

ANNUAL REPORT OF THE NORTHERN CAPE PROVINCIAL LEGISLATURE

VOTE 2



2004/2005 FINANCIAL YEAR

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Part A: GENERAL INFORMATION

SUBMISSION OF THE ANNUAL REPORT FOR THE 2004/05 FINANCIAL YEAR.

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The Northern Cape Provincial Legislature presents the second Annual Report since my inception as Speaker in June 2004. It is my pleasure, as Chairperson of the Rules Committee, to submit the Annual Report for the financial year ending 31 March 2005.

The 2004/2005 financial year has been a very hectic and an interesting one with the Northern Cape Provincial Legislature engaged in a number of Programmes - both at Provincial and Regional level.

This Institution, whose mandate and Constitutional obligation, according to section 118 of the Constitution of the Republic of South Africa is to, inter alia, facilitate public involvement in its processes and those of its Committees. As part of realizing this, the Legislature's Public Education and Communications Unit, which drives many of our core functions, has conducted a number of sectoral Parliamentary Conferences and Workshops as well as a very historic unveiling of the Heroes' Wall of Honour. The latter was aimed at recognizing, acknowledging and honouring those who significantly contributed in the freedom of our motherland.



Hon Speaker Seoposengwe

It is a great pleasure to look back after 10 years of Democracy to see an institution that is fully capacitated to fulfill its constitutional mandate. An institution which, through its Programmes, strengthens democracy in the Province. We have entered a Second Decade of Democracy in a very encouraging way! We have doubled our efforts in our outreach Programmes by "Taking the Legislature to the People" but we also need to stick to our primary role of oversight!

Let me conclude by saying the Legislature has been transformed into a very vibrant institution which attracts a lot of visitors, both local and international. It has been turned into a real 'home for all'. My gratitude goes out to all my colleagues (MPLs) without whom we wouldn't have achieved our goals for the financial year. I also must take this opportunity to thank all employees; whose dedication and commitment are the reason for our success. Together we are a Winning Team!

Regards

Hon. CK Seoposengwe

Review by the Secretary to the Legislature

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The year 2004/2005 commenced on the transformational note with the 14 April 2004 general election. The administration system was tested to its capacity to manage the transition to the new Legislature. The renewal of Membership also meant that a new challenge emerged of speedily building the requisite capacity to execute the legislative and supervisory mandate entrusted on it by the Constitution.

We entered the new financial year against the backdrop of two years of curtailed activity and postponement of objectives due to cost-containment measures that had to be observed. It was also a year of immense challenges and lessons on the labour relations front. The challenges produced some positive results. The Legislature adopted its own salary structure that is largely in line with that of national parliament, on a discounted basis. Although this is still an area of concern for us, we believe that it is a forward step towards resolving the benchmarking crisis that we had for a long time.



All personnel are on the same salary grading system. Agreement was reached on a performance management and reward system that would result in real improvement in the performance of the institution.

The Legislature started and would, in 2005/6, finalise the process of reviewing and adopting institutional policies. Our strategic plan for 2005/6 and the MTEF period pays attention to setting up institutional systems.

The year 2005/6 would see relative stability in the delivery of services across the institution while realising even sharper and more effective oversight and public participation roles for the institution. The strategic direction given is one of a legislature rooted among the people of the Northern Cape.

The MTEF period should see the Legislature sharpen its focus on oversight – adding value to growth and development in the Province by vigorously monitoring implementation of the Provincial Growth and Development strategy by government departments.

This report should be read and understood to be a presentation of an organisation that is rising and rebuilding itself from a troubled past, to be a future where it takes its rightful place in the democratic system in the Province and the country.

The leadership of the institution both at an administrative and political level is united around the imperative to do only that which enhances our ability to serve our people better.

M Z Mawasha
Acting Secretary

VISION

Participatory democracy and accountability in the Northern Cape.

MISSION

To serve people of the Northern Cape by building a modern organisation for effective law making, oversight, accountability, through participatory democracy.

VALUES

We abide by the following values:

Commitment and dedication to our work and therefore our people

Maintaining a high level of integrity, loyalty and being honest at all times

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Being an effective and highly professional institution

Transparency, accessibility and open communication

Being accountable and abiding by the principles of good governance

Ensuring that all relevant stakeholders are engaged or involved in our processes

The courage to learn, accept change and be innovative

Excellent and timely delivery to our customers

CHALLENGES FACING THE LEGISLATURE – SERVICE DELIVERY ENVIRONMENT

Members elected in the April 2004 elections should be capacitated to fulfil their Legislative and oversight responsibilities.

The effectiveness of legislative institutions in the country is compromised by a lack of understanding and appreciation of their true role by stakeholders.

Legislatures are relatively new institutions in the democratic South Africa, this means that the skills base for their professional support is limited. Unlike in the Government service, Legislatures do not have the benefit of the developed and unified service. Legislatures are autonomous and divergent in their approach to institutional arrangements.

The system by which the State allocates funds to Legislatures raises concern with regard to the principle of the separation of powers and in some instances there are concerns about the adequacy of financial resources.

Legislatures in provinces with fewer urban centres have to perform their functions without the advantages of technology and infrastructure. High unemployment, poverty and illiteracy rates make it even more difficult to effectively deliver on their mandate.

Slow economic growth in these (rural) Provinces poses daunting service delivery challenges to their governments with corresponding difficulties in the Legislatures' oversight role. The provinces depend largely on the allocation from the central government because they do not raise adequate revenue.

ORGANISATIONAL ENVIRONMENT AND CHALLENGES

Appreciation of the role of the Legislature by stakeholders in the Province.

Challenges of imbalances in the representation of people with disabilities in the Legislature Service and women in management.

Continuing to build the requisite skill and capacity, as well as the retention of existing skills.

Limited resources, exacerbated by unfunded/unplanned projects

Servicing an extremely vast province with limited resources

Ensuring effective oversight over departments to ensure accountability regarding use of resources and delivery to the citizens. Supporting the implementation of the Provincial Growth and Development Strategy.

Engaging a predominantly rural, sparsely situated population in the legislative process - with limited resources.

A small number (19) of Members who have to perform their work over a geographical area spanning over 1000 kilometres.

Optimisation of performance management in the administration

6. LEGISLATIVE AND OTHER MANDATES

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Management of the legislature takes place within the context of:

The Constitution of the Republic of South Africa
The Northern Cape Provincial Legislature Services Act, 1995,
The Northern Cape Provincial Legislature Powers and Privileges Act, No.5 of 1996,
The Payment of Members of the Northern Cape Legislature Act, 1994,
The Public Finance Management Act ,
Standing Rules of the Legislature,
The Legislature's Financial Code, and
The Procurement Policy.

7. BROAD STRATEGIES TO ADDRESS THE ABOVE CHALLENGES INCLUDE THE FOLLOWING:

STRATEGIC GOAL	STRATEGIC OBJECTIVES
Effective fulfilment of Constitutional mandate of Law making.	Members' capacity building Develop law-making capacity. Improve interface with the National Parliament i.r.o. provincial input to national law making. Identify and fill legislative gaps. Alignment of Legislature programme with Parliament and the provincial executive Improve delivery of the Language Service Develop a language policy for the Legislature
Oversight aimed at improved service delivery and good institutional governance.	Monitor service delivery Effective political representation Improve information resources Promote alignment of government departments operation and programmes with the Provincial Growth and Development Strategy Promote the highest standard of governance of government departments and agencies Improve compliance with the concept of Batho Pele in government departments
Improved public participation.	Serving of constituencies Develop a strategy for effective public education about democratic systems and processes. Ensure effective public participation in legislative and oversight processes. Develop mechanism/strategy for feedback to the electorate. Increase public awareness of the Legislature
Improved organisational management	Improve organizational performance Develop financial management capacity. Better management of international relations Improve compliance with regulatory framework Complete the Asset Management System Complete implementation of supply chain management system Developing an effective system of financial risk management and internal control Develop IT management capacity Sound facilities management Improve security of persons and assets Improve institutional management systems. Improve HR management.

