





Annual Report
2020/21
Vote 2
Mpumalanga Provincial Legislature

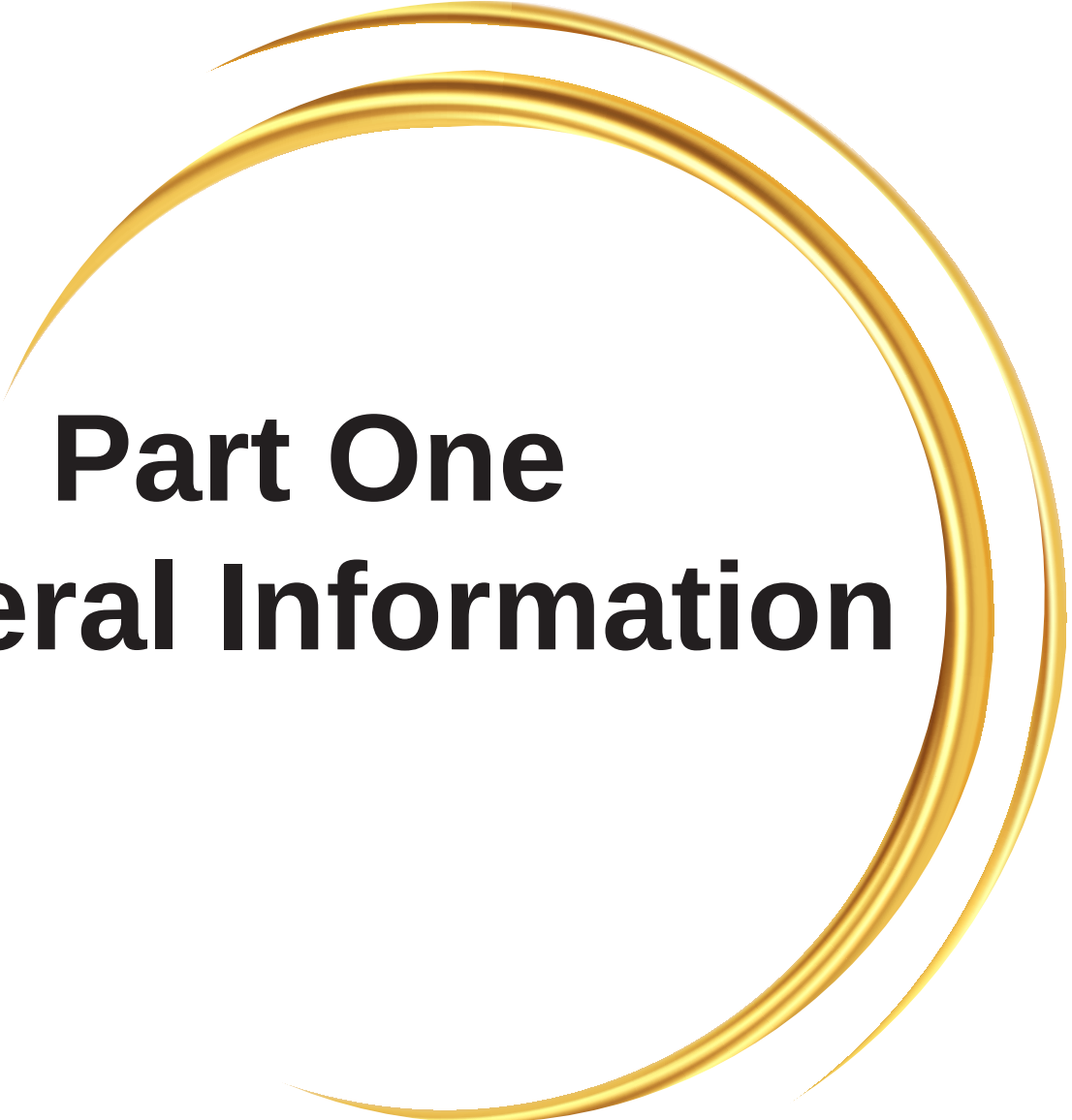




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Part One General Information





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List of Acronyms

AC	Audit Committee	IT	Information Technology
AG	Auditor-General	IYM	In-Year-Monitoring
AGSA	Auditor-General of South Africa	KM	Knowledge Management
APP	Annual Performance Plan	LS	Legal Services
ATP	Annual Training Report	MAF	Members' Affairs
CMT	Committees		
CO	Communications	MGT	Management
COIDA	Compensation for Occupational Injuries and Diseases Act	MOV	Mode of Verification
COS	Chief of Staff	MPL	Mpumalanga Provincial Legislature
CRM	Customer Relationship Management	MPLOM	Mpumalanga Provincial Legislature Oversight Model
CS	Corporate Services	NCOP	National Council of Provinces
COVID-19	Coronavirus -19	OHS	Occupational Health and Safety
DR	Disaster Recovery	PB	Parliamentary Business
DMS	Document Management System	PP	Public Participation
EDMS	Electronic Document Management System	PPM&E	Planning, Performance Monitoring & Evaluation
EWP	Employee Wellness Programme	RDMS	Record and Document Management System
ERM	Enterprise Risk Management	RMSECC	Risk Management, Social, Ethics, and Compliance Committee
FG	Financial Governance	RS	Research Services
FM	Financial Management	SCM	Supply Chain Management
FMPPLA	Financial Management of Parliament & Provincial Legislatures Act	SCOPA	Select Committee on Public Accounts
GRAP	Generally Recognised Accounting Practice	SEC	Secretary
GSS	Governance Support Services	SS	Secretariat Services
HCM	Human Capital Management	SLAs	Service Level Agreements
HR	Human Resource	SOM	Sector Oversight Model
HRM	Human Resource Management	SOOGs	Strategic Outcome-oriented Goals
Hon.	Honourable	SOPA	State of the Province Address
HPH	House Proceedings and Hansard	TLP	Taking the Legislature to the People
ICT	Information Communication Technology	TR	Treasury
IS	Institutional Support	WSP	Workplace Skills Plan



STRATEGIC OVERVIEW

Vision

A people-centred, African, world class Legislature

Mission

To hold the Executive and other state organs accountable through intensified oversight enhanced public involvement and effective law making supported by professional administrative service.

Values

We as Mpumalanga Provincial Legislature ascribe to the following values

Adaptability	Flexibility in response to new circumstances
Co-operation	Commitment to working with both external and internal stakeholders
Customer orientation	Placing customers first
Economical	Cost effective usage of resources
Excellence	Continuous improvement of performance standards
Fairness	Acting in fair, balanced and considered manner at all times
Integrity	Acting with integrity at all times and being exemplary
Openness	Transparency and accessibility
Participation	All processes of the Legislature to be people-centred
Quality orientation	Commitment to focusing on quality and meeting world-class standards
Accountability and Transparency	Commitment to focusing on reliable, clear and relevant public reporting on the status, mandate, strategy, activities, financial management, operations and performance.
Ethical	Commitment to demonstrating respect and high moral principles that include honesty, fairness, and equality, dignity, diversity and individual rights.





Strategic Outcome-oriented Goals

1. Improved strategic management, corporate and financial governance in the next five years;
2. Strengthened Oversight over the Executive and State Organs in respect of delivery against the seven (7) priorities of government in the next five years;
3. Improved Involvement of all the people of the province in the Legislature's processes in the next five years;
4. Improved Law-making and the effectiveness of legislation for the benefit of the people of the province in the next five years;
5. Improved Capacity of the Legislature to conduct oversight, public participation and law-making functions in the next five years;
6. Increased promotion of nation-building and social cohesion in the next five years; and
7. Strengthened participation in Inter-parliamentary bodies for enhancing institutional integrity and improving Participatory democracy in the next five years.

Legislative and Other Mandates

The principal Acts that guide the Mpumalanga Provincial Legislature are as follows:

The Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996) seeks to introduce a new Constitution for the Republic of South Africa and to provide for matters incidental thereto. It is the supreme law of the land and the Legislature must ensure that its operations are in line with the Constitution.

The Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act No. 10 of 2009) which seeks mainly to provide and regulate financial management of parliament and legislatures by introducing financial norms and standards to be upheld in these institutions. The Legislature is required to adhere to these norms and standards as it conducts its operations.

The Mpumalanga Provincial Legislature Services and Administration Act, 2006 (Act No. 7 of 2006) which seeks to provide for the management and administration of the Legislature, as well as conditions of employment and other matters incidental thereto. The Legislature must ensure that its operations are in line with this Act.

The Public Finance Management Act, 1999 (Act No. 1 of 1999) which seeks to regulate financial management in the national government and provincial governments. The applicability of this Act to the Legislature is subject to Chapter 1, Section 3 (2) (b).

Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) which seeks to advance economic development and social justice by giving effect to the right to fair labour practices conferred by section 23 (1) of the Constitution. The Legislature has a responsibility to adhere to this Act as it performs its operations.

Labour Relations Act, 1995 (Act No. 66 of 1995) which seeks to give effect to and regulate the fundamental rights conferred by section 27 of the Constitution. The Legislature has a responsibility to adhere to this Act as it performs its operations.





Employment Equity Act, 1998 (Act No. 55 of 1998) which seeks to provide for employment equity and to provide for matters incidental thereto. The Legislature has a responsibility to adhere to this Act as it performs its operations.

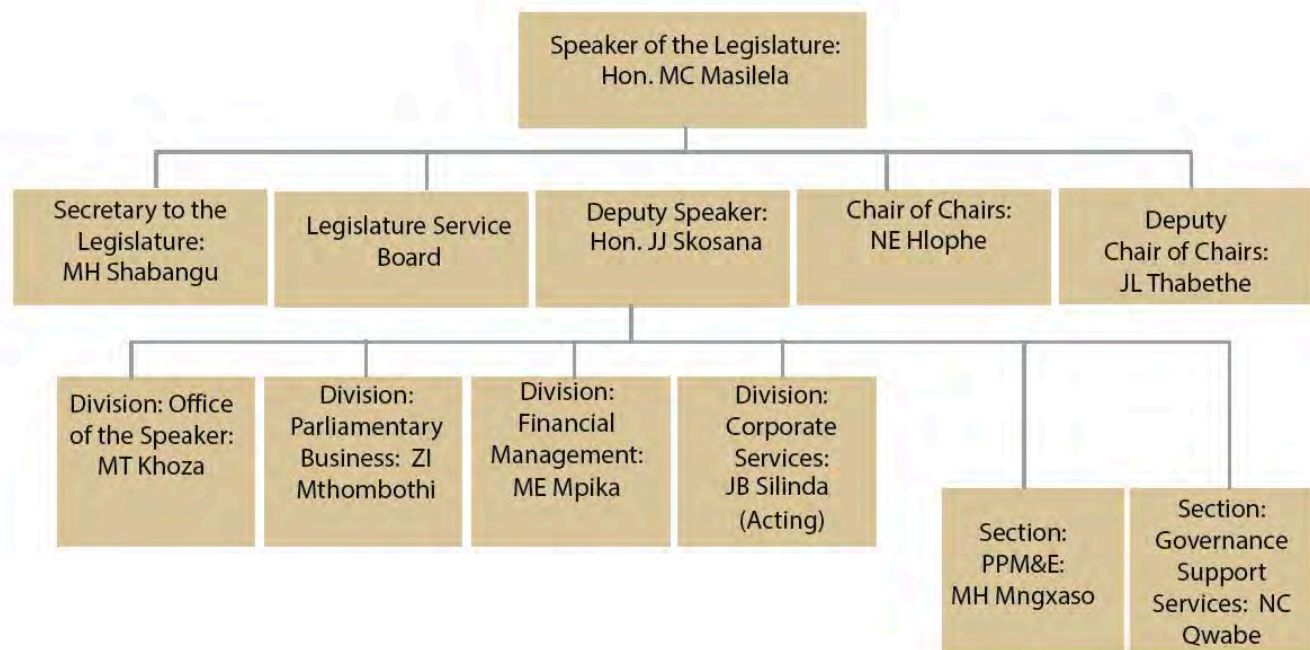
Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) which seeks to give effect to section 217(3) of the Constitution by providing a framework for the implementation of the procurement policy contemplated in section 217(2) of the Constitution and to provide for matters connected therewith. The Legislature has a responsibility to adhere to this Act as it performs its operations.

Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) seeks to mainly establish a legislative framework for the promotion of black economic empowerment as well as empowering the Minister to issue codes of good practice and to publish transformation charters. It also provides for matters connected therewith. The Legislature has a responsibility to adhere to this Act as it performs its operations.

Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) which seeks to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights, and to provide for matters connected therewith. The Legislature has a responsibility to adhere to this Act as it performs its operations.



High Level Organisational Structure



Foreword by the Speaker



Ms MC Masilela

It is with great pleasure that we submit the annual report of the Mpumalanga Provincial Legislature, developed in line with the Five-Year Strategic Plan of the 6th Legislature for the period 2019 to 2024. This annual report covering the 2020/21 financial year is in line with our priorities of ensuring a better life for all and a fledgling democracy which guarantees freedom, justice and equality.

This annual report outlines and accounts on the progress we have made in achieving our objectives as articulated in the corresponding Annual Performance Plan of the Legislature. We have ensured a maturing institution in order to provide a professional administrative service that is able to support the fulfilment of our core mandate which entails Oversight, Public Participation, and Law making.

As we submit this annual report of the 2020/21 financial year, it is with great pleasure that I announce that the Mpumalanga Provincial Legislature has maintained a Clean Audit Opinion in two consecutive years. The Legislature has also continued to record unprecedented achievements on its planned annual targets. We are therefore equally pleased that during the period under review, the Legislature achieved 100% of its planned targets. These are important achievements especially under the difficult conditions occasioned by the Covid-19 pandemic. We therefore appreciate the collective efforts of our management and staff who ensured adequate internal controls, fiscal discipline and accountability in the use of our public resources during the 2020/21 financial year.

In the period ahead, as we continue to confront this pandemic under an environment of a national state of disaster, ours is to ensure that the mandate of the Legislature is not gravely affected. The Legislature will continue to exploit all possible avenues including, the maximum use of technology to ensure that we remain an effective and efficient instrument of oversight over the Executive and other state entities.

As this Legislature, we remain duty bound to ensure that our people stay vigilant and adhere to national lockdown regulations and standards. Consequently, in the course of implementing our programmes and activities in line with our institutional practices, we shall continue to ensure that Members of the Legislature, staff and the public are protected and safe.

Let us take this opportunity to send our heartfelt messages of condolences and solidarity to Members and staff who lost family and friends to this pandemic over the past year. We wish you strength and resilience during the period of loss and suffering.

Let me also take this opportunity to thank the Administration for the sterling work done in support of our constitutional mandate.

Hon. Ms. MC Masilela-MPL
Speaker: Mpumalanga Provincial Legislature
30 September 2021

Report of the Accounting Officer



Mr MH Shabangu

Overview of the operations of the Legislature

During the course of the 2020/2021 financial year, the Legislature suspended some of its planned projects and events in order to comply with the COVID -19 regulations and national lockdown. Some of the planned targets were undertaken as part of our efforts to achieve the strategic objectives aimed at providing effective support to the Legislature. These efforts were important in fulfilling the constitutional mandate and achieving our vision. Some of the events that were arranged during the year under review were as follows:

- State of the Province Address (SOPA); and
- Sectoral Parliaments.

During the year, computer equipment for some of our staff members was replaced with new ones to enable the usage of updated software. Capital funding for the improvement and maintenance of the Committee Rooms and partitioning of the other floors in the building still remains a constraint due to the non-availability of funds. The project of revamping Committee Rooms and office partitioning continued in the year under review. This project is expected to continue in the next financial years subject to availability of funds. A long-term sustainable solution for office space is however, required and would be a priority for the Legislature during the medium term.

The cross functional approach in the coordination and management of the Legislature's events proved useful during the year under review. During the 2020/2021 financial year, competent and skilled officials were recruited and appointed to fill the vacancies across the Sections and Divisions of the Legislature in order to enhance efficiency and effectiveness in the operations of the institution.

Overview of the financial results of the Legislature

As reflected in the table below, the revenue collected during the 2020/2021 financial year amounted to R1.437 million against a target of R1.595 million. This represents an under-collection of 10% mainly due to under - collection of sundry revenue and sale of capital assets.

Overview of the financial results of the Legislature

As reflected in the table below, the revenue collected during the 2020/2021 financial year amounted to R1.437 million against a target of R1.595 million. This represents an under-collection of 10% mainly due to under collection of sundry revenue and sale of capital assets.

	2020/2021			2019/2020		
	Estimate	Actual Amount	Over/ (Under) Collection	Estimate	Actual Amount	Over/ (Under) Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Sale of goods and services	20	54	34	19	27	8
Transfers received (Donations)	0	0	0	0	0	0
Interest, dividends and rent on land	1068	1383	315	1012	1115	103
Sale of capital assets	384	0	(384)	364	0	(364)
Financial transactions in assets and liabilities	123	0	(123)	117	0	(117)
Total	1 595	1 437	(158)	1 512	1 142	370

Programme expenditure

The Legislature has adopted a stance of fiscal responsibility by ensuring the alignment between objectives and resources. Programmes were required to cost their respective operational plans, taking into account the priority activities that supported the broader strategic goals of the institution. During the year under review an emphasis was placed on efficiency measures to ensure that the Legislature achieves more with limited resources. The focus during the 2020/21 was on evaluating whether financial plans were consistent, realistic and affordable to ensure more efficient use of resources in order to maximise the achievement of strategic objectives. The Programmes' financial plans were consolidated to produce the overall institutional budget.

During the year under review, the Legislature received a total budget allocation of R372.023 million for implementing its annual performance plan. During the year, the projected expenditure to the end of the financial year identified the need for additional funding in respect of emerging priorities emanating from the sector. In order to meet the additional funding requirements, the Legislature first conducted a re-prioritisation exercise and identified potential savings within the allocated budget.

The Legislature spent an amount of R340.269 million of a total budget of R372.023 million during the 2020/21 financial year. The amount spent represents 91.4% spending of the overall budget. The under-spending



was as a result of suspension of the major project of the Legislature: Taking Legislature to the People(TLP) and some of the planned activities due to the national lockdown during the course of the 2020/21 financial year, the reprioritization of the Legislature programmes and the savings accruing from the cost containment measures that were implemented to fund budget pressures.

Retained income of R17.805 million from 2019/2020 financial year revenue generation and unspent funds was re-appropriated in the reporting period. The funds were utilised towards underfunded projects. The retained income raised from the reporting period, which amounts to R31.754 million would be re-appropriated in the 2021/2022 financial year. The final budget allocation and actual expenditure for the 2020/2021 financial year is depicted in the table below:

Programme Name	2020/2021			2019/2020		
	Final Appropriation	Actual Expenditure	Over/ (Under) Expenditure	Final Appropriation	Actual Expenditure	Over/ (Under) Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Administration	195 470	174 360	21 110	193 483	185 752	7 731
Parliamentary business	176 553	165 909	10 644	198 335	187 316	11 019
Total	372 023	340 269	31 754	391 818	373 068	18 750

There was no unauthorised expenditure incurred during the reporting period.



Future plans of the Legislature

The Legislature has the following future plans which would be implemented once the budget pressures have been uplifted:

- Revamping of the other Committee Rooms (4 & 5) and their systems;
- Repartitioning of the upper ground and 1st floor of Building Two to create more office space;
- Migrating to updated version of SAP i.e. S4/Hana;
- Reviewing the organisation structure to accommodate the new programme structure of the Legislative Sector; and
- Purchasing of computers for staff members to facilitate working from home due to the COVID - 19.

Public private partnerships

The Legislature does not have any public private partnership agreements.

Discontinued activities / activities to be discontinued

The Legislature does not have discontinued activities or activities to be discontinued.

New or proposed activities

The Legislature does not have new or proposed activities.

Supply chain management

No unsolicited bid proposals were concluded during the year under review. In improving the supply and demand value chain and ensuring improved facilitation of requisitions, procurement plans were prepared to facilitate requisitions for goods and services. The SCM systems and relevant structures remained in place and included the following:

- SCM Policy;
- Assets Management Policy;
- Internal Control Procedure Manual;
- SCM Committees for management of bid processes; and
- Quarterly Supply Chain Management reports.

Gifts and donations received in kind from non-related parties

None

Exemptions and deviations received from the National Treasury

There were no exemptions and deviations.

Events after the reporting date

None

Acknowledgement/s or Appreciation

The contributions made by the Legislature's management and staff, the Legislature Service Board, the Legislature Oversight Committees, the Audit Committee in the preparation of these Annual Financial Statements and the Annual Report are hereby acknowledged.



Conclusion

The Accounting Officer hereby recommits to operating a clean administration by ensuring that the relevant systems and processes are continuously developed and implemented for enhanced accountability.

Approval and sign off

The annual financial statements have been approved by the Accounting Officer.

Mr. MH Shabangu
Secretary: Mpumalanga Provincial Legislature
30 September 2021





Part Two Performance Information



2.1 Accounting Officer's Statement of Responsibility for Performance Information

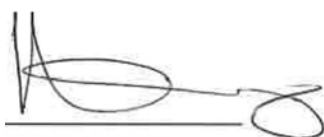
In terms of Sections 55 (1) and (2) of FMPPLA, the Accounting Officer is required to prepare an annual report for each financial year which:

- provides a record of the activities of the Legislature during the financial year to which the report relates;
- provides a report on performance of the Legislature; and
- promotes accountability for decisions made during the year by the Legislature.

Furthermore, the annual report must be informed by the APP and must, amongst other things, contain:

- an assessment by the Accounting Officer of the performance of the Legislature during the financial year against the strategic objectives and strategic outcome-orientated goals identified in the Legislature's APP; and
- The Auditor General's audit report and the Audit Committee report.

In tandem with the above mentioned legislative requirements and as reflected in the details contained in this part two of the annual report, the Accounting Officer has performed his responsibilities for performance information.



Mr. MH Shabangu
Secretary: Mpumalanga Provincial Legislature
30 September 2021



2.2 Performance information

The performance targets and programme performance indicators were developed in order to achieve the highlighted strategic outcome-oriented goals, the strategic objectives of the Legislature. Management had resolved during its management strategic planning sessions that it will not change planned targets for any of its programmes during the course of implementation of the APP. Consequently, there are no targets that were changed during the financial year under review.

2.3 Performance information by programme

The activities of the Mpumalanga Provincial Legislature are arranged according to the following programmes:

- Programme 1: Administration; and
- Programme 2: Parliamentary Business.

2.3.1 Strategic objectives, performance indicators, planned targets and actual achievements

The Legislature has formulated the strategic outcome-oriented goals and strategic objectives as reflected in the 2020/2021 APP. In addition, the Legislature has also developed annual targets and indicators to ensure that the goals and objectives are achieved. During the period under review, the institution has achieved all its planned targets which have contributed towards the continued fulfilment of the constitutional mandate and the realisation of the vision of becoming a people-centred, African, world class Legislature.



PROGRAMME 1: ADMINISTRATION

The purpose of Programme one (1) is to provide strategic leadership, management and administrative support to ensure institutional effectiveness and the achievement of the core business of the Legislature.

List of strategic objectives for Programme 1: Administration

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Monitor the implementation of recommendations of the Legislature Governance Structures by 2025;
- Promote inter-parliamentary relations to strengthen strategic relationships for deepened parliamentary democracy by 2025;
- Enhance management and administration of Members' Affairs for the execution of the mandate of the Legislature by 2025;
- Strengthen Treasury function for effective financial management oversight by 2025;
- Enhance organisational strategy development, implementation and reporting by 2025;
- Attract, retain and develop human resources for effective institutional performance by 2025;
- Provide effective and efficient electronic systems and ICT Infrastructure services in support of the legislature by 2025;
- Strengthen the profile of the Legislature in order to increase public awareness and confidence by 2025;
- Provide effective and efficient institutional support services to the Legislature by 2025;
- Strengthen Knowledge Management and Policy Coordination for the effective functioning of the Legislature by 2025;
- Strengthen legal support for effective functioning of the Legislature by 2025; and
- Strengthen Financial Management and Supply Chain Management by 2025.



Office of the Speaker: 1.1

The purpose of Programme one (1) is to provide strategic leadership, management and administrative support to ensure institutional effectiveness and the achievement of the core business of the Legislature.

Divisional Value Proposition: We commit to providing support to political leadership to ensure effective functioning and the fulfilment of the Legislature Constitutional mandate.

This programme is constituted by the following sub-programmes:

- Chief of Staff;
- Secretariat Services;
- Members' affairs; and
- Treasury.

List of strategic objectives under the Office of the Speaker

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025;
- Monitor the implementation of recommendations of the Legislature Governance Structures by 2025;
- Promote inter-parliamentary relations to strengthen strategic relationships for deepened parliamentary democracy by 2025;
- Promote social cohesion and nation building through implementation of legacy projects by 2025;
- Enhance management and administration of Members' Affairs for the execution of the mandate of the Legislature by 2025; and
- Strengthen Treasury function for effective financial management oversight by 2025.



Sub-programme 1.1.1 Chief of Staff

Purpose

The purpose is to provide effective and efficient support to the Executive Authority and ensure that the strategic and financial functions of the Division are executed.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Monitor the implementation of recommendations of the Legislature Governance Structures by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plans, monthly plans, reports and consolidated reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plans, monthly plans, reports and consolidated reports were compiled and submitted by March 2021	None	None
COS1 Timeframe and frequency for reviewing, updating and implementing an Integrated Divisional Business Process Manual	Integrated Divisional Business Manual was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Integrated Divisional Business Process Manual, reviewed, updated, implemented and reports compiled and submitted by March 2021	Integrated Divisional Business Process Manual, was reviewed, updated, implemented and reports were compiled and	None	None



2. Strategic Objective: Monitor the implementation of recommendations of the Legislature Governance Structures by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
COS2	Four (4) quarterly monitoring reports on the implementation of recommendations were compiled and submitted by March 2020	Four (4) quarterly monitoring reports on the implementation of resolutions of the Legislature Oversight Committee and LSB compiled and submitted by March 2021	Four (4) quarterly monitoring reports on the implementation of resolutions of the Legislature Oversight Committee and LSB were compiled and submitted by March 2021	None	None
Number and frequency for monitoring the implementation of resolutions of the Legislature Oversight Committee and LSB					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-programme 1.1.2 Secretariat Services

Purpose

The purpose is to provide professional advice and secretariat services to the Speakership in executing political and constitutional responsibilities.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025;
- Promote social cohesion and nation building through implementation of legacy projects by 2025; and
- Promote inter-parliamentary relations to strengthen strategic relationships for deepened parliamentary democracy by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					

2. Strategic Objective: Promote social cohesion and nation building through implementation of legacy projects by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
SS1	Four (4) Legislature Legacy Projects were implemented and reports were compiled and submitted by March 2020	Four (4) Legislature Legacy Projects implemented and reports compiled and submitted by March 2021	Four (4) Legislature Legacy Projects were implemented and reports were compiled and submitted by March 2021	None	None
Number and frequency for implementing Legislature Legacy Projects					

3. Strategic Objective: Promote inter-parliamentary relations to strengthen strategic relationships for deepened parliamentary democracy by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
SS2	Inter-parliamentary Relations Framework was reviewed, updated and implemented and reports were compiled and submitted by March 2020	Inter-parliamentary Relations Framework reviewed, updated and implemented, reports compiled and submitted by March 2021	Inter-parliamentary Relations Framework was reviewed, updated and implemented, reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Inter-parliamentary Relations Framework					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.

