2012/13 R'000
Consolidated Paymaster General Account	10,598	10,580
<b>Total</b>	<b>10,598</b>	<b>10,580</b>

There are no amounts of significant cash and cash equivalent balances held by the Eastern Cape Legislature that are not available for use.

**9. Receivables**

	2013/14			2012/13	
	R'000 Less than one year	R'000 One to three years	R'000 Older than three years	R'000 Total	R'000 Total
Staff debt	77	57	-	134	63
Other debtors	1,208	2	-	1,282	-
<b>Total</b>	<b>1,357</b>	<b>59</b>	<b>-</b>	<b>1,416</b>	<b>63</b>

**9.1 Staff debt**

	2013/14 R'000	2012/13 R'000
Staff debt	77	63
Salary Tax Debt	57	-
<b>Total</b>	<b>134</b>	<b>63</b>

**9.2 Other debtors**

	2013/14 R'000	2012/13 R'000
Debtors - External	1,280	-
Medical Aid	2	-
<b>Total</b>	<b>1,282</b>	<b>-</b>

**10.**

**Voted funds to be retained**

	2013/14 R'000	2012/13 R'000
Opening balance		(18,000)
Transfer from statement of financial performance	8,901	8,719
Voted fund not requested not received	(8,719)	(19,661)
Transfer from Departmental Revenue to defray excess expenditure	(182)	28,942
<b>Closing balance</b>	<b>-</b>	<b>-</b>

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**10.1 Voted funds / (Excess expenditure) transferred to the retained funds  
(Parliament / Legislatures ONLY)**

	Note	2013/14 R'000	2012/13 R'000
Opening balance		8,719	32,881
Transfer from statement of financial performance		8,901	8,719
Transfer from Departmental Revenue to defray excess expenditure		(8,719)	(32,881)
<b>Closing balance</b>		<b>8,901</b>	<b>8,719</b>

**11. Departmental revenue Retained**

	Note	2013/14 R'000	2012/13 R'000
Transfer from Statement of Financial Performance		696	1,583
Transfer to voted funds to defray expenditure (Parliament/Legislatures ONLY)		(696)	(1,583)
<b>Closing balance</b>		<b>-</b>	<b>-</b>

**12. Payables – current**

	Note	2013/14 R'000	2012/13 R'000
Other payables	<a href="#">12.1</a>	8	23
<b>Total</b>		<b>8</b>	<b>23</b>

**12.1 Other payables**

	Note	2013/14 R'000	2012/13 R'000
SARS	12	6	1
Payments received in advance laptops		-	8
Outstanding Payments to staff		-	13
Other payables		-	1
Salary advance domestic		2	-
<b>Total</b>		<b>8</b>	<b>23</b>

**13. Net cash flow available from operating activities**

	Note	2013/14 R'000	2012/13 R'000
Net surplus/(deficit) as per Statement of Financial Performance		9,597	10,302
Add back non cash/cash movements not deemed operating activities		(348)	(12,557)
(Increase)/decrease in receivables – current		(1,353)	301
Increase/(decrease) in payables – current		(15)	(23)
Proceeds from sale of capital assets		(113)	(68)
Expenditure on capital assets		9,852	6,894
Voted funds not requested/not received		(8,719)	(19,661)

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<b>Net cash flow generated by operating activities</b>	<b>9,249</b>	<b>(2,255)</b>
<b>14. Reconciliation of cash and cash equivalents for cash flow purposes</b>		
	<i>Note</i>	
	<b>2013/14</b>	<b>2012/13</b>
	<b>R'000</b>	<b>R'000</b>
Consolidated Paymaster General account	10,598	10,580
<b>Total</b>	<b>10,598</b>	<b>10,580</b>

**15. Contingent liabilities and contingent assets**

**15.1 Contingent liabilities**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
		<b>R'000</b>	<b>R'000</b>
<b>Liable to</b>			
<b>Nature</b>			
Housing loan guarantees Employees	<i>Annex 3A</i>	-	32
Claims against the department	<i>Annex 3B</i>	2,502	3,566
<b>Total</b>		<b>2,502</b>	<b>3,598</b>

**15.2 Contingent assets**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
		<b>R'000</b>	<b>R'000</b>
<b>Nature of contingent asset</b>			
Investigation is in progress on a stolen TV Screen		-	23
Refundable Rental Deposit paid to ECDC		9	-
Investigation is in progress on Fin-Tech payments		1,173	
<b>Total</b>		<b>1,182</b>	<b>23</b>

*Refundable deposit amount for rental of storage space ECDC*

**16. Commitments**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
		<b>R'000</b>	<b>R'000</b>
<b>Current expenditure</b>			
Approved and contracted		6,802	10,831
<b>Capital expenditure</b>			
Approved but not yet contracted		-	6,232
		6,802	6,232
<b>Total Commitments</b>		<b>6,802</b>	<b>17,063</b>

*The commitment amount is all less than a year*

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**17. Accruals**

			2013/14 R'000	2012/13 R'000
<b>Listed by economic classification</b>				
	<b>30 Days</b>	<b>30+ Days</b>	<b>Total</b>	<b>Total</b>
Goods and services	1,877	1,789	3,666	12,508
Other		10	10	
<b>Total</b>	<b>1,877</b>	<b>1,799</b>	<b>3,676</b>	<b>12,508</b>

	<i>Note</i>	2013/14 R'000	2012/13 R'000
<b>Listed by programme level</b>			
Administration		2,515	6,776
Members Facilities and benefits		462	942
Parliamentary Services		699	4,790
<b>Total</b>		<b>3,676</b>	<b>12,508</b>

*Late submission of invoices by the Coega Travel Agent*

**18. Employee benefits**

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Leave entitlement		5,985	5,239
Service bonus (Thirteenth cheque)		5,473	4,898
Performance awards		7,885	6,787
Capped leave commitments		6396	5,683
<b>Total</b>		<b>25,739</b>	<b>22,607</b>