Part B: PROGRAMME PERFORMANCE

PROGRAMME 1. ADMINISTRATION

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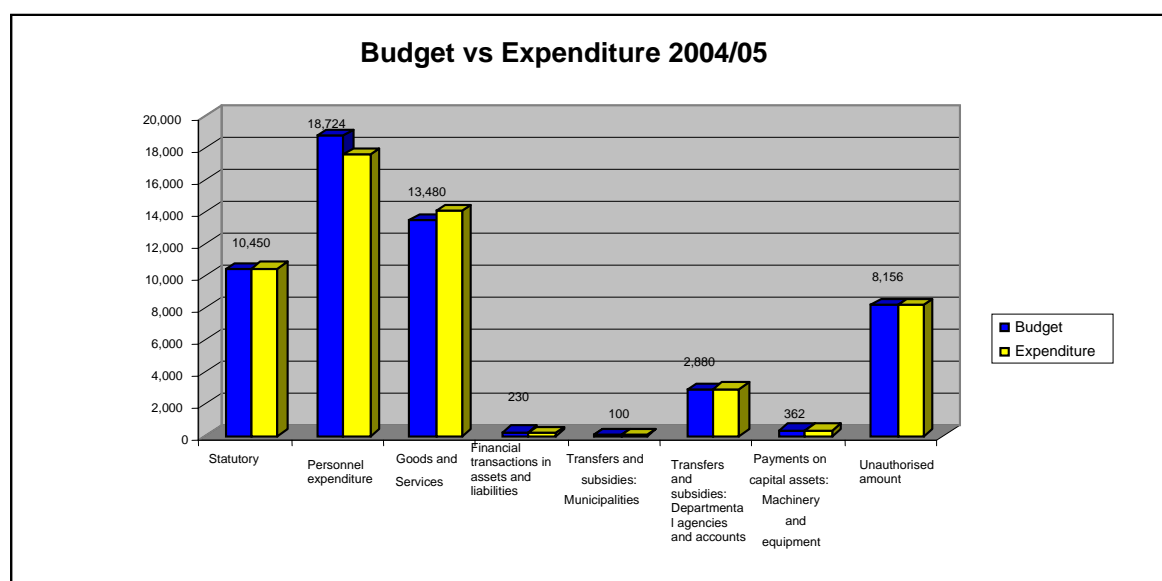
Financial Management & Procurement

In 2004/05, the financial management system of the Legislature was reviewed to accommodate the requirements of SCOA (Standard Chart of Accounts) as one of the reforms of National Treasury to make reporting much more user friendly to users of Government information.

We successfully co-ordinated the process of developing a Budget by the Extended Management Committee. The budget was approved by the Budget sub-Committee of the Rules Committee. This was completed by February 2005 which was an improvement compared to previous years.

Expenditure projections were realigned to the strategic plans (budget) and supported by the Members of the Provincial Legislature. The budget was a joint effort of the entire management team. The Extended Management Committee considered expenditure regularly. This continued until the cost-containment measures were introduced to avoid a cash flow crisis.

The measures were necessitated by an overdraft of the Legislature's account that was created in the previous financial year. Expenditure was controlled on a monthly basis while the cash flow of the Legislature was monitored on a daily basis to anticipate and prevent the cash flow problems encountered in the previous years.



The Rules Committee decided that the Legislature should make use of the services of the Internal Audit Unit of the Provincial Administration in order to save costs.

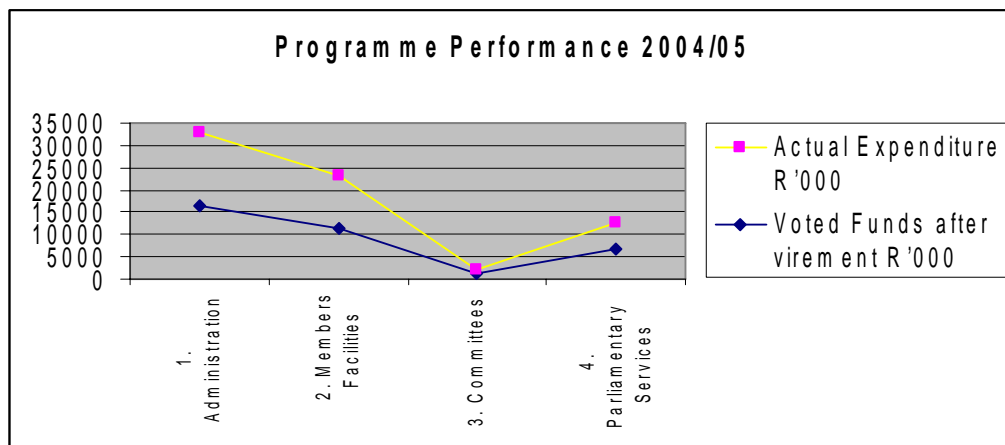
A draft risk assessment policy, risk register, risk plan and a fraud prevention plan were developed with the assistance of the Provincial Audit Team and National Treasury. We hope to fill a position of an Internal Auditor that was advertised in the 2003/04 financial year, but could not be implemented because of the decision to utilise the Provincial Audit System.

The Legislature encountered numerous problems (in 2004/05) with the Basic Accounting System (BAS) since its inception. Consultants were employed to assist resolve the problems and also provided training to staff.

A lot of effort was put on the suspense accounts resulting in impressive improvement of the management thereof. However, like all other provincial departments, we have some historic accounts that hopefully would be cleared in the coming financial year still.

We report our spending to the Provincial and National Treasury on a monthly, quarterly and annual basis. Timely submission of the In Year Monitoring (IYM) report, (previously known as the early warning system) was a concern in the year under review. The Legislature has since put in place systems to ensure non-occurrence of the delays.

Northern Cape - Provincial Legislature Vote 2

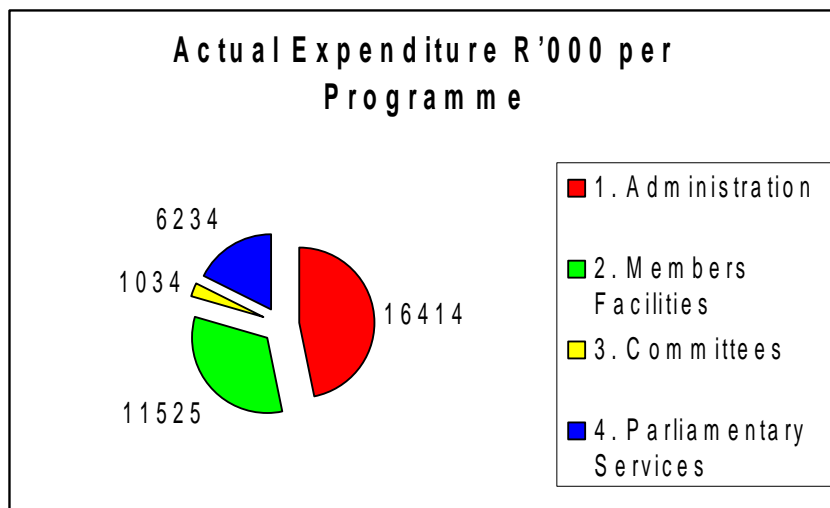


We commenced with the implementation of supply chain management with the guidance and assistance of National Treasury. This will continue and be completed in the coming financial years. This necessitated a review of the Code for Financial Administration as well as the Procurement Code to adhere to new reforms. The review of these documents would be completed in the coming financial year.

Terms of reference for the establishment of an Asset Disposal Committee and for the adoption of a policy were developed and would be presented to the Rules Committee for approval. These would guide the disposal of our assets in the Kimberley and Cape Town (Regis House) offices when it becomes necessary to do so.

The Legislature received an unqualified audit report, albeit with matters of emphasis, after two years of qualified reports. This achievement should be attributed to our concerted effort at strict adherence to sound financial management principles. A mechanism would be put in place to manage the remaining problems still encountered.

The inclusion of the Legislature in the Provincial Audit Committee should also keep us on our toes.



Auxiliary Services & Records

Cleaning and Gardening

Maintaining the new Legislature Complex proved a challenge. Although no effort was spared to maintain a reasonable level of cleanliness and impressive gardens. New contracts would be signed, which should see the improvement of the overall maintenance of the complex. The secondment of a Maintenance Officer from the Department of Public Works has brought about a significant relief to the Legislature.