Sub-programme 1.1.3 Members' Affairs

Purpose

The purpose is to provide professional and administrative support services to Members in order to fulfil the constitutional mandate of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Enhance management and administration of Members' Affairs for the execution of the mandate of the Legislature by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented Operational Plan as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented Operational Plan as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					

2. Strategic Objective: Enhance management and administration of Members' Affairs for the execution of the mandate of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MAF1 Number and frequency of reports on services provided to Members	Four (4) reports were compiled on services provided to Members and were submitted by March 2020	Four (4) reports compiled on services provided to Members and submitted by March 2021	Four (4) reports were compiled on services provided to Members and submitted by March 2021	None	None
MAF2 Number and timeframe for developing and implementing the Induction Programme of Members	New Target	Induction Programme of Members developed, implemented and one (1) report compiled and submitted by June 2020	Induction Programme of Members was developed, implemented and one (1) report was compiled and submitted by June 2020	None	None

3. Strategic Objective: Enhance management and administration of Members' Affairs for the execution of the mandate of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MAF3 Number and frequency for implementing Members' Capacity Development Programme	Members' Capacity and Development Strategy was reviewed, updated and a plan for implementation was developed and reports were compiled and submitted by March 2020	Members' Capacity Development Programme implemented and three (3) reports compiled and submitted by March 2021	Members' Capacity Development Programme was implemented and three (3) reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.

Sub-programme 1.1.4 Treasury

Purpose

The purpose is to advise the Executive Authority in exercising the Treasury function of the Legislature, and to oversee the implementation of legislations and policies related to financial matters.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen Treasury function for effective financial management oversight by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					

2. Strategic Objective: EStrengthen Treasury function for effective financial management oversight by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21	Actual Achievement 2020/21	
TR1 Timeframe for conducting annual Legislature budget analysis	Analysis of the annual Legislature budget was conducted and a report was compiled and submitted by April 2019	Analysis of the annual Legislature budget conducted and a report compiled and submitted by April 2020	Analysis of the annual Legislature budget was conducted and a report was compiled and submitted by April 2020	None	None
TR2 Number and frequency for conducting in-year monitoring analysis	Twelve (12) in-year Monitoring (IYM) analysis were conducted, reports were compiled and submitted by March 2020	Twelve (12) in-year monitoring (IYM) analysis conducted, reports compiled and submitted by March 2021	Twelve (12) in-year monitoring (IYM) analysis were conducted, and reports were compiled and submitted by March 2021	None	None
TR3 Number and frequency for analysing Financial Statements	One (1) half-yearly and one (1) annual financial statements were analysed and reports were compiled and submitted by November 2019	One (1) Annual and one (1) half-yearly Financial Statements analysed and two (2) reports compiled and submitted by December 2020	One (1) Annual and one (1) half-yearly Financial Statements were analysed and two (2) reports were compiled and submitted by December 2020	None	None
TR4 Number and frequency for monitoring of funds allocated to political parties	Funds allocated to political parties were monitored and four (4) reports were compiled and submitted by March 2020	Funds allocated to political parties monitored and four (4) reports compiled and submitted by March 2021	Funds allocated to political parties were monitored and four (4) reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Office of the Secretary: 1.2

Purpose

The purpose is to provide overall strategic leadership, management and administration to ensure effective and efficient functioning of the Legislature in achieving its vision and fulfilling its constitutional mandate.

Divisional Value Proposition: We commit to providing decisive, effective and strategic leadership and management that promote good corporate governance.

The programme consists of the following sub-programmes:

- Management;
- Planning, Performance Monitoring and Evaluation; and
- Governance Support Services.

List of strategic objectives under the Office of the Secretary

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025.



Sub-programme 1.2.1 Management

The purpose is to provide overall strategic leadership, management and administration to ensure effective and efficient functioning of the Legislature in achieving its vision and fulfilling its constitutional mandate.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing and , implementing, an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2021	None	None
SEC1 Number and frequency for holding Legislature colloquium sessions	Three (3) Legislature colloquium sessions were held and reports were compiled for each session by March 2020	One (1) Legislature colloquium session held and a report compiled for each session by March 2021	One (1) Legislature colloquium session was held and a report was compiled by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.

Sub-programme 1.2.2 Planning, Performance Monitoring and Evaluation

The purpose is to provide planning and performance monitoring and evaluation services in order to enhance institutional effectiveness in the achievement of the vision and fulfilment of the constitutional mandate of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Enhance organisational strategy development, implementation and reporting by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None



1. Strategic Objective: Enhance organisational strategy development, implementation and reporting by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
PPM&E1	Five-year Strategic Plan and Annual Performance Plan were developed by March 2020	Annual Performance Plan developed by March 2021	Annual Performance Plan was developed by March 2021	None	None
Timeframe and frequency for developing five-year Strategic Plan and Annual Performance Plan					
PPM&E2	Four (4) quarterly and one (1) annual reports were developed and submitted by March 2020	Four (4) quarterly and one (1) annual reports developed and submitted by March 2021	Four (4) quarterly and one (1) annual reports were developed and submitted by March 2021	None	None
Number and frequency for developing and submitting annual and quarterly reports					
PPM&E3	Four (4) quarterly evaluation and one (1) mid-year assessment reports were developed and submitted by March 2020	Four (4) quarterly evaluation and one (1) mid-year assessment reports developed and submitted by March 2021	Four (4) quarterly evaluation and one (1) mid-year assessment reports were developed and submitted by March 2021	None	None
Number and frequency for developing and submitting quarterly evaluation, mid-year, mid-term and end-term assessment reports					





1. Strategic Objective: Enhance organisational strategy development, implementation and reporting by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21	Actual Achievement 2020/21	
PPM&E4	Strategy Awareness Sessions were conducted and reports were compiled and submitted by December 2019	Two (2) Strategy Awareness Sessions conducted and reports compiled and submitted by March 2021	Two (2) Strategy Awareness Sessions were conducted and reports were compiled and submitted by March 2021	None	None
Number and frequency for conducting Strategic Awareness Sessions					
PPM&E5	Implementation of Legislative Sector Strategies was monitored and reports were compiled and submitted by March 2020	Implementation of Legislative Sector Strategies monitored and reports compiled and submitted by March 2021	Implementation of Legislative Sector Strategies was monitored and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for monitoring implementation of Legislative Sector Strategies					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-programme 1.2.3 Governance Support Services

The purpose is to provide governance support services to the Legislature in support of the fulfilment of the vision and the constitutional mandate.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025.

1. Strategic Objective: : Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					



1. Strategic Objective: : Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
GSS1	Internal Audit Strategy was reviewed, updated and implemented and reports were compiled and submitted by March 2020	Internal Audit Strategy reviewed, updated, implemented, and reports compiled and submitted by March 2021	Internal Audit Strategy was reviewed, updated, implemented, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating, implementing the Internal Audit Strategy					
GSS2	Legislature Combined Assurance Model was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Legislature Combined Assurance Model reviewed, updated and implemented and reports compiled and submitted by March 2021	Legislature Combined Assurance Model was reviewed, updated and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Legislature Combined Assurance Model					
GSS3	Legislature Governance Framework was reviewed, updated and implemented and reports were compiled and submitted by March 2020	Legislature Governance Framework Model reviewed, updated and implemented and reports compiled and submitted by March 2021	Legislature Governance Framework Model was reviewed, updated and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Legislature Governance Framework Model					
GSS4	Risk Management Strategy and plan were reviewed, updated, implemented and reports were compiled and submitted by March 2020	Risk Management Policy, Strategy and Plan reviewed, updated and implemented and reports compiled and submitted by March 2021	Risk Management Policy, Strategy and Plan were reviewed, updated and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Risk Management Policy, Strategy and Plan					





1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
GSS5	Business Continuity Management Plan was reviewed, updated and implemented and reports were compiled and submitted by March 2020	Business Continuity Management Strategy and Plan developed and implemented and reports compiled and submitted by March 2021	Business Continuity Management Strategy and Plan were developed and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, reviewing, updating and implementing the Business Continuity Management Strategy and Plan					
GSS6	Legislative compliance register was monitored, updated and submitted by March 2020	Legislative Compliance Policy developed, implemented and reports compiled and submitted by March 2021	Legislative Compliance Policy was developed, implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, reviewing, updating and implementing the Legislative Compliance Policy					
GSS7	Legislature Security Strategy was reviewed, updated and implemented and reports were compiled and submitted by March 2020	Legislature Security Strategy reviewed, updated and implemented and reports compiled and submitted by March 2021	Legislature Security Strategy was reviewed, updated and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Legislature Security Strategy					
GSS8	Security and Inspection Plan was developed, reviewed, updated, implemented and reports were compiled and submitted by March 2020	Security and Inspections Plan reviewed, updated, implemented and reports compiled and submitted by March 2021	Security and Inspections Plan reviewed, updated, implemented and reports compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing Security and Inspections Plan					





1. Strategic Objective: : Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
GSS9	Security Events Management Strategy was developed, implemented and reports were compiled and submitted by March 2020	Security Events Management Strategy reviewed, updated and implemented and reports compiled and submitted by March 2021	Security Events Management Strategy was reviewed, updated and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Security Events Management Strategy					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Corporate Services: 1.3

Purpose

The purpose is to provide strategic and leadership support to the Legislature in relation to Human Capital Management, Information and Communication Technology, Communications, Institutional Support, Legal Services, Knowledge Management and Policy Coordination to ensure institutional effectiveness and the achievement of the core business of the Legislature.

Divisional Value Proposition: We commit to effectively and efficiently serve all our stakeholders by providing timeous, accurate, reliable, relevant and targeted corporate services inclusive of human capital management, legal services, information management and technology, facilities and knowledge management. The programme consists of the following sub-programmes:

- Management;
- Human Capital Management;
- Information Technology;
- Communications;
- Institutional Support
- Knowledge Management and Policy Coordination; and
- Legal Services.

List of strategic objectives under Corporate Services Programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025;
- Attract, retain and develop human resources for effective institutional performance by 2025;
- Provide effective and efficient electronic systems and ICT Infrastructure services in support of the legislature by 2025;
- Strengthen the profile of the Legislature in order to increase public awareness and confidence by 2025;
- Provide effective and efficient institutional support services to the Legislature by 2025;
- Strengthen Knowledge Management and Policy Coordination for the effective functioning of the Legislature by 2025; and
- Strengthen legal support for effective functioning of the Legislature by 2025.

Sub-programme 1.3.1 Management

The purpose is to provide overall strategic leadership, management, governance and administration to ensure effective and efficient functioning of the Legislature in achieving its vision and fulfilling its constitutional mandate.

List of strategic objective for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, implementing, consolidating and submitting an Operational Plan					
CS1	Divisional Standard Operating Manual was implemented for automation of business processes and reports were compiled and submitted by March 2020	Divisional Standard Operating Manual implemented for automation and reports compiled and submitted by March 2021	Divisional Standard Operating Manual was implemented for automation and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing Divisional Standard Operating Manual for automation of business processes					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.

Sub-programme 1.3.2 Human Capital Management

The purpose is to provide professional and administrative support services to the Legislature and Members in relation to human capital management services to ensure institutional effectiveness and the achievement of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Attract, retain and develop human resources for effective institutional performance by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					



2. Strategic Objective: Attract, retain and develop human resources for effective institutional performance by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
HCM1 Timeframe and frequency for reviewing, updating and implementing the HR Strategy and HR Plan	HR Strategy and Plan were reviewed, updated and implemented and reports were compiled and submitted by March 2020	HR strategy and HR plan, reviewed, updated, implemented and reports compiled and submitted by March 2021	HR strategy and HR plan were reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None
HCM2 Timeframe and frequency for conducting institutional quarterly employee performance reviews and annual assessments	Institutional quarterly employee performance reviews and annual assessments were conducted, reports were compiled and submitted by March 2020	Institutional quarterly employee performance reviews and annual assessment conducted, report compiled and submitted by March 2021	Institutional quarterly employee performance reviews and annual assessment were conducted, and reports were compiled and submitted by March 2021	None	None
HCM3 Timeframe and frequency for compiling, developing and implementing the ATR and annual WSP	Annual Training Report was compiled and Annual Workplace Skills Plan was developed, implemented and reports were compiled and submitted by March 2020	ATR compiled and annual WSP developed implemented, and reports compiled and submitted by March 2021	ATR was compiled and annual WSP was developed, implemented, and reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Attract, retain and develop human resources for effective institutional performance by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
HCM1 Timeframe and frequency for developing and implementing Annual Employee Wellness Programme	Annual EWP was developed and implemented and reports were compiled and submitted by March 2020	Annual EWP developed and implemented and reports compiled and submitted by March 2021	Annual EWP was developed and implemented and reports were compiled and submitted by March 2021	None	None
HCM2 Number and frequency for attending to labour related matters	Labour related matters were attended to and four (4) reports were compiled and submitted by March 2020	Labour related matters attended to and four (4) reports compiled and submitted by March 2021	Labour related matters were attended to and four (4) reports were compiled and submitted by March 2021	None	None
HCM3 Timeframe and frequency for reviewing, updating and implementing Occupational Health and Safety Plan	OHS Plan was reviewed, updated and implemented and reports were compiled and submitted by March 2020	OHS Plan reviewed, updated, implemented and reports compiled and submitted by March 2021	OHS Plan was reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-Programme 1.3.3 Information Technology

The purpose is to provide information communication technology systems and tools in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Provide effective and efficient electronic systems and ICT Infrastructure services in support of the Legislature by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None



2. Strategic Objective: Provide effective and efficient electronic systems and ICT Infrastructure services in support of the legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
IT1 Timeframe and frequency for maintenance of IT application systems and infrastructure	IT application systems and infrastructure was maintained and reports were compiled and submitted by March 2020	IT application systems and infrastructure maintained and reports compiled and submitted by March 2021	IT application systems and infrastructure were maintained and reports were compiled and submitted by March 2021	None	None
IT2 Timeframe and frequency for enhancing Business IT Systems and Infrastructure (SAP, SharePoint , Data Centre , Lan and Chamber)	Business IT systems and infrastructure were enhanced and reports were compiled and submitted by March 2020	Business IT systems and Infrastructure enhanced and reports compiled and submitted by March 2021	Business IT systems and Infrastructure were enhanced and reports were compiled and submitted by March 2021	None	None
IT3 Timeframe and frequency for maintaining of Disaster Recovery sites	Disaster Recovery Management Plan was implemented and reports were compiled and submitted by March 2020	Disaster Recovery Management Plan was implemented and reports were compiled and submitted by March 2021	Disaster Recovery Management Plan was implemented and reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Provide effective and efficient electronic systems and ICT Infrastructure services in support of the legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
IT4	Business Intelligence for the Legislature was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Business Intelligence for the Legislature reviewed, updated and implemented and reports compiled and submitted by March 2021	Business Intelligence for the Legislature was reviewed, updated and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing Business Intelligence for the Legislature					
IT5	DMS and CRM were reviewed, updated and implemented and reports were compiled and submitted by March 2020	DMS and CRM reviewed, updated, implemented and reports compiled and submitted by March 2021	DMS and CRM were reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing DMS and CRM					
IT6	Intranet Hosting Platform was implemented and reports were compiled and submitted by March 2020	Intranet Hosting Platform reviewed, updated and implemented and reports compiled and submitted by March 2021	Intranet Hosting Platform was reviewed, updated and implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Intranet Hosting Platform					





2. Strategic Objective: Provide effective and efficient electronic systems and ICT Infrastructure services in support of the legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
IT7 Timeframe and frequency for reviewing, updating and implementing ICT Strategy, and developing ICT Strategy implementation Plan	ICT Strategy was reviewed, updated, implemented and ICT Strategy Plan was developed for implementation and reports were compiled and submitted by March 2020	ICT Strategy reviewed, updated, implemented and ICT Strategy Plan developed for implementation and reports compiled and submitted by March 2021	ICT Strategy was reviewed, updated, implemented and ICT Strategy Plan was developed for implementation and reports were compiled and submitted by March 2021	None	None
IT8 Timeframe and frequency for developing, reviewing, updating and implementing E-Legislature Digital Plan	E-Legislature Digital Transformation Plan was developed and implemented, reports were compiled and submitted by March 2020	E-Legislature Digital Plan developed, reviewed, updated, implemented and reports compiled and submitted by March 2021	E-Legislature Digital Plan was developed, reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-programme 1.3.4 Communications

The purpose of the sub-programme is to provide communications services to internal and external stakeholders, and improve institutional public image in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen the profile of the Legislature in order to increase public awareness and confidence by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None



2. Strategic Objective: Strengthen the profile of the Legislature in order to increase public awareness and confidence by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
CO1	Corporate Communication Strategy and Plan were reviewed, updated and implemented and reports were compiled and submitted by March 2020	Corporate Communication Strategy and plan reviewed, updated, implemented and report compiled and submitted by March 2021	Corporate Communication Strategy and plan were reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Corporate Communication Strategy and Plan					
CO2	Production and Content Management Plan was implemented and reports were compiled and submitted by March 2020	Production and Content Management Plan implemented, reports compiled and submitted by March 2021	Production and Content Management Plan was implemented, reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for implementing Production and Content Management Plan					
CO3	Public Relations and Media Liaison Plan was implemented and reports were compiled and submitted by March 2020	Public Relations and Media Liaison Plan implemented and reports compiled and submitted by March 2021	Public Relations and Media Liaison Plan was implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for implementing Public Relations and Media Liaison Plan					





2. Strategic Objective: Strengthen the profile of the Legislature in order to increase public awareness and confidence by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
CO4	Communication Stakeholder Management Engagement Plan was implemented in line with the Institutional Stakeholder Strategy and reports were compiled and submitted by March 2020	Institutional Stakeholder Management Plan and a Communication Stakeholder Engagement Plan reviewed, updated, implemented and reports compiled and submitted by March 2021	Institutional Stakeholder Management Plan and a Communication Stakeholder Engagement Plan were reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing the Communication Stakeholder Engagement Plan in line with the institutional stakeholder management strategy					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed



Sub-programme 1.3.5 Institutional Support

The purpose is to provide effective and efficient institutional services in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Provide effective and efficient institutional support services to the Legislature by 2025

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					



2. Strategic Objective: Provide effective and efficient institutional support services to the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
IS1 Timeframe and frequency for reviewing, updating and implementing Building and Infrastructure Maintenance Plan	Building and Infrastructure Maintenance Plan was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Building and Infrastructure Maintenance Plan reviewed, updated, implemented and report compiled and submitted by March 2021	Building and Infrastructure Maintenance Plan was reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None
IS2 Timeframe and frequency for developing and implementing Fleet Management Plan	Fleet Acquisition and Management Plan was implemented and reports were compiled and submitted by March 2020	Fleet Management Plan developed, implemented and reports compiled and submitted by March 2021	Fleet Management Plan was developed, implemented and reports were compiled and submitted by March 2021	None	None
IS3 Timeframe and frequency for developing and implementing Facilities Management and Household Services Plan	Facilities Management and Household Service Plan was developed, implemented and reports were compiled and submitted by March 2020	Facilities Management and Household Services Plan developed, implemented and reports compiled and submitted by March 2021	Facilities Management and Household Services Plan were developed, implemented and reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Provide effective and efficient institutional support services to the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
IS4 Timeframe and frequency for developing and implementing Special Projects and Event Management Support Plan	Special Projects and Events Management Support Plan was developed, implemented and reports were compiled and submitted by March 2020	Special projects and Event Management Support Plan developed, implemented and reports compiled and submitted by March 2021	Special projects and Event Management Support Plan was developed, implemented and reports were compiled and submitted by March 2021	None	None
IS5 Timeframe and frequency for developing and implementing Document Production and Messenger Services Plan	Records and Document Management Plan was developed and implemented in line with Archives Act by March 2020	Document Production and Messenger Services Plan developed, implemented and reports compiled and submitted by March 2021	Document Production and Messenger Services Plan was developed, implemented and reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed



Sub-programme 1.3.6 Knowledge Management and Policy Coordination

The purpose is to provide effective and efficient knowledge and records management, library services and policy coordination services in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen Knowledge Management and Policy Coordination for the effective functioning of the Legislature by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None



2. Strategic Objective: Strengthen Knowledge Management and Policy Coordination for the effective functioning of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
KM1 Timeframe and frequency for reviewing and updating the Knowledge Management Strategy and developing and implementing the KM Annual Plan	Knowledge Management Plan was implemented, reviewed and updated and reports were compiled and submitted by March 2020	Knowledge Management Strategy reviewed and updated and KM Annual Plan developed and implemented and reports compiled and submitted	Knowledge Management Strategy was reviewed and updated and KM Annual Plan was developed and implemented and reports were compiled and submitted by March 2021	None	None
KM2 Timeframe and frequency for developing, reviewing, updating and implementing the Library Strategy and Annual Plan	Library Service Enhancement Plan was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Library Strategy and Annual Plan developed, implemented and reports compiled and submitted by March 2021	Library Strategy and Annual Plan were developed, implemented and reports were compiled and submitted by March 2021	None	None
KM3 Timeframe and frequency for developing, reviewing, updating and implementing Records Management Strategy and Plan	Electronic Record Management System was developed and implemented and reports were compiled and submitted by March 2020	Records Management Strategy and Plan developed and implemented and reports compiled and submitted by March 2021	Records Management Strategy and Plan were developed and implemented and reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Strengthen Knowledge Management and Policy Coordination for the effective functioning of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
KM4	Sixteen (16)	Policy Development Plan developed, implemented and reports compiled and submitted by March 2021	Policy Development Plan was developed, implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for the developing, reviewing, updating and implementing Policy Development Plan	Institutional Policies were reviewed and two (2) awareness sessions were conducted and reports were compiled and submitted by March 2020				

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-programme 1.3.7 Legal Services

The purpose is to provide professional legal services in support of the core business of the Legislature .

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen legal support for effective functioning of the Legislature by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan submitting and implementing an Operational Plan					



2. Strategic Objective: Strengthen legal support for effective functioning of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
LS1 Number and timeframe for drafting and submitting requested Legal Opinions	Forty (40) requested Legal Opinions were drafted, and submitted each within seven (7) days of request by March 2020	Twenty eight (28) requested Legal Opinions drafted, and submitted each within seven (7) days of request by March 2021	Twenty eight (28) requested Legal Opinions were drafted, and submitted each within seven (7) days of request by March 2021	None	None
LS2 Number and frequency for facilitating the review of pieces of legislation	Six (6) pieces of legislation were facilitated for review and submitted by March 2020	Six (6) pieces of legislation facilitated for review and submitted by March 2021	Six (6) pieces of legislation were facilitated for review and submitted by March 2021	None	None
LS3 Timeframe and frequency for attending to litigation matters pertaining the Legislature	Litigation matters pertaining the Legislature were attended to and reports were compiled and submitted by March 2020	Litigation matters pertaining the Legislature attended to and quarterly reports compiled and submitted by March 2021	Litigation matters pertaining the Legislature were attended to and quarterly reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Strengthen legal support for effective functioning of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
LS4 Number and frequency for drafting and vetting of Legislature Contracts and SLAs	Legislature Contracts and SLAs were drafted, vetted and reports were compiled and submitted by March 2020	Legislature Contracts and SLAs drafted, vetted and reports compiled and submitted by March 2021	Legislature Contracts and SLAs were drafted, vetted and reports were compiled and submitted by March 2021	None	None
LS5 Number and timeframe for conducting training sessions on Legislation and Rules	New Target	One (1) training session on Legislation and Rules conducted and a report compiled and submitted by March 2021	One (1) training session on Legislation and Rules was conducted and a report was compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.





Financial Governance: 1.4

The purpose is to provide strategic management and support in relation to financial services to ensure institutional effectiveness in the fulfilment of the constitutional mandate of the Legislature.

Divisional Value Proposition: We commit to providing effective and efficient financial management services through transparent, accountable and innovative internal controls system that are reliable for our internal and external stakeholders

This programme is constituted by the following sub-programmes:

- Management;
- Financial Management; and
- Supply Chain Management.

List of strategic objectives under Financial Governance

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen Financial Management and Supply Chain Management by 2025.



Sub-programme 1.4.1 Management

The purpose is to provide overall strategic leadership, management, governance and administration to ensure effective and efficient functioning of the Legislature in achieving its vision and fulfilling its constitutional mandate.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen Financial Management and Supply Chain Management by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, implementing and submitting an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports compiled and submitted by March 2021	Operational Plan developed, was submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2021	None	None

2. Strategic Objective: SStrengthen Financial Management and Supply Chain Management by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
FG1	Financial Governance Strategy was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Financial Governance Strategy reviewed, updated, implemented and reports compiled by March 2021	Financial Governance Strategy was reviewed, updated, implemented and reports were compiled by March 2021	None	None
Timeframe and frequency for reviewing, updating and implementing Financial Governance Strategy					
FG2	Finance and SCM policies and procedures were reviewed and updated in line with FMPPLA and GRAP Standards and a report was compiled and submitted by September 2019	Finance and SCM policies and procedures reviewed and updated in line with FMPPLA and GRAP Standards and report compiled and a submitted by September 2020	Finance and SCM policies and procedures were reviewed and updated in line with FMPPLA and GRAP Standards and a report was compiled and submitted by September 2020	None	None
Timeframe and frequency for reviewing, updating finance SCM policies and procedures in line with FMPPLA and GRAP standards					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.