**19. Lease commitments**

**19.1 Operating leases expenditure**

2013/14	Buildings and other fixed structures	Machinery and equipment	Total
Not later than 1 year	437	2,318	2,755
Later than 1 year and not later than 5 years	1,255	337	1,592
<b>Total lease commitments</b>	<b>1,692</b>	<b>2,655</b>	<b>4,347</b>

**Buildings**

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

2012/13	and other fixed structures	Machinery and equipment	Total
Not later than 1 year	403	3,769	4,172
Later than 1 year and not later than 5 years	1,692	1,764	3,456
<b>Total lease commitments</b>	<b>2,095</b>	<b>5,533</b>	<b>7,628</b>

*Legislature currently uses EC Dept of Roads and Public Works buildings at no charge*

**20. Irregular expenditure**

**20.1 Reconciliation of irregular expenditure**

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Opening balance			
Add: Irregular expenditure – relating to prior year		6,416	-
Add: Irregular expenditure – relating to current year		639	6,621
Less: Prior year amounts condoned		(6,416)	-
Less: Current year amounts condoned		(636)	(205)
Less: Amounts recoverable (not condoned)		-	-
<b>Irregular expenditure awaiting condonation</b>		<b>3</b>	<b>6,416</b>

**Analysis of awaiting condonation per age classification**

Current year	<b>3</b>	<b>6,416</b>
<b>Total</b>	<b>3</b>	<b>6,416</b>

**20.2 Details of irregular expenditure – current year**

Incident	Disciplinary steps taken/criminal proceedings	2013/14 R'000
Tender processes were not followed.	Warning letter issued.	636
The insurance premiums paid was more than the allowed amount without the Speakers approval.	Investigation will be done	3
<b>Total</b>		<b>639</b>

**20.3 Details of irregular expenditure condoned**

Incident	Condoned by (condoning authority)	2013/14 R'000
Tender processes were not followed.	Accounting Officer & the Speaker	7,052
<b>Total</b>		<b>7,052</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**20.4**

<b>Details of irregular expenditure condoned</b>		<b>2013/14</b>
<b>Incident</b>	<b>Condoned By</b>	<b>Amount</b>
Declaration of interest not attached	Speaker to the Legislature	30
3 quotations for taxis not attached	Speaker to the Legislature	410
SBD9 form not attached	Speaker to the Legislature	1,734
80/20 system not applied to all quotations	Speaker to the Legislature	665
No documentation from Roads and Public Works: Park homes	Speaker to the Legislature	2,088
Tender processes not followed	Speaker to the Legislature	801
No documentation from Roads and Public Works: Air conditioners	Speaker to the Legislature	688
Tender processes not followed	Speaker to the Legislature	636
<b>Total</b>		<b>7,052</b>

**21. Fruitless and wasteful expenditure**

**21.1 Reconciliation of fruitless and wasteful expenditure**

	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
		<b>R'000</b>	<b>R'000</b>
Fruitless and wasteful expenditure – relating to prior year		1,349	-
Fruitless and wasteful expenditure–relating to current year		256	171
Less: Amounts resolved		-	(171)
Less: Amounts transferred to receivables for recovery		(432)	-
<b>Fruitless and wasteful expenditure awaiting investigation</b>		<u>1,173</u>	<u>-</u>

**21.2 Analysis of Current year's fruitless and wasteful expenditure**

<b>Incident</b>	<b>Disciplinary steps taken/criminal proceedings</b>	<b>2013/14</b>
		<b>R'000</b>
Purchase of the IT security software which was never received implemented by the supplier.		432
Payments made to Fintech. The matter is still under investigation for ultimate recovery by our Legal Unit		256
<b>Total</b>		<u><u>688</u></u>

**22. Related party transactions**

<b>Payments made</b>	<i>Note</i>	<b>2013/14</b>	<b>2012/13</b>
		<b>R'000</b>	<b>R'000</b>
Goods and services		281	23
<b>Total</b>		<u><u>281</u></u>	<u><u>23</u></u>

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
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Related	party	relationships
		<ul style="list-style-type: none"> <li>• The institution is utilising buildings owned by the Department of Roads and Public works at no charge</li> <li>• ECDC – Rental of a warehouse for storage purposes</li> </ul>

**23. Key management personnel**

	No. of Individuals	2013/14 R'000	2012/13 R'000
Political office bearers (provide detail below)	52	56,395	51,227
Officials: Level 17 to 22	11	10,023	8,664
Level 15 to 16	20	24,546	21,799
Level 14 (incl. CFO if at a lower level)	12	10,578	12,491
Family members of key management personnel	1	79	
<b>Total</b>		<b>101,621</b>	<b>94,181</b>

**Key management personnel (Parliament/Legislatures)**

	No. of Individuals	2013/14 R'000	2012/13 R'000
Speaker to Parliament / the Legislature	1	1,735	1,652
Secretary to Parliament / the Legislature	1	1,616	1,605
Chief Operation Officer	1	836	1,312
Chief Financial Officer	1	1,323	1,312
Chief Parliamentary Officer	1	1,234	609
<b>Total</b>		<b>6,744</b>	<b>6,490</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**24. Movable Tangible Capital Assets**

**MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014**

	Opening balance	Curr Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
<b>HERITAGE ASSETS</b>	272	-	-	-	272
Heritage assets	272	-	-	-	272
<b>MACHINERY AND EQUIPMENT</b>	<b>20,117</b>	<b>(312)</b>	<b>10,655</b>	<b>(2,712)</b>	<b>28,020</b>
Transport assets	4,111	-	816	(895)	4,032
Computer equipment	9,010	(311)	8,335	(1,608)	15,426
Furniture and office equipment	6,996	(1)	1,504	(209)	8,290
Other machinery and equipment.					
<b>TOTAL MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>20,389</b>	<b>(312)</b>	<b>10,655</b>	<b>(2,712)</b>	<b>28,020</b>