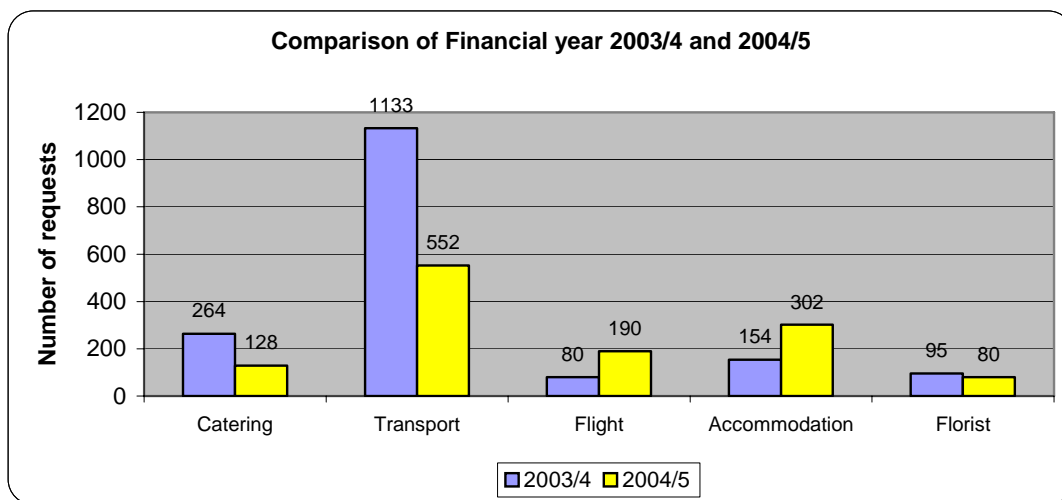
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Due to cost-containment, the Legislature had to terminate a number of contracts including one for the provision of catering services. A new contract is being sought and should be finalised in the new financial year. Catering Services are presently being sourced on an ad-hoc basis from a database of suppliers.

Fleet Management

In 2004/05, the Auxiliary Services section continued to manage and maintain the Legislature's car fleet, comprising of four vehicles. Transport management policies and procedures would be developed in the new year in order to improve the overall management of vehicles and to reduce incidences of damages and to comply with the transport budget.



The establishment and implementation of a Facilities Management Plan and Help-Desk has significantly minimized the number of maintenance complaints and all preventative maintenance is carried out on the target dates. It has also significantly improved the response times to complaints/queries. The compilation and establishment of a Maintenance-Data-Base also ensures a complete record of incidences of all maintenance.

Records Management & Registry Services

In order to comply with the National Archives of South Africa Act, 43 of 1996, the Legislature has commenced establishment of a records management system. Every document of the House or any committee meeting is filled, indexed, captured electronically for retrieval by the public. We are currently in the process of reminiscence. This entails reorganising files dating back from 1994, which were loosely dumped in the archival area. This process is expected to end in 2007. A Records Management Plan, Records Management Policy and Registry Manual are being drawn and will be finalised in the next financial year.

Human Resources Management

On the Human Resources Management front, a lot of time was spent during the year to correct the impressions created by previous actions, to address the systems and circumstances and to build trust amongst employees.

Recruitment

Due to cost containment, the Legislature did not recruit actively during the year. Appointments were mainly done in the Office of the newly appointed Speaker as well as new political parties. The first intake of Interns (3) as well as the first Learners (5) was received during this year. Although there were teething problems, the developed systems and structures, Mentors and Coaches were trained and one intern already gained employment during her internship programme.

Skills Development

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The dedication to skills development is also evident in the fact that, despite severe shortages of funds. All occupational categories underwent skills development interventions.

Labour Relations

In terms of industrial action, the Legislature experienced a rocky period with the first ever full-blown strike. In addition, suspensions with pay and disciplinary action were very protracted. This also resulted in higher consultant fees.

Employee Well-being

Some strides were made towards employee well-being. Sessions were organised during Women's Month to empower female employees, ranging from emergency vehicle repairs to breast cancer. Similarly, a programme was run during Human Rights month to raise employee awareness. Information sessions were increased significantly to ensure that the correct information reaches the employees in the correct manner. Talks were commenced with financial institutions regarding financial guidance and assistance to employees.

Seen holistically, an attempt was made to address the core issues, which had caused disruption – both financially and employee related – during the previous financial year. Decisive action was taken against employees allegedly responsible for mismanagement. In addition, a completely new salary structure was negotiated with NEHAWU, reaching agreement for the next financial year as well. Several crucial policies were developed, workshopped and submitted to the Standing Committee on Rules for approval. Internal development was actively pursued and promotions were made despite the lack of external recruitment. Discussions and information sessions with employees was initiated in order to enhance communication. These steps will surely benefit the institution in the next financial year.

PROGRAMME 2. MEMBERS' FACILITIES

This Programme is about enabling Members to perform their representative work as individual public representatives, as political party caucuses and to conduct constituency business effectively. The nature of the work done under this Programme would therefore make it difficult for the us to present a detailed account thereof. Various parties approach their work differently.

Constituency Work

The Constituency Work of Members of the Provincial Legislature was accommodated in the Programme in line with the Constituency periods as programmed by National Parliament for the year 2004/5. During this period, Members of the Legislature visited their constituencies and submitted reports to their political structures.

Constituency Offices

There is a total of 39 Constituency Offices in the Province distributed as follows:

ANC	30
DA	4
ID	3
ACDP	1
FF	1

The offices operate in different ways and fulfil responsibilities relating to Party Work and Constituency issues, such as Governance and Service delivery by the Executive and Municipalities.

Registrar of Members' Interests

The Northern Cape Provincial Legislature appointed a Registrar of Members' Interests on 18 August 2004 in order to ensure full compliance to the Principles of Ethics and the then existing Code of Ethics. The incumbent underwent the required security clearance from the National Intelligence Agency and the Office of the Registrar started to function, with Members of the Provincial Legislature and the Members of the Executive Council making their declarations for the Financial Year under review (2004/5).

The Registrar of Members' Interests undertook a study visit at National Parliament as well as the Western Cape Provincial Parliament. Following the visit, the Code of Ethics of the Legislature was redrafted, introducing, amongst others, declarations for funding of Committees, disclosure of liabilities and Ethical Declarations.

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In March 2005, the Public Disclosure Section of the Register of Members' Interests of the Northern Cape Provincial Legislature was published for the first time since the inception of the Northern Cape Provincial Legislature in 1994.

A workshop on the new Code of Ethics was held on 16 March 2005. The workshop was funded by the European Union Parliamentary Support Programme and was facilitated by National Parliament's Registrar of Members' Interest.

The full implementation of the Code of Ethics in the next financial year, as well as the enhanced awareness amongst Members should impact positively on the public image of the Legislature as an accountable, transparent institution.

PROGRAMME 3. COMMITTEES.

STANDING AND PORTFOLIO COMMITTEES

The following **Standing Committees** were established by the 3rd Legislature after the general elections of 2004.

STANDING COMMITTEES	CHAIRPERSON	COORDINATOR
Chairpersons	Hon IWJ Stadhouer (ANC)	SJK Legodi
Constitutional Affairs	Hon CJ De Beer (NNP)	AT Mosikare
Gender	Hon PJ Williams (ANC)	P Mongale
Internal Arrangements	Hon G Gjekella (ANC)	JN Sediti
Programme	Hon G Gjekella (ANC)	ME Peense
Public Accounts	Hon D Rooi (ANC)	CA Andrews
Rules / NCOP	Hon C Seoposengwe (ANC)	AT Mosikare
Womens' Caucus	Hon G Gjekella (ANC)	P Mongale



The following **Portfolio Committees** were established by the 3rd Legislature.

PORTFOLIO COMMITTEES	CHAIRPERSON	CO-ORDINATOR
Agriculture	Hon D Rooi (ANC)	ME Peense
Education	Hon PJ Williams (ANC)	AK Mlambo
Environmental Affairs & Tourism	Hon JT Beukes	J Masinga
Finance & Economic Affairs	Hon SE Lucas (ANC)	JN Sediti
Health	Hon IWJ Stadhouer (ANC)	ES Casper
Housing & Local Government	Hon CAT Smith (ANC)	ES Casper
Safety & Liaison	Hon CJ De Beer (NNP)	D Ockhuys
Social Services & Population Dev	Hon SE Lucas (ANC)	AK Mlambo
Sports, Arts & Culture	Hon NJ Galela (ANC)	P Mongale
Transport, Roads & Public Works	Hon TT Tsikwe (ANC)	J Masinga

COMMITTEES ACTIVITIES

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During the period under review, Committees were involved with their primary responsibilities as reflected below.