Sub-programme 1.4.2 Financial Management

The purpose is to provide effective and efficient financial services in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen Financial Management and Supply Chain Management by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					



2. Strategic Objective: Strengthen Financial Management and Supply Chain Management by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
FM1 Timeframe and frequency for compiling and submitting Legislature Budget and holding budget consultation meetings	Legislature Budget for 2019/2020 was compiled and submitted and budget awareness workshop was conducted and a report was compiled by December 2019	Legislature Budget for 2020/2021 compiled and submitted and budget consultation meetings held and a report compiled and submitted by March 2021	Legislature Budget for 2020/2021 was compiled and submitted and budget consultation meetings were held and a report was compiled and submitted by March 2021	None	None
FM2 Number and frequency for compiling and submitting expenditure reports and holding expenditure consultative meetings	Twelve (12) monthly expenditure reports were compiled and submitted and two (2) expenditure workshops were conducted and reports were compiled and submitted by March 2020	Twelve (12) monthly expenditure reports compiled and submitted, four (4) expenditure consultative meetings held and four (4) reports compiled and submitted by March 2021	Twelve (12) monthly expenditure reports were compiled and submitted, four (4) expenditure consultative meetings were held and four (4) reports were compiled and submitted by March 2021	None	None
FM3 Timeframe and frequency for reviewing, updating, and implementing the Finance Service Standards	Financial Service Standards were reviewed, updated and implemented and reports were compiled and submitted by March 2020	Finance Service Standards reviewed, updated, implemented and reports compiled and submitted by March 2021	Finance Service Standards were reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Strengthen Financial Management and Supply Chain Management by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
FM4 Number and frequency for preparing and submitting Financial Statements	Four (4) financial statements were prepared and submitted by March 2020	Four (4) Financial Statements prepared and submitted by March 2021	Four (4) Financial Statements were prepared and submitted by March 2021	None	None
FM5 Number and frequency for conducting awareness workshops on financial regulations	Two (2) awareness workshop on financial regulations were conducted and two (2) reports were compiled and submitted by March 2020	Two (2) awareness workshops on financial regulations conducted and two (2) reports compiled and submitted by March 2021	Two (2) awareness workshops on financial regulations were conducted and two (2) reports were compiled and submitted by March 2021	None	None
FM6 Number and frequency for conducting asset verification and updating of records	Four (4) quarterly asset verification were conducted and reports were updated by March 2020	Four (4) quarterly asset verification conducted and records updated by March 2021	Four (4) quarterly asset verification were conducted and records were updated by March 2021	None	None





2. Strategic Objective: Strengthen Financial Management and Supply Chain Management by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
FM7 Number and frequency for conducting asset disposal	One (1) asset disposal was conducted and a report was compiled and submitted by September 2019	One (1) Asset disposal conducted and a report compiled and submitted by end of September 2020	One (1) Asset disposal was conducted and a report was compiled and submitted by end of September 2020	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-programme 1.4.3 Supply Chain Management

The purpose is to provide effective and efficient supply chain management services in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen Financial Management and Supply Chain Management by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					



2. Strategic Objective: Strengthen Financial Management and Supply Chain Management by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
SCM1 Number and frequency for developing, implementing, reviewing and updating Annual Procurement Plan	Annual Procurement Plan was developed, implemented, reviewed, updated and reports were compiled and submitted by	Annual Procurement Plan developed, implemented , reviewed, updated and four (4) reports compiled and submitted by March 2021	Annual Procurement Plan was developed, implemented , reviewed, updated and four (4) reports were compiled and submitted by March 2021	None	None
SCM2 Timeframe for developing, reviewing and updating database of suppliers	(2019/20) database of suppliers was developed, reviewed, updated and reports were compiled and submitted by October 2019	2020/21 database of suppliers reviewed, updated and reports compiled and submitted by October 2020	2020/21 database of suppliers was reviewed, updated and reports were compiled and submitted by October 2020	None	None
SCM3 Number and frequency for physically conducting Inventory Counts and updating of records	Four (4) inventory counts were physically conducted and records were updated by March 2020	Four (4) Inventory Counts physically conducted and records updated by March 2021	Four (4) Inventory Counts were physically conducted and records were updated by March 2021	None	None





2. Strategic Objective: Strengthen Financial Management and Supply Chain Management by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
SCM4 Timeframe and frequency for reviewing, updating, and implementing Supply Chain Management Service Standards and conducting SCM Service Standards Workshop	SCM Service Standards were reviewed, updated, implemented, workshop conducted and reports were compiled and submitted by March 2020	SCM Service Standards reviewed, updated and implemented, workshop conducted and reports compiled and submitted by March 2021	SCM Service Standards were reviewed, updated and implemented, workshop was conducted and reports were compiled and submitted by March 2021	None	None
SCM5 Number and frequency for reviewing, updating and implementing Contract Management Framework	Contract Management Framework was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Contract Management Framework reviewed, updated and implemented and four (4) reports compiled and submitted by March 2021	Contract Management Framework was reviewed, updated and implemented and four (4) reports were compiled and submitted by March 2021	None	None
SCM6 Number and frequency for conducting Awareness Workshops on SCM Regulations	Two (2) Awareness Workshops on SCM Regulations were conducted and reports were compiled and submitted by March 2020	Two (2) Awareness Workshops on SCM Regulations conducted and reports compiled and submitted by March 2021	Two (2) Awareness Workshops on SCM Regulations were conducted and reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Strengthen Financial Management and Supply Chain Management by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
SCM7 Timeframe and frequency for reviewing, updating and implementing Code of Conduct for SCM Practitioners	Code of Conduct for Employees, Suppliers and SCM Practitioners was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Code of Conduct for SCM Practitioners reviewed, updated, implemented and reports compiled and submitted by March 2021	Code of Conduct for SCM Practitioners was reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None
SCM8 Number and frequency for reviewing, updating and implementing Travel Desk Management Framework	Travel Desk Management Framework was reviewed, updated, implemented and reports were compiled and submitted by March 2020	Travel Desk Management Framework reviewed, updated, implemented and four (4) reports compiled and submitted by March 2021	Travel Desk Management Framework was reviewed, updated, implemented and four (4) reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



PROGRAMME 2: PARLIAMENTARY BUSINESS

The purpose is to provide strategic management and support in relation to parliamentary services to ensure institutional effectiveness in the fulfilment of the constitutional mandate of the Legislature.

Divisional Value Proposition: We are committed to supporting the fulfilment of the mandate of the Legislature which is law making, oversight and public involvement by; providing effective and efficient (1) House proceedings, Hansard and language services, (2) administrative support to Committees, and liaison function between the Legislature and the NCOP, (3) quality and evidence-based research reports to the Parliamentary Committees and (4) public involvement and participation to our internal and external stakeholders.

List of strategic objectives for the Programme

2: Parliamentary Business

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025;
- Improve proceedings and Hansard support for effective and efficient operations of the House by 2025;
- Strengthen Parliamentary Committee support for effective execution of the Constitutional mandate of the Legislature by 2025;
- Strengthen research and analysis support for the effective execution of the constitutional mandate of the Legislature by 2025; and
- Strengthen community involvement for effective Public Participation in Legislature processes by 2025.

Sub-programme 2.1 Law Making

This programme is constituted by the following sub-programmes:

- Management;
- House Proceedings and Hansard;
- Committees and NCOP Support Services;
- Research Services; and
- Public Participation and Petitions.

Sub-programme 2.1.1 Management

Purpose

The purpose is to provide overall strategic leadership, management, governance and administration to ensure effective and efficient functioning of the Legislature in achieving its vision and fulfilling its constitutional mandate.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, implementing and submitting an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, reports and consolidated reports were compiled and submitted by March 2021	None	None



1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
PB1	Cross-Functional Framework for Integrated Parliamentary Support Services was implemented and reports were compiled and submitted by March 2020	Cross-Functional Framework for Integrated Parliamentary Support Services implemented and reports compiled and submitted by March 2021	Cross-Functional Framework for Integrated Parliamentary Support Services was implemented and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for implementing the Cross-Functional Framework for Integrated Parliamentary Support Services					
PB2	Legislative Sector Initiatives relating to Core Business were coordinated and reports were compiled and submitted by March 2020	Legislative Sector Initiatives relating to Core Business co-ordinated and reports compiled and submitted by March 2021	Legislative Sector Initiatives relating to Core Business were co-ordinated and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for co-ordinating the Legislative Sector Initiatives relating to Core Business					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-programme 2.1.2 House Proceedings and Hansard

The purposes of the sub-programme is to co-ordinate and facilitate the business of the House and provide Hansard and Language Services to the Legislature in supporting the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Improve proceedings and Hansard support for effective and efficient operations of the House by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None



1. Strategic Objective: Improve proceedings and Hansard support for effective and efficient operations of the House by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
HPH1 Timeframe and frequency for compiling and updating the House Resolutions Tracking Register	Housing Resolutions Tracking Register was compiled, updated and submitted by March 2020	House Resolutions Tracking Register compiled, updated and submitted by March 2021	House Resolutions Tracking Register was compiled, updated and submitted by March 2021	None	None
HPH2 Number and frequency for compiling Hansard records and publishing Hansard year-book	Twenty-three (23) Hansard records were compiled and 2019 Hansard year-book was published and reports were compiled, updated and submitted by March 2020	Eight (8) Hansard records compiled and one (1) Hansard year-book published and reports compiled and submitted by March 2021	Twenty one (21) Hansard records were compiled and one (1) Hansard year-book was published and reports were compiled and submitted by March 2021	There was an over achievement of thirteen (13) Hansard records	Due to additional Sittings that were incorporated into the Legislature programme, more Sittings were co-ordinated than planned
HPH3 Number and frequency for co-ordinating of Sittings and publishing of Annual Digest of Minutes of the House	Eight (8) Sittings co-ordinated, one (1) Annual Digest of Minutes of the House published and reports compiled and submitted by March 2021	Twenty one (21) Sittings co-ordinated, one (1) Annual Digest of Minutes of the House published and reports compiled and submitted by March 2021	Twenty one (21) Sittings were co-ordinated, one (1) Annual Digest of Minutes of the House was published and reports were compiled and submitted by March 2021	There was an over achievement of thirteen (13) Sittings	Due to reprioritisation of the Legislature programme, more Sittings were co-ordinated than planned





2. Strategic Objective: Improve proceedings and Hansard support for effective and efficient operations of the House by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
HPH4 Number and frequency for producing and submitting Procedural Development Reports	Two (2) Procedural Development Reports were produced and submitted by March 2020	Two (2) Procedural Development Reports produced and submitted by March 2021	Two (2) Procedural Development Reports were produced and submitted by March 2021	None	None
HPH5 Timeframe and frequency for reviewing, updating and implementing Presiding Officer's Manual	Presiding Officer's Manual was reviewed, updated and implemented and reports were compiled and submitted by March 2020	Presiding Officer's Manual reviewed, updated, implemented and reports compiled and submitted by March 2021	Presiding Officer's Manual was reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Oversight: 2.2

Sub-programme 2.2.1 Committees and NCOP Support Services

The purpose is to provide professional and administrative support to Committees, and liaison function between the Legislature and the NCOP for the fulfilment of the constitutional mandate.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen Parliamentary Committee support for effective execution of the Constitutional mandate of the Legislature by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None
Timeframe and frequency for developing, submitting and implementing an Operational Plan					



2. Strategic Objective: Strengthen Parliamentary Committee support for effective execution of the Constitutional mandate of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
CMT1 Timeframe and frequency for reviewing, updating and implementing the MPLOM Implementation Framework	MPLOM Implementation Framework was reviewed, updated, implemented and reports were compiled and submitted by March 2020	MPLOM Implementation Framework reviewed, updated, implemented and reports compiled and submitted by March 2021	MPLOM Implementation Framework was reviewed, updated, implemented and reports were compiled and submitted by March 2021	None	None
CMT2 Timeframe and frequency for developing, implementing and updating of the Annual Programme of Committees of the Legislature	Annual Programme of Committees of the Legislature was developed, implemented and updated fortnightly by March 2020 [when the Legislature is in session]	Annual Programme of Committees of the Legislature developed, implemented and updated fortnightly by March 2021 [when the Legislature is in session]	Annual Programme of Committees of the Legislature was developed, implemented and updated fortnightly by March 2021 [when the Legislature is in session]	None	None
CMT3 Number and timeframe for producing and submitting Committee Reports	One hundred and forty (140) committee reports were produced and submitted (to relevant manager), each within four (4) days of the relevant committee deliberations by	Seventy (70) Committee Reports produced and submitted (to relevant Manager), each within four (4) days of the relevant committee deliberations March by 2021	One hundred and forty three (143) Committee Reports were produced and submitted (to relevant Manager), each within four (4) days of the relevant committee deliberations by March 2021	There was an overachievement of seventy three (73) Committee Reports	Due to the additional Committee meetings that were incorporated in the Legislature programme, more Committee Reports were produced than planned





2. Strategic Objective: Strengthen Parliamentary Committee support for effective execution of the Constitutional mandate of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
CMT4 Number and timeframe for producing and submitting sets of minutes for Committee meetings	Two hundred and seventeen (217) sets of minutes were produced and submitted (to the relevant manager), each within two (2) days of a relevant Committee meeting by March 2020	Eighty five (85) sets of minutes produced and submitted (to relevant Manager), each within two (2) days of a relevant Committee meeting by March 2021	Two hundred and seven (207) sets of minutes were produced and submitted (to relevant Manager), each within two (2) days of a relevant Committee meeting by March 2021	There was an overachievement of one hundred and twenty two (122) sets of minutes	Due to the additional Committee meetings that were incorporated in the Legislature programme, more Committee minutes were produced than planned
CMT5 Number and timeframe for compiling and submitting Mandates	Four (4) Mandates were compiled and submitted each within a day of relevant committee deliberations by March 2020	Eight (8) Mandates compiled and submitted each within a day of relevant Committee deliberations by March 2021	Thirteen (13) Mandates were compiled and submitted each within a day of relevant Committee deliberations by March 2021	There was an overachievement of five (5) Mandates	More pieces of Legislation which required Mandates were received from the NCOP than anticipated
CMT6 Timeframe and frequency for incorporating and updating NCOP activities in the Legislature Programme	NCOP activities were incorporated and updated fortnightly in the Legislature programme by March 2020	NCOP activities incorporated and updated fortnightly in the Legislature Programme by March 2021	NCOP activities were incorporated and updated fortnightly in the Legislature Programme by March 2021	None	None





2. Strategic Objective: Strengthen Parliamentary Committee support for effective execution of the Constitutional mandate of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
CMT7	Parliamentary Committees' Performance Reports were produced and submitted to the Chair of Chairs by March 2020	Four (4) Parliamentary Committees' Performance Reports produced and submitted to the Office of the Chair of Chairs by March 2021	Four (4) Parliamentary Committees' Performance Reports were produced and submitted to the Office of the Chair of Chairs by March 2021	None	None
Number and frequency for producing and submitting Parliamentary Committees' Performance Reports to the Chair of Chairs					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.



Sub-programme 2.2.2 Research Services

The purpose is to provide research services in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen research and analysis support for the effective execution of the constitutional mandate of the Legislature by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None



2. Strategic Objective: Strengthen research and analysis support for the effective execution of the constitutional mandate of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
RS1	Eighteen (18) budget analysis reports and seventeen (17) annual reports analysis for Parliamentary Committees were produced and submitted by December 2019	Seventeen (17) budget analysis reports and seventeen (17) annual reports analysis for Parliamentary Committees produced and submitted by March 2021	Seventeen (17) budget analysis reports and seventeen (17) annual reports analysis for Parliamentary Committees were produced and submitted by March 2021	None	None
Number and timeframe for producing budget and annual reports analysis for Parliamentary Committees					
RS2	Sixteen (16) financial statement analysis on the annual reports were produced and submitted for SCOPA by December 2019	Seventeen (17) financial statement analysis produced on the annual report and submitted for SCOPA by March 2021	Seventeen (17) financial statement analysis were produced on the annual report and were submitted for SCOPA by March 2021	None	None
Number and timeframe for producing financial statement analysis on the annual reports for SCOPA					
RS3	Fifty-five (55) research reports were produced and submitted for Parliamentary Committees by March 2020	Sixty-eight (68) research reports produced and submitted for Parliamentary Committees by March 2021	Sixty-eight (68) research reports were produced and submitted for Parliamentary Committees by March 2021	None	None
Number and frequency for producing analysis reports for parliamentary committees					





2. Strategic Objective: Strengthen research and analysis support for the effective execution of the constitutional mandate of the Legislature by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
RS4	Fifty-five (55) research reports were produced and submitted for Parliamentary Committees by March 2020	Sixty-six (66) research reports produced and submitted for Parliamentary Committees by March 2021	Sixty-six (66) research reports were produced and submitted for Parliamentary Committees by March 2021	None	None
Number and timeframe for producing research reports for Parliamentary Committees					

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.





Sub-programme 2.2.3 Public Participation and Petitions

The purpose is to provide professional and administrative services regarding public involvement and public participation in support of the core business of the Legislature.

List of strategic objectives for the sub-programme

- Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025; and
- Strengthen community involvement for effective Public Participation in Legislature processes by 2025.

1. Strategic Objective: Enhance leadership, management, governance and administration through institutional strategy, policies and systems by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
MGT1 Timeframe and frequency for developing, submitting and implementing an Operational Plan	Operational Plan was developed, submitted and implemented as per the approved 2019/20 Annual Performance Plan, monthly plans and reports were compiled and submitted by March 2020	Operational Plan developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports compiled and submitted by March 2021	Operational Plan was developed, submitted and implemented as per the approved 2020/21 Annual Performance Plan, monthly plans, and reports were compiled and submitted by March 2021	None	None





2. Strategic Objective: Strengthen community involvement for effective Public participation in Legislature processes by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
PP1 Number and timeframe for conducting Public Education Workshops	One hundred and ninety-six (196) public education workshops were conducted and reports were compiled and submitted by March 2020	Thirty two (32) Public Education Workshops conducted and reports compiled and submitted by March 2021	Fifty seven (57) Public Education Workshops were conducted and reports were compiled and submitted by March 2021	None	None
PP2 Number and frequency for mobilising members of the public to attend the business of the Legislature	Eight thousand, four hundred and seventy-two (8472) members of the public were mobilised to attend the business of the Legislature and reports were compiled and submitted by March 2020	N/A	N/A	N/A	N/A
PP3 Number and frequency for holding feedback sessions with targeted groups on Sectoral Parliaments	Three (3) feedback sessions with targeted groups on Sectoral Parliaments were held and reports were compiled and submitted by March 2020	N/A	N/A	N/A	N/A





2. Strategic Objective: Strengthen community involvement for effective Public participation in Legislature processes by 2025		Actual performance against planned targets		Deviation from planned target to Actual Achievement 2020/21	Comment on deviations
Programme Performance Indicator	Actual achievement 2019/20	Planned Target 2020/21	Actual Achievement 2020/21		
PP4 Number and frequency for processing of petitions	Two hundred and four (204) petitions were processed and reports were compiled and submitted by March 2020	Twenty five (25) petitions processed and reports compiled and submitted by March 2021	Twenty nine (29) petitions were processed and reports were compiled and submitted by March 2021	There was an overachievement of four (4) petitions	More petitions were received than planned
PP5 Number and frequency for hosting Petitions' Clinics	Thirty-three (33) Petitions' Clinics were hosted and reports were compiled and submitted by March 2020	Nine (9) Petitions' Clinics hosted and reports compiled and submitted by March 2021	Nine (9) Petitions' Clinics were hosted and reports were compiled and submitted by March 2021	None	None
PP6 Timeframe and frequency for implementing the Public Participation and Involvement Strategy	Public Participation and Involvement Strategy was not fully implemented and reports were compiled and submitted by March 2020	Public Participation and Involvement Strategy implemented and reports compiled and submitted by March 2021	Public Participation and Involvement Strategy was implemented and reports were compiled and submitted by March 2021	None	None

Strategy to overcome areas of underperformance where applicable

As reflected in the actual achievements of the sub-programme, all the planned targets were achieved. This means that there was no underperformance to be addressed.





Part Three Governance



3.1 Introduction

In terms of Chapter 10, section 195 (1) (a) of the Constitution of the RSA, 1996 a high standard of professional ethics must be promoted and maintained by employees within the public administration, which includes the Mpumalanga Provincial Legislature (the Legislature). Further, Corporate Governance Principles and Codes of Good Practices require public institutions including the Legislature to conduct their operations in an ethical manner. As part of our unflinching commitment to maintaining the highest standard of governance within the Legislature, the governance structures, which had long established, continued to effectively execute their governance roles and responsibilities during the 2020/21 financial year. These governance structures are as follows:

• Legislature Service Board • Audit Committee • Risk Management, Social Ethics and Compliance Committee (RMSECC) • ICT Governance Committee	• Legislature Oversight Committee • The Secretariat • Management Committee
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We are delighted as the Legislature that the governance structures continued to guide and assist in ensuring that the institution continue to strive towards effective, efficient and economic utilisation of resources as envisaged by various pieces of applicable legislation and institutional policies. As part of our institutional efforts for ensuring good governance, the Legislature through the Governance Support Services Section introduced a management system for monitoring and evaluation of the implementation of action plans aimed at addressing findings arising from the internal auditors and the Auditor General. This has yielded the required positive results due to the fact that the identified corrective measures were not only implemented, but also monitored and evaluated on a quarterly basis with evidence for work produced. We therefore believe that through the integrated and coordinated approach to institutional assurance activities and processes, the governance structures and auditors supported by Management, have immensely contributed in the provision of an optimised combined assurance within the Legislature. Towards the end of the financial we experienced the COVID-19 pandemic which warranted that the Legislature business be carried from home as per the Presidential and Speaker's directives, however virtual meetings of Parliamentary Committees, and Governance Structures are being held to conduct the business of the Legislature. The SCOPA oversight was affected by the minimum disruption due to COVID-19 hence the 4th quarter meeting shall be held in the new financial year as per the Treasury directive for all departments.

3.2 Risk Management

The Legislature in terms of Section 7(c) of the Financial Management for Parliament and Provincial Legislatures Act 10 of 2009 has an obligation, through its Accounting officer, to develop and strengthen mechanisms to manage risk and comply with regulation. Enterprise risk management (ERM) in any organisation are underpinned by five key fundamentals such as :-

- Integrity to the discipline of risk management,
- Constructive engagements at the highest level of the organisation,
- Effective risk positioning and
- Strong risk culture and appropriate incentives.

These are all underpinned in the risk management policies, frameworks and plans of the Legislature. The Legislature reviewed the Risk Management, Social Ethics and Compliance Committee (RMSECC) Charter in this financial year to include the compliance element into the committee's work .

The RMSECC was functional and its quarterly meetings were chaired by an independent person. The purpose of RMSECC among others, is to:

- Perform centralised oversight and policy-setting of the risk management strategy and plan, as well as Compliance matters within the Legislature;
- Report to the Audit Committee regarding important risks and compliance as well as other related management activities;
- Assist the Audit Committee in fulfilling its responsibilities in relation to the Legislature's:
 - oversight of implementation of the Compliance and Risk Management strategy and plan;
 - adherence to internal compliance, risk management policies and procedures; and
 - Compliance with risk-related regulatory requirements.

Furthermore, the primary objectives of RMSEC are to:

- Conduct oversight on the implementation of the risk management strategy and plan;
- Monitor and review the effectiveness of the institution's Compliance, risk management strategy, plan, systems, practices and procedures, and to provide recommendations for improvement;
- Ensure adherence to internal compliance, risk management policies and procedures;
- Ensure compliance with risk-related regulatory requirements;
- Ensure compliance with Legislation and Regulations of government and
- Monitor the implementation of the Business Continuity Plans.
- To monitor the Legislature's activities with regard to matters relating to:
 - social and ethics related matters, Codes of Good Practice, the Employment and Equity Act including the vision, mission and values of the Legislature;

- good corporate citizenship: including promotion of equality, prevention of unfair discrimination and unfair labour practice, reduction of corruption, contribution to the public of the province, legacy projects (donations and charitable giving);
- health and public safety, including the impact of the Legislature's activities;
- stakeholder engagement and/or relationships, including advertising, public participation and involvement;
- the Legislature's employment relationships and its contribution toward the training and capacity development of its employees.

As part of the quarterly management review programme focusing on integrated institutional performance, the Legislature conducted quarterly risk management reviews in order to ascertain the extent to which the compliance, risk management action plans were implemented. The quarterly reviews focusing on risks proved useful in evaluating the effectiveness of risk management strategies within the Legislature.

The RMSEC continued to provide advice to Management regarding the adequacy and effectiveness of the institution's overall system of risk management. In tandem with its purpose, the RMSECC also compiled and submitted quarterly reports to the Audit Committee.

As reflected in the table below, there has been progressive improvement in the manner in which the Legislature managed risks. The overall 2020/21 Risk Management annual performance summary is as follows:-

Strategic and Operational Risks CIPs	Applicable Activities	ACHIEVED	NOT ACHIEVED	NOT APPLICABLE	% Achieved	% NOT Achieved
Q1	237	220	17	7	92%	8%
Q2	249	203	46	3	84%	16%
Q3	248	197	51	3	73%	27%
Q4	258	235	23	1	87%	13%
Total	992	855	137	14	84%	16%

The Legislature achieved 84% of all the Strategic and Operational Risks activities that were applicable for the financial year. As part of the Legislature's on-going risk improvement drive, risk awareness was undertaken for Management during the Risk Assessment sessions for the 2021/22 financial year. The 2020/2021 performance was 4% less than the 2019/2020 financial year performance of 88% and this can mainly be attributed to the Covid-19 lockdown regulations as well as the unavailability of funding to mitigate against a number of identified risks. However, we believe that the performance will improve and that management will continue to implement control improvement plans that have not been achieved during the year under review.

3.3 Fraud and Corruption

There were no fraud and corruption cases that were reported during the year under review. The Legislature established and is managing a fraud and corruption share-call hotline.

3.4 Minimising Conflict of Interest

In tandem with the applicable legislation and institutional policies, the Members and attendees of meetings of the governance structures of the Legislature completed and submitted declarations of interest forms at each meeting. The employees of the Legislature also completed and signed declarations of interest forms at the commencement of the 2020/21 financial year.