**24.1 Additions**

**ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014**

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current yr, received prior yr)	Total
	R'000	R'000	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>	<b>9,852</b>	<b>180</b>	<b>-</b>	<b>623</b>	<b>10,655</b>
Transport assets	636	180	-	-	816
Computer equipment	7,712		-	623	8,335
Furniture and office equipment	1,504		-		1,504
Other machinery and equipment		-	-	-	
<b>TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>9,852</b>	<b>180</b>	<b>-</b>	<b>623</b>	<b>10,655</b>



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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**24.2 Disposals**

**DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR  
THE YEAR ENDED 31 MARCH 2014**

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>	<b>865</b>	<b>1,847</b>	<b>2,712</b>	<b>113</b>
Transport assets	180	715	895	-
Computer equipment	685	923	1,608	113
Furniture and office equipment	-	209	209	-
<b>TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>865</b>	<b>1,847</b>	<b>2,712</b>	<b>113</b>

**24.3 Movement for 2012/13**

	Opening balance	Current Year Adjustments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
<b>HERITAGE ASSETS</b>	<b>272</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>272</b>
Heritage assets	272	-	-	-	272
<b>MACHINERY AND EQUIPMENT</b>	<b>18,200</b>	<b>90</b>	<b>3,346</b>	<b>(1,519)</b>	<b>20,117</b>
Transport assets	4,073		968	(930)	4,111
Computer equipment	8,585	66	910	(551)	9,010
Furniture and office equipment	5,542	24	1,468	(38)	6,996
Other machinery and equipment					
<b>TOTAL TANGIBLE MOVABLE CAPITAL ASSETS</b>	<b>18,472</b>	<b>90</b>	<b>3,346</b>	<b>(1,519)</b>	<b>20,389</b>

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**24.4 Minor assets**

**MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2014**

	<b>Machinery and equipment R'000</b>	<b>Total R'000</b>
Opening balance	6,213	6,213
Current Year Adjustments to Prior Year balances	685	685
Additions	719	719
Disposals	(111)	(111)
<b>TOTAL MINOR ASSETS</b>	<b>7,506</b>	<b>7,506</b>

	<b>Machinery and equipment</b>	<b>Total</b>
Number of R1 minor assets	3,561	3,561
Number of minor assets at cost	5,621	5,621
<b>TOTAL NUMBER OF MINOR ASSETS</b>	<b>9,182</b>	<b>9,182</b>

**MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2013**

	<b>Machinery and equipment R'000</b>	<b>Total R'000</b>
Opening balance	5,028	5,028
Current Year Adjustments to Prior Year balances	316	316
Additions	1,060	1,060
Disposals	(191)	(191)
<b>TOTAL MINOR ASSETS</b>	<b>6,213</b>	<b>6,213</b>

	<b>Machinery and equipment</b>	<b>Total</b>
Number of R1 minor assets	2,840	2,840
Number of minor assets at cost	2,769	2,769
<b>TOTAL NUMBER OF MINOR ASSETS</b>	<b>5,609</b>	<b>5,609</b>

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**25. Intangible Capital Assets**

**MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED  
31 MARCH 2014**

	Opening balance	Current Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	836	(6)	-	(395)	435
<b>TOTAL INTANGIBLE CAPITAL ASSETS</b>	<b>836</b>	<b>(6)</b>	<b>-</b>	<b>(395)</b>	<b>435</b>

**25.1 Disposals**

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
SOFTWARE		(395)	(395)	-
<b>TOTAL DISPOSALS OF INTANGIBLE CAPITAL ASSETS</b>		<b>(395)</b>	<b>(395)</b>	<b>-</b>

**25.2 Movement for 2012/13**

**MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED  
31 MARCH 2013**

	Opening balance	Current Yr Adjustments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	494	1	341	-	836
<b>TOTAL INTANGIBLE CAPITAL ASSETS</b>					

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
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494	1	341	-	836
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**26. Immovable Tangible Capital Assets**

**MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014**

	Opening balance	Curr Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
<b>BUILDINGS AND OTHER FIXED STRUCTURES</b>	3,207	-	-	-	3,207
Dwellings					
Non-residential buildings	3207	-	-	-	3,207
Other fixed structures					
<b>TOTAL IMMOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>3,207</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,207</b>

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**ANNEXURE 1G  
STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS**

	EXPENDITURE 2013/14					2012/13	
	Adjusted Appropriation Act R'000	Adjust- ments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferred %	Appropriation Act R'000	R'000
<b>NON-PROFIT INSTITUTIONS</b>							
<b>Transfers</b>							
ANC	72,876	-	72,876	78,876	100%	36,342	
COPE	14,906	-	14,906	14,906	100%	7,434	
DA	9,938	-	9,938	9,938	100%	4,956	
UDM	4,969	-	4,969	4,933	99%	2,478	
AIC	1,656	-	1,656	1,656	100%	826	
Political Party Allowance	-	-	-	-	-	38,173	
<b>Total</b>	<b>104,345</b>	<b>-</b>	<b>104,345</b>	<b>104,309</b>	<b>99.9%</b>	<b>90,209</b>	

NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014

ANNEXURE 1H  
STATEMENT OF TRANSFERS TO HOUSEHOLDS

	TRANSFER ALLOCATION				EXPENDITURE		2012/13 Appropriation Act R'000
	Adjusted Appropriation Act R'000	Roll Overs R'000	Adjust- ments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	
<b>HOUSEHOLDS</b>							
Transfers							
SAPS VIP PROTECTION	116	-	-	116	116	100%	-
<b>Total</b>	<b>116</b>	<b>-</b>	<b>-</b>	<b>116</b>	<b>116</b>	<b>100%</b>	<b>-</b>

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**ANNEXURE 11  
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2013/14	2012/13
		R'000	R'000
Received in cash: FNB - SOPA		250	-
<b>Subtotal</b>			

**Received in kind 2012/13**  
Mega Bite-300 pen For CWP conference. R1500.  
Copy World-Small writing pads-CWP Conference R1950.  
Daimler Chrysler 2mIs For CWP Conference  
Transportation R30,000  
Umnombo For end of year function drinks R5,000  
Itec For end of year function drinks R5,000  
Early Moon For end of year function drinks R5,000  
Motale Investments For end of year function drinks R7,000