STANDING COMMITTEES	NO. OF MEETINGS HELD 2004/ 2005	NO. OF MEETINGS HELD 2003/2004
Chairpersons	3	6
Constitutional Affairs	4	0
Gender	4	2
Internal Arrangements	2	7
Programme	15	17
Public Accounts	35	34
Rules / NCOP	9	16
Women's Caucus	2	1
TOTAL	77	83

PORTFOLIO COMMITTEES	NO. OF MEETINGS HELD 2004/2005	NO. OF MEETINGS HELD 2003/2004
Agriculture	3	5
Education	6	10
Environmental Affairs & Tourism	6	9
Finance & Economic Affairs	9	11
Health	11	9
Housing & Local Government	10	12
Safety & Liaison	7	5
Social Services & Population Development	9	7
Sport, Arts & Culture	8	5
TOTAL	69	73

PUBLIC HEARINGS

The Standing Committee on Constitutional Affairs held three (3) Public Hearings on the *Northern Cape Youth Commission Bill* as follows:

28 February 2005	Olifantshoek
01 March 2005	Kimberley
03 March 2005	De Aar

The Portfolio Committee on Health held a Public Hearing on the *Traditional Health Practitioners Bill* in Kuruman on 26 October 2004.

The report on the activities and findings of these visits would be debated in the House.

The Portfolio Committee on Housing & Local Government undertook a visit to the Soul City 960 Housing Project.

The Portfolio Committee on Health visited the Dr Arthur Letele Logistical Centre.



OVERSIGHT VISITS

Committees of the Legislature undertook three oversight visits to three regions respectively:

28 February 2005	- Olifantshoek:	Siyanda Region
03 and 04 March 2005	- De Aar:	Pixley KaSeme Region
07 and 08 March 2005	- Springbok & Steinkopf:	Namaqua Region

PROGRAMME 4. PARLIAMENTARY SERVICES.

Northern Cape - Provincial Legislature Vote 2

Hansard & Language services

Transcriptions

Transcripts were done for all thirty five (35) House Sitzings that were held in this financial year as opposed to thirty one (31) in the previous (2003/2004) financial year.

This, together with Committees and other meetings, translate to a total of 4909 pages of transcripts.

Language Services

The new Legislature brought with it more challenges in the provision of language services. We have seen a new demand emerging for interpretation from Afrikaans into English on a more sustained basis. This enjoins us to employ more interpreters, consistent with our strategy of increasing the service gradually with the increase in demand.

With the exposure of the service to the broader Northern Cape community during Legislature activities, members of the community become more aware of and assertive as to their language rights. In order to determine a language policy for the Legislature and determine how languages would be used, we started drafting a Language Policy and Plan. We hope that these would be finalised and in the coming financial year.

COMMITTEES, PROCEEDINGS AND NCOP MATTERS.

Submissions

Of the strategic objectives that were to be achieved, the development of an IT based submissions system was unattended to due to budgetary constraints.

Oversight visits

Oversight visits only took place in the last quarter when the Rules Committee resolved that savings generated during the financial year could be used for certain critical areas.



Management of Committee Budgets with Chairpersons

As was reported in respect of problems experienced with BAS, expenditure reports could not be generated consistently to enable the proper monitoring of Committee spending.

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PROCEDURAL SERVICES & NCOP MATTERS

Inception of the 3rd Legislature

The opening of the 3rd Legislature and swearing in of the new members after the 2004 April General Election was one of the important tasks performed. Preparations involved coordination of activities between the office of the Director-General and the Secretary to the Legislature.

The first meeting of the 3rd Legislature was on 2004 April 26. The inauguration of the Premier followed on 2004 April 30 with the appointment of the new Executive. Thereafter, the 3rd Legislature proceeded to adopt its interim rules, appointment of permanent delegates and finalized with the appointment of Committees and their Chairpersons. This was then followed by the Induction of new Members facilitated by the Secretariat of the Legislature on 2004 May 11. The first phase of the induction was held on 2004/05/11. On 2004/08/18, the Office of the Auditor-General conducted an induction workshop for MPLs on Public Accounts as the second phase of the programme. Both these sessions were successful in terms of attendance and participation of Members and officials.

Programming and Scheduling

Challenges of programming continued to manifest themselves in clashes between the programmes of the Legislature and the Executive. For instance; when Cabinet sought to introduce itself to the electorate, the Legislature wanted to finalise outstanding annual reports.

With regard to alignment of our programme with the NCOP process, some improvement was seen as a result of both the effort of our NCOP Offices and the flexibility with which the Programme Committee has accommodated provincial weeks into our programme. This however remains a systemic challenge.

House Sittings

A total of 33 House Sittings were held for this financial year as reflected below.

Sitting Date	Business of the House
30/04	State of the Province Address
04/05	Appointment of Permanent Delegates to the NCOP Adoption of Standing Rules Election of Chairperson of Committees Appointment of Leader of the house
17/05	Motion: To resume proceedings on Northern Cape Appropriation Bill [B2-2004] Debate: Premier's Inaugural Speech
Sitting Date	Business of the House
18/05	Debate: Premier's Inaugural Speech

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02/06	PREMIER – STATE OF THE PROVINCE ADDRESS
03/06	Debate: Premier's State of the Province Address
04/06	Debate: Premier's State of the Province Address
08/06	Debate: Youth Day
15/06	Committee Report & Debate: Budget Vote 9 – Housing & Local Govt
17/06	Committee Report & Debate: Budget Vote 3 – Safety & Liaison Committee Report & Debate: Budget Vote 11 – Social Services
18/06	Committee Report & Debate: Budget Vote 12 – Agriculture Committee Report & Debate: Budget Vote 5 – Transport
24/06	Committee Report & Debate: Budget Vote 10 – Health Committee Report & Debate: Budget Vote 04 – Education
25/06	Committee Report & Debate: Budget Vote 6 – Environmental Affairs Committee Report & Debate: Budget Vote 7 – Sport, Arts & Culture
28/06	Committee Report & Debate: Budget Vote 2 – Legislature Committee Report & Debate: Budget Vote 7 – Sport, Arts & Culture
29/06	Committee Report & Debate: Budget Vote 1 – Premier Decision on Votes in the Schedule to the NC Appropriation Bill, 2004 Decision on Schedule: Northern Cape Appropriation Bill, 2004 Decision on the Northern Cape Appropriation Bill, 2004
17/08	Introduction: NC Health Prevention Adjustment Appropriation [B4-2004]
19/08	Debate: Pan African Women's Summit, a catalyst for World Peace and socio-economic emancipation (SITTING CANCELLED)
27/08	Committee Report: NC Drought Relief Appropriation Bill [B3-2004] Committee Report: NC Direct Charges Bill [B4-2004]
09/09	Debate: Heritage Day
26/10	Introduction: NC Youth Commission Bill [B-2004] Tabling: Report of the ad hoc Committee on the appointment of the Public Services Commissioner
22/11	Introduction: NC Adjustments Appropriation Bill [B6-2004] Committee Report: Annual Report of the Department of Social Services & Population 2003/2004 Committee Report: Annual Report of the Department of Transport, Roads & Works 2003/2004 [ATC 19 PG 92] Debate: Annual Report of the Department of Transport, Roads and Public Works
23/11	Introduction: NC Finance Bill [B7-2004] Committee Report: Annual Report of the Department of Education 2003/2004 [ATC 20 pg 107] Committee Report: Annual Report of the Department of Housing & Local Government 2003/2004 [ATC 20 pg 114] Committee Report: Annual Report of the Department of Sport, Arts & Culture 2003/2004 [ATC 20 pg 119]
24/11	Committee Report: Annual Report of the Department of Health 2003/2004 [ATC 21 pg 127] Committee Report: Annual Report of the Department of Finance 2003/2004 [ATC 21 pg 135] Committee Report: Annual Report of the Department of Safety & Liaison 2003/2004 [ATC 21 pg 140]
25/11	Debate: 16 Days of activism of no violence against women and children Committee Report: NC Adjustments Appropriation Bill [B6-2004] Decision: NC Adjustments Appropriation Bill [B6-2004] Committee Report: NC Finance Bill [B7-2004] Decision: NC Finance Bill [B7-2004] Committee Report: Annual Report of the Department of Agriculture 2003/2004 [ATC 22 pg 148] Committee Report: Annual Report of the Department of Economic Affairs & Tourism 2003/2004 [ATC 22 pg 162] Committee Report: Annual Report of the Northern Cape Provincial Legislature 2003/2004 [ATC 21 pg 167] Committee Report: Annual Report of the Office of the Premier 2003/2004 [ATC 22 pg 169] CLOSING SPEECHES

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2005	Business of the House
13/01	Nomination for vacancy in the Office of the Chairperson of the NCOP
01/02	Debate: Safer Communities
18/02	Premier: State of the Province Address
23/02	Debate: Premier's State of the Province Address
24/02	Debate: Health Rights are Human Rights
09/03	Introduction: NC Appropriation Bill [B1-2005]
11/03	Debate: Drought Situation in the Northern Cape Province
15/03	Committee Report: Northern Cape Youth Commission Bill [B5-2005] Decision: NC Youth Commission Bill [B5-2005] Tabling: Research Report on the socio-economic impact of gambling on the people of the Northern Cape Province Debate: Human Rights Day
22/03	Committee Report: NC Provincial Finance Bill [B2-2005] Decision: NC Provincial Finance Bill [B2-2005]

Workshop on Rules for Members and Staff

This objective is outstanding since the previous financial year as we experienced budget constraints. This would be carried out in the new financial year if it is accommodated on the programme by the Programme Committee.