3.5 Code of Conduct

The Legislature approved the Code of Conduct and Ethics for Employees and the Code of Conduct for Suppliers. Through the on-going implementation of these codes, the Legislature minimized instances of conflicts of interests.

In line with good practice in matters of governance in general, the institution incorporated the Social and Ethics terms of reference into the Risk Management Committee hence its now called The Risk Management, Social and Ethics Committee to institutionalise ethical conduct by all.

3.6. Occupational health, and safety (OHS)

The Legislature continued to ensure the implementation of the relevant prescripts which include the prioritisation of the occupational health, safety; occupational injuries and diseases; and environmental issues. Such efforts were beneficial to the Members of the Legislature, employees, contractors and the public at large. The Legislature also implemented its Occupational Health and Safety Plan which entailed the following:

- Monitored all pending IOD cases to ensure prompt payment of verified medical bills;
- Conducted monthly building inspections to determine compliance with health and safety standards; and monitored the activities Health and Safety Representatives in their execution of health and safety issues;
- Planned and conducted four (04) Quarterly OHS Committee meetings as mandated by the provisions of the Act;
- Closely monitored the ongoing construction (partitioning project) within the building to ensure strict adherence to all safety measures relating to Building Regulations as provided in the Act;
- Advised on handling key matters of COVID-19 prior and during the Lockdown stages (provision of sanitiser canisters throughout the Building; social distancing markings and certificate of occupancy in all Common Rooms and the Chamber); and after the announcement of level 4 lockdown (procurement on correct Protective Personal Equipment (PPE) developed Workplace Preparedness Plan; compiled Guidelines for Phasing-In of Employees to accommodate the accurate intake in line with pronounced regulations; developed the Hazard Identification Risk Assessment (HIRA) Plan & Reporting; developed Wellness Preparedness Plan (specifically to provide psycho-social support to registered positive employees) and OHS & Wellness Protocols; and

- Strict monitoring of adherence to health protocols (wearing of face masks; sanitising/regular washing of hands; social distancing); including daily temperature reading; maintaining weekly lists for those identified to come to workplace; advised on encouraging employees to work from home; provide guidance on registering cases (as IOD) of employees who tested positive whilst in the workplace as well as handling leave matters during quarantine.
- Co-ordination of monthly COVID-19 Task Team meetings to assist the Compliance Officer in execution of all related mitigating measures to ensure the workplace is conducive to health and safety occupation; close monitoring of decontamination procedures after a positive case has been confirmed to ensure that all regulations relating to usage of Hazardous Biological Agents (HBA) are correctly followed as prescribed in the OHS Regulations.

3.7 Select Committee on Legislature Oversight

Section 4 (1) of FMPPLA, (Act No.10 of 2009) obliges the Legislature to establish an oversight mechanism in order to maintain oversight of the institution. Consequently, the Select Committee on Legislature Oversight (the Committee) was established and necessarily held its meetings during the 2020/21 reporting period. As highlighted in the table below, in tandem with its purpose, the Committee took a number of resolutions and monitored progress that was made in the implementation of those resolutions.

HOUSE RESOLUTIONS

No	Resolution	Response	Status
1	The Legislature must ensure that strict measures are implemented against those responsible for “no-show” expenses and that money is recovered from the affected officials/ Members before the end of the 2019/20 financial year.	Measures are being implemented to ensure that “no-show” expenses are not incurred. Officials and MPLs supporting staff are requested to inform Supply Chain Management (SCM) officials timeously if bookings have to be cancelled. These measures are considered effective in that the Legislature did not incur any “no-shows” expenditure during the 2019/20 financial year.	Closed



No	Resolution	Response	Status
2	The Speaker to engage with the MEC of Finance, Economic Development and Tourism requesting more funds for the renovations of Committee rooms and the progress report thereof be provided urgently to the Committee.	The Hon Speaker engaged with the MEC for Finance, Economic Development and Tourism requesting more funds for renovations of committee rooms. However, the Provincial Treasury did not allocate funds as per the request. The Legislature managed to allocated funds for the competition of the renovations for committee through its own savings.	Closed
3	The Accounting Officer must develop effective and efficient systems to ensure that awarding of contracts based on criteria that differed to those stipulated in the original invitation for bidding is done without contradiction of the Preferential Procurement Regulations.	Internal controls were updated to ensure that the criteria stipulated in the bid specification is used during the evaluation of the bids. The implemented controls are deemed effective as there were no findings 2019/20 financial year.	Closed
4	The Accounting Officer must ensure that people with disabilities and more women are employed to senior positions within the Legislature	The Legislature has an approved Employment Equity Plan which is considered when recruitment processes are implemented.	Closed





No	Resolution	Response	Status
5	The Legislature must ensure that the critical funded posts are filled.	The Legislature resolved that due to the budget cut of R 19.4 m the following posts will be prioritised and filled in the 2020/21 financial year: - Records Manager - ERP Manager - Audio and Technical Support. The positions were filled as follows: The position for Records Manager was filled and the employee assumed duties on 01 October 2020. The position for the Audio and Technical Support was filled on 1st November 2020. The position for the ERP Manager was filled in December 2020.	Closed
6	The Speaker and Secretary must ensure that the process of approving the organisational structure is completed before the end of the 2019/20 financial year.	The Legislature is the currently using the organisational structure that was approved on the 18 th May 2018. The Legislature is in the process of finalizing its reviewed organisational structure.	In progress
7	The Legislature must ensure that budget is set aside for appointing the service provider for the ICT	The procurement of the ICT Infrastructure upgrade was conducted through competitive bidding processes as prescribed in the Supply Chain Policy (SCM) of the Legislature. The upgrade of the ICT Infrastructure has since been finalised.	Closed
8	Review of the unachieved targets is key in avoiding underspending.	Due to the budget reduction of R 19.4m, the Legislature reviewed the performance targets for the 2020/21 financial year.	Closed
9	The Legislature must ensure that reports are tabled on time so that questions relating to any report can be submitted on time	The Legislature has adhered to the decision.	Closed





No	Resolution	Response	Status
10	The Legislature must provide the Committee with a report that indicates the achievement of targets as planned.	The 1 st Quarterly Performance Report which indicates the achievement of targets was provided as Annexure A .	Closed
11	The Legislature must provide the Committee with a progress report regarding the upgrade of Committee rooms.	The contract with the service provider that stalled progress on the revamping of the committee rooms was terminated. The revamping of committee rooms will be finalised by 31 May 2021.	Ongoing
12	The Legislature must provide the Committee with the detailed report why was the Internal Audit Strategy not implemented.	The Internal Audit Strategy was not implemented as planned because of the contractual dispute between BDO and Agrowizt (Joint Venture). The Legislature decided to terminate the contract in November 2020. The Legislature sourced new quotations and appointed a service provider that developed the Internal Audit Strategy and is now implemented.	Ongoing

3.8 SCOPA Resolutions

The COVID-19 Pandemic Lockdown period impacted in many ways on the implementation of government's business. It impacted, inter alia, on the implementation of Section 8 of the Public Finance Management Act, No 1 of 1991 (PFMA) that prescribes the processing of the annual consolidated financial statements by departments. Hence, the Minister of Finance, Hon. TT Mboweni, published a National Gazette on 31 March 2020 that exempted National and Provincial departments from the prescribed deadlines as contained in the act. Departments were allowed an extension until 31 October 2020 to submit consolidated financial statements to the Auditor-General. In terms of this exception departments were to submit their 2019/20 Annual Reports in the Office of the Speaker within a month from 31 October 2020. This implied that most of the departmental 2019/20 Annual Reports were only submitted by the end of November 2020; hence, there was not sufficient time to analyse and present it to committees before Legislature went on the constituency - and annual leave period. Subsequently departmental 2019/20 Annual Reports were considered in February / March 2021.

The fact that the Legislature only processed the departmental 2019/20 Annual Reports in March 2021 impacted on the business of the Select Committee on Public Accounts (SCOPA). It is envisaged that that SCOPA will embark on its hearings with provincial departments and public entities to engage on the 2019/20 financial statements and the AG Audit Outcomes on same in May 2021.

3.9 Prior Modifications to Audit Reports

The Legislature maintained a clean audit opinion during the 2020/21, the audit report was not modified.



3.10 Internal Control Unit

The Legislature remains committed to ensuring that its internal control processes and systems are functional in order to continuously enhance and protect organisational integrity. It is in this context the Secretariat as the highest decision making structure of the Administration of the Legislature continued to lead and manage the internal control processes. During the period under review, part of the function of internal control was assigned to the Governance Support Services Section. As part of its function, the Section co-ordinated, monitored and evaluated the action plans for addressing internal and external audit findings. It also monitored and evaluated resolutions emanating from the governance structures. The Management of the Legislature also continued to develop and implement the necessary internal controls. The internal control efforts of the Legislature contributed in providing a reasonable assurance that the internal controls of the institution are adequate, effective, efficient, economic and equitable.

In terms of Section 50 of FMPPLA, (Act No.10 of 2009), the Legislature is required to establish an internal audit function in order to undertake internal audits in line with the applicable audit standards and practices. Consequently, during the period under review, the Legislature established within the Office of the Secretary, a Section that deals with Governance Support Services. The purpose of the Section as reflected in the 2020/21 Annual Performance Plan is to “provide governance support services to the Legislature in support of the fulfilment of the constitutional mandate”. The Section, which is supported by an outsourced internal audit service provider, is essentially responsible for the management of internal audit processes of the Legislature.

There were contractual challenges with the appointed service provider which led to their contract be cancelled and a new provider was temporarily appointed which executed the required audits. It was in this context that a three-year risk based audit plan and one-year operational plan were developed and implemented. The internal audit activities that were undertaken during the period under review were all informed by the reviewed and approved Internal Audit Charter. In the course of the 2020/21 financial year, the following internal audits were conducted:-

- Leadership and Governance review;
- Human Resource Performance Bonus review;
- Audit of performance Information Quarter 2;
- Review of Draft Annual Performance Plan;
- Audit of performance Information Quarter 3;
- ICT Review SAP Basis Review and Authorisation Review;
- Regulation compliance operational health and safety review;
- IT Safety and security testing access to system utilised;
- SCM Review on emergency procurement and delegation of authority;
- Finance Review;

- SCM Review (Quotations Procurement and Compliance);
- Follow up Review (Internal audit & AGSA findings);
- Interim Financial Statement Review; and
- Ad-hoc reviews - The tender for security and the tender for server infrastructure upgrade. In line with approved 2020/21 Annual Audit Plan, internal audit reports were compiled and submitted to the Accounting Officer and the Audit Committee (AC).

Section 47 (1) of FMPPLA, (Act No.10 of 2009) requires the Legislature to establish the Audit Committee (AC) with specific functions and responsibilities. Consequently, for a three year period, the AC was re-appointed by the Executive Authority on the 1st of October 2017 till 30 September 2020, Extension from 1st of October 2020 till 31 March 2021.

As stipulated in Section 48 (1&2) of FMPPLA, (Act No.10 of 2009), the functions of the AC include the following:-

- Report to and advise the Secretary to the Legislature on matters relating to financial and risk management;
- Undertake investigations into the Legislature's financial and risk management as it considered necessary or as requested by the Secretary to the Legislature;
- Comment on the effectiveness of internal controls, the quality of financial and performance reports including the compliance with the applicable laws and regulations;
- Communicate any concerns it deems important to the Speaker of the Legislature and the Auditor-General; and
- Liaise with the Internal Audit and any person designated by the Auditor-General to audit the financial statements of the Legislature.

During the reporting period, the AC reviewed the Internal Audit Charter. This Charter was useful in guiding the audit approach and setting out operating procedures within the Legislature. It was also helpful in articulating and determining the rules that govern the relationship between the Internal Audit Unit, the Secretary to the Legislature and the AC.

Table 3.1: Useful information on the Audit Committee Members

Name	Qualifications and Membership	Internal or external member	If internal, position in the department	Initial Date of appointment	Date Re-appointed	Date Resigned	No. of Meetings attended
Ms A Badimo Deputy Chairperson	B.Sc Computer Science B.Sc Hons Computer Science Master in Business Administration (MBA) Master of Science (M.Sc) CISM (Certified Information Security Manager) CGEIT (Certified in the Governance of Enterprise IT) CISA (Certified Information Systems Auditor) CRISC (Certified in Risk and Information Systems Control) Cobol Programming Diploma PMP (Project Management Professional) Cert. IT Auditing, COBIT 5, ITIL Foundation Certified ISO 22301 Lead Implementer Certified Blockchain Expert (CBE) F. Inst D (IoDSA).	External	N/A	01/10/2014 until 30/09/2017	01/07/2018 appointed as Deputy Chairperson Until 30/09 /2020 Extension 01/10/2020 until 31/03/2021	N/A	5 of 5



Name	Qualifications and Membership	Internal or external member	If internal, position in the department	Initial Date of appointment	Date Re-appointed	Date Resigned	No. of Meetings attended
Ms G Deiner	Bachelor of Arts Bachelor of Accounting Sciences Higher Diploma in Education- Post Graduate Professional Accountant (SA) registered with SAIPA Member of the Southern Africa Institute of Directors	External	N/A	01/10/2014 until 30/09/2017	01/07/2018 appointed as Deputy Chairperson Until 30/09 /2020 Extension 01/10/2020 until 31/03/2021	N/A	5 of 5
Ms A Persotam	Bachelor of Jurisprudence Bachelor of Laws Postgraduate	External	N/A	01/10/2014 until 30/09/2017	01/07/2018 appointed as Deputy Chairperson Until 30/09 /2020 Extension 01/10/2020 until 31/03/2021	N/A	5 of 5
Mr KM Ramukumba	Bachelor of Commerce in Financial Accounting Bachelor of Commerce in Financial Accounting Honours Certificate in the Theory of Accounting Chartered Accountant (SA)	External	N/A	01/10/2014 until 30/09/2017	01/07/2018 appointed as Deputy Chairperson Until 30/09 /2020 Extension 01/10/2020 until 31/03/2021	N/A	5 of 5



Table 3.11 Useful information on the Audit Committee Members

Audit Committee Report

The Audit Committee herewith presents its report for the financial year ended 31 March 2021 as required by Section 48(1)(c) and S55(3)(f) of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act No. 10 of 2009) (the "Act").

Members and Meeting Attendance

The Audit Committee was established in terms of Section 47(1) of the Act. Section 47(2) of the Act requires that an audit committee must be constituted in a manner that ensures its independence and must consist of at least three persons with appropriate experience and knowledge. Section 47(3) of the Act states that more than half of the members of the Audit Committee should not be employed by Parliament or the state or be Members of Parliament, a provincial legislature or a municipal council. The Audit Committee fully adheres to the requirements as outlined in section 47(2) and (3) of the Act.

The details of the members of the Audit Committee and their attendance at meetings are reflected in Table 3.1 in Part C: Governance of the Annual Report. The Audit Committee has complied with section 48(2)(b) of the Act to meet at least four times a year.

The members of the Audit Committee held regular meetings throughout the reporting period with the Secretary, the outsourced internal audit function and the Auditor General, on matters related to governance, internal control and risk in the Legislature. The Chairperson of the Audit Committee, as mandated by the Audit Committee, also held two meetings with the Honourable Speaker to report on the Audit Committee work, governance, internal control, risk, performance and financial information and other relevant matters concerning the Legislature.

Audit Committee Responsibility

The Audit Committee discharged its duties and responsibilities as well as performed its oversight responsibilities in line with the Act and its approved Charter, as follows:

- The review of the draft 2020/21 annual report and the draft annual financial statements included in the Annual Report by Management;
- The evaluation of the draft 2020/21 financial statements and annual report of the Legislature for reasonability, completeness and accuracy, as well as recommended these for approval by the Accounting Officer subject to the Audit Committee's comments;
- The continuous review of changes in accounting policies and practices as part of an on-going improvement process; and
- The review of the final internal audit reports which had been discussed with Management.

The Effectiveness of Internal Control

The Audit Committee approved an Internal Audit Charter as well as an Internal Audit Operational Plan for the 2020/21 financial year.

The internal audit function of the Legislature currently operates on an outsourced basis and the Audit Committee acknowledges Management's efforts to strengthen internal controls as recommended in the internal audit reports. The Audit Committee continued to monitor and evaluate the improved control environment brought about by the implementation of the recommendations contained in the various internal audit reports.

Risk Management

The Risk Management Committee, chaired by an independent chairperson, held quarterly meetings in compliance with the approved Terms of Reference. Quarterly reports assisted the Audit Committee in monitoring the management of risk in the entity. A risk assessment was performed and the risk register was utilised for the development of the Internal Audit plan.

Under the guidance of the Risk Manager, an Operational Risk Action Plan was developed and the progress on the implementation of the risk mitigation measures was regularly monitored and evaluated by the Risk Management unit for quality and adequacy. The monitoring, evaluation and reporting process was significantly improved through the establishment of an electronic central repository to which all progress on the implementation of mitigating measures accompanied by appropriate Modes of Verification documents were uploaded.

Significant improvement in risk management and the risk maturity of the Legislature was observed, although there is still room for improvement. Through the ongoing interventions of the Risk Management Committee, coupled with ongoing training in risk management, the Audit Committee is of the opinion that risk management will become further entrenched in the Legislature.

Covid-19 Oversight

The Audit Committee has noted the work that management has done to put measures in place to prepare the organisation for Covid-19. The institution appointed a Covid-19 Response Task Team that developed a Covid-19 workplace preparedness plan which has been used to ensure business continuity and to prepare the organisation for business resumption. Of utmost importance to the Audit Committee is the review of the Legislature business to ensure conformity to health and safety measures outlined in the Disaster Management Regulations and the Committee will continue to monitor and oversee in the next financial year.

ICT Governance

The ICT Governance Committee held its quarterly meetings and assisted the Audit Committee in managing the risks associated with Information Technology ("IT"). The ICT Governance Committee has recommended for approval the reviewed ICT Governance Policy Framework and will be monitoring its implementation in the next financial year.

The ICT Governance Committee monitored the implementation of the IT risks action plans and were satisfied with the progress reported. The Committee also monitored that implementation of the Internal Audit and AGSA findings action plans and was satisfied that management addressed the findings.

The Committee reviewed the quarterly Backup and IT Security Reports as well as the Disaster Recovery Testing and was satisfied that management have processes in place to ensure that backups are being done and that IT security controls are in place. The Committee also reviewed the IT Covid-19 status report in the last quarter of the financial year and was satisfied with the measures that IT Department had put in place to support the institution.

Quality of Financial Management and other reports

The Audit Committee is satisfied with the content and quality of management and quarterly reports prepared and issued during the year under review in compliance with the statutory framework. The Audit Committee has received quarterly reports from Management on performance and financial information and after reviewing these, has made various recommendations in respect of areas of improvement as well as raised matters to be considered and attended to by Management.

Quality of Annual Financial Statements, Performance Reporting and Compliance with Applicable Laws and Regulations

The quality and timeliness of the financial information availed to the Audit Committee for oversight purposes during the year in the form of expenditure reports were adequate for its purposes.

Except for the matters identified by the Auditor-General in the audit report, the Audit Committee is comfortable that the annual financial statements have been prepared in compliance with the requirements of GRAP and FMPPLA.

The Audit Committee discussed the unaudited annual financial statements for the 2020/21 financial year on 26 May 2021, considered follow-up amendments and thereafter approved on 31 May 2021 for submission to the Auditor-General South Africa.

The Audit Committee further reviewed the annual report including the report on performance information and their timely submission to the Auditor General by 31 May 2021.

Auditor's Report

We have reviewed the Legislature's implementation plan of the audit issues raised in the prior year and we are satisfied with the progress made so far by the Legislature on governance management matters in maintaining a clean audit in the consecutive years 2019/20 and 2020/21 which signals the well-controlled internal controls systems that were implemented.

Appreciation

The Audit Committee wishes to once more extend its heartfelt appreciation to the Honourable Speaker, the Secretary and the staff of the Legislature for their continued and ongoing efforts and commitment in supporting the Audit Committee to discharge its statutory mandate and governance obligations.



Mr. KM Ramukumba

Chairperson: Audit Committee

30 September 2021



Part Four

Human Resource

Management



4. Introduction and Overview of Human Resources Management

This part of the annual report deals with human resources matters namely: personnel related expenditure, employment and vacancies, filling of senior and management positions, job evaluation, employment changes, employment equity, performance rewards, leave utilisation, HIV/AIDS and health promotion programmes, labour relations matters, skills development, utilisation of consultants and injury on duty in the institution during the period under review. In pursuance to its strategic objective regarding human capital management, the Legislature remains committed to attracting, maintaining and developing its human resources. This strategic approach is in line with the aspiration of becoming the employer of choice. The Legislature has long realised that a well balance and happy workforce contributes better towards the achievement of the strategic objectives of the institution.

There were some challenges experienced during the year under review as a result of COVID-19 which forced many institutions to change from the traditional ways of doing business. The institution did not move as planned in terms of filling vacant positions due to the lockdown which made it difficult for employees to report for duty and face- to- face interactions were suspended. The vacancy rate is currently at 16% which was affected by terminations that resulted from death, resignations, expiry of contracts and retirements. The executive and senior management signed performance agreements and quarterly performance assessments were conducted in line with the Employee Performance Management Policy. The institution paid performance rewards to 182 qualifying employees which equate to 95% of its personnel. The institution did not have any misconduct cases, however, the report will provide statistics with regards to grievances and/ disputes which are articulated in this part of the annual report.

4.1 Personnel related expenditure

The tables below indicate personnel related expenditure per programme, salary bands and benefits. The personnel costs for the Members of the Legislature is reflected under Programme 2 and statutory allocation. The number of employees on table 4.1.2 relates to all those paid from the payroll system during the 2020/21 financial year which includes Members of the Legislature, Audit Committee members and already terminated employees.

TABLE 4.1.1 Personnel costs by programme for the period 1 April 2020 to 31 March 2021

Programme	Total expenditure (R'000)	Personnel expenditure (R'000)	Training expenditure (R'000)	Consulting and Professional Fees (R'000)	Personnel expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Programme 1: Administration	183 684	115 047	766	1 469	31	997
Programme 2: Parliamentary Business	185 233	98 004			26	1 041
TOTAL	368 917	213 051	766	1 469	57	1 017



TABLE 4.1.2 – Personnel costs by salary level for the period 1 April 2020 to 31 March 2021	Personnel Expenditure (R000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R000)
Salary Band				
Lower Skilled P15-16 / Contract (Intern)	1 981	0.93	9	211
Highly skilled production P10-P14	43 841	20.58	77	548
Highly skilled supervision P6 - 9	99 831	46.86	103	932
Senior and Top management P3 - 5	40 560	19.04	25	1 560
Statutory (MPLs)	26 650	12.51	23	1 114
Periodical	188	0.09	3	60
TOTAL	213 051	100	240	4 425

TABLE 4.1.3 - Salaries, Overtime, Home Owners Allowance and Medical Assistance by programme for the period 1 April 2020 to 31 March 2021

Programme	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)	HOA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
Programme 1: Administration	69 530	33	19	0.01	2 679	1.3	3 358	1.6
Programme 2: Parliamentary Business	81 621	41	1	0.00	2 908	1.4	5 129	2.5
TOTAL	151 151	74	20	0.01	5 587	2.7	8 487	4.1



TABLE 4.1.4 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by salary levels for the period 1 April 2020 to 31 March 2021

Salary Levels	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)	HOA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
P15- P16 / Contract (intern)	1 311	0.6	-	-	136	0.1	156	0.1
P10 - P14	29 620	14.0	12	0.01	2 533	1.2	2 826	1.4
P8 – P9	37 302	18.5	8	0.01	2 902	1.4	2 616	1.3
P6 – P7	34 135	17.0	-	-	16	0.0	807	0.4
P3 --P5	30 136	15.0	-	-	-	0.00	505	0.2
Statutory (MPLs)	18 647	9.0	-	-	-	0.00	1 577	0.8
Periodical Remuneration	-	-	-	-	-	-	-	-
TOTAL	151 151	74	20	0.02	5 587	2.7	8 487	4.2

4.2 Employment and vacancies

The tables below indicate the number of posts in the institution including the positions filled and the vacancy rate. The vacancy rate at year end was 16% and was influenced by terminations that resulted from death, resignations, expiry of contract and retirements. There are four positions that are additional to the staff establishment as a result of reinstatements of some employees during the previous financial year and staff take over from Public Works. The information below includes Members of the Legislature.

TABLE 4.2.1 – Employment and vacancies by programme for the period 1 April 2020 to 31 March 2021

Programme	Number of posts	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Statutory	19	19	0	
Programme 1: Leadership & Governance , Strategic, Financial Governance and Corporate Services	143	114	20	4
Programme 2 :Parliamentary Committees	84	74	12	0
TOTAL	246	207	16	4

TABLE 4.2.2 – Employment and vacancies by salary levels for the period 1 April 2020 to 31 March 2021

Salary band	Number of posts	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Lower skilled (P15-P16)	5	5	0	2
Skilled (P10-P14)	88	66	25	1
Highly skilled production (P8-P9)	72	62	14	
Highly skilled supervision (P6-P7)	40	36	10	
Senior management (P3-5)	22	19	14	1
Contract Permanent	0	0	0	
Members	19	19	0	
TOTAL	246	207	16	4

TABLE 4.2.3 – Employment and vacancies by critical occupation for the period 01 April 2020 to 31 March 2021

Critical occupations	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Administrative Related	71	58	18	
Cleaners in offices	5	5	0	2
Communications and information related	5	4	20	
Financial clerks	15	14	7	
Secretary to the Legislature	1	0	100	
Human resources clerks	1	0	100	
Human resources related	9	7	22	
Librarians and related clerks	7	0	100	
Light vehicle drivers	5	3	40	
Messengers porters and delivers	3	1	40	1
Other administrative (Managers)	38	36	5	
Other administrative policy and related officers	12	11	8	
Other occupations	19	19	0	
Secretaries and other keyboard operating clerks	34	30	12	
Senior management	21	19	10	1
Total	246	207	16	4

4.3.1 – Job Evaluation by salary band

There were no job evaluations for the period under review

TABLE 4.3.1 – Employment and vacancies by salary levels for the period 1 April 2020 to 31 March 2021

Salary band	Number of posts on approved establishment	Number of jobs evaluated	% of post evaluated by salary bands	Post Upgraded		Post downgraded	
				Number	% of post evaluated	Number	% of post evaluated
Lower skilled (P15-P16)	5	0	0	0	0	0	0
Skilled (P10-P14)	88	0	0	0	0	0	0
Highly skilled production (P8-P9)	72	0	0	0	0	0	0
Highly skilled supervision (P6-P7)	40	0	0	0	0	0	0
Senior management (P3-5)	22	0	0	0	0	0	0
Total	227	0	0	0	0	0	0

TABLE 4.3.2 – SMS post information as on 31 March 2021

SMS Level	Total number of funded SMS post	Total number of SMS post filled	% of SMS post filled	Total Number of SMS post vacant	% of SMS post Vacant
Secretary to the Legislature (P3)	1	0	0	1	0
Executive Management (P4)	4	4	100	0	0
Senior Management (P5)	17	15	94	2	0
Total	22	19	86	3	14

There is one position of Senior Manager which is additional to post establishment and therefore not included on total number of SMS filled. The organisational structure realignment is on the last stage of consultation and will be submitted for approval after consideration of inputs.