**TOTAL**

**250**

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**EASTERN CAPE PROVINCIAL LEGISLATURE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**ANNEXURE 1K**

**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE**

	2013/14	2012/13

	R'000	R'000

**NATURE OF GIFT, DONATION OR SPONSORSHIP**  
(Group major categories but list material items including name of organisation)

**Made in kind**

Computers donated to schools

**TOTAL**

	-	100
	-	<b>100</b>



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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**ANNEXURE 3A  
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2014 – LOCAL**

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 1 April 2013	Guarantees draw downs during the year	Guarantees repayments/ cancelled/ reduced/ released during the year	Revaluations	Closing balance 31 March 2014	Guaranteed interest for year ended 31 March 2014	Realised losses not recoverable i.e. claims paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
	Housing								
	FNB		32		32		-	-	-
	<b>TOTAL</b>		<b>32</b>		<b>32</b>		<b>-</b>	<b>-</b>	<b>-</b>

**EASTERN CAPE PROVINCIAL LEGISLATURE  
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014**

**ANNEXURE 3B  
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2014**

Nature of Liability	Opening Balance 1 April 2013 R'000	Liabilities incurred during the year R'000	Liabilities paid/cancell ed/reduced during the year R'000	Liabilities recoverabl e (Provide details hereunder ) R'000	Closing Balance 31 March 2014 R'000
<b>Claims against the department</b>					
Legal fees and claim	3,566	346	1,410	-	2,502
<b>TOTAL</b>	<b>3,566</b>	<b>346</b>	<b>1,410</b>	<b>-</b>	<b>2,502</b>

NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2014

**ANNEXURE 6  
INVENTORY**

Inventory	Note	2013/14		2012/13	
		Quantity	R'000	Quantity	R'000
Opening balance					
Add/(Less): Adjustments to prior year balance					
Add: Additions/Purchases - Cash					
Add: Additions - Non-cash					
(Less): Disposals					
(Less): Issues					
Add/(Less): Adjustments					
<b>Closing balance</b>					



# PART F

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## OTHER INFORMATION

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### Report From Political Parties

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## **AFRICAN NATIONAL CONGRESS REPORT 2013/14**

### **1. Introduction**

This brief report covers the highlights of the work done by the African National Congress (ANC) in the Eastern Cape Legislature for the 2013/2014 financial year. It covers the political mandate of the ANC Caucus, deployment of members of the provincial legislature (MPLs), administrative unit and achievements

### **2. Political Mandate of Caucus**

In terms of Rule 5.2k of the ANC Constitution, it is the responsibility of ANC members who hold elective office in any sphere of government to be members of the appropriate caucus. It has to function within its rules and to abide by its decisions under the general provisions of the Constitution and the constitutional structures of the ANC.

The sum total of ANC members of the Provincial Legislature, including the Premier and members of the executive council (MEC) constitute the ANC Caucus. The Members of the ANC Caucus at all levels of their deployment, derive their broad mandates from Caucus. At all material times such mandates will be consistent with resolutions of the ANC constitutional structures. The Caucus is a very important structure and the attendance of its meetings is compulsory to all ANC public representatives. It must however be reported that component structures of the ANC caucus did not adhere to the latter and spirit of this rule at all material times. This is an anomaly that needs to be corrected going forward.

The principal tasks of caucuses of political parties are to keep MPL`s of each political formation informed about the provincial legislature programme and to enable the MPL`s to discuss and agree on the approach of their parties to all matters on the provincial legislature agenda. They also serve as the organ within which those elected by Caucus to legislature positions account to the organisation as well as serving as institutions that ensure the accountability of members of Caucus. Caucuses also serve as the point of contact between the MPL`s and the leadership of the organisation to which they belong. Caucuses manage the work of the study groups, which play the role of portfolio committee caucuses, and are therefore sub-structures of the provincial Caucus. As stated above Committee and Study Group Chairs report to Caucus through the Chief Whip. The ANC Caucus carries out the above functions under the supervision of the Whipery. In a nutshell the ANC caucus under the leadership of the Chief Whip is the custodian of ANC policies and mandates in governance.

**EASTERN CAPE PROVINCIAL LEGISLATURE  
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### 3. Number of Seats and deployment

The African National Congress continued to be the biggest political organisation representing the aspirations of the majority of the people the Eastern Cape in the Provincial Legislature. The ANC's mandate in both government and the legislature was carried out by forty four MPLs which constituted 69.8% of 63 seats of the Legislature. The 44 seats made the ANC a ruling party in the province. The MPLs representing the ANC in the Legislature and their areas of deployment are as follows:

<b>NAME &amp; SURNAME</b>	<b>GENDER</b>	<b>POSITION</b>
Noxolo Abraham-Ntantiso	F	Deputy Chairperson of Committees
Zoleka Capa	F	MEC: Rural Development and Agrarian Reform
Mxolisi Dimaza	M	Chairperson: Health portfolio committee
Koliswa Fihlani	F	Chairperson: Women's Caucus
Nomawethu Gqiba	F	MPL
Sicelo Gqobana	M	MEC: Health
Mcebisi Jonas	M	MEC: Economic Development and Environmental Affairs
Noxolo Kiviet	F	Premier
Deborah Komose	F	Chairperson: Roads & Public Works portfolio committee
Vuyani Morgan Limba	M	MPL
Pemmy Majodina	F	MEC: Social Development, Women, Youth and People with Disabilities
Busisiwe Makaula	F	Chairperson: Transport portfolio committee
Mandla Makupula	M	MEC: Education
Thandiswa Marawu	F	MEC: Public Works, Roads and Transport
Christian Martin	M	Whip
Phumulo Masualle	M	MEC: Provincial Planning and Finance
Mkhangeli Matomela (resigned, replaced by Myolwa)	M	Chairperson: Finance
Humphrey Maxegwana	M	Chief Whip
Nomvuzo Mlombile-Cingo	F	MPL
Phumzile Justice Mnguni	M	Chairperson: Office of the Premier Portfolio Committee
Neo Moerane resigned & replaced by Joel Ngalo	F	MPL
Phumeza Mpushe	F	Whip
Mzoleli Mrara	M	Chairperson: Education portfolio committee
Nomxolisi Mtitshana	F	Chairperson: Sport, Recreation, Arts and Culture portfolio committee
Viola Mtongana	F	Chairperson: Budget and Oversight committee
Alfred Mtsi	M	Chairperson of Committees