NCOP MATTERS

The development of a *Guideline for / Template to guide discussion of section 76 Bills and drafting of mandates* could not be achieved because of cost containment measures. It is of importance also that we be guided by the proposed mandating legislation. A number of staff members and the Speaker attended a workshop on that piece of legislation.

The business of the NCOP for the period under review is outlined below:

BILLS RECEIVED AND DISTRIBUTED

Intergovernmental Relations Framework Bill [B3-2005] s75
Co-operatives Bill [B4-2005] s75
Citation of Constitutional Laws Bill [B5-2005] s75
Close Corporations Amendment Bill [B6-2005] s75
Appropriation Bill [B7-2005] s77
Division of Revenue Bill [B8-2005] s76
Convergence Bill [B9-2005] s75

NEGOTIATING AND FINAL MANDATES SUBMITTED

Division of Revenue Bill [B8-2005] s76

LEGISLATION ENACTED

Division of Revenue Bill [B8-2005] s76 – Act 1 of 2005
Signed and assented to by the President on 30/03/05

PROVINCIAL BILLS DEALT WITH AND ENACTED

Introduction: NC Appropriation Bill [B1-2005] – 9 March 2005
NC Provincial Finance Bill [B2-2005] as ACT 1-2005
NC Youth Commission Bill [B5-2005] as ACT 2-2005

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BRIEFINGS

Hon P. Tau, NCOP Permanent Delegate gave a provincial briefing on the National Environmental Management: Air Quality Bill [B62B-2004] on 16 September 2004. Mr M Sulliman gave provincial briefing 13 – 14 October 2004 on the following Health Bills;

Choice on Termination of Pregnancy [B72B-2003]
Sterilisation Amendment Bill [B12-2003]
Dental Technicians Amendment Bill [B63B-2003]
Traditional Health Practitioners Bill [B66-2003]

NCOP PROVINCIAL WEEK

The provincial week was held between 6 – 10 September 2004. The theme for the provincial week was *Local Government: A vehicle for the successful implementation of the Social Contract to create jobs*. The NCOP Permanent Delegates together with Portfolio Committee on Local Government & Housing met with Councillors of Sol-Plaatje Municipality on 6 – 7 September 2004.

8 September 2004 they met with the Siyanda District Municipality Councillors in Upington,
9 September 2004 met with the Hantam Municipality Councillors in Calvinia, and
10 September 2004 met with the Emthanjeni Municipality Councillors in De Aar.

RESEARCH SERVICES

Establishment of a fully-fledged Service

One of our goals is to improve the level and quality of our Research Services by first establishing a fully-fledged Research Section. This goal was taken forward when a Senior Researcher was appointed in 2004 December. As is now common cause, the objective of establishing a fully-fledged Research Unit is far from being attained.

Current Awareness and Seminars

One of our strategic objectives is to write reports on issues that are in the public domain and are relevant to the work of the Legislature. We should see more of these in the coming financial year. So far, information was compiled for MPLs who attended a conference on Women and the Environment.

Seminars could not be arranged in the past financial year due cost-containment measures.

Networking

The Researcher started a process of updating the directory of contacts to broaden the availability of information and research capabilities to the Research Unit specifically and the Legislature in general.

Pre-Oversight Research

We support the oversight responsibility by conducting preliminary research prior to the Oversight Visits conducted by our Committees. In the period under review, these visits were undertaken to Olifantshoek and De Aar. A report on this activity was compiled and it is hoped that it would be discussed in the House in the next year.

It is envisaged that these visits would intensify in the coming financial year in line with the strategic plan of the Legislature.

Further Support to Committee

As stated in our plan, our strategy is to position our research service principally at the support of core business. This means that our Researchers would be allocated to specific Committees to enable them to focus more acutely on the issues that are of importance to Committees and MPLs. As a result, our Researchers are seen at almost all meetings of Portfolio and some Standing Committees. We are however yet to receive requests that are related to the immediate work of a Committee - which is our objective.

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Research / Information Requests

Thirteen information requests (which includes Institutions and Individuals) were processed during the financial year 2004/5. Among others, work was done on the following:

Social transformation

Budgeting Planning and Spending guidelines

A report on data collected in the Kgalagadi Region for the upcoming oversight visits.

Information on 10 years of Democracy, requested by the Human Rights Commission in Upington.

A speech on World Aids Day.

A report on Chartered Accountants in South Africa.

Management of the EULSP project

The European Union Legislative Support Programme (EULSP) project is managed by the Senior Researcher. It is a programme that is aimed at enhancing the capacity of Legislatures to fulfil its constitutional mandate. The lifespan of the programme is 36 months. The finance agreement (that governs the programme) was signed in December 2003 and the programme will expire in December 2006.

An Interim Work plan (EU Budget for 2004/05) was developed around specific performance areas and concluded at the end of March 2005.

PROJECT STATUS AS AT END MARCH 2005

PURPOSE OF SPENDING	RESULT AREA	SPENDING TO BE INCURRED	PROJECT STATUS
Workshop: Code of Ethics	Capacity Building: Inst Office Bearers & Presiding Officers	R 10 806.31 Vat: R 1 512.69	Completed March 2005
Newsletter	2.1 Public Education	R 7 854.00 Vat: R 1 099.56	To be completed by end May
Language Skills Training for staff	4.1 Generic training for staff	R 17 105.27 Vat: R 2 394.73	Scheduled for next recess period.
Media Relations Training for MPLs	1.4 Capacity Building: Inst Office Bearers & Presiding Officers	R 24 243.86 Vat: R 3 391.14	Scheduled for April 2005
Exhibition Material	2.1 Public Education	R 27 292.00 Vat: R 3 820.88	Project 70% completed
Talk show slots	2.1 Public Education	R 10 000.00 Vat excl service	Project In process
Transport for Women's Parliamentary Conference in Springbok	2.1 Public Education	R 19 450.00 Vat excl service	Project completed
Catering for Women's Parliamentary Conference in Springbok	3.1 Review & Dev of Gender policies	R 12 000.00 Vat excl service	Project completed
Inter-Legislature Exchange (Transport Officer)	4.5 Staff Inter-Legislature exchange	R 5 012.73 Vat: R 701.77	Planned for period: April to June 2005

The funds allocated are not sufficient to cover major institutional needs. Creative ways must be found to use the money while still meeting the objectives of the programme and our own strategic plan.

PUBLIC PARTICIPATION & COMMUNICATION

The Legislature lost key personnel in this area and due to the study that was being conducted on the organogramme, could not replace them immediately or timeously. This means that while the work load increased tremendously in this area, there were no resources to match that load. Some other important activities were sacrificed.

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Development of Public Education and Communication Print Material

The following material was developed during this financial year.

	NAME OF PUBLICATION	PURPOSE
1.	The Legislator	The official newsletter of the Legislature. Due to resource constraints only two editions were produced.
2.	Flyer	To simplify the Domestic Violence Act and the Maintenance Act.
3.	Annual Calendar	To introduce the new Members of the Northern Cape Provincial Legislature and market them to the public.
4.	Posters & Flyers, Banners	A number of posters and flyers were produced to market; encourage attendance and participation at public hearings. They were also produced to market other functions of the Legislature.
5.	Tear drop banners, Banners, Gazebo, Pull up banners	To promote the Northern Cape Provincial Legislature.

We could not reproduce other public education print material owing to the financial constraints.

Development of a Communications Strategy

A draft communication strategy was submitted to the Office of the Acting Secretary in April 2004. The process is now being outsourced.