TABLE 4.3.3 – SMS post information as on April 2020 to 31 March 2021

There were three SMS positions that were advertised in the year under review.

4.4 Annual turnover

The tables below indicate that the annual turnover for the year under review was 9%. This was influenced by the political term which results in more terminations for employees linked to the political term. There were two (2) promotions.

TABLE 4.4.1 – Annual turnover rates by salary level for the period 01 April 2020 to 31 March 2021

Salary Level	Number of employees per band at 31 March 2020	Appointments and transfers into the Legislature	Terminations and transfers out of the Legislature	Number of employees per band at 31 March 2021	Turnover rate
Unskilled (P15-P16)	7	2	2	7	28.5
Skilled (P10-P14)	93	3	7	67	10.4
Highly skilled production(P8-P9)	41	3	3	62	4.8
Highly skilled supervision(P6-P7)	33	2	1	36	2.7
Senior Management (P3-P5)	22	2	4	20	20
Members	19	0	0	19	0
Total	216	12	17	211	9

The above table takes into considerations system updates for the job evaluation which was conducted the previous financial year, SAP system on salary bands updated during the 2021 financial year.

TABLE 4.4.2 – Annual turnover rates by critical occupation for the period 01 April 2020 to 31 March 2021

Occupation:	Number of employees per occupation 31 March 2021	Appointments and transfers into the Legislature	Terminations and transfers out of the Legislature	Turnover rate %
Administrative Related	58	5	7	12
Cleaners in offices	7	2	0	0
Client inform clerks (switchboard operator)	0	0	0	0
Communications and information related	4	0	1	25
Financial clerks	14	0	0	0



Occupation:	Number of employees per occupation 31 March 2021	Appointments and transfers into the Legislature	Terminations and transfers out of the Legislature	Turnover rate %
Secretary to the Legislature	0	0	1	0
Human resources clerks	0	0	0	0
Human resources related	7	0	0	0
Librarians and related clerks	0	0	0	0
Light vehicle drivers	4	2	0	0
Messengers porters and delivers	1	0	1	100
Other administrative (Managers)	36	2	3	8.3
Other administrative policy and related officers	11	2	0	0
Other occupations (Members)	19	0	0	0
Secretaries and other keyboard operating clerks	30	1	2	6.6
Senior managers	20	2	2	10
Total	211	12	17	9

TABLE 4.4.3 – Reasons why personnel are leaving the Legislature for the period 1 April 2020 to 31 March 2021

Termination Type	Number	% of total employees
Death	1	0.52
Resignation	3	1.5
Expiry of contract	11	5.7
Dismissal – operational changes	0	0
Dismissal – misconduct	0	0
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement	2	1
Transfers to Public Service Departments / Parliament	0	0
Total	17	9
Total number of personnel who left as a percentage (excluding the nineteen Members of the Legislature) is 9%		





TABLE 4.4.4 – Promotions by critical occupation for the period 1 April 2020 to 31 March 2021

Occupation	Employees as at 31 March 2021	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Administrative Related	58	2	3.4	56	97
Cleaners in offices	7	0	0	4	57
Client inform clerks (switchboard operator)	0	0	0	0	0
Communications and information related	4	0	0	4	100
Financial clerks	14	0	0	15	107
Secretary to the Legislature	0	0	0	0	0
Human resources clerks	0	0	0	0	0
Human resources related	7	0	0	7	100
Librarians and related clerks	0	0	0	0	0
Light vehicle drivers	3	0	0	2	67
Messengers porters and delivers	4	0	0	2	50
Other administrative (Managers)	36	0	0	32	89
Other administrative policy and related officers	11	0	0	11	100
Other occupations (Members)	19	0	0	0	0
Secretaries and other keyboard operating clerks	30	0	0	29	97
Senior managers	20	0	0	19	95
Total	211	2	0.9	181	86



TABLE 4.4.5 – Promotions by salary band from the period 01 April 2020 to 31 March 2021

Occupation	Employees as at 31 March 2021	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Unskilled (P15-P16)	5	0	0	4	80
Skilled (P10-P14)	66	0	0	66	100
Highly skilled production (P8-P9)	62	1	1.6	60	97
Highly skilled supervision (P6-P7)	36	1	2.7	32	89
Senior Management (P3-P5)	19	0	0	19	100
Members	19	0	0	0	0
TOTAL	211	2	0.9	181	86

4.5 Employment Equity

4.5.1 – Total number of employees (including employees with disabilities excluding Members of the Legislature) in each of the following occupational categories for the period 1 April 2020 to 31 March 2021

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Management (P3-P7)	35	1	0	0	18	1	0	1	56
Professionals (P8-P11)	41	0	0	1	71	2	1	0	116
Skilled technicians and associates professionals (P12-P13)	5	0	0	0	5	0	0	0	10
Clerks (P14)	3	0	0	0	0	0	0	0	3
Elementary Occupations (P15-16)	0	0	0	0	7	0	0	0	7
Total	84	1	0	1	101	3	1	1	192

4.5.2 – Total number of employees (including employees with disabilities excluding Members of the Legislature) in each of the following occupational Levels as on 31 March 2020

Occupational Levels	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3-P4)	3	0	0	0	1	0	0	0	4
Senior Management (P5)	10	1	0	0	5	0	0	0	16
Professionally qualified and experienced specialists and mid-management (P6-P7)	22	0	0	0	12	1	0	1	36
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents (P8-P9)	26	0	0	1	33	1	1	0	62
Semi-skilled and discretionary decision making (P10-P14)	23	0	0		43	1	0	0	67
Unskilled and defined decision making (P15-P16)	0	0	0	0	7	0	0	0	7
Total	84	1	0	1	101	3	1	1	192

4.5.3 – Recruitment

Occupational Levels	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3-P4)	1	0	0	0	0	0	0	0	1
Senior Management (P5)	1	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management (P6-P7)	1	0	0	0	1	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents (P8-P9)	1	0	0	0	2	0	0	0	3
Semi-skilled and discretionary decision making (P10-P14)	2	0	0	0	1	0	0	0	3
Unskilled and defined decision making (P15-P16)	0	0	0	0	2	0	0	0	2
Total	6	0	0	0	6	0	0	0	12
Employees with disabilities	0	0	0	0	0	0	0	0	0

4.5.4 – Promotions

Occupational Levels	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3-P4)	0	0	0	0	0	0	0	0	0
Senior Management (P5)	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management (P6-P7)	1	0	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and	1	0	0	0	0	0	0	0	1
Semi-skilled and discretionary decision making (P10-P14)	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making (P15-P16)	0	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	0	2

4.5.5 – Terminations

Occupational Levels	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3-P4)	2	0	0	0	0	0	0	0	2
Senior Management (P5)	1	0	0	0	1	0	0	0	2
Professionally qualified and experienced specialists and mid-management (P6-P7)	1	0	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and	1	0	0	0	2	0	0	0	3
Semi-skilled and discretionary decision making (P10-P14)	2	0	0	0	5	0	0	0	6
Unskilled and defined decision making (P15-P16)	0	0	0	0	2	0	0	0	2
Total	7	0	0	0	10	0	0	0	17
Employees with disabilities	0	0	0	0	0	0	0	0	0

4.5.6 – Disciplinary action

	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary action	0	0	0	0	0	0	0	0	0

4.5.7 – Signing of Performance Agreements by SMS Members

SMS Level	Total number of funded SMS posts	Total number of SMS members	Total number of signed performance agreements	Signed performance agreements as % of total number of SMS members
Secretary to the Legislature (P3)	1	1	1	100
Executive Managers (P4)	4	4	4	100
Senior Managers (P5)	18	18	18	100
Total	23	23	23	100

4.6 – Performance Rewards

The tables below indicate that one hundred and eighty (180) employees qualified for performance rewards which equate to 94% of the total staff compliment.

Table 4.6.1 Performance Rewards by race, gender and disability

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average Cost per employee (R'000)
African, Female	94	103	91	2 307	25
African, Male	79	82	96	2 495	32
Indian Female	1	1	100	22	22
Coloured Female	3	3	100	96	32
Coloured Male	1	1	100	42	42
White Female	1	1	100	37	37
White Male	1	1	100	28	28
Total	180	192	94	5028	28
Employees with a disability	2	2	100	66	33



TABLE 4.6.2 – Performance Rewards by salary Levels for the period 1 April 2019 to 31 March 2020

Salary Levels	Beneficiary Profile			Cost			Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary Levels	Total Cost (R'000)	Average cost per employee (R'000)	Personnel Expenditure (R'000)	
Contract (intern)	0	0	0	0	0	0	0
Lower skilled (P15 –P16)	4	7	57	30	7	1 903	1
Semi-Skilled (P10-P14)	68	72	78	1 178	17	42 161	24
Skilled production (P6-P9)	90	95	95	2 603	29	96 009	54
Senior and Top Management (P3-P5)	20	21	95	1 217	62	38 998	21
Total	182	195	93	5 028	115	179 071	100.00



Table 4.6.3– Performance Rewards by critical occupations for the period 1 April 2019 to 31 March 2020

Critical Occupations	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee (R'000)
Administrative Related	55	56	98	1439	26
General Assistants	4	7	57	30	4
Client inform clerks (switchboard operator)	0	0	0	0	0
Communications and information related	5	5	100	105	21
Financial clerks	14	15	93	274	18
Secretary to the Legislature	1	1	100	91	91
Human resources clerks	1	1	100	10	10
Human resources related	6	7	86	118	17
Librarians and related clerks	1	1	100	25	25
Light vehicle drivers	3	3	100	36	12
Messengers porters and delivers	2	2	100	24	12
Other administrative Managers)	33	35	94	1 049	30
Other administrative policy and related officers	9	10	90	263	26
Secretaries and other keyboard operating clerks	26	28	93	438	16
Senior managers	20	21	95	1 126	54
Total	180	192	94	5 028	28

TABLE 4.6.4 – Performance related rewards (cash bonus), by salary level, for Management

Salary Level	Beneficiary Profile		
	Number of beneficiaries	Number of employees	% of total within level
Senior Management (P3-P5)	20	21	95
Management (P6-P7)	31	33	94
Total	51	54	94

4.7 Foreign Workers

4.7.1 – Foreign Workers by salary band

None

4.7.2 – Foreign Worker by major occupation

None

4.8 Leave utilization

The table below indicates that a total of 184 sick leave days were utilized during the current financial year and an average of 36.8 days were used. There is only one employee who is currently on temporary disability pending a report from an occupational doctor. (An average of 6.3 annual leave days were taken per employee in the period under review. There is a drastic drop in terms of leave utilization due to the COVID-19 lock down which limited employees from accessing the workplace. Furthermore, the Legislature has no capped leave due to payments done on the previous financial year.

TABLE 4.8.1 – Sick leave

Salary Band	Total days	% days with medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee
Skilled (P10-P16)	20	100	1	1.35	20
Highly skilled production (P8-P9)	1	0	1	1.61	1
Highly skilled supervision (P6-P7)	160	100	2	5.56	80
Senior management (P3-P5)	3	100	1	5	3
Total	184	80	5	2.6	36.8

4.8.2 – Disability leave (temporary and permanent)

None: only one employee is on temporary disability pending the outcome of the assessment already conducted by an occupational doctor.

TABLE 4.8.3 – Annual Leave

Salary Levels	Total days taken	Average per employee
Skilled ((P10-P16)	427	5.84
Highly skilled production (P8-P9)	448	7.1
Highly skilled supervision (P6-P7)	236	6.5
Senior management (P3-P5)	108	5.4
Total	1219	6.3

TABLE 4.8.4 – Capped leave

No Capped Leave for the period under review.

TABLE 4.8.5 – Leave pay-outs

REASON	Total Amount (R'000)	Number of Employees	Average payment per employee (R'000)
Leave pay out for 2020/21 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay out on termination of service for 2020/21	0	0	0
Current leave pay out on termination of service for 2020/21	1,356,965	17	80
Total	1,356,965	17	80

4.9 HIV/AIDS & Health Promotion Programmes

TABLE 4.9.1 – 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
	Approved policy in place
	Continuous replenishing of containers in all bathrooms
	Voluntary Testing Planned Awareness workshops conducted virtual with relevant topics in line with the National Dept. of Health Awareness calendar Wellness Wednesday Communique & Internal Newsletter

TABLE 4.9.2 – 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 legislature designated a Senior Manager to implement health promotion and HIV and Aids programmes? If so, provide her/his name and position.	√		Mr Josiah Ben Silinda- Senior Manager: HCM
2. Does the legislature have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	√		Two dedicated employees
3. Has the legislature introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/ services of this Programme.	√		Education (wellness messages; workshops/presentations) Counselling Professional referrals (psycho-social support) Planned awareness campaigns (in line with National Calendar of Dept. of Health) Physical and Sports Activities (Provincial & Legislative) COVID-19 ongoing wellness support



Question	Yes	No	Details, if yes
4. Has the legislature established a wellness committee(s)? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	√		Mr JB Silinda: Chairperson Ms SE Khoza: Parliamentary Operations Mr TM Mabula: Financial Governance Mr S Ngomane – Union Rep Mr R Masilela: Corporate Services Ms T Manciya: Wellness Manager Ms K Mputle: Facilitator (Wellness Co-ordinator)
5. Has the legislature 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.	√		Employee Wellness Program Wellness Sexual Harassment policy HIV/Aids policy Employee Wellness policy
6. Has the legislature 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.	√		The measures are stipulated on the HIV/AIDS policy • Voluntary disclosures • Non-discrimination and Confidentiality clauses • Provide disability policies through a service provider • Educational/awareness programmes • Ongoing Counselling • External Referrals for further medical treatment
7. Does the Legislature encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	√		• Health Screening on all chronic diseases (BP; • Cancer Screening (PAP Smear; breast& uterine cancer) • Men's Health Issues (erectile dysfunctional; prostate cancer)





Question	Yes	No	Details, if yes
8. Has the Legislature developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.	√		Scheduled counselling services Physical Wellness Monitoring of sick leave Wellness Programme Bereavement Counselling to employees and their immediate families Pre-Retirement Counselling COVID-19 ongoing daily screening and counselling sessions for registered positive cases

4.10 Labour Relations

TABLE 4.10.1 – Collective agreements

Subject Matter	Date
Salary Agreement	14 October 2020 (Legislative sector for bargaining scope December 2020 (Legislative sector for management)
Job evaluation agreement (Collective bargaining scope)	10 June 2016 (Still in place)
Recognition agreement	05 September 2016 (Still in place)

TABLE 4.10.2 – Misconduct and disciplinary hearings finalised

There were no misconduct or disciplinary hearings that were finalised during the year under review.

TABLE 4.10.3 – Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of Total
Performance-related/ insubordination	0	0
Dishonesty/financial misconduct	0	0
Total	0	0





TABLE 4.10.4 – Grievances lodged for the period 01 April 2020 to 31 March 2021

	Number	% of Total
Number of grievances resolved	6	
Number of grievances not resolved	1	
Total number of grievances lodged	5	100

TABLE 4.10.5 – Disputes lodged for the period 01 April 2020 to 31 March 2021

	Number	% of Total
Number of disputes in progress	1	100
Number of disputes dismissed	0	0
Number of disputes settled (agreement by both parties)	0	0
Total number of disputes lodged	0	0
	1	100



4.10.6 – Strike actions

There was no strike action during the year under review.

TABLE 4.10.7– Precautionary suspensions

There was no precautionary suspension that was recorded for the year under review.

4.11 Skills Development

4.11.2 – Training needs identified for 01 April 2020 to 31 March 2021

Occupation	Gender		Number of employees	Learnership / Internship	Skills programme & other courses (workshop/ seminars)	Other forms of training	Total
	Male	Female					
Senior Officials and Managers	11	8	19	0	56	1	57
Professionals	22	15	37	0	33	3	36
Technicians and associate professionals	35	55	90	0	89	8	97
Clerks	12	29	41	0	7	1	8
Service and sales Workers	0	0	0	0	0	0	0
Skills Agriculture and fishery workers	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0
Plant and machine operators & assemblers	0	0	0	0	0	0	0
Elementary occupation	1	3	4	0	7	0	7
TOTAL	81	110	191	0	192	13	205

4.11.3 – Training provided 1 April 2020 to 31 March 2021

Occupation	Gender		Number of employees	Internship	Skills programme & other courses (workshop/seminars)	Other forms of training	Total
	Male	Female					
Senior Officials and Managers	0	1	1	0	51	1	52
Professionals	0	0	0	0	33	0	33
Technicians and associate professionals	0	0	0	0	81	0	81
Clerks	5	3	8	0	7	1	8
Service and sales Workers	0	0	0	0	0	0	0
Skills Agriculture and fishery workers	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0
Plant and machine operators & assemblers	0	0	0	0	0	0	0
Elementary occupation	0	0	0	0	0	0	0
TOTAL	5	4	9	0	172	2	174

4.12 – Injury on duty

	Number	% of Total
Required basic medical attention only	01	100
Temporary total disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
Total number of disputes lodged	01	100



4.13 Utilisation of Consultants

Project title	Total number of consultants that worked on project	Duration	Contract value in rand (000)
IOD cases	07	60	190
Disciplinary processes	00	00	00
Job Evaluation	00	00	00
Management Retreat Session	01	03	358
Total	9	39	607





Part Five Financial Information



Report of the auditor-general to the Mpumalanga Provincial Legislature on vote no. 2: Mpumalanga Provincial Legislature

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Mpumalanga Provincial Legislature, set out on pages 136 to 192, which comprise the statement of financial position as at 31 March 2021, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget information with actual information for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.

2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Mpumalanga Provincial Legislature as at 31 March 2021, and its financial performance and cash flows for the year then ended in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Financial Management of Parliament and Provincial Legislatures Act 10 of 2009 (FMPPLA).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of my report.

4. I am independent of the Mpumalanga Provincial Legislature in accordance with the International Ethics Standards Board for Accountants' *International code of ethics for professional accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

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

Emphasis of matter

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

Restatement of corresponding figures

7. As disclosed in note 37 to the financial statements, the corresponding figures for 31 March 2020 were restated as a result of an error in the financial statements of the Mpumalanga Provincial Legislature at, and for the year ended, 31 March 2021.

Responsibilities of the accounting officer for the financial statements

8. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the GRAP and the requirements of the FMPPLA, and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

9. In preparing the financial statements, the accounting officer is responsible for assessing the Mpumalanga Provincial Legislature's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the Mpumalanga Provincial Legislature or to cease operations, or has no realistic alternative but to do so.

Auditor-general's responsibilities for the audit of the financial statements

10. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

11. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

12. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I have a responsibility to report on the usefulness and reliability of the reported performance information against predetermined objectives for selected programmes presented in the annual performance report. I performed procedures to identify material findings but not to gather evidence to express assurance.

13. My procedures address the usefulness and reliability of the reported performance information, which must be based on the Mpumalanga Provincial Legislature's approved performance planning documents. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures do not examine whether the actions taken by the Mpumalanga Provincial Legislature enabled service delivery. My procedures do not extend to any disclosures or assertions relating to the extent of achievements in the current year or planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

14. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected programme presented in the Mpumalanga Provincial Legislature's annual performance report for the year ended 31 March 2021:

Programme	Pages in the annual performance report
Programme 2 – Parliamentary Business	72 – 87

15. I performed procedures to determine whether the reported performance information was consistent with the approved performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

16. I did not identify any material findings on the usefulness and reliability of the reported performance information for this programme:

- Programme 2 – parliamentary business

Other matter

17. I draw attention to the matter below.

Adjustment of material misstatements

18. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were in the reported performance information of the parliamentary business programme. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness and reliability of the reported performance information.

Report on the audit of the annual performance report

Introduction and scope

19. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the Mpumalanga Provincial Legislature's compliance with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

20. I did not identify any material findings on compliance with the specific matters in key legislation set out in the general notice issued in terms of the PAA.

Other information

21. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report. The other information does not include the financial statements, the auditor's report and the selected programme presented in the annual performance report that has been specifically reported in this auditor's report.

22. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion on it.

23. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected programmes presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

24. If, based on the work I have performed on the other information obtained prior to the date of this auditor's report, I conclude that there is a material misstatement of this other information, I am required to report that fact.

25. I have nothing to report in this regard.

Internal control deficiencies

26. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance on it. I did not identify any significant deficiencies in internal control.

Mbombela

Auditor - General

30 August 2021



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence



Annexure – Auditor-general's responsibility for the audit

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for selected programme and on the legislature's compliance with respect to the selected subject matters.

Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control
- obtain an understanding of internal control relevant to the audit 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 legislature's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accounting officer
- conclude on the appropriateness of the accounting officer's use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the Mpumalanga Provincial Legislature to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a legislature to cease operating as a going concern
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Communication with those charged with governance

3. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

4. I also provide the accounting officer with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, actions taken to eliminate threats or safeguards applied.





Mpumalanga Provincial Legislature
Annual Financial Statements for the year ended 31 March 2021
Statement of Financial Position as at 31 March 2021

		31 March 2021	31 March 2020
			Restated*
	Note(s)	R	R
Assets			
Current Assets			
Inventories	2	351 694	397 228
Receivables from exchange transactions	3	39 041	301 284
Receivables from non-exchange transactions	4	85 211	219 954
Prepayments	5	1 256 248	1 475 079
Cash and cash equivalents	6	33 938 628	17 804 510
		35 670 822	20 198 055
Non-Current Assets			
Property, plant and equipment	7	29 110 958	28 253 939
Intangible assets	8	15 811 414	15 334 620
Heritage assets	9	1 388 050	1 388 050
		46 310 422	44 976 609
Total Assets		81 981 244	65 174 664
Liabilities			
Current Liabilities			
Provisions	10	5 911 050	4 913 330
Payables from exchange transactions	11	7 388 689	8 828 412
Operating lease liability	12	21 376	107 296
Finance lease obligation	13	150 206	710 996
		13 471 321	14 560 034
Non-Current Liabilities			
Provisions	10	2 322 000	101 374
Finance lease obligation	13	-	150 205
		2 322 000	251 579
Total Liabilities		15 793 321	14 811 613
Net Assets		66 187 923	50 363 051
Accumulated surplus	14	66 187 923	50 363 057



Mpumalanga Provincial Legislature
Annual Financial Statements for the year ended 31 March 2021
Statement of Financial Position as at 31 March 2021

		31 March 2021	31 March 2020 Restated*
	Note(s)	R	R
Revenue			
Revenue from exchange transactions			
Sundry revenue	15	53 700	27 000
Interest earned	16	1 383 382	1 115 461
Total revenue from exchange transactions		1 437 082	1 142 461
Revenue from non-exchange transactions			
Interest earned - debtors	15	1 268	2 008
Annual appropriations	17	327 640 000	341 534 000
Statutory appropriations	18	26 578 000	33 349 000
Public contributions and donations	19	-	150 000
In - kind revenue received	20	29 086 245	27 202 360
Total revenue from non-exchange transactions		383 305 513	402 237 368
Total revenue		384 742 595	403 379 829
Expenditure			
Employee related costs	21	(213 051 583)	(208 259 397)
Depreciation and amortisation	22	(7 048 496)	(7 051 367)
Impairment loss (PPE)	23	(93 099)	-
Finance costs	24	(65 049)	(101 181)
Debt Impairment	25	(41 914)	(199 711)
Repairs and maintenance		(1 324 091)	(644 275)
Transfers and Subsidies	26	(59 867 000)	(53 541 000)
Contracted services	27	(59 228 687)	(59 623 818)
General Expenses	28	(27 508 660)	(62 343 556)
Total expenditure		(368 917 729)	(391 867 157)
Loss on disposal of assets and liabilities		(407 595)	(93 086)
Actuarial losses		(281 555)	(9 766)
Surplus (deficit) for the year		15 824 866	11 512 672



Mpumalanga Provincial Legislature
Annual Financial Statements for the year ended 31 March 2021
Statement of Change in Net Assets for the year ended 31 March 2021

	Accumulated surplus	Total net assets
	R	R
Balance at 01 April 2019	38 850 385	38 850 385
Changes in net assets Surplus for the period	11 512 672	11 512 672
Total changes	11 512 672	11 512 672
Opening balance as previously reported	50 027 805	50 027 805
Adjustments	335 252	335 252
Correction of errors		
Balance at 01 April 2020 as restated*	50 363 057	50 363 057
Changes in net assets	15 824 866	15 824 866
Surplus for the year		
Total changes	15 824 866	15 824 866
Balance at 31 March 2021	66 187 923	66 187 923



Mpumalanga Provincial Legislature
Annual Financial Statements for the year ended 31 March 2021
Cash Flow Statement for the year ended 31 March 2021

	Note(s)	31 March 2021 R	31 March 2020 Restated* R
Cash flows from operating activities			
Receipts			
Appropriations and other receipts		354 635 071	374 954 912
Interest earned		1 383 382	1 115 461
		356 018 453	376 070 373
Payments			
Employee related costs		(209 820 037)	(215 438 807)
Suppliers		(60 750 057)	(100 597 626)
Finance costs		(65 049)	(101 181)
Transfer payments		(59 867 000)	(53 541 000)
		(330 502 143)	(369 678 614)
Net cash flows from operating activities	29	25 516 310	6 391 759
Cash flows from investing activities			
Purchase of property, plant and equipment	7	(7 988 658)	(5 753 542)
Proceeds from sale of property, plant and equipment	7	216 747	81 000
Purchase of other intangible assets	8	(899 293)	-
Net cash flows from investing activities		(8 671 204)	(5 672 542)
Cash flows from financing activities			
Finance lease payments		(710 995)	(519 511)
Net cash flows from financing activities		(710 995)	(519 511)
Net increase/(decrease) in cash and cash equivalents		16 134 113	199 706
Cash and cash equivalents at the beginning of the year		17 804 510	17 604 806
Cash and cash equivalents at the end of the year	6	33 938 623	17 804 510