**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

<b>NAME &amp; SURNAME</b>	<b>GENDER</b>	<b>POSITION</b>
Nonkosi Mvana	F	Whip
Dennis Sehloho Neer	M	Chairperson: Housing portfolio committee
Phila Nkayi	M	Chairperson: Agriculture and Rural Development portfolio committee
Xolile Nqatha	M	Chairperson: Local Government and Traditional Affairs portfolio committee
Mninawa Nyusile	M	Chairperson: Safety
Xola Pakati	M	Chairperson: Economic Development and Environmental Affairs portfolio committee
Michael Peter	M	Deputy Chief Whip
Imamile Aubin Pikinini	M	Chairperson: Public Participation & Petitions Committee
Alice Nomvula Ponco	F	Whip
Mlibo Qoboshiyane	M	MEC: Local Government and Traditional Affairs
Phindiwe Samka-Mququ	F	Whip
Helen Sauls-August	F	MEC: Human Settlements, Safety and Liaison
Xoliswa Tom	F	MEC: Sport, Recreation, Arts and Culture
Bulelwa Tunyiswa	F	Deputy Speaker
Ncwadi Christopher Tunyiswa	M	Whip
Tabiso Wana	F	Whip
Fikile Xasa	M	Speaker
Ntombizodwa Tamara Xhanti	F	Chairperson: Social Development portfolio committee

It must be noted that the ANC deployment continued to be gender sensitive as it can be seen from the table above that of forty four (44) MPLs twenty two (22) are female/ women. Of eleven members (11) of the Executive Council six (6) including the premier are women. This is yet another indication of the importance that the ANC puts on the gender question of the revolutionary struggle.

The ANC Caucus in the Eastern Cape legislature continued to be led by seasoned leaders as the Whippery. The ANC caucus under the leadership of the Chief Whip is the custodian of ANC policies in both the legislature and government. The Whippery manages the daily functioning of the caucus and Whips are responsible for giving advice, politically and institutionally. The Whippery is led by the Chief Whip and his deputy who chair the Whippery and the caucus respectively. The Whippery Deployment is as follows:



**EASTERN CAPE PROVINCIAL LEGISLATURE  
VOTE 2**

**Table 2.1**

<b>NAME &amp; SURNAME</b>	<b>RESPONSIBILITY</b>	<b>GENDER</b>
Cde H. Maxegwana replace by M Mrara	Chief Whip	M
Cde M. Peter	Deputy Chief Whip	M
Cde N. Tunyiswa	Whip	M
Cde N. Mvana	Whip	F
Cde T. Wana	Whip	F
Cde P. Samka-Mququ	Whip	F
Cde N. Ponco	Whip	F
Cde N. P. Mpushe	Whip	F
Cde C. Martin	Whip	M

The resignation of Neo Moerane (MPL) led comrade Joel Ngalo, a veteran of uMkhonto we Sizwe to join the Legislature. Mr Mkhangelisi Matomela also left the ANC to form his own political party and was replaced by comrade Dingaana Myolwa. In August 2013, the Chief Whip Humphrey Maxegwana (MPL) was redeployed to the position of chairperson of the portfolio committee on OTP and was replaced by comrade Mzoleli Mrara (MPL). The redeployment was in line with the Mangaung resolutions which called for Chief Whips to be members of the Provincial Executive Committees. These resignations and redeployment led to a number of changes in both the Whippery and the leadership of the portfolio committees.

In the year under review, members of the ANC Caucus participated in strategic meetings of the organisation; these included the PEC Lekgotla which is held before the State of the Province Address (SOPA). The ANC caucus held a Lekgotla in March 2013 where the focus was on the service delivery audit over the 4<sup>th</sup> term of parliament as well as the 20 years of democracy. These and other strategic meetings of the ANC are meant to shape up the work of the organisation within the institution and government. In 2013/2014 the ANC caucus continued with the tradition of holding special caucuses before the State of the Province Address (SOPA) as well as policy speeches of the departments. These caucuses are meant to ensure that the priorities of the organisation as well as key service delivery issues are taken on board the EXCO's strategic plans. In June 2013 the ANC in the Eastern Cape held its 7<sup>th</sup> provincial Conference in which new leadership of the province was elected. Amongst Leaders that emerged from that conference was a sizable number of serving MPLs.

#### **4. ANC Caucus Administrative Units**

The ANC Caucus Support Service comprises the following units:- Head of Caucus Support Services Unit, Human Resources Unit, Constituency Coordination Unit,

Programming Unit, Research Unit, Media Liaison Unit and Finance Unit. The Caucus Staff compliment in the year under review was structured as follows: 7 Researchers; 5 Managers; 27 Support secretaries to members, 2 HR Practitioners; 48 parliamentary constituency office administrators and General Assistants 43. The majority of caucus support staff is women and the ANC also considers the demographics of the areas in which its constituencies are located.

### **5. Caucus funds & Audit Results**

The ANC has obtained a clean audit in 2013/14. ANC funds have been used for public education in constituencies during the November 2013 and February 2014 voter registration funds. Constituents have been educated in the importance of registering to vote as well as participating in the elections. This has resulted in the Eastern Cape registering one of the high numbers of new voter registrations in the country. However a challenge of shortage of funds for running constituency programmes has been identified.