Conduct 200 Public Education Workshops

The number of workshops dropped drastically during this year. Most of the workshops were conducted at towns in the Kimberley area. A total of **Forty-two (42)** workshops were conducted during this financial year as compared to our target of **Two Hundred (200)**. The total number of people reached through workshops is **Three Thousand Nine Hundred and Thirty Seven (3937)** through the outreach workshops.

Essay Competition

An essay competition was commenced in 2003 with a view of educating Learners about the Legislature, while encouraging creative thinking. **Twenty five (25)** schools participated in the programme, which we ran in conjunction with the Department of Education. It was completed on 26 November 2004. Certificates were awarded to successful participants.

Public Education

Our target was to reach **6000** people, educating them about the Legislature and its processes. Most of the people were reached through Parliamentary Conferences, tours of the Legislature, opening of the Provincial Legislature, the Premiers Inauguration and the Youth Parliament. We, towards the end of the calendar year, hosted a Children's Parliament.

We also saw the number of people attending sittings of the Legislature drop last year because we stopped organising transport for people attending sittings.

A variety of groups of people visited the Legislature in the 2004/05 year; ranging from schools to tourists (both National and International) as well as provincial departments and individuals. A total of **3083** people were received and educated about the building and legislative processes.

Youth Parliament

The Youth Parliament was organised in partnership with the Provincial Youth Commission on the 21st and 22nd June 2004.

The idea behind the Youth Parliament was to:

- * Inform Youth about the work of the Legislature
- * Motivate Youth to get involved in the processes of the Legislature and its Committees.

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- * Promote a culture of democracy and human rights.
- * Facilitate interaction between the youth and their elected representatives.
- * Discuss issues of youth economic empowerment, poverty alleviation and job creation.
- * Provide an opportunity for young people to liaise with the private sector regarding work opportunities and entrepreneurship.

This Youth Parliament reached out to more than **two hundred (200)** young people.

REGION	TARGET
Frances Baard	100
Siyanda	30
Kgalagadi	30
Pixley Ka Seme	30
Namakwa	30
Dikgatlong	10
	230

Women's Parliamentary Conferences

Women's Parliamentary Conferences were arranged to:

- Support National Women's Day and the Women's Month activities
- Educate women about legislative processes and democracy
- Encourage partnerships between Members of the Provincial Legislature and women, and thus the community
- Encourage participation in the Provincial Legislature
- Educate women about the Maintenance Act
- Educate Women about the Domestic Violence Act
- Stimulate discussions about HIV/AIDS and women, and seek possible solutions

Five (5) Women Parliamentary Conferences were held during this financial year.

The topics under discussion included: the

- Domestic Violence Act
- Maintenance Act
- Mother-to-Child transmission of HIV/AIDS
- How women can make their voices heard in the Northern Cape

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This month-long programme reached **940 people** as opposed to our target of 1250 people.

DATE	REGION	TOWN	TARGET
02 August 04	Namakwa	Williston	138
05 August 04	Siyanda	Olifantshoek	179
06 August 04	Kgalagadi	Kathu	193
16 August 04	Pixley Ka Seme	Richmond	269
20 August 04	Frances Baard	Hartswater	299
			940

Annual Opening of the Northern Cape Provincial Legislature

Preparations for the Annual Opening of the Legislature started in December 2004. The event was moved from the Patlelo to the Legislature lobby at the eleventh hour because of the inclement weather conditions and was still a success. The Premier, for the first time, delivered her speech inside the chamber. Our target of drawing three thousand (3000) people to the event was exceeded.

Other Events

Other events that were organized during this period was the memorial service of the late Joyce Kgoali and the year-end function for Members of the Northern Cape Provincial Legislature. These were also very successful.

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Public Participation

We strive to ensure that there is meaningful public participation in the legislative process. This was and still is a serious challenge, especially amongst people from the previously disadvantaged communities – who are the primary target of our efforts. A few public hearings were held at strategic areas to make it easy for unemployed and poor people to attend. Although, generally, the attendance was very good, meaningful input related to the subject on the agenda was still largely ignored. General community issues were raised related to the material conditions that people lived in on a daily basis.

This calls for a review of our approach in this respect. So far our observations are that meaningful participation is mostly hampered by the following:

- * Language the draft legislation is written on,
- * Limited knowledge on the draft legislation,
- * Short notice to communities especially regarding section 76 Bill, and
- * Lack of interest by the community in some instances.

Participation was better when the Legislature engaged communities on issues like the Domestic Violence Act, Maintenance Act and the Customary Marriages Act during the Parliamentary Conferences.



Public Relations

Although this function is not well developed and activities are not streamlined, the Legislature has started to build some goodwill among the people due to generally improved publicity and the outreach programme that we embarked on. The people's appreciation of the different role we play as compared to the Executive is improving.

A scientific survey should be done in the new and subsequent financial years.

LEGAL SERVICES

The Legal services section undertook a number of research projects into legal matters and provided legal opinions on various aspects of the business of the Legislature.

During the 2004/05 financial year;

- three legal opinions were drafted for SCOPA.
- The backlog of thefts and loses dating back to 2001, was handled.
- The Youth Commission Act was finalised in February/March 2005.
- Standard agreements were prepared for service providers to the Legislature.

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PART C:

AUDIT COMMITTEE REPORT

The Northern Cape Provincial Administration constituted a Shared Audit Committee in January 2005. The Northern Cape Provincial Legislature makes use of this Shared Audit Committee. We are pleased to present our report for the financial year ended 31 March 2005.

AUDIT COMMITTEE MEMBERS AND ATTENDANCE

The table below shows persons who served as members of the Provincial Audit Committee from January 2005 to March 2005 and their attendance record at formal Audit Committee meetings:

Member	Meetings attended
Independent members:	
Prof. JE Kleynhans (Chair)	2 of 2
Ms KM Mogotsi (Member)	2 of 2
Mr G Oberholster (Member)	1 of 2
Mr H Ramage (Member)	1 of 2
Internal members:	
Adv. H Botha (Member)	2 of 2
Mr T Moraladi (Member)	2 of 2

AUDIT COMMITTEE RESPONSIBILITY

The Audit Committee has adopted appropriate terms of reference as its Audit Committee Charter. The Charter complies with principles of good governance and with the requirements of the PFMA and Treasury Regulations. The Audit Committee is accountable to the Provincial Executive Committee and has an oversight function with regard to:

- Financial management;
- Risk management;
- Compliance with laws, regulations and good ethics; and
- Reporting practices

As a newly constituted Audit Committee we were unable to satisfy all our responsibilities for the year in compliance with our terms of reference.

REPORT ON THE OPERATIONS OF THE AUDIT COMMITTEE

Internal Audit

The Audit Committee has considered reports tabled by the Shared Internal Audit Services of the Province. The Internal Audit service provided to the Provincial Legislature during the year under review was ineffective. The Audit Committee could not satisfy itself that:

- A risk managing process is in place and that the major risks under the control of the Provincial Legislature are properly managed;
- The internal control systems are effective and the internal auditors are operating objectively and independently;
- Matters requiring Management attention have been adequately addressed.

Evaluation of financial statements

The Audit Committee has:

- Reviewed and discussed with the External Auditor and Management representatives the audited Annual Financial Statements to be included in the Annual Report;
- Reviewed the External Auditor's management letter and Management's response thereto.

The Audit Committee concurs and accepts the conclusions of the External Auditor on the Annual Financial Statements and is of the opinion that the audited Annual Financial Statements be accepted and read together with the report of the auditors. The Audit Committee wishes to draw attention to the matters raised in paragraph 4 of the audit report.



Prof. JE Kleynhans
Chairperson: Shared Provincial Audit Committee

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Part D: FINANCES

ANNUAL FINANCIAL STATEMENTS
Vote 2
for
Northern Cape - Provincial Legislature
for the year ended 31 March 2005

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Accounting Officer's Report for the year ended 31 March 2005

Report by the Accounting Officer to the Speaker and the Northern Cape Provincial Legislature.

1. General review of the state of financial affairs

Budget Allocation

The total voted and the statutory allocation for the 2004/2005 financial year amounted to R44,122 million. The adjustment estimate for the year was R2,104 million, bringing the total budget, after adjustment, to R54,382 million (inclusive of the amount for Unauthorised expenditure approved to the amount of R8,156 million). Total expenditure for the year amounted to R53,832 million, as a result we realized a saving of R0,550 million after taking into consideration the R19,000 over-expenditure in Statutory Amounts.