Mpumalanga Provincial Legislature
Annual Financial Statements for the year ended 31 March 2021

Statement of Comparison of Budget and Actual Amounts for the year ended 31 March 2021

Budget on Cash Basis		Approved budget		Adjustments		Final Budget		Actual amounts on comparable basis		Difference between final budget and actual		Variances percentage		Actual amounts on cash basis		Variances between cash and comparable basis	
	R		R		R		R		R		R		R		R		R
Statement of Financial Performance																	
Revenue																	
Revenue from exchange transactions																	
Sundry revenue	-							53 700		53 700		- %		53 700			
Interest earned	-							1 383 382		1 383 382		- %		1 383 382			
Gains on disposal of assets	-											- %		211 800			(211 800)
Total revenue from exchange transactions	-							1 437 082		1 437 082		- %		1 648 882			(211 800)
Revenue from non-exchange transactions																	
Transfer revenue																	
Annual appropriations	368 644 000		23 199 000)				345 445 000		327 640 000		(17 805 000)		- %		345 445 000		(17 805 000)
Public contributions and donations	-											- %		150 000			(150 000)
Statutory appropriations	26 578 000						26 578 000		26 578 000			- %		26 578 000			
Interest earned - debtors	-							1 268		1 268		- %				1 268	
Total revenue from non-exchange transactions	395 222 000		23 199 000)				372 023 000		354 219 268		17 803 732		- %		372 173 000		(17 953 732)
Total revenue	395 222 000		23 199 000)				372 023 000		355 656 350		49 099 955		- %		373 821 882		(18 165 532)
Expenditure																	
Employee related cost	(230 489 000)											- %		-			-
Depreciation and amortisation	-		1 500 000				228 989 000)		(213 051 583)		15 937 417		-(7) %		(209 820 037)		(3 231 546)
Impairment loss/ Reversal of impairments	-								(7 048 496)		(7 048 496)		- %				(7 048 496)
Finance costs	-								(93 099)		(93 099)		- %				(93 099)
Debt Impairment	-								(65 049)		(65 049)		- %				(65 049)
Repairs and maintenance	(1 350 000)						(1 350 000)		41 914)		(41 914)		- %				(41 914)
Contracted Services	(45 053 000)						(45 053 000)		(1 324 091)		25 909		(2) %		(1 324 091)		-
Transfers and Subsidies	(59 867 000)						(59 867 000)		59 228 687)		14 175 687		31 %		(30 851 353)		(28 377 334)
									(59 867 000)		-		- %		(59 867 000)		-

Mpumalanga Provincial Legislature

Annual Financial Statements for the year ended 31 March 2021

Statement of Comparison of Budget and Actual Amounts for the year ended 31 March 2021

Budget on Cash Basis	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Variances percentage	Actual amounts on cash basis	Variances between cash and comparable basis
R	R	R	R	R	R	R	R	R
General Expenses	(55 036 000)	-	(55 036 000)	(27 508 660)	27 527 340	(50)%	(29 518 369)	2 009 709
Total expenditure	(391 795 000)	(1 500 000)	(390 295 000)	(368 228 579)	22 066 421	(6)%	(331 380 850)	(36 847 729)
Operating deficit	3 427 000	(21 699 000)	(18 272 000)	(12 572 229)	(5 699 791)	31 %	-	-
Loss on disposal of assets and liabilities	-	-	-	(407 595)	(407 595)	- %	-	(407 595)
Revenue in - kind	-	-	-	29 086 245	29 086 245	- %	-	29 086 245
Actuarial gains/losses	-	-	-	(281 555)	(281 555)	- %	-	(281 555)
	-	-	-	28 397 095	28 397 095	- %	-	28 397 095
Surplus before taxation	3 427 000	(21 699 000)	(18 272 000)	15 824 866	(34 096 928)	187 %	-	-
Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement	3 427 000	(21 699 000)	(18 272 000)	15 824 866	49 921 545	(273)%	-	-

Statement of Financial Position

Assets

Current Assets

Inventories	-	-	-	351 694	351 694	- %	-	351 694
Receivables from exchange transactions	-	-	-	39 041	39 041	- %	-	39 041
Receivables from non-exchange transactions	-	-	-	85 211	85 211	- %	-	85 211
Prepayments	-	-	-	1 256 248	1 256 248	- %	-	1 256 248
Cash and cash equivalents	-	-	-	33 938 628	33 938 628	- %	-	33 938 628
	-	-	-	35 670 822	35 670 822	- %	-	35 670 822

Non-Current Assets

Property, plant and equipment	(3 085 000)	(5 550 000)	(8 635 000)	29 110 958	20 475 958	(237)%	899 293	21 122 300
Intangible assets	(342 000)	-	(342 000)	15 811 414	15 469 414	7 988 658	8 887 951	14 912 121
Heritage assets	-	-	-	1 388 050	1 388 050	(4 523)%	-	1 388 050
	(3 427 000)	(5 550 000)	(8 977 000)	46 310 422	37 333 422	(416)%	-	37 422 471

Mpumalanga Provincial Legislature
Annual Financial Statements for the year ended 31 March 2021
Statement of Comparison of Budget and Actual Amounts for the year ended 31 March 2021

Budget on Cash Basis	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Variances percentage	Actual amounts on cash basis	Variances between cash and comparable basis
	R	R	R	R	R	R	R	R
Total Assets	(3 427 000)	(5 550 000)	(8 977 000)	81 981 244	73 004 244	(813)%	-	-
Liabilities								
Current Liabilities								
Finance lease obligation	-	-	150 206	150 206	- %	-	150 206	-
Operating lease liability	-	-	21 376	21 376	- %	-	21 376	-
Payables from exchange transactions	-	-	7 388 689	7 388 689	- %	-	7 388 689	-
Provisions	-	-	5 911 050	5 911 050	- %	-	5 911 050	-
	-	-	13 471 321	13 471 321	- %			
Non-Current Liabilities								
Provisions				2 322 000	2 322 000	- %	-	2 322 000
Total Liabilities				15 793 321	15 793 321	- %	-	-
Net Assets	3 427 000	(5 550 000)	(8 977 000)	66 187 923	57 210 923	(637)%	-	-
Accumulated surplus	3 427 000	(5 550 000)	(8 977 000)	66 187 923	57 210 923	(637)%	-	66 187 923

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Explanation of variances between cash approved budget and actuals on accrual basis

Reasons for variances greater than 5% between Approved Budget and Actual Amount on the various items disclosed in the Statement of Financial Performance are explained below:

1. Expenditure

General expenses

The variance is due to the followings:

- cost curtailment project implemented in order to finance projects not funded during the MTEF cycle.
- postponement of Taking Legislature to the People programme

Contracted services

The variance is due to the following:

- incomplete contract services for office space partitioning and committee room revamp
- and the fair value rental of R 29 086 245 for building no.1 property

2. Assets

Property, plant and equipment

The variance is due to the actual expenditure which includes accumulated balances while the final budget is on a cash basis of accounting.

3. Revenue

Annual appropriations

Amount of R 17 805 000, own revenue previously received and recorded as revenue was re-appropriated this financial year under review.

Explanation of variances between actual amounts on accrual basis and cash basis

4. Employee related costs

The variance is due to liabilities and provisions included in the actuals on accrual basis and where as in the cash basis of accounting are not included because actual payment was not made.

5. Expenditure

Depreciation and amortisation

The variance is as a result of final budget on cash basis which does not include depreciation and amortisation.



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General expenses

The variance is as a result of 2019/20 accruals, prepayments and lease liability payments among others reported in the accrual basis of accounting and were as on a cash basis of accounting only expenditure paid within the financial year is reported.

Contracted services

The variance is as follows:

- Accruals of 2019/20 paid in the reporting year and the expenditure was reversed against accrual liability whereas on a cash basis of accounting expenditure is reported in the financial year it was paid.
- The fair value rental of R 29 086 245 for building no.1 property.

6. Assets

Property, plant and equipment

The variance is due to accumulated balances and accruals included in the actuals on accrual basis of accounting and where as in the cash basis of accounting only addition paid for the year will be reported.

Intangible assets

The variance is due to accumulated balances included in the actuals on accrual basis of accounting and where as in the cash basis of accounting only addition paid for the year will be reported.

Inventories

The variance is due to that on cash basis of accounting the expenditure for acquisition of asset is only reported in the Statement of Financial Performance, whereas on the accrual basis the reported in both Statement of Financial Performance and Statement of Financial Position.

Receivables from non-exchange transactions

The variance is due to that on cash basis of accounting receivables are not recognised on the face of financial statements.

Prepayments

The variance is due to the fact that on cash basis of accounting the expenditure for acquisition of asset is only reported in the Statement of Financial Performance, whereas on the accrual basis of accounting is reported in both Statement of Financial Performance and Statement of Position.





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Cash and cash equivalents

The variance is due to the fact that on cash basis of accounting the expenditure for acquisition of asset is only reported in the Statement of Financial Performance, whereas on the accrual basis of accounting is reported in both Statement of Financial Performance and Statement of Financial Position.

Heritage assets

The variance is due to fact that on cash basis of accounting only purchases for the year are recognised and there was no new additions on heritage assets.

7. Revenue

Interest earned- variance was due to accrued bank interest earned and debtors interest earned included in the accrual basis of accounting

8. Liabilities

Operating lease liability

The variance is due to the fact that on cash basis of accounting liabilities are not recognised on the face of financial statements.

Payables from exchange transactions

The variance is due to the fact that on cash basis of accounting liabilities are not recognised on the face of financial statements.

Provisions

The variance is due to the fact that on cash basis of accounting liabilities are not recognised on the face of financial statements.





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1. Presentation of Annual Financial Statements

The financial statements have been prepared on the accrual basis of accounting and are in accordance with the historical cost convention, except where indicated otherwise.

These financial statements have been prepared in accordance with the effective Standards of Generally Recognised Accounting Practices (GRAP), as approved by the Minister of Finance, including any interpretations, guidelines and directives issued by the Accounting Standard Board.

Changes in Accounting Policy and Comparability

Accounting policies have been consistently applied, except where otherwise indicated below:

For the periods ended 31 March 2020 and 31 March 2021, the Legislature has adopted the accounting framework as set out in point 1 above. The information for prior year ended 31 March 2020 is for a period of 12 months. The details of any resulting accounting policy and comparative figures are set out below.

The Legislature changes an accounting policy only in the following instances:

- (a) if it is required by a Standard of GRAP; or
- (b) if it results in the financial statements providing more reliable information about the effects of transactions, other events or conditions on the Legislature's financial position, financial performance or cash flow.

Critical Judgments, Estimates and Assumptions

In the application of the Legislature's accounting policies described below, management is required to make judgments, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be reasonable under the circumstances, the results of which form the basis of making the judgment about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

These estimates and underlying assumptions are reviewed on an ongoing basis. Revision to accounting estimates is recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

The following are the critical judgments and estimates that management has made in the process of applying the Legislature's accounting policies and that have the most significant effect on the amounts recognised in the financial statements:

Revenue Recognition

Accounting Policy 1.6 on Revenue Recognition describes the conditions under which revenue will be recorded by the management of the Legislature.





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In making their judgment, management considered the detailed criteria for the recognition of revenue as set out in GRAP 9: Revenue from exchange transactions and GRAP 23: Revenue from non-exchange transactions. Of importance is the estimation process measuring revenue at the fair value on initial recognition. Management of the Legislature is satisfied that recognition of the revenue in the current year is appropriate.

Financial Assets and Liabilities

The classification of financial assets and liabilities into categories is based on judgment by management. Accounting Policy

1.4 on Financial assets and liabilities classification describes the factors and criteria considered by management of the Legislature in the classification of financial assets and liabilities.

In making the above-mentioned judgment, management considered the definition and recognition criteria for the classification of financial instruments as set out in GRAP 104: Financial instruments.

Impairment of Financial Assets

Accounting Policy 1.4 on Impairment of financial assets describes the process followed to determine the value by which financial assets should be impaired.

In making the estimate of the impairment, management of the Legislature considered the detailed criteria of impairment of financial assets as set out in GRAP 104: Financial instruments and used its judgement to select a variety of methods and make assumptions that are mainly based on market conditions existing at the end of the reporting period. Management of the Legislature is satisfied that the impairment of financial assets recorded during the year is appropriate.

The calculation in respect of the impairment of debtors is based on an assessment of the extent to which debtors have defaulted on payments already due, and an assessment of their ability to make payments based on their financial position and slow or non-payment within the last 12 months.

Useful lives of Property, Plant and Equipment and Intangible Assets

As described in Accounting Policy 1.1 and 1.2 the Legislature depreciates/amortises its property, plant and equipment and intangible assets over the estimated useful lives of the assets, taking into account the residual values of the assets at the end of their useful lives, which is determined when the assets are available for use. The useful lives of assets are based on management's estimation. Management considered the impact of technology, availability of capital funding, servicing requirements and required service potential on assets in order to determine the optimum useful life expectation, where appropriate.

The estimation of residual values of assets is based on management's judgment as to whether the assets will be sold or used to the end of their useful lives, and in what condition they will be at that time.





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Impairment: Write down of Property, Plant and Equipment, Intangible Assets and Inventories

Accounting Policy 1.3 on Impairment of assets, Accounting Policy 1.2 on Intangible assets-subsequent measurement, amortisation and impairment and Accounting Policy 1.5 on Inventory-subsequent measurement describe the conditions under which non-financial assets are tested for potential impairment losses by management of the Legislature. Significant estimates and judgments are made relating to impairment testing, intangible assets impairment testing and write down of inventories to the lower of cost and current replacement cost (CRC).

In making the above-mentioned estimates and judgment, management considered the subsequent measurement criteria and indicators of potential impairment losses as set out in GRAP 21: Impairment of non-cash generating assets. In particular, the calculation of the recoverable service amount for PPE and intangible assets and the CRC for inventories involve significant judgment by management.

Budget Information

Deviations between budget and actual amounts are regarded as material differences when a 5% deviation exists. All material differences are explained in the Statement of Comparison of Budget and Actual Amounts. The Legislature budget is prepared on a cash basis.

Presentation Currency

The financial statements are presented in South African Rand, rounded off to the nearest Rand, which is the Legislature's functional currency.

Going Concern Assumption

Financial statements have been prepared on the assumption that the Legislature will continue to operate as a going concern for at least the next 12 months.

Offsetting

Assets, liabilities, revenues and expenses have not been offset except when offsetting is required or permitted by a standard of GRAP.

1.1 Property, plant and equipment Initial Recognition

Property, plant and equipment are tangible non-current assets that are used for administrative purposes, and are expected to be used for more than one year. The cost of an item of property, plant and equipment is recognised as an asset if, and only if it is probable that future service potential associated with the item will flow to the Legislature, and if the cost or fair value of the item can be measured reliably.





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Property, plant and equipment are initially recognised at cost on their acquisition date or in the case of assets acquired by grant or donation, deemed cost, being the fair value of the asset on the date of acquisition. The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the Legislature. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment. Where an asset is acquired by the Legislature for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired. The cost of an item of property, plant and equipment acquired in exchange for non-monetary assets or monetary assets, or a combination of monetary and non-monetary assets is measured at the fair value of the asset given up, unless the fair value of the asset received is more clearly evident. If the acquired item could not be measured at its fair value, its cost is measured at the carrying amount of the asset given up.

Major spare parts and servicing equipment qualify as property, plant and equipment when the Legislature expects to use them during more than one period. Similarly, if the major spare parts and servicing equipment can be used only in connection with an item of property, plant and equipment, they are accounted for as property, plant and equipment.

Subsequent Measurement

Subsequent expenditure relating to property, plant and equipment is capitalised if it is probable that future service potential associated with the subsequent expenditure will flow to the Legislature and the cost or fair value of the subsequent expenditure can be reliably measured. Subsequent expenditure incurred on an asset is only capitalised when it increases the capacity or future economic benefits associated with the asset. Where the Legislature replaces parts of an asset, it derecognises the part of the asset being replaced and capitalises the new component.

Subsequently all property plant and equipment are measured at cost less accumulated depreciation and accumulated impairment losses. Where items of property, plant and equipment have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified.

Compensation from third parties for items of property, plant and equipment that were impaired, lost or given up is included in surplus or deficit when the compensation becomes receivable.

Depreciation

Depreciation on assets is calculated at cost, using the straight line method, to allocate their cost or revalued amounts to their residual values over the estimated useful lives of the assets. Depreciation charge for the period is recognised in surplus or deficit except where it is included in the carrying amount of another asset. The depreciation method used reflects the pattern in which the assets' future service potential are expected to be consumed by the Legislature. Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item shall be depreciated separately. Depreciation only commences when the asset is available for use, unless stated otherwise.





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The depreciation rates are based on the following estimated useful lives:

Item	Depreciation method	Average useful life
Furniture and fixtures	Straight-line	4-7
Motor vehicles	Straight-line	7-15
Office equipment	Straight-line	4-7
IT equipment	Straight-line	4-7
Other property, plant and equipment	Straight-line	10
Finance lease	Straight-line	2

The assets' residual values, estimated useful lives and depreciation methods are reviewed annually, and adjusted prospectively if appropriate, at each reporting date.

Reviewing the useful life of an asset on an annual basis does not require the Legislature to amend the previous estimate unless expectations differ from the previous estimate.

Derecognition of Property, Plant and Equipment

The carrying amount of an item of property, plant and equipment is derecognised on disposal, or when no future service potential is expected from its use or disposal.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit when the item is derecognised.

The gain or loss arising from the disposal or retirement of property, plant and equipment is determined as the difference between the carrying value of assets (cost less accumulated depreciation and accumulated impairment losses) and the disposal proceeds which is recognised in the Statement of Financial Performance as a gain or loss on disposal of property, plant and equipment.

1.2 Intangible assets Initial Recognition

Identifiable non-monetary assets without physical substance are classified and recognised as intangible assets. The Legislature recognises an intangible asset in its Statement of Financial Position only when it is probable that the expected future service potential that is attributable to the asset will flow to the Legislature and the cost or fair value of the asset can be measured reliably.

The probability of expected future economic benefits or service potential are assessed using reasonable and supportable assumptions that represent management's best estimate of the set of relevant conditions that will exist over the useful life of the asset.

GRAP 31.30: The purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates and any direct attributable costs of preparing the asset for its intended use must be included in the cost of a separately acquired intangible asset.



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GRAP 31.31: The recognition of costs in the carrying amount of an intangible asset must cease when the asset is in the condition necessary for it to be capable of operating in the manner intended by management.

GRAP 31.39: When an item is acquired at no or nominal consideration, it should be recognised at a fair value.

Subsequent Measurement, Amortisation and Impairment

After initial recognition, an intangible asset is carried at its cost less any accumulated amortisation and any accumulated impairment losses. Expenditure on an intangible item that was initially recognised as an expense shall not be recognised as part of the cost of an intangible asset at a later date.

Intangible assets are distinguished between indefinite or definite useful lives. Amortisation is charged on a straight-line basis over the intangible assets' useful lives (when the intangible asset is available for use), unless an active market exists. Where intangible assets are deemed to have an indefinite useful life, such intangible assets are not amortised, however such intangible assets are subject to an annual impairment test. The useful lives per category of intangible assets are detailed below:

Item	Depreciation method	Average useful life
Computer software	Straight-line	4
Financial management system	Straight-line	Indefinite

Intangible assets are annually tested for impairment. Where items of intangible assets have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified. The impairment loss is the difference between the carrying amount and the recoverable amount.

The estimated useful life, residual value and amortisation methods are reviewed annually at the end of the financial year. Any adjustments arising from the annual review are applied prospectively as a change in accounting estimate in the Statement of Financial Performance.

Derecognition

Intangible assets are derecognised when the asset is disposed of, or when there is no further service potential expected from the use of the asset. The gain or loss arising from the disposal or retirement of an intangible asset is determined as the difference between the net disposal proceeds and the carrying value and it is recognised in the Statement of Financial Performance as a gain or loss on disposal of intangible assets.

1.3 Impairment of assets

The Legislature has classified all assets held as non-cash generating assets.

When considering for indication that an asset may be impaired, the Legislature has to consider:

External Sources of Information:

(i) cessation, or near cessation, of the demand or need for service provided by the asset; and



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(ii) significant long - term changes with a favourable effect on the entity that has taken place during the period, or will take place in the near future, in the technological, legal or legislature policy environment in which the Legislature operates.

Internal Sources of Information:

(i) significant long - term changes with a favourable effect on the Legislature that have taken place during the period, or are expected to take place in the near future, in the extent to which, or manner in which, the asset is used or is expected to be used; and

(ii) evidence from internal reporting that indicates that the service performance of the asset is, or will be, significantly better than expected.

Impairment of Non-Cash Generating Assets:

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

If it is not possible to estimate the recoverable service amount of the individual asset, the recoverable service amount of the cash-generating unit to which the asset belongs is determined. After the recognition of an impairment loss, the depreciation or amortisation charge for the asset must be adjusted in future periods to allocate the asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life

The recoverable service amount is the higher of non-cash generating asset's fair value less costs to sell and its value in use. The value in use for non-cash generating asset is the present value of the asset's remaining service potential.

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

An impairment loss is recognised for non-cash generating units if the recoverable service amount of the unit is less than the carrying amount of the unit. The impairment loss is allocated to reduce the carrying amount of the assets of the unit as follows:

(i) to the assets of the unit, pro rata on the basis of the carrying amount of each asset in the unit.

The Legislature assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods for assets may no longer exist or may have decreased.

If any such indication exists, the recoverable service amounts of those assets are estimated. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss of assets carried at cost less accumulated depreciation or amortisation is recognised immediately in surplus or deficit. Any reversal of an impairment loss should be recognised, the depreciation or amortisation charge for the asset must be adjusted in future periods to allocate the asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life





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1.4 Financial instruments

The Legislature has various types of financial instruments and these can be broadly categorised as either financial assets or financial liabilities in accordance with the substance of the contractual agreement. The Legislature only recognises a financial instrument when it becomes a party to the contractual provisions of the instrument.

Initial Recognition

Financial assets and financial liabilities are recognised on the Legislature's Statement of Financial Position when the Legislature becomes party to the contractual provisions of the instrument.

The Legislature does not offset a financial asset and a financial liability unless a legally enforceable right to offset the recognised amounts currently exist; and the Legislature intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

The Effective Interest Rate Method

The effective interest rate method is a method of calculating the amortised cost of a financial asset or a financial liability and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability.

Amortised Cost

Amortised cost is the amount at which the financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortisation using the effective interest method of any difference between that initial amount and the maturity amount and minus any reduction for impairment or uncollectibility.

Financial Assets - Classification

A financial asset is any asset that is cash or a contractual right to receive cash.

In accordance with GRAP 104: Financial instruments the financial assets of the Legislature are classified into the three categories allowed by this standard as follows:

(i) Financial assets at amortised cost

Financial assets at amortised cost are non derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months, which are classified as non-current assets.

Cash includes cash on hand and cash with banks. Cash equivalents are short-term highly liquid, readily convertible into known amounts of cash, that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand and deposits held on call with banks, net





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of bank overdrafts. The Legislature categorises cash and cash equivalents as financial assets: At amortised cost.

(ii) Financial assets at fair value

Financial assets measured at fair value are financial assets that meet either of the following conditions:

(a) derivatives;

(b) combined instruments that are designated at fair value;

(c) instruments held for trading;

d) non-derivative financial assets or financial liabilities with fixed or determinable payments that are designated at fair value at initial recognition; or

(e) financial instruments that do not meet the definition of financial instruments at amortised cost or financial instruments at cost.

(iii) Financial assets at cost

Financial assets measured at cost are investments in residual interests that do not have a quoted market price in an active market, and whose fair value cannot be reliably measured.

The Legislature has the following types of financial assets as reflected on the face of the Statement of Financial Position or in the notes thereto:

Types of Financial Assets Classification in terms of GRAP 104 Cash and cash equivalents financial assets at amortised cost

Receivables from non-exchange transactions financial assets at amortised cost Receivables from exchange transactions financial assets at amortised cost Financial Liabilities - Classification

Financial liability is a contractual obligation to deliver cash or another financial asset by the Legislature

There are three main categories of financial liabilities, the classification determining how they are measured. Financial liabilities may be measured at

(i) fair value or

(ii) amortised cost

(iii) cost

The Legislature has the following types of financial liabilities as reflected on the face of the Statement of Financial Position or in the notes thereto:

Types of Financial Liabilities Classification in terms of GRAP 104 Payables from exchange transactions financial assets at amortised cost





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Payables from non - exchange transactions financial assets at amortised cost

Financial liabilities that are measured at fair value are financial liabilities that are essentially held for trading (i.e. purchased with the intention to sell or repurchase in the short term; derivatives other than hedging instruments or are part of a portfolio of financial instruments where there is recent actual evidence of short-term profiteering or are derivatives)

Initial and Subsequent Measurement Financial Assets:

Financial assets at amortised cost are initially measured at fair value plus transaction costs that are directly attributable to the acquisition or issue of the financial asset. Subsequently, these assets are measured at amortised cost using the Effective Interest Rate Method less any impairment, with interest recognised on an effective yield basis.

Financial assets measured at fair value are initially measured at fair value plus directly attributable transaction costs. They are subsequently measured at fair value with unrealised gains or losses recognised directly in equity until the investment is derecognised, at which time the cumulative gain or loss recorded in equity is recognised in the Statement of Financial Performance, or determined to be impaired, at which time the cumulative loss recorded in equity is recognised in the Statement of Financial Performance.

Financial assets at cost are initially and subsequently measured at cost.

Financial Liabilities:

Financial liabilities measured at fair value

Financial liabilities measured at fair value are stated at fair value, with any resultant gain or loss recognised in the Statement of Financial Performance.

Financial Liabilities measured at amortised cost

Trade and other payables, interest bearing debt including finance lease liabilities and non-interest bearing debt are initially measured at fair value, net of transaction costs are subsequently measured at amortised cost using the effective interest rate method. Interest expense is recognised in the Statement of Financial Performance by applying the effective interest rate.