### **6. Constituency Work**

The African National Congress takes Constituency works so seriously that it has strived to have significant presence in all the regions of the province. This is aimed at ensuring that the ANC brings the Legislature closer to the people as these offices serve as the extension of the institution in the areas that they are positioned. The ANC Constituency offices, especially in rural small towns work as one-stop-shop or advice centers to the needy communities. The Constituency Offices remain a key resource in the establishment and maintaining of Intergovernmental Relations amongst government departments and entities within the jurisdiction of these constituency offices.

## 6.1 Geographic Location of ANC Constituency Offices

The ANC caucus has forty eight provincial constituency offices spread throughout the province. The offices are currently staffed by an administrator and a general assistant.

<b>REGION</b>	<b>CONSTITUENCY LOCATION</b>	<b>MEMBER DEPLOYED</b>
<b>Alfred Nzo</b>	1. Mbizana	Cde P.J. Mnguni
	2. Lusikisiki	Cde K. Fihlani
	3. Ntabankulu	Cde Z. Capa
	4. Mt Frere	Cde B. Nodada-Makaula
<b>Amathole</b>	5. Kwelera	Cde X. Phakathi
	6. Stutterheim	Cde N. Moerane
	7. Alice	Cde X. Tom
	8. Adelaide	Cde N. Kiviet
	9. Seymour	Cde M. Nyusile
	10. Ngqamakwe	Cde B. Tunyiswa-Gqoboka
	11. Centane	Cde Gqiba
	12. Gatyane	Cde Makupula
	13. Middledrift	Cde X. Tom
<b>Buffalo City</b>	14. East London	Cde D. Komose
	15. Mdantsane	Cde A. Mtsi
	16. King William's Town	Cde N. Tunyiswa
	17. Bhisho	Cde X. Nqatha
	18. Calata House	Cde Sauls-August
<b>Cacadu</b>	19. Alicedale	Cde P. Nkayi
	20. Port Alfred	Cde V. Mtongana
	21. Somerset East	Cde S. Gqobana
	22. Pearston(satellite)	Cde S. Gqobana
	23. Graaf Reinet	Cde I. Pikinini
	24. Joubertina (Satellite)	Cde H. Maxegwana
	25. Storms River	Cde H. Maxegwana
	26. Klipplaat	Cde V. Limba
<b>Nelson Mandela Metro</b>	27. Stepping Stones	Cde C. Martin
	28. KZN (Kwazakhele, Zwide & New Brighton)	Cde D. Neer
	29. Motherwell 2	Cde T. Xhanti
	30. KwaNobuhle	Cde M. Mrara
<b>Chris Hani</b>	31. Tsomo	Cde Cingo
	32. Engcobo	Cde N. Mtitshana
	33. Cofimvaba	Cde M. Peter

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<b>REGION</b>	<b>CONSTITUENCY LOCATION</b>	<b>MEMBER DEPLOYED</b>
<b>Joe Gqabi</b>	34. Queenstown	Cde N. Mvana
	35. Whittlesea	Cde N. Bhengu
	36. Cala	Cde M. Jonas
	37. Molteno	Cde F.D. Xhasa
	38. Cradock	Cde N.P. Mpushe
	39. Middleburg	Cde N. Abrahams- Ntantiso
	40. Maclear	Cde P. Masualle
	41. Mt Fletcher	Cde M. Matomela
	42. Sterkspruit	Cde P. Majodina
	43. Aliwal North	Cde M. Marawu
<b>OR Tambo</b>	44. Steynsburg	Cde M. Dimaza
	45. Port St Johns	Cde N. Ponco
	46. Tsolo	Cde T. Wana
	47. Qumbu	Cde Samka
	48. UMthatha	Cde M. Qhoboshiyane

## **6.2 Constituency Offices as Centres of Information**

These offices serve as centres of information to assist communities in addressing service delivery related challenges. Constituency administrators assist community members that encounter challenges in accessing government services like social grants, labour disputes, access to documents like birth certificates, IDs and health services to mention but a few. All PCOs have been equipped with new IT equipment and 3G cards for internet access. The internet access is also used to assist school children to search the net.

## **6.3 Outreach events and their Impact on people's lives**

The ANC Caucus continued to champion public participation in its constituencies. During the Taking Parliament to the People held in Mbizana in October 2013, the Mbizana constituency office was utilised to mobilise masses for the event. All ANC constituency offices participated in the two voter registration campaigns before the 2014 general elections. This resulted in a sizable number of newly registered voters in the province. This has resulted in the ANC regaining one more seat in the provincial legislature.

The outreach programmes held in the various constituencies have ensured the delivery of services in the form of water, sanitation, electricity, Home Affairs, Health, Department of Labour and SASSA services. For an example in the Storms River constituency labour provides the office with monthly schedules and pays visits to the office once a month. On

the other hand SASSA makes use of the constituency office to render its services in the Storms River area. The Department of Social Development has also ensured that social workers visit the Storms River constituency area twice a week and has also employed a Masupatsila in the area.

While in the Qumbu constituency office the Department of Labour also renders its services to the community in the constituency office. Constituency offices like Steynsburg, Cradock, Pearston and many in rural areas like Cofimvaba, Engcobo, Molten deal on a weekly basis with labour issues and refer them to the relevant departments. All constituency offices that have held service on wheels programmes have assisted a great deal in alerting departments on the need of their services in far flung areas.

#### **6.4 service delivery challenges identified through constituency work**

Various challenges were identified in the various constituencies through constituency work. Challenges in the arena of education include:- shortage of study material; dilapidated buildings; lack of ablution facilities; lack of security measures in schools; non-availability of ABET programmes in some areas; some deserving learners not benefiting from the scholar transport and poor state of access roads to some of the schools.

In the roads and transport constituencies issue of potholes and access roads to some hospitals were reported. In the area of human settlements there is a huge backlog in the provision of houses and there are challenges with the rectification process. Lack of proper management of beneficiaries is a cause for concern and leads to a lot of dissatisfaction. Building of bulk houses is not accompanied by the provisions of other amenities which defeats the notion of human settlements. In some areas title deeds are not handed over to beneficiaries.