The voted amount included the following:

	Budget R'000	Exenditure R'000
Statutory	10,450	10,469
Personnel expenditure	18,724	17,623
Goods and Services	13,480	14,018
Financial transactions in assets and liabilities	230	188
Transfers and subsidies: Municipalities	100	87
Transfers and subsidies: Departmental agencies and accounts	2,880	2,930
Payments on capital assets: Machinery and equipment	362	361
Unauthorised amount	8,156	8,156
	<u>54,382</u>	<u>53,832</u>

2. Services rendered by the Provincial Legislature

The Provincial Legislature's Constitutional and administrative role is fulfilled by providing various services to the Members of the Provincial Legislature (MPLs) to perform their duties entrusted by the Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996), i.e:

- To exercise fiscal control over its own budget.
- To exercise oversight function over government departments.
- To draft and make input into National and Provincial legislation.
- To provide advice and support in the drafting of legislation and the scrutiny of national legislation.
- To provide administrative support to all political parties represented in the Provincial Legislature.
- To render support to and advice on parliamentary matters, to the people of the Northern Cape Province.
- To promote public participation in processes of the Legislature through public education programmes.
- To provide procedural and administrative support services to the Speaker, Members of the Provincial Legislature and the House, including its Committees.

3. Savings

A Saving of R0,569m was realised in voted funds. This amount will be surrendered to the Provincial revenue fund in view of the fact that it cannot be used to defray current expenditure.

4. Capacity constraints

Constraints have been experienced in providing Committees with effective and competent research capabilities and personnel. As Committees are regarded as the 'engine rooms' of the Legislature, they need to be effectively capacitated to enable them to fulfil their constitutional roles. The optimum allocation of secretarial support services to Committees will be addressed.

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Accounting Officer's Report for the year ended 31 March 2005

Insufficient resources i.e, financial, personnel, etc were experienced by Committees. More resources will be allocated to Committees to fulfil their oversight function over government departments. Skills development in the Committees and Procedural Services Department. will receive precedence. The Public Education & Communications Unit's vacant positions could not be filled owing to the budgetary constraints.

The Budgetary constraints experienced in the Legislature led us not to procure the Legislature symbols which are very critical in the House functions.

For the past three years, IT equipment was not upgraded and this needs attention as the machines becomes outdated and difficult to use.

Public participation programmes were also scaled down, while the printing of the Hansard was also stopped during the year.

6. Transfer payments

Anexure 2 illustrates all transfers in the Northern Cape Provincial Legislature.

7. Public/private partnerships (PPP)

None.

8. Corporate governance arrangements

Steps have been taken to improve Corporate Governance. New policies and procedures have been drafted and await approval from the Rules Committee. Existing policies were also reviewed and also await approval.

9. Discontinued activities/activities to be discontinued

The contract between the Legislature and Royal Foods has been terminated. The security services contract between the Legislature and Afro-tech Solutions was also terminated.

10. New and proposed activities

10.1 A decision was taken by the Rules Committee to allow the Provincial Internal Audit unit to audit the Legislature in the absence of such unit, until it is establishment.

10.2 The Provincial Efficiency Services in the Office of the Premier was also requested by the Standing Committee on Rules to study/evaluate the organisational structure of the Legislature and to recommend a structure for the Legislature to function as required by the Law.

10.3 The budget of fees for municipal services will now reside in the Legislature and not at the Public Works Department like it was before. The Legislature will also enter into private contracts for the cleaning and gardening services.

10.4 Increased number of oversight visits undertaken by Committees to the various communities as well as targeted areas in the province.

10.5 Improve the level of public participation in the process of the Legislature.

10.6 Improve and enhance the human resource skills base of the Legislature.

10.7 Increase and improve the focus of school-going children on the purpose and functions of the Legislature.

10.8 The Finance Department needs to revise and implement its policies and procedures to put them in line with BAS/SCOA.

10.9 To improve the quality of inputs made to all section 76 Bills referred to the Legislature.

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Accounting Officer's Report for the year ended 31 March 2005

10.10 Capacitate the Office of the Speaker to enable it to fulfill the treasury role.

11. Events after the accounting date

Note 22 illustrates the accruals by economic classification and programme level.

12. Progress with financial management improvements

An implementation plan for the 'Code for the Financial Administration of the Northern Cape Provincial Legislature' is in place. The Organisational Structure of the Provincial Legislature has been approved in 2003, with special attention paid to a system which will facilitate financial control, accountability as well as budget control.

The structure has furthermore been developed to accommodate the Treasury function within the Speaker's Office.

In order to ensure a fair, equitable, transparent, competitive and cost-effective procurement system, a Procurement Code has been approved by the Standing Committee Rules.

The new economic reporting format Standard Chart of Accounts (SCOA) was introduced as a new budgetary reform. This is a process of reclassifying the existing expenditure items of government in line with the requirements of the International Monetary fund. This was to ensure compliance with the requirements of the Special Data Dissemination Standard (SDSS), a minimum reporting standard set by IMF to which South Africa is a signatory. Financial management reforms of this nature demonstrate the extent of South Africa's commitment to heightened transparency and accountability in the public sector.

13. SCOPA Resolutions

Reference to previous audit report and SCOPA resolutions	Subject:	Findings on progress
SCOPA Resolution 2003/04	1. Suspense Account	After extensive examination of the debits and credits reflecting in the Accounts Receivable and Miscellaneous accounts, it was confirmed that the balances in this account indeed related to one another. A thorough examination revealed that the debits and the credits in the accounts were correctly allocated in this account. However there were situations where money received from departments were allocated to the account, whilst the debit, representing a payment, had not gone through this account. A reconciliation of what was paid and received is being done on a daily basis. The account will be fully reconciled by the 4th March 2005.
SCOPA Resolution 2003/04	2. Debtors Control	The matter was referred to the State Advocate in Bloemfontein for recovery. The State Attorney advised that the debtors are not traceable. However it came to our attention that one of the debtors is in fact staying in Kimberley and his address is known. At the same time, we are advised that the debt is more than five years old, hence it has prescribed in terms of the Prescription Act. Therefore chances of

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Accounting Officer's Report for the year ended 31 March 2005

Reference to previous audit report and SCOPA resolutions	Subject:	Findings on progress
		recovering the amount from the one debtor are very limited. The other problem is that the documents were kept in the Secretary's Office. Since the Secretary is suspended we are having difficulty in locating the documents
SCOPA Resolution 2003/04	3. Payments made in advance	Even though it is forbidden in paragraph 14(7) of the Code for Financial Administration of the Northern Cape Provincial Legislature to make payments in advance, there are situations where services cannot be rendered/received unless payments are made in advance. As a result some payments have to be made before a service is rendered. The Code for Financial Administration of Northern Cape Provincial Legislature is currently under review. We are hoping that the code will be slightly amended to allow exceptional payments to be made in advance without compromising controls.
SCOPA Resolution 2003/04	4. Policies <ul style="list-style-type: none"> • Risk Management Policy. • Fraud and Corruption Policy. • Financial Procedures and system descriptions. 	<p>The Legislature is currently reviewing its policies and procedures. The code for Financial Administration of the Northern Cape Provincial Legislature is being reviewed and the following policies are also being drafted</p> <p>Risk Management Policy Fraud and Corruption Policy Financial Procedures and system descriptions.</p>
SCOPA Resolution 2003/04	5. Supply Chain Management	The Supply Chain Management as championed by National Treasury is currently being implemented. Officials who are responsible for the implementation have been trained accordingly.
SCOPA Resolution 2003/04	6. Cashflow	The cashflow problem of the Legislature was attributable to the overdraft incurred by the Legislature in the 2002/03 and 2003/04 financial years. This was also to a great extent influenced by the cumulative over-expenditure incurred in the past financial years. The House ultimately authorized the overexpenditure; hence money was transferred to the bank account of the Legislature. The bank account of the Legislature is currently (21/7/05) showing R1,899,537.36 positive balance. An amount of R1 077 000 owed to the Premier's Office for Telephone has been paid accordingly. This is the only inter-departmental debt acknowledged and recorded in the books of the.