Impairment of Financial Assets

Financial assets, other than those measured at fair value, are assessed for indicators of impairment at the end of each reporting period. Financial assets are impaired where there is objective evidence of impairment of financial assets (such as the probability of insolvency or significant financial difficulties of the debtor). If there is such evidence the recoverable amount is estimated and an impairment loss is recognised in accordance with GRAP 104.

Financial assets carried at amortised cost

Accounts receivable encompass long term debtors, staff debtors and other debtors.





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Accounts receivables are initially valued at fair value and are subsequently carried at amortised cost using the effective interest rate method. An estimate is made for doubtful debt based on past default experience of all outstanding amounts at year-end. Bad debts are written off in the year in which they are identified as irrecoverable. Amounts receivable within 12 months from the date of reporting are classified as current

A provision for impairment of accounts receivable is established when there is objective evidence that the Legislature will not be able to collect all amounts due according to the original terms of recoverability.

The provision is made in accordance with GRAP 104 whereby the recoverability of accounts receivable is assessed individually and then collectively after grouping the assets in financial assets with similar recoverability. The amount of the provision is the difference between the financial asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

Future cash flows in a group of financial assets that are collectively evaluated for impairment are estimated on the basis of historical loss experience for assets with credit risk characteristics similar to those in the group. Cash flows relating to short term receivables are not discounted where the effect of discounting is immaterial.

Impairment of financial assets measured at cost

If there is objective evidence that an impairment loss has been incurred on an investment in a residual interest that is not measured at fair value because its fair value cannot be measured reliably, the amount of the impairment loss is measured as the difference between the carrying amount of the financial asset and the present value of estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment losses shall not be reversed.

Derecognition Financial Assets

The Legislature derecognises financial assets only when the contractual rights to the cash flows from the asset expire or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity, except when management approves the write-off of financial assets due to non recoverability. If the Legislature neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the Legislature recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the Legislature retains substantially all the risks and rewards of ownership of a transferred financial asset, the Legislature continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

Financial Liabilities

The Legislature derecognises financial liabilities when, and only when, the Legislature's obligations are discharged, cancelled or expired. The Legislature recognises the difference between the carrying amount of the financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, in the Statement of Financial Performance.





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1.5 Inventories Initial Recognition

Inventories comprise current assets held for consumption or distribution during the ordinary course of business. Inventories are initially recognised at cost. Cost generally refers to the purchase price, plus taxes, transport costs and any other costs in bringing the inventories to their current location and condition. Where inventory is acquired by the Legislature for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of the item on the date acquired.

Subsequent Measurement

Consumable stores and raw materials. Consumable stores and raw materials are valued at the lower of cost and current replacement cost. In general, the basis of determining cost is the first-in first-out cost of commodities. If inventories are to be distributed at no charge or for a nominal charge they are valued at the lower of cost and net realisable value.

Redundant and slow-moving inventories

Redundant and slow-moving inventories are identified and written down from cost to net realisable value with regard to their estimated economic or realisable values and sold by public auction. Net realisable value is the estimated selling price in the ordinary course of business, less applicable variable selling expenses. Differences arising on the measurement of such inventory at the lower of cost and net realisable value are recognised in the Statement of Financial Performance in the year in which they arise.

The amount of any reversal of any write-down of inventories arising from an increase in net realisable value or current replacement cost is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs. The carrying amount of inventories is recognised as an expense in the period that the inventory was distributed, written off or consumed, unless that cost qualifies for capitalisation to the cost of another asset.

1.6 Revenue General

Revenue is derived from a variety of sources which include appropriations from Provincial Government and revenue from non- trading activities and other goods and services provided. Revenue is recognised when it is probable that future economic benefits or service potential will flow to the Legislature and these benefits can be measured reliably, except when specifically stated otherwise.

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and services in the ordinary course of the Legislature's activities.

The Legislature recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Legislature and when specific criteria have been met for each of the Legislature's activities as described below. The amount of revenue is not considered to be reliably measurable until all contingencies relating to the sale have been resolved. The Legislature bases its estimates on historical results, taking into consideration the type of transaction and the specifics of each arrangement. Revenue from exchange transactions refers to revenue that accrued to the Legislature directly in return for goods sold, the value of which approximates the consideration received or receivable.





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Revenue from non-exchange transactions refers to transactions where the Legislature received revenue from another Legislature without directly giving approximately equal value in exchange. Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount.

Revenue from Exchange Transactions Finance income

Interest earned on financial assets is recognised in the Statement of Financial Performance on the time proportionate basis that takes into account the effective yield on the investment.

Sale of Goods

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

- (a) The Legislature has transferred to the buyer the significant risks and rewards of ownership of the goods.
- (b) The Legislature retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold.
- (c) The amount of revenue can be measured reliably.
- (d) It is probable that the economic benefits or service potential associated with the transaction will flow to the Legislature.
- (e) The costs incurred or to be incurred in respect of the transaction can be measured reliably.

Revenue from Non-exchange Transactions

An inflow of resources from a non-exchange transaction, which meets the definition of an asset shall be recognised as an asset when it is probable that the future economic benefits or service potential associated with the asset will flow to the Legislature and the fair value of the asset can be measured reliably. The asset shall be recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

A present obligation arising from a non-exchange transaction that meets the definition of a liability will be recognised as a liability when it is probable that an outflow of economic benefit will be required to settle the obligation and a reliable estimate of the amount can be made.

Revenue from non-exchange transactions is measured at the amount of the increase in net assets recognised by the Legislature. When, as a result of a non-exchange transaction, the Legislature recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability.

Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date and the amount of the increase in net asset, if any, is recognised as revenue. When liability is subsequently decreased, the amount of the reduction in the liability is recognised as revenue.





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Public Contributions and Donations

Donations and funding are recognised as revenue to the extent that the Legislature has complied with any of the criteria, conditions or obligations embodied in the agreement. Where the agreement contains a stipulation to return the asset, other future economic benefits or service potential, in the event of non-compliance to these stipulations that could be legally enforced by the transferor, a liability is recognised to the extent that the criteria, conditions or obligations have not been met.

Where such requirements are not enforceable, or where past experience has indicated that the transferor has never enforced the requirement to return the transferred asset, other future economic benefits or service potential when breaches have occurred, the stipulation will be considered a restriction and is recognised as revenue.

Revenue from public contributions is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment are brought into use.

Assets acquired in non-exchange transactions are measured at fair value in accordance with the Standards of GRAP 23: Non - exchange revenue.

Appropriated Funds

Appropriated funds are recognised as revenue to the extent that the Legislature has complied with any of the criteria, conditions or obligations embodied in the agreement. Where the agreement contains a stipulation to return the asset, other future economic benefits or service potential, in the event of non-compliance to these stipulations that could be legally enforced by the transferor, a liability is recognised to the extent that the criteria, conditions or obligations have not been met. Where such requirements are not enforceable, or where past experience has indicated that the transferor has never enforced the requirement to return the transferred asset, other future economic benefits or service potential when breaches have occurred, the stipulation will be considered a restriction and is recognised as revenue.

Revenue is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment are brought into use.

Revenue from Recovery of Unauthorised, Irregular, Fruitless and Wasteful Expenditure

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Financial Management of Parliament and Provincial Legislatures Act and is recognised when the recovery thereof from the responsible officials is virtually certain. Such revenue is based on legislated procedures.

1.7 Prepayment

Prepayments include costs for goods/services to be received in subsequent financial years and are measured at cost. Prepayment expenses are recognised in the statement of financial position when the payments are made and are recognised as expenditure as and when the goods/services are received or the funds are utilised.





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Prepayments and advances at the end of the year are carried in the statement of financial position at cost.

1.8 Provisions

Provisions for legal claims are recognised when the Legislature has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the obligation.

The best estimate of the expenditure required to settle the present obligation is the amount that the Legislature would rationally pay to settle the obligation at the reporting date or to transfer it to a third party at that time and are determined by the judgment of management, supplemented by experience of similar transactions and, in some cases, reports from independent experts. The evidence considered includes any additional evidence provided by events after the reporting date.

Uncertainties surrounding the amount to be recognised as a provision are dealt with by various means according to the circumstances. Where the provision being measured involves a large population of items, the obligation is estimated by weighting all possible outcomes by their associated probabilities.

Future events that may affect the amount required to settle an obligation are reflected in the amount of a provision where there is sufficient objective evidence that they will occur. Gains from the expected disposal of assets are not taken into account in measuring a provision. Provisions are not recognised for future operating losses. The present obligation under an onerous contract is recognised and measured as a provision. An onerous contract is a contract in which the unavoidable costs of meeting the obligations under the contract exceed the economic benefits expected to be received under it.

The unavoidable costs under a contract reflect the least net cost of exiting from the contract, which is the lower of the cost of fulfilling it and any compensation or penalties arising from failure to fulfil it. This unavoidable cost resulting from the contract is the amount of the provision to be recognised.

Provisions are reviewed at reporting date and the amount of a provision is the present value of the expenditure expected to be required to settle the obligation. When the effect of discounting is material, provisions are determined by discounting the expected future cash flows that reflect current market assessments of the time value of money. The impact of the periodic unwinding of the discount is recognised in the Statement of Financial Performance as a finance cost as it occurs.

Where it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation the provision will be reversed. Provisions can only be used for expenditures for which the provisions were originally recognised.

1.9 Employee benefits

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





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Short-term employee benefits

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

Short-term employee benefits include items such as:

- wages, salaries and social security contributions;
- short-term compensated absences (such as paid annual leave and paid sick leave) where the compensation for the absences is due to be settled within twelve months after the end of the reporting period in which the employees render the related employee service;
- bonus, incentive and performance related payments payable within twelve months after the end of the reporting period in which the employees render the related service; and
- non-monetary benefits (for example, medical care, and free or subsidised goods or services such as housing, cars and cellphones) for current employees.

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs.

The Legislature measures the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The Legislature recognises the expected cost of bonus, incentive and performance related payments when the Legislature has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the entity has no realistic alternative but to make the payments.

Post-employment benefits

The Legislature provides retirement benefits for its employees and members through contribution to a pension fund.

Defined contribution

When an employee has rendered service to the entity during a reporting period, the entity recognise the contribution payable to a defined contribution plan in exchange for that service:

- (i) as a liability (accrued expense), after deducting any contribution already paid. If the contribution already paid exceeds the contribution due for service before the reporting date, the Legislature recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- (ii) as an expense, unless another Standard requires or permits the inclusion of the contribution in the cost of an asset.





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Where contributions to a defined contribution plan do not fall due wholly within twelve months after the end of the reporting period in which the employees render the related service, they are discounted. The rate used to discount reflects the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the obligation.

1.10 Leases

Lease Classification

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the Legislature. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

Leases of property, plant and equipment, in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases.

The Legislature as Lessee Operating leases - lessee

The Legislature recognises operating lease rentals as an expense in the Statement of Financial Performance on a straight-line basis over the term of the relevant lease. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis, except where another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed.

Determining whether an arrangement contains a lease

At inception of an arrangement, the Legislature determines whether such an arrangement is or contains a lease. A specific asset is the subject of a lease if fulfillment of the arrangement is dependent on the use of that specified asset. An arrangement conveys the right to use the asset if the arrangement conveys to the Legislature the right to control the use of the underlying asset.

At inception or upon reassessment of the arrangement, the Legislature separates payments and other consideration required by such an arrangement into those for the lease and those for other elements on the basis of their relative fair values. If the Legislature concludes a finance lease where it is impracticable to separate the payments reliably, an asset and a liability are recognised at an amount equal to the fair value of the underlying asset. Subsequently the liability is reduced as payments are made and an imputed finance charge on the liability is recognised.

Finance leases - lessee

Finance leases are recognised as assets and liabilities in the statement of financial position at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding liability to the lessor is included in the statement of financial position as a finance lease obligation.





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The discount rate used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease.

Minimum lease payments are apportioned between the finance charge and reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of on the remaining balance of the liability.

1.11 Transfers and subsidies

The Legislature transfers appropriated funds to the political parties represented in the Legislature in line with agreed arrangements. When making these transfers, the Legislature does not:

- (i) receive any goods or services directly in return, as would be expected in a purchase or sale transaction;
- (ii) expect to be repaid in future; or expect a financial return, as would be expected from an investment.

These transfers are recognised in the Statement of Financial Performance as expenses in the period that the events giving rise to the transfer occurred.

1.12 Unauthorised expenditure

Unauthorised expenditure is the overspending of the Legislature's approved budget (the vote or a main division within the vote), expenditure from the Legislature's approved budget for a purpose unrelated to the approved budget and any expenditure of donor funds for a purpose not specified in the agreement with the donor. All expenditure relating to unauthorised expenditure is recognised as an expense in the Statement of Financial Performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.13 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is expenditure that was made in vain and would have been avoided had reasonable care been exercised. All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the Statement of Financial Performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.14 Irregular expenditure

Irregular expenditure is expenditure other than unauthorised expenditure incurred in contravention of, or that is not in accordance with a requirement of any applicable legislation. Irregular expenditure is accounted for as an expense in the Statement of Financial Performance in the period it occurred and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.





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1.15 Comparative figures Prior year comparatives

When the presentation or classification of items in the financial statements is amended, prior period comparative amounts are reclassified. The nature and reasons for the reclassification are disclosed in the notes.

1.16 Changes in Accounting Policies, Estimates and Errors

Changes in accounting policies that are effected by management have been applied retrospectively in accordance with GRAP 3: Accounting policies, estimates and errors requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the change in policy. In such cases the Legislature shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

Changes in accounting estimates are applied prospectively in accordance with GRAP 3 requirements. Details of changes in estimates are disclosed in the Notes to the financial statements where applicable.

Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the Legislature shall restate the opening balances of assets, liabilities, net assets and disclosure notes for the earliest period for which retrospective restatement is practicable.

1.17 Budget information

The annual budget figures are prepared in accordance with GRAP 24: Presentation of budget information in the financial statements standard and are consistent with the accounting policies adopted by management for the preparation of these financial statements. The amounts are scheduled as a separate additional financial statement, called the Statement of Comparison of Budget and Actual amounts where applicable. Explanatory comment is provided in the Statement of Comparison of Budget and Actual Amounts in the budget motivations for over or underspending on line items. These figures are those approved in the Mpumalanga Provincial Legislature estimate at the beginning and end of the year.

The approved budget covers the period from 1 April 2020 to 31 March 2021. The budget is approved on a cash basis by programme and item classification whereas the actual amounts are reported on accrual basis of accounting. Therefore the Statement of Comparison of Budget and Actual Amounts have not been prepared on the comparable basis of accounting.

1.18 Related parties

A related party is a person or an entity with the ability to control or jointly control the other party, or exercise significant influence over the other party, or vice versa, or an entity that is subject to common control, or joint control.

Individuals as well as their close family members, and/or entities are related parties if one party has the ability, directly or indirectly, to control or jointly control the other party or exercise significant influence over the other party in making financial and/or operating decisions. Management is regarded as a related party.





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Individuals as well as their close family members, and/or entities are related parties if one party has the ability, directly or indirectly, to control or jointly control the other party or exercise significant influence over the other party in making financial and/or operating decisions. Management is regarded as a related party.

Transactions with Government Departments of the Mpumalanga Province are considered to be related parties to the Legislature

1.19 Events after reporting date

Events after the reporting date that are classified as non-adjusting events have been accounted for in the financial statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the Notes to the Financial Statements.

1.20 Capital commitments

Items are classified as commitments where the Legislature commits itself to future transactions that will normally result in the outflow of resources. Capital commitments are not recognised in the Statement of Financial Position as a liability but are included in the disclosure notes in the following cases:

- (i) Approved and contracted commitments, where the expenditure has been approved and the contract has been awarded at the reporting date, where disclosure is required by a specific standard of GRAP.
- (ii) Approved but not yet contracted commitments, where the expenditure has been approved and the contract has yet to be awarded or is awaiting finalisation at the reporting date.
- (iii) Items are classified as commitments where the Legislature commits itself to future transactions that will normally result in the outflow of resources.
- (iv) Contracts that are entered into before the reporting date, but goods and services have not yet been received are disclosed in the disclosure notes to the financial statements.
- (v) Other commitments for contracts are non-cancelable or only cancelable at significant cost. Contracts that should relate to something other than the business of the Legislature.

1.21 Contingent asset and contingent liabilities

Contingent liabilities represent a possible obligation that arises from past events and whose existence will be confirmed only by an occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity.

A contingent liability can also arise as a result of a present obligation that arises from past events but which is not recognised as a liability either because it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation or the amount of the obligation cannot be measured with sufficient reliability.

Contingent assets represent possible assets that arise from past events and whose existence will be confirmed only by an occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity.





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Contingent assets and contingent liabilities are not recognised, but are disclosed in the notes to the Financial Statements.

1.22 Heritage assets

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

Recognition

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

The cost of an item of heritage assets is recognised as an asset if, and only if it is probable that future economic benefits or service potential associated with the item will flow to the Legislature, and if the cost or fair value of the item can be measured reliably.

Heritage assets are initially recognised at cost on its acquisition date or in the case of assets acquired by grant or donation, deemed cost, being the fair value of the asset on initial recognition. The cost of an item of heritage assets is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the Legislature. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

Where an asset is acquired by the Legislature for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired. The cost of an item of heritage assets acquired in exchange for a non-monetary asset or monetary asset, or a combination of monetary and non-monetary assets is measured at the fair value of the asset given up, unless the fair value of the asset received is more clearly evident. If the acquired item could not be measured at its fair value, its cost is measured at the carrying amount of the asset given up.

Subsequent measurement

After recognition as an asset, a class of heritage assets is carried at its cost less any accumulated impairment losses.

Subsequent expenditure relating to heritage assets is capitalised if it is probable that future economic benefits or potential service delivery associated with the subsequent expenditure will flow to the Legislature and the cost or fair value of the subsequent expenditure can be reliably measured. Subsequent expenditure incurred on an asset is only capitalised when it increases the capacity or future economic benefits associated with the asset. Where the Legislature replaces parts of an asset, it derecognises the part of the asset being replaced and capitalises the new component. Subsequently all heritage assets are measured at cost, less accumulated impairment losses. Heritage assets are not depreciated.





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Impairment

The legislature assess at each reporting date whether there is an indication that its heritage assets may be impaired. If any such indication exists, the legislature estimates the recoverable amount or the recoverable service amount of the heritage asset.

Derecognition

The carrying amount of an item of heritage assets is derecognised on disposal, or when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of an item of heritage assets is included in the Statement of Financial Performance when the item is derecognised.

Gains or losses are calculated as the difference between the carrying value of assets (cost less accumulated impairment losses) and the disposal proceeds is included in the Statement of Financial Performance as a gain or loss on disposal of heritage assets.





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	31 March 2021	31 March 2020
	R	R

2. Inventories

Consumable stores	351 694	397 228
	<u>351 694</u>	<u>397 228</u>

Inventories are held for own use and measured at the lower of cost and net realisable value. No write downs of inventory to current net realisable value were required.

The cost of inventory recognised as an expense at the reporting period R 360 505 (2020: R 1 174 089). No inventories have been pledged as collateral for liabilities of the Legislature.

3. Receivables from exchange transactions

Trade receivables	39 041	301 284
Total	<u>39 041</u>	<u>301 284</u>

Trade receivables are in respect of amounts outstanding at 31 March 2021 which resulted from overpayments and bank accrued interest.

The Legislature does not hold deposits or other security for its receivables. None of the receivables have been pledged as security for the Legislature's financial liabilities.

4. Receivables from non-exchange transactions

Sundry debtors	85 211	219 954
Total receivables from non-exchange transactions	<u>85 211</u>	<u>219 954</u>

Sundry debtors are in respect of amounts outstanding at 31 March 2021 on staff and other debtors.

The Legislature does not hold deposits or other security for its receivables. None of the receivables have been pledged as security for the Legislature's financial liabilities.



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31 March 2021	31 March 2020
R	R

Ageing of receivables from exchange and non-exchange transactions

The ageing of amounts are as follows:

As at 31 March 2021	0-30 days	0-60 days	0-90 days	0-120 days	Total
Sundry debtors					
Gross balance	68 673	29 448	-	256 118	354 239
Less provision for impairment	-	-	-	(241 625)	(241 625)
	68 673	29 448		14 493	112 614

The age analysis of these receivables are as above. The provision for impairment on receivables exists predominately due to the possibility that these debts may not be recovered. Sundry debtors were assessed individually and grouped together in the Statement of Financial Position as financial assets with similar characteristics and collectively assessed for impairment.

As at 31 March 2020	0-30 days	0-60 days	0-90 days	0-120 days	Total
Sundry debtors					
Gross balance	421 814	8 552	-	290 583	720 949
Less provision for impairment	-	-	-	(199 711)	(199 711)
	421 814	8 552		90 872	521 238

The age analysis of these receivables are as above.

Reconciliation of provision for impairment of receivables

Opening balance	199 711	-
Provision for impairment	41 914	199 711
	241 625	199 711

The provision for impairment on receivables exists predominately due to the possibility that these debts may not be recovered. Sundry debtors were assessed individually and grouped together in the Statement of Financial Position as financial assets with similar characteristics and collectively assessed for impairment.

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	31 March 2021	31 March 2020
	R	R

5. Prepayments

Prepayments are payments made in advance and expensed during the period under review, but the service will only be rendered during the next reporting period. Those prepayments are for license fees and other general expenses.

Payments made in advance

Prepaid Expenditure	1 256 248	1 475 079
	1 256 248	1 475 079

6. Cash and cash equivalents

Cash and cash equivalents consist of:

Bank balances	32 105 889	16 012 642
Bank balance CPA	1 832 739	1 791 868
Total cash and cash equivalents	33 938 628	17 804 510

Bank accounts

For the purposes of the Statement of Financial Position and the Cash Flow Statement, the cash and cash equivalents represents the cash in the two bank accounts.

Credit rating

FNB main account	32 105 889	16 012 642
FNB CPA account	1 832 739	1 791 868
Total bank accounts	33 938 628	17 804 510

Primary bank account

Cash book balance at the beginning of year	17 804 510	17 604 806
Cash book at the end of the year	33 938 628	17 804 510
Bank balance at the beginning of the year	17 804 510	17 604 806
Bank balance at the end of the year	33 938 628	17 804 510

The Legislature does not have overdraft facilities. Interest is earned at different rates per annum on favourable balance. The Legislature did not pledge any of its cash and cash equivalents as collateral for its financial liabilities.

No restrictions have been imposed on the Legislature in terms of the utilisation of its cash and cash equivalents.

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31 March 2021 31 March 2020
R R

7. Property, plant and equipment

	Cost / Valuation	2021 Accumulated Carrying value depreciation and accumulated impairment	Carrying value	Cost / Valuation	2020 Accumulated depreciation and accumulated impairment	Carrying value
Furniture and fixtures	8 734 285	(6 870 350)	1 863 935	8 093 734	(6 348 868)	1 744 866
Motor vehicles	18 150 785	(6 511 003)	11 639 782	18 646 045	(4 830 750)	13 815 295
Office equipment	18 620 483	(10 975 737)	7 644 746	17 564 088	(8 707 368)	8 856 720
Computer equipment	14 564 454	(6 785 949)	7 778 505	8 467 236	(5 543 073)	2 924 163
Library books	918 577	(823 139)	95 438	918 577	(777 050)	141 527
Communication equipment	1 445 725	(1 357 173)	88 552	1 445 725	(674 357)	771 368
Total	62 434 309	(33 323 351)	29 110 958	55 135 405	(26 881 466)	28 253 939

Reconciliation of property, plant and equipment - 31 March 2021

	Opening balance	Additions	Disposals	Depreciation	Impairment loss	Total
Furniture and fixtures	1 744 866	679 904	(2 208)	(558 627)	-	1 863 935
Motor vehicles	13 815 295	-	(355 042)	(1 727 372)	(93 099)	11 639 782
Office equipment	8 856 720	1 057 840	-	(2 269 814)	-	7 644 746
Computer equipment	2 924 163	6 250 914	(18 369)	(1 378 203)	-	7 778 505
Library books	141 527	-	-	(46 089)	-	95 438
Communication equipment	771 368	-	-	(682 816)	-	88 552
Total	28 253 939	7 988 658	(375 619)	(6 662 921)	(93 099)	29 110 958

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31 March 2021	31 March 2020
R	R

Reconciliation of property, plant and equipment - 31 March 2020

	Opening balance	Additions	Additions through transfer	Disposals	Depreciation	Total
Furniture and fixtures	1 549 952	697 829	-	(15 167)	(487 748)	1 744 866
Motor vehicles	11 986 815	3 771 729	-	(309 639)	(1 633 610)	13 815 295
Office equipment	10 255 489	832 762	-	(7 297)	(2 224 234)	8 856 720
Computer equipment	3 252 711	1 188 823	-	(53 784)	(1 463 587)	2 924 163
Library books	233 380	-	-	-	(91 853)	141 527
Work in progress	737 600	-	(737 600)	-	-	-
Communication equipment	3 466	1 380 711	-	-	(612 809)	771 368
	28 019 413	7 871 854	(737 600)	(385 887)	(6 513 841)	28 253 939

The assets of the Legislature are acquired through procurement.

Pledged as security

The Legislature did not pledge any of its assets as security.

Expenditure incurred to repair and maintain property, plant and equipment

An expenditure of R 1 324 091 was incurred for maintenance of property plant and equipment as at the 31 March 2021 and is included in the statement of financial performance.

Impairment of property, plant and equipment

No property, plant and equipment was impaired at the reporting period

Change in estimate-useful life of Property, plant and equipment reviewed

There was a change in the estimated useful life of various assets of the Legislature for the financial period.

Effect of change of accounting estimates (increase in depreciation) is R 88 158. Effect for the future values is minimal.

Property, plant and equipment is depreciated over its useful life taking into account residual values for motor vehicle category. Effect of residual value change (increase in depreciation) is R 61 484.