In terms of safety, constituencies are affected by the lack of police vans and manpower. There is an escalation of violence against women and children. Many communities in the province are affected by the scourge of drug and alcohol abuse and teenage pregnancies. There is an increase in the number of child headed households. These matters also have an impact on social welfare of the people of the province. Communities also report challenges with the new grant payment implemented by SASSA. Some communities also complain of the lack of sustainable food security programmes.

## **7. Impact of Oversight**

During the term the ANC caucus made various interventions which had an impact on the functioning of government in the province. All chairpersons of portfolio committees are required to be members of the relevant subcommittees of the PEC. This requirement has not been implemented to the optimum during the term. Portfolio committee whips have on various stages brought challenges gathered in the committee meetings to the Whippery. The Whippery has in turn taken these up with the MECs concerned.

It must be reported that amongst the interventions made by the caucus members through the Whippery, improvements registered in various departments of the province include:-

- Intervention in the Department of Transport on the Scholar Transport
- Interventions in the department of health
- Improvements in the department of education
- Interventions in the death of initiates

The relations between MECs and portfolio committees have been amicable during the year. It can be concluded that the mandate given to the legislatures during the Polokwane Conference on oversight has been successfully carried out during the term albeit with challenges.

## **8. A Befitting Farewell to Tata Nelson Mandela**

During the year under review South Africa was engulfed by the dark cloud of losing one of the stalwarts of the revolution Comrade Nelson Mandela who passed away in December 2013. It must be noted that this incident as painful as it was once more showcased the province as the home of heroes.



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## **AFRICAN INDEPENDENT CONGRESS REPORT 2013/14**

The past year has been very busy for our organisation as we were preparing for the elections that took place in May this year. We also had activities adding to the strengthening and growth of the organization which we have done with great success. I have the honour of submitting the Annual report of the above mentioned organization for the year ended March 2014.

The AIC through the constituency offices has successfully implemented its programmes aimed at educating the public about parliamentary process as outlined below:

- How parliament works
- Public participation
- Function of the Portfolio Committees
- Petitions

We continue ensuring that putting people in center stage in governance is our priority and the executive did their best to making sure that the organisation is being taken to the next level and that it is operating effectively as much as possible. The efforts included:

- Encouragement of public participation
- Opening satellite offices
- Securing seats in National Assembly
- Employment of new staff

Our staff members have increased to 9 Administrators. We have 1 receptionist, 1 membership officer, 3 organizers, 1 recruitment officer and 1 driver. We could not have done all of this if it wasn't for the financial support we receive from the Eastern Cape Legislature. Our satellite offices remain the same as indicated in AIC political report for the 2012\13 annual report. The AIC has managed to secure 3 seats at the national Assembly in the 5<sup>th</sup> term 2014-2019 which has been a great achievement for our organization.

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The new AIC constituency office for Honourable V Krakri is in Port Elizabeth. The office has been secured in Nedbank House, First floor, 522 Govan Mbeki Avenue, North End, PE, 6001. We have not made any payments due to the delay in funding from the Legislature. We also have 3 people (Office Administrator, Office Receptionist, Office Cleaner) who are going to work in that office as soon as the money is available. We have two constituency satellite offices at Mount Fletcher and Bizana that also need to be operated as soon as there are resources. These satellite offices will have 1 administrator each plus 1 organizer.

The AIC is noting with great concern the fact that AIC MPL Hon. Krakri has no researcher in the Eastern Cape Provincial Legislature, and this is affecting him, but we are looking into it. Despite of this situation, the Executive of the AIC is very pleased that it has been able to account for all its income in line with its reputation as ethical, honest and truthful organisation to the public and resources under its charge. We continue to strive for excellence in all areas of our work and whilst noting lack of resources as we are still a young developing political party, but efforts are being made to improve.

We thank you for the continued support that you give to our organization, we appreciate it so much. May we continue working hand in hand for the coming years..

S.M Jaftha

Secretary General





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## **DEMOCRATIC ALLIANCE REPORT 2013/14**

Accountability and oversight remained the core focus of the work of the Democratic Alliance in the legislature during the year under review. We achieved this by holding provincial government departments answerable in portfolio committee meetings. We also use all other means available to conduct oversight such as oral- and written questions and direct questions to members of the executive in budget debates by contributing positive inputs and by promoting our alternative, solution-orientated policies.

The proper functioning of the legislature as an institution is pivotal in ensuring that the government is held responsible in a progressive manner. Ongoing water and electricity outages, which served to demoralise staff and members alike, were finally resolved during the year in review. However, the level of dysfunctionality within the legislature remains reflective of the impaired Eastern Cape Provincial Government. This matter requires urgent attention from the incoming Speaker.

The importance of the legislature in fulfilling its oversight role was undermined by the lack of attention given to important matters during plenary sittings. Legislature questions remained unanswered and legislature resolutions were not implemented. The budget debates, for the passing of the provincial budget, were scheduled over a period of two days. This meant that the legislature had to consider and debate the budgets of 14 departments, for which each debate was allocated 98 minutes. Not only did the scheduling reflect poorly on the importance of these debates, it also incriminated the programming directorate of the legislature which is ultimately the responsibility of the Speaker.

However, the Democratic Alliance continued to address issues on behalf of our constituents and civil society and worked with other opposition parties and the governing party. The aim is to ensure that we improve service delivery in government, its departments and municipalities and the quality of life of all the people in this province.

We succeeded in promoting public participation in the affairs of the legislature. The DA representatives had regular ground level interaction with the public, and our interactive webpage, social media and our mainstream media profile continued to grow. We also

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sent out a regular newsletter, Bhisho Brief. The MPLS and staff in our offices in the Legislature continued to receive and deal with enquiries for information from various institutions and resolved an increased number of queries from the general public. The role of the DA in the legislature consisted of holding the government account. We continued to address issues on behalf of our constituents and civil society as a whole to ensure we improved service delivery and the quality of life of all the people in this province.