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Accounting Officer's Report for the year ended 31 March 2005

Reference to previous audit report and SCOPA resolutions	Subject:	Findings on progress
		Northern Cape Provincial Legislature. Should there be any claim received from any other department, it will be handled in terms of the Provincial arrangements on interdepartmental debts.
SCOPA Resolution 2003/04	7. Applicability of the PFMA	The applicability of the PFMA to the extent to which is alluded in section 3 is not being contested. However we acknowledge the reminder.
SCOPA Resolution 2003/04	8. Funds being transferred between Programmes	Indeed funds were transferred from Programme 2 to Programme 1. This is due to the fact that only the salaries and benefits of staff in Programme 2 were going through this budget. Should these funds not have been transferred to Programme 1, there was going to be a saving in NCOP Programme and a higher over expenditure in Programme 1.
SCOPA Resolution 2003/04	9. Irregular Expenditure	There are currently two disciplinary cases running against two senior officials of the Legislature. The matter is one of the charges in the charge sheets of the two cases. SAPS may be involved as soon as the two disciplinary cases are completed.

Approval

The annual financial statements set out on pages 33 to 63 have been approved by the Accounting Officer.



M.Z. MAWASHA

ACTING SECRETARY TO THE LEGISLATURE

Original Submission date: 30 May 2005

Re-submission: 29 July 2005

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REPORT OF THE AUDITOR-GENERAL TO NORTHERN CAPE PROVINCIAL LEGISLATURE ON THE
FINANCIAL STATEMENTS OF VOTE 2 – NORTHERN CAPE PROVINCIAL LEGISLATURE
FOR THE YEAR ENDED 31 MARCH 2005

1. AUDIT ASSIGNMENT

The financial statements as set out on pages 7 to 37, for the year ended 31 March 2005, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

2. NATURE AND SCOPE

The audit was conducted in accordance with Statements of South African Auditing Standards. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

- examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements,
- assessing the accounting principles used and significant estimates made by management, and
- evaluating the overall financial statement presentation.

Furthermore, an audit includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations which came to my attention and are applicable to financial matters.

The audit was completed in accordance with Auditor-General Directive No. 1 of 2005.

I believe that the audit provides a reasonable basis for my opinion.

3. AUDIT OPINION

In my opinion, the financial statements fairly present, in all material respects, the financial position of the Northern Cape Provincial Legislature at 31 March 2005 and the results of its operations and cash flows for the year then ended in accordance with prescribed accounting practice.

4. EMPHASIS OF MATTER

Without qualifying the audit opinion expressed above, attention is drawn to the following matters:

4.1 Weaknesses in internal control

The responsibility to institute and maintain a system of internal control is clearly defined in section 38 of the Public Finance Management Act, 1999 (Act No. 1 of 1999)(PFMA). The Northern Cape Provincial Legislature did not document and approve policies for all their processes. A risk assessment for the 2004-05 year was also not done. The officials did not implement the prescripts of section 38(1)(a)(i) of the PFMA dealing with internal control measures, systems and risk management, including the fraud prevention plan.

In addition, the following weaknesses in internal control were identified:

4.1.1 Delay in banking

There were instances where cash was received and receipted but not deposited on the same day, thus increasing the risk of cash being stolen and/or not timeously accounted for.

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4.1.2 Assets

Due to the absence of policies and procedures regarding asset management, the following deficiencies regarding the asset register were noted:

- The asset register maintained does not identify each asset by a unique number or code. In the event that an asset is marked with a serial number, this number does not agree with any number in the asset register. Assets can therefore not be easily traced to and from the register.
- Inventory lists for the control of assets were not adequately maintained and updated with movements of assets.
- In various instances serial numbers were not allocated and assigned to individual assets.

4.1.3 Inventory

Policies and procedures for the control, safeguarding and recording of inventory and stores held were not consistently adhered to, resulting in the following:

- In various instances bin cards were not updated with the issue or receipt of goods, resulting in the goods on the shelves differing from the quantity indicated on the bin cards.
- In some instances stock cards could not be provided for audit purposes as stock cards closed off were not maintained for audit trail.

4.1.4 Leave

- The accumulation of leave took place contrary to the conditions of employment.
- Instances were noted where leave taken did not agree to the leave deducted from the available balance.
- In various instances selected leave was only approved after being taken.
- The Legislature also does not have an approved leave policy.

4.1.5 Journals

Journals in general were not adequately supported by sufficient supporting documentation or explanations. Only after circulation of the informal audit queries, supporting documentation and explanations for journals were provided.

No delegation is in place for the approval of journals, resulting in all journals, irrespective of the nature or amount, being approved by only one level of staff.

4.1.6 Petty cash

The petty cash register was not reviewed and reconciled regularly.

4.1.7 Rented vehicles

Damage to rented vehicles, where repairs were paid for by the Provincial Legislature, was not in all instances supported by valid and sufficient supporting documentation. The validity of payments made in respect of damage to vehicles could therefore not be confirmed.

4.2 Matters in the public interest

4.2.1 Own revenue not surrendered

Own revenue amounting to R1 167 million received by the Provincial Legislature for the past three financial years was disclosed in the financial statements. This amount was not paid over to the Provincial Revenue Fund neither was it appropriated to be expended by the Provincial Legislature. As no funding in the form of cash in the bank is available to support the amount of own revenue received, it can be reasonably concluded that own revenue was utilised to fund the normal operations of the Provincial Legislature in addition to the appropriated amount expended.

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4.3 Non-compliance with laws and regulations

4.3.1 Annual financial statements (AFS)

Section 40(1)(c) of the PFMA requires the AFS to be submitted for audit by 31 May 2005. Although the annual financial statements were submitted on 31 May 2005, the Northern Cape Provincial Legislature, had to adjust their original set of financial statements. In this regard the accounting officer withdrew the original annual financial statements and subsequently re-submitted the AFS on 29 July 2005. The submission after 31 May 2005 resulted in non-compliance with section 40(1)(c) of the PFMA.

4.4 Financial management

4.4.1 Internal audit

The internal audit function is performed by a centralised internal audit department, which resides under the Office of the Premier.

An overview was performed on the functionality of the internal audit department. Various shortcomings rendered the functionality of the internal audit department inefficient and ineffective during the year under review.

The following needs special mentioning:

- No internal audit charter, as required by Treasury Regulation 3.2.5 and Institute of Internal Auditors (IIA) 1000-1, has been approved.
- The current staffing component as well as the available funds seems to be inadequate to efficiently and effectively service all the provincial departments of the Northern Cape Province. No formal training and development plan was in place to ensure continuous training and development of existing staff.
- No approved annual internal audit plan and three-year strategic plan exist for the internal audit department.
- The audit committee did not evaluate the performance of the internal audit during the year.
- Internal audit did not report functionally directly to the audit committee during the year.
- Internal audit did not submit quarterly reports to the audit committee detailing its performance against the annual internal audit plan.
- No follow-up audits were performed by the internal audit division.
- No quality reviews (internal or external) were performed on the work done by internal audit for the year under review.

Some of the above findings were also highlighted in my audit report of the 2003-04 financial year.

As a result of the above, no reliance could be placed on the work performed by internal audit, for external audit purposes.

Note is taken of the fact that a director was appointed for the internal audit section and that the audit charter and annual plan are in the process of being completed and approved.

The reporting structure of the Internal Audit is not ideal in terms of the Separation of Powers between the Legislature and the Executive.

This matter will be followed up with the Speaker, who is the Treasury of the Legislature.

4.4.2 Audit committee

During the year under review the audit committee met only during February and March 2005 and therefore, they could not discharge their functions adequately throughout the year: The audit committee resides under the MEC for Finance, and the latter is responsible for its functioning.

Northern Cape - Provincial Legislature
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5. APPRECIATION

The assistance rendered by the staff of the Northern Cape Provincial Legislature during the audit is sincerely appreciated.

S. A. Fakie

Auditor-General

Pretoria

28 September 2005



A U D I T O R - G E N E R A L

Northern Cape - Provincial Legislature

Vote 2

Accounting Policies for the year ended 31 March 2005

The Annual Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the Annual Financial Statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), the Treasury Regulations for Departments and Constitutional Institutions issued in terms of the Act and the Division of Revenue Act, Act 5 of 2004. The following issued, but not yet effective Standards of Generally Recognised Accounting Practice have not been fully complied with in the Annual Financial Statements: GRAP 1, 2 and 3.

1. Basis of preparation

The Annual Financial Statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis of accounting transactions and other events are recognised when cash is received or paid. Under the accrual basis of accounting transactions and other events are recognised when incurred and not when cash is received or paid.

2. Revenue

Appropriated funds

Voted funds are the amounts appropriated to a department in accordance with the final budget known as the Adjusted Estimates of Provincial Expenditure. Unexpended voted funds are surrendered to the Provincial Revenue Fund, unless otherwise stated.

Departmental revenue

Sale of goods and services other than capital assets

This comprises the proceeds from the sale of goods