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	31 March 2021	31 March 2020
	R	R

8. Intangible assets

	Cost / Valuation	2021 Accumulated amortisation and accumulated impairmentt	Carrying value	Cost / Valuation	2020 Accumulated depreciation and accumulated impairment	Carrying value
Computer software	2 400 436	(1 487 022)	913 414	2 612 949	(2 176 329)	436 620
Financial management system	14 898 000	-	14 898 000	14 898 000	-	14 898 000
Total	17 298 436	(1 487 022)	15 811 414	17 510 949	(2 176 329)	15 334 620

Reconciliation of intangible assets - 31 March 2021

	Opening balance	Additions	Disposals	Amortisation	Total
Computer software	436 620	899 293	(36 923)	(385 576)	913 414
Financial management system	14 898 000	-	-	-	14 898 000
	15 334 620	899 293	(36 923)	(385 576)	15 811 414

Reconciliation of intangible assets - 31 March 2020

	Opening balance	Amortisation	Total
Computer software	974 146	(537 526)	436 620
Financial management system	14 898 000	-	14 898 000
	15 872 146	(537 526)	15 334 620

The intangible assets of the Legislature are acquired through procurement.

The amortisation expenses have been included in the line item "depreciation and amortisation" in the Statement of Financial Performance (note 22). Amortisation is charged on a straight-line basis over the intangible assets' useful lives.

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R	R

Intangible assets with indefinite useful lives

The following classes of intangible assets are not amortised as they are regarded as having indefinite useful lives. Cost and carrying value of software

Financial management system	14 898 000	14 898 000
-----------------------------	------------	------------

The financial management system is expected to be available for use over an indefinite period. The Legislature expects to derive economic benefits from the system beyond the current reporting period. The useful lives of the intangible assets remain unchanged from the previous year.

Pledged as security

All of the Legislature's intangible assets are held under freehold interests and no intangible assets had been pledged as security for any liabilities of the Legislature.

Restricted title

No restrictions apply to any of the intangible assets of the Legislature. The Legislature did not pledge any of its intangible assets as security.

Impairment of intangible assets

No impairment losses have been recognised on intangible assets of the Legislature at the reporting date.

9. Heritage assets

	2021			2020		
	Cost / Valuation	Accumulated amortisation and accumulated impairmentt	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Art Collections, antiq- uities and exhibits	1 388 050	-	1 388 050	1 388 050	-	1 388 050
Total	1 388 050	-	1 388 050	1 388 050	-	1 388 050

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31 March 2021	31 March 2020
R	R

Reconciliation of heritage assets - 31 March 2021

	Opening balance	Total
Art Collections, antiquities and exhibits	1 388 050	1 388 050

Reconciliation of heritage assets - 31 March 2020

	Opening balance	Total
Art Collections, antiquities and exhibits	1 388 050	1 388 050
	1 388 050	1 388 050

Pledged as security

No heritage assets are pledged as security.

Impairment of heritage assets

No heritage assets were impaired as at 31 March 2021.

10. Provisions

Reconciliation of provisions - 31 March 2021

	Opening balance	Additions	Utilised during the year	Reversed during the year	Total
Provision for performance bonuses	4 904 130	5 256 050	(3 002 436)	1 901 694	5 256 050
Provision for long service	110 574	3 116 426	(250 000)	-	2 977 000
	5 014 704	8 372 476	(3 252 436)	(1 901 694)	8 233 050

Reconciliation of provisions - 31 March 2020

	Opening balance	Additions	Utilised during the year	Reversed during the year	Total
Provision for performance bonuses	4 560 118	4 904 130	(4 499 269)	(60 849)	4 904 130
Provision for long service	102 870	33 704	(26 000)	-	110 574
	4 662 988	4 937 834	(4 525 269)	(60 849)	5 014 704

Non-current liabilities

2 322 000 101 374

Current liabilities

5 911 050 4 913 330

8 233 050 5 014 704

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31 March 2021	31 March 2020
R	R

The performance bonus provision represents the liability in respect of performance bonuses to be paid to employees dependent on the outcomes of their performance assessments for the 2020/21 financial year. The provision is expected to be utilised within the next 12 months and the amount is thus dependent on the performance outcomes.

Long service benefits are awarded by the Legislature to staff in the form of fixed cash amounts (after 5, 10, 15, 20, 25, 30, 35 and 40 years of continuous service).

In estimating the liability for long service a number of assumptions are required. GRAP 25 and IAS 19 places the responsibility on management to set these assumptions, as guided by the principles set out in GRAP 25. The difference between the assumptions drives the valuation and it is very important to monitor how this difference changes from one valuation to the next. The most relevant actuarial assumptions used in this valuation are discussed below.

Financial variables

The two most important financial variables used in the valuation are the discount rate and salary inflation. We have assumed the following values for these variables:

Financial variable LSA	Assumed Value at 31-03-2021	Assumed Value at 31-03-2020
Discount rate	8,20%	9,30%
CPI	N/A	5,07%
Normal Salary Increase Rate	CPI + 1%	CPI + 1%
Net discount rate (CPI)	8,20%	4,03%

Discount rate

GRAP 25 stipulates that the choice of this rate should be derived from government bond yields consistent with the estimated term of the employee benefit liabilities.

However, where there is no deep market in government bonds with a sufficiently long maturity to match the estimated term of all the benefit payments, current market rates of the appropriate term should be used to discount shorter term payments, and the discount rate for longer maturities should be estimated by extrapolating current market rates along the yield curve.

Consequently, discount rates of 8.20% per annum have respectively been used for the LSA liability. This yield was obtained by calculating the duration of the liability and then taking the yield from the yield curve at that duration using an iterative process (because the yield depends on the duration, which in turn depends on the liability). This rate does not reflect any adjustment for taxation, and was deduced from the interest rate data obtained from the JSE after the market close on 31 March 2021. The average duration of the LSA liability is 6.50 years.

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31 March 2021	31 March 2020
R	R

Average retirement age

The average retirement age for all active (LSA eligible) employees was assumed to be 60 years. This assumption implicitly allows for ill-health and early retirements.

Mortality rates

Mortality before retirement has been changed SA85-90 to SA85-90 -2 which is based on the SA mortality table. Withdrawal decrements

If an employee leaves, the employer's liability in respect of that employee ceases. It is therefore important not to overstate withdrawal rates. A sample of the assumed rates is set out below. These rates are not applicable to members. It is assumed that members will not withdraw whilst serving a term.

Age Band	Withdrawal rate Male	Withdrawal rate Female
20	9%	9%
30	6%	6%
40	5%	5%
50	3%	3%
55	0%	0%
60	0%	0%

Change in estimate relating to long service awards

There was a change in the long service policy which increased the amount payable to the Legislature's employees in the financial period.

The effect of change of the long service awards provision had material variances between the current and previous financial disclosed carrying value of the liabilities.

MPL could not estimate the effects of the change on the future periods as it was impractical, however effects in the current year has been disclosed

11. Payables from exchange transactions

Trade payables	1 487 373	3 231 707
Service bonus	5 901 316	5 596 705
	7 388 689	8 828 412

No credit period exists for payables from exchange transactions, neither has any credit period been arranged. No interest is charged on outstanding amounts.

12. Operating lease liabilities

Current liabilities	(21 376)	(107 296)
	(21 376)	(107 296)

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Notes to the Annual Financial Statements for the year ended 31 March 2021

31 March 2021	31 March 2020
R	R

Lease arrangement

The Legislature as lessee: Operating leases relate to property, plant and equipment with lease terms not longer than 5 years, with an option to extend for a further period. All operating lease contracts contain market review clauses in the event that the Legislature exercises its option to renew.

The Legislature does not have an option to purchase the leased asset on expiry of the lease period. Amounts payable under operating leases.

At the reporting date, the Legislature had outstanding commitments under non-cancelable operating leases for property, plant and equipment which fall due as follows:

Minimum lease payments due

up to 1 year	576 105	1 393 138
from 1 to 5 years	875 766	-
	1 451 871	1 393 138

The following payments have been recognised as an expenses in the Statement of Financial Performance

The following payments have been recognised

Operating lease: Equipment	(1 954 284)	(2 989 676)
Operating lease: Building	(489 638)	(564 418)
	(2 443 922)	(3 554 094)

Legislature has operating lease agreements for the following classes of assets, which are only significant collectively: Buildings (Office space)

The following restrictions have been imposed on the Legislature in terms of the lease agreements:

- (i) Buildings shall remain the property of the lessor.
- (ii) The lessee shall not sell, sublet, cede, assign or delegate any of its rights or obligations on the buildings.
- (iii) Operating lease payments represent rentals payable by the Legislature for the rental of office buildings (NCOP office in Cape Town). The leases of office building is negotiated for an average term of 3 years and rentals escalate at an average of 8% per annum.

13. Finance lease obligation

Minimum lease payments due

- within one year	150 206	710 996
- in second to fifth year inclusive	-	150 205
Present value of minimum lease payments	150 206	861 201

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Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R
- within one year	-	150 205
- in second to fifth year inclusive	150 206	710 996
Present value of minimum lease payments	150 206	861 201

The legislature entered into finance leasing arrangements for certain cell phones and tablets equipment.

The average lease terms are 2 years and the average effective lending rate was in line with the contract. Where a contract was not specific the prime rate is applied.

14. Accumulated surplus

The Accumulated surplus consists of the following

Accumulated surplus due to the results of operations	66 187 923	50 363 057
	66 187 923	50 363 057

Refer to Statement of Changes in Net Assets for more detail and the movement on accumulated surplus.

15. Sundry revenue

Revenue from exchanges transactions:

Sundry revenue	53 700	27 000
Revenue from non-exchange transactions:		
Interest earned - debtors	1 268	2 008
	54 968	29 008

The amounts disclosed above for other revenue are in respect of, amongst other, sales of tender and interest received.

16. Interest earned

Interest revenue

Bank	1 383 382	1 115 461
	1 383 382	1 115 461

The amounts disclosed above for other revenue are in respect of interest earned from the bank.

17. Annual appropriation

Operating grants

Administration	177 665 000	181 333 000
Parliamentary business	149 975 000	160 201 000
	327 640 000	341 534 000

Mpumalanga Provincial Legislature

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Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R
18. Statutory appropriation		
Statutory appropriations	26 578 000	33 349 000
	26 578 000	33 349 000
19. Public contributions and donations		
Public contributions and donations	-	150 000
	-	150 000
No donation in cash was received at the reporting date.		
20. In - kind revenue received		
Services in - kind received	29 086 245	27 202 360
	29 086 245	27 202 360
The Legislature received the following services in - kind at reporting period:		
(i) The Legislature occupies a building that belongs to the Department of Public Works, Roads and Transport. The Legislature has use of the property at no consideration (i.e. rental at market related prices). The fair value rental of R 29 086 245 for building no.1 property was determined from market-based evidence determined by appraisal.		
(ii) Security services from Department of Community Safety and Security at no consideration.		
21. Employee related costs		
Basic	151 151 707	154 297 157
Bonus	5 379 610	4 843 281
Medical aid - company contributions	8 487 804	7 830 751
UIF	348 340	353 794
Leave pay	1 512 421	(6 629 034)
Pension contribution	19 116 809	17 932 504
Salaries settlement	-	5 989 541
Overtime payments	20 347	413 577
Long-service awards	2 575 015	15 778
13th Cheques	9 024 832	8 402 102
Housing benefits and allowances	5 587 656	5 251 592
Allowances	9 847 042	9 558 354
Total	213 051 583	208 259 397

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Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R
Remuneration of management personnel		
Remuneration of the Senior Management and Members of the Legislature for the year is R 60 377 788 (2020: R 61 025 738).		
Remuneration of the Speaker		
Annual Remuneration	1 959 749	1 907 247
	1 959 749	1 907 247
Remuneration of Deputy Speaker		
Annual Remuneration	1 587 019	1 554 630
	1 587 019	1 554 630
Remuneration of the 17 Public Office Bearers		
Annual Remuneration	20 444 753	20 119 475
Car Allowance	2 012 557	1 477 630
	22 457 310	21 597 105
Remuneration of the Secretary		
Annual Remuneration	2 627 567	2 530 353
Car Allowance	60 000	-
	2 687 567	2 530 353
Remuneration of the Executive Manager: Financial Governance		
Annual Remuneration	1 812 186	1 874 177
Car Allowance	60 000	60 000
	1 872 186	1 934 177
Remuneration of the Executive Manager: Corporate Services		
Annual Remuneration	1 806 776	1 779 081
Car Allowance	108 000	120 000
	1 914 776	1 899 081
Remuneration of the Executive Manager: Parliamentary Operations)		
Annual Remuneration	1 873 512	1 854 280
Car Allowance	116 916	116 916
	1 990 428	1 971 196

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Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R
Remuneration of Chief of Staff		
Annual Remuneration	1 553 588	1 338 246
Car Allowance	165 000	150 000
	1 718 588	1 488 246
Remuneration of Senior Managers		
Annual Remuneration	24 125 136	25 736 299
Car Allowance	1 311 104	1 368 104
	25 436 240	27 104 403
22. Depreciation and amortisation		
Property, plant and equipment	6 662 920	6 513 841
Intangible assets	385 576	537 526
	7 048 496	7 051 367
23. Impairment of assets		
Impairments		
Property, plant and equipment	(93 099)	-
Total impairment losses (recognised)	(93 099)	-
24. Finance costs		
interest cost	65 049	101 181
	65 049	101 181
25. Debt impairment		
Contributions to debt impairment provision	41 914	199 711
	41 914	199 711
26. Transfer and subsidies		
Caucus funds	27 968 000	21 874 999
Constituency funds	31 899 000	24 666 001
Democracy Funds	-	7 000 000
	59 867 000	53 541 000

Mpumalanga Provincial Legislature

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Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R
27. Contracted services		
Information Technology Services	9 562 514	11 414 101
Professional fees	7 146 193	6 986 318
Operating Leases	31 530 167	30 756 454
Internal audit	719 940	658 720
Other Contractors	10 269 873	9 808 225
	59 228 687	59 623 818
28. General expenses		
Advertising	2 514 097	5 769 202
Audit fees	3 493 732	4 494 067
Bank charges	145 151	141 419
Cleaning	117 960	22 376
Consulting and professional fees	1 469 294	1 373 123
Entertainment	323 149	663 141
Translation and transcript	-	2 000
Hire of equipment, venue and facilities	115 687	4 343 165
Postage and courier	3 459	36 456
Printing and stationery	1 064 579	1 103 926
Repairs and maintenance	1 324 091	644 275
Subscriptions and membership fees	618 898	1 386 041
Communications	3 235 470	4 365 406
Transport cost	842 987	2 955 494
Training	766 425	1 226 385
Travel and subsistence - domestic	3 709 634	16 950 609
Travel and subsistence - foreign	166	3 635 468
Electricity	6 825 778	5 460 901
Uniforms and protective clothing	-	256 652
Catering services	688 261	6 914 074
Other expenses	1 573 933	1 243 651
Total	28 832 751	62 987 831

Mpumalanga Provincial Legislature

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Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R
29. Net cash flows from operating activities		
Surplus	15 824 866	11 512 672
Adjustments for:		
Depreciation and amortisation	7 048 496	7 051 367
Loss on sale of assets	407 595	93 086
(Loss) gain on disposal of assets non-cash	(211 800)	211 800
Impairment assets	93 099	-
Debt impairment	41 914	199 711
Movements in operating lease liabilities	(85 920)	(186 817)
Movements in provisions	3 218 346	351 716
Changes in working capital:		
Inventories	45 534	(145 957)
Receivables from exchange transactions	262 243	(39 064)
Debt impairment	(41 914)	(199 711)
Other receivables from non-exchange transactions	134 743	320 132
Prepayments	218 831	(400 254)
Payables from exchange transactions	(1 439 723)	(12 376 922)
	25 516 310	6 391 759

30. Unauthorised expenditure

No unauthorised expenditure was identified at the reporting date.

31. Fruitless and wasteful expenditure

Reconciliation of fruitless and wasteful expenditure:

Opening balance as previously reported	-	32 988
Opening balance as restated	-	32 988
Add: Expenditure identified - current	1 250	-
Condoned	-	(32 988)
Closing balance	1 250	-

Expenditure identified in the current year include those listed below:

	Disciplinary steps taken/criminal proceedings	
No show	Awaiting condonement	1 250
		1 250

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	31 March 2021	31 March 2020
	R	R

32. Irregular expenditure

Opening balance	-	3 021 282
	-	3 021 282
Add: Irregular Expenditure - current	-	1 934 042
Less: Amounts condoned	-	(4 955 324)
Closing balance	-	-

33. Financial instruments disclosure

Categories of financial instruments

31 March 2021

In accordance with GRAP 104.13 the financial assets of the Legislature are classified as follows:

Financial assets

	At amortized Cost	Total
Trade and other receivables from exchange transactions	39 041	39 041
Other receivables from non-exchange transactions	85 211	85 211
Cash and cash equivalents	33 938 628	33 938 628
	34 062 880	34 062 880

In accordance with GRAP 104.13 the financial liabilities of the Legislature are classified as follows:

	At amortized Cost	Total
Trade and other payables from exchange transactions	1 487 373	1 487 373
Staff bonus	5 901 316	5 901 316
	7 388 689	7 388 689

Financial income earned

	At amortized Cost	Total
Financial assets	1 383 382	1 383 382
	1 383 382	1 383 382

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Notes to the Annual Financial Statements for the year ended 31 March 2021

31 March 2021	31 March 2020
R	R

31 March 2020

In accordance with GRAP 104.13 the financial assets of the Legislature are classified as follows:

Financial assets

	At amortized Cost	Total
Trade and other receivables from exchange transactions	301 284	301 284
Other receivables from non-exchange transactions	219 954	219 954
Cash and cash equivalents	17 804 510	17 804 510
	18 325 748	18 325 748

Financial liabilities

	At amortized Cost	Total
Trade and other payables from exchange transactions	3 416 959	3 416 959
Staff bonus	5 596 705	5 596 705
	9 013 664	9 013 664

Finance income earned

	At amortized Cost	Total
Financial assets	1 115 461	1 115 461
	1 115 461	1 115 461

34. Risk management Financial risk management

The Accounting Officer has overall responsibility for the establishment and oversight of the Legislature's risk management framework. Due to the largely non-trading nature of activities and the way in which they are financed, the Legislature is not exposed to the degree of financial risk faced by business entities.

Financial instruments play a much more limited role in creating or changing risks that would be typical of listed companies to which the International Accounting Standards (IAS's) mainly apply. Generally, financial assets and liabilities are generated by day-to-day operational activities and are not held to manage the risks facing the Legislature in undertaking its activities.

Management monitors and manages the financial risks relating to the operations through internal policies and procedures. These risks include interest rate risk, credit risk and liquidity risk. Compliance with policies and procedures is reviewed by the internal auditors on a continuous basis, and annually by external auditors.

Internal audit and risk management functions are responsible for initiating a control framework and monitoring and responding to potential risk. Reports are presented periodically to the Legislature's Audit Committee. Further quantitative disclosures where applicable are included throughout these financial statements.

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31 March 2021

31 March 2020

R

R

Liquidity risk

Liquidity risk is the risk that the Legislature will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering in cash or another financial asset. The Legislature's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient budget and cash to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Legislature's reputation.

Credit risk

Credit risk is the risk of financial loss to the Legislature if counterparty to a financial instrument that fails to meet its contractual obligations and arises principally from the Legislature's receivables.

Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates, interest rates and equity prices will affect the Legislature's income or the value of its holdings in financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters, while optimising the return.

The Legislature's activities expose it to a limited extent to the financial risks of changes in interest rates. No formal policy exists to hedge volatilities in the interest rate market. There has been no change to the Legislature's exposure to market risks or the manner in which it manages and measures the risk.

Foreign currency risk management

The Legislature's activities do not significantly expose it to the financial risks of foreign currency and therefore has no formal policy to hedge volatilities in the interest rate market.

Interest rate risk management

Interest rate risk is defined as the risk that the fair value or future cash flows associated with a financial instrument will fluctuate in amount as a result of market interest changes.

Potential concentrations of interest rate risk consist mainly of variable rate deposit investments, long-term receivables, consumer debtors, other debtors, bank and cash balances. In the case of debtors whose accounts become in arrears, it is endeavored to collect such accounts by levying of interest.

Long-term receivables and other debtors are individually evaluated annually at reporting date for impairment or discounting. A report on the various categories of debtors is drafted to substantiate such evaluation and subsequent impairment / discounting, where applicable. The Legislature is not exposed to credit interest rate risk as the Legislature has no borrowings.



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Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R

Interest rate risk sensitivity analysis

Effect of 1% change in the interest rate	Current interest rate	Value as at 31 March 2021	Discounted value at current rate	Discounted value at current rate (+1%)	Discounted value at current rate (-1%)
Trade and other receivables - normal credit terms	7,00 %	124 252	132 950	134 279	131 621

Credit risk management

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss to the Legislature.

Cash and cash equivalents

The Legislature has a business bank account with First National Bank. No investments with financial institutions have been made. The maximum credit and interest risk exposure in respect of the relevant financial instruments is as follows:

Receivable from - exchange transactions	39 041	301 284
Receivable from non - exchange transactions	85 211	219 954
Cash and cash equivalents	33 938 628	17 804 510
Maximum credit and interest risk exchange	34 062 880	18 325 748



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	31 March 2021	31 March 2020
	R	R

35. Related parties

The Legislature paid for services from the following entities, which are considered to be related parties:

Related party transactions

Purchases from related parties

Department of Community safety and security	58 129	50 275
Department of Public work, road and transport	6 436 801	6 748 859
	6 494 930	6 799 134

Revenue received from Provincial Treasury

Voted funds	327 640 000	341 534 000
Direct charge	26 578 000	33 349 000
	354 218 000	374 883 000

The transactions with the Department of Public Works, Roads and Transport were for municipal and communication services.

There is an outstanding amount of R 920 831 due to the Department of Public Works, Roads and Transport as at the 31 March 2021.

Other related party transactions

In addition to the above, the Legislature occupies a building that belongs to the Department of Public Works, Roads and Transport. The Legislature has use of the property at no consideration (i.e. rental at market related prices), but it is, however, liable for the maintenance thereof.

Key management information

Transactions with key management personnel are disclosed in note 21: Employee costs. Transactions with the government departments of the Mpumalanga Province are considered to be related parties to the Legislature.

36. Employee benefit obligations

Defined benefit plan

Net expense recognised in the statement of financial performance

Current service cost	15 015	15 778
Past service cost	2 810 000	-
Interest cost	9 856	8 159
Actuarial (gains) losses	281 555	9 766
Settlement	(250 000)	(26 000)
	2 866 426	7 703

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31 March 2021	31 March 2020
R	R

Defined contribution plan

Retirement benefits are provided by membership of the Government Employees Pension Fund and Political Office Bearers Pension Fund which are defined benefit funds.

The Legislature's responsibility regarding the funding of the pension funds is limited to the current contributions made on behalf of its employees. The obligation of the fund is guaranteed by the National Revenue Fund and not by the individual government departments and entities

Pension benefits

Contributions to the pension funds for period ended 31 March 2021	29 328 785	27 546 150
	29 328 785	27 546 150

These contributions are included in the surplus or deficit for the reporting period. The total amount disclosed consist of employer contribution of **R 19 116 809** and employee contribution of **R10 211 976** included in the basic salary.

37. Prior period errors

Corrections were made during the current financial year. Details of the corrections are described below:

- (i) Receivables from non - exchange transaction increased due to accrued donation received.
- (ii) Payables from exchange transaction decreases due to reversal of prior year accruals erroneously reported as payables.

These corrections increased the opening balance of the accumulated surplus. The correction of the error(s) results in adjustments as follows:

Statement of financial position	As previously reported	Restated amount	Restatement
Receivables from non - exchange transactions	(301 284)	451 284	150 000
Opening balance of the accumulated surplus	50 027 799	(50 363 051)	(335 252)
Payables from exchange transactions	9 013 664	(8 828 412)	185 252
	58 740 179	(58 740 179)	-

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	31 March 2021	31 March 2020
	R	R
Statement of financial performance	As previously reported	Restated amount
Donation received	-	150 000
Surplus for the year	11 177 420	(11 512 672)
Contracted services	59 718 112	(59 724 999)
General services	62 535 695	(62 343 556)
	133 431 227	(133 431 227)
		-

Related party disclosure

Related parties transactions was reduced by R53 541 000 due to incorrect recognition of political parties as related parties in the previous year.

38. GRAP Standards approved but not yet effective

The following GRAP standards have been issued by the Minister of Finance but are not yet effective and have not been early adopted by the Legislature:

(i) GRAP 104 Financial Instruments (Revised)

In terms of the 2019-20 ASB Directive 5, paragraph 07, the GRAP Reporting Framework is based on the hierarchy outlined in paragraph .11 of the Standard of GRAP on Accounting Policies, Changes in Accounting Estimates and Errors (GRAP 3).

Management has considered the above-mentioned GRAP standard issued but not yet effective and anticipates that the adoption of these standards will not have a significant impact on the financial position, financial performance or cash flows of the Legislature.

39. Going concern

There are no uncertainties that may cast significant doubts upon the entity's ability to continue as a going concern in the future.

(i) The establishment and continuing operations of the Legislature are set out in the Constitution of the Republic of South Africa.

(ii) The Legislature has adopted a five year strategic plan and a three year rolling annual performance plan.

(iii) The Mpumalanga Provincial Legislature has appropriated a three year rolling budget in accordance with the Medium Term Expenditure Framework.

Management has thus prepared these Financial Statements on the Going Concern Basis for the next 12 months.

Mpumalanga Provincial Legislature

Annual Financial Statements for the year ended 31 March 2021

Notes to the Annual Financial Statements for the year ended 31 March 2021

	31 March 2021	31 March 2020
	R	R

40. Contingencies

Contingent liabilities

As at the reporting date the following legal cases are still pending in the High and Labour Courts:

Civil Claims

Nature of contingent liabilities:

Short term payment	645 121	645 121
Damages - loss of profit	6 677 000	6 677 000
Damages - Maintenance Contract	1 390 194	1 390 194
Retirement	3 049 995	3 049 995
	11 762 310	11 762 310

Contingent assets

No contingent asset was reported as at the 31 March 2021.

41. Covid expenditure

During the current financial year the Legislature incurred R1 062 988.66 on COVID-19 related expenditures.

42. Commitments

Authorised capital expenditure

Already contracted for but not provided for

Property, plant and equipment	-	1 829 420
Total	-	1 829 420

The Legislature awarded a bid for the revamp of the committee rooms during 2018/2019 financial year. As at the 31 March 2020 a commitment of R 1 829 420 is due for the service still to be rendered.



Notes