The caucus, under the leadership of Hon. Bobby Stevenson, remained committed to achieving its goals by vigorously driving issues with all the parliamentary tools at its disposal and by operating as a team – a team being MPLs and staff working together as a cohesive unit. The caucus leadership changed on 1 June 2013 with the return to the legislature from the National Assembly of the DA provincial leader, Athol Trollip. Hon. Trollip was subsequently elected as the caucus leader with Hon. Bobby Stevenson becoming the chief whip and Hon. Veliswa Mvenya remaining the caucus chairperson.

During the year under review we said farewell to Ms. Eve Viol, who retired after eight years of service in the legislature, as well as Ms. Kosi Yankey. Ms. Amanda van Wyk, PA for the Leader, and Ms. Sandra Pow Chong, Assistant to the Chief Whip, joined the team. Ms. Phindi Sogoni was employed as a media officer and researcher from our caucus fund.

The DA caucus remained totally dedicated to being the most effective and efficient opposition party and this committed endeavour resulted in us outperforming the Congress of the People (COPE) as the official opposition in the legislature in every aspect of opposition responsibility and activity.

Hon. Athol Trollip's return to the legislature was to allow him to lead the DA's campaign for the May 2014 general election to ensure that the DA becomes the official opposition in the 5<sup>th</sup> Legislature. This objective was achieved when we secured 16,20% of the vote with 10 elected MPLs. The second biggest party was the UDM with 6,16% (four members), followed by the EFF with 3,48% (two members), COPE with 1,20% (one member) and the AIF with 0,77% (one member).

In order to bring the concerns of the public to the attention of the Legislature, the DA MPLs were allocated the following constituencies:

Hon. B. Stevenson (MPL):	PE South West
Hon. V. Mvenya (MPL):	Phesheya Kwenciba
Hon. P.E. van Vuuren (MPL):	PE North
Hon. D. Haddon (MPL):	Zuurberg

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Hon. J. Cupido (MPL):                      Chris Hani

Democratic Alliance constituency offices are operated in the Nelson Mandela Bay Metro, Buffalo City, Butterworth, Queenstown, Middelburg, Humansdorp, Willowmore and Aliwal North.

**Caucus Leadership:**

Caucus Leader: Hon. Athol Trollip

Caucus Chairperson: Hon. Veliswa Mvenya

Caucus Whip: Hon. Bobby Stevenson

Our constituency offices remained an important link between the public and our MPL's outreach activities within the constituencies facilitated directed interaction with the electorate.

Voter education included voter registration queries, report-back meetings, information tables, public meetings, press conferences, a bulk short message system and road shows.

Our electronic media and social media platforms also increased the electorate's access to the provincial legislature through our MPLs. We continued to grow our website, [www.dabhishe.org.za](http://www.dabhishe.org.za) together with approximately 5 000 Twitter followers and 10 750 Facebook followers.

The Caucus continued to ask its full complement of questions for oral- and written reply. During the period under review, a total of 45 Internal Question Papers for written reply were issued and four papers for oral reply in the House. These questions lead to successes in resolving queries and exposing issues ranging from corruption, the firing of officials, maladministration, ensuring payment of pensions, salaries and suppliers, as well as halting of the wastage of public funds. Without the questioning procedure which is available to public representatives, our democracy would be worse off. The breakdown below of the questions submitted to the various departments and executive members bear testimony to this commitment:

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<b>PARTY</b>	<b>WRITTEN QUESTIONS</b>	<b>ORAL QUESTIONS</b>
African National Congress	3	8
African Independent Congress	0	0
Congress of the People	19	2
Democratic Alliance	209	48
United Democratic Movement	1	6
<b>TOTAL</b>	<b>232</b>	<b>64</b>

In the year under review the following members of staff were employed by the party:

<b>NAME</b>	<b>POSITION</b>
<b>Ms. Amanda van Wyk</b>	Personal assistant to the Leader in the Legislature, Hon. A. Trollip
<b>Ms. Sandra Pow Chong</b>	Secretary for the Whip, Hon. B. Stevenson
<b>Ms. Gerrie Willemse</b>	Secretary for the Caucus Chair, Hon. V. Mvenya and for Hon. E. van Vuuren:
<b>Ms. Tessa Botha</b>	Secretary for the Hon. D. Haddon and Hon. J. Cupido:
<b>Ms. Cecile. Greyling</b>	Research and communication:
<b>Ms. Phindi. Sogoni</b>	Research and communication:

The DA has once again shown that it is the only party represented in the Eastern Cape Provincial Legislature that has grown its representation in each successive election since 1994. Not only we are exceptionally proud of this achievement, we accept the responsibility that goes with the growing support with humble appreciation. Becoming the official opposition is our “next best” objective and we plan to use our newly achieved position over the next five years to the best of our ability in order to achieve our ultimate objective of becoming the government in the Eastern Cape.

The ensuing local government elections in 2016 are going to be critical in allowing us to develop a footprint of DA-led government in the province. The DA caucus that ended its term of office on 6 May 2014 is proud of its achievement over the past year and as members we can fully commit ourselves to do better and much more with a significantly increased caucus component (growth from six MPLs to 10 MPLs).

The DA continues to play a pivotal role in defending democracy and holding the executive to account in the Eastern Cape Provincial Legislature.

**Hon. Athol Trollip**  
**Caucus Leader**



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## REPORT OF THE UNITED DEMOCRATIC ALLIANCE

The United Democratic Alliance (UDM) received three types of funding from the Eastern Cape Provincial Legislature. Constituency funds were utilised to maintain constituency offices in various areas and to pay salaries and stationery of these offices. These offices have assisted the various communities in addressing their concerns which affect them and the relevant government departments. Communities were able to contact the MPLs to take up these issues.

The Political Party Allowance was utilised to promote the party among the voters on coming up with matters that would improve their living conditions such as encouraging people to approach the relevant departments for agricultural projects. This has assisted in marketing the Party among the people by holding UDM rallies all over the Province. This has manifested itself in the results of the general elections where we gained more members than previously

The Caucus funds were utilised in the training of support staff and travelling expenses for UDM Caucuses.



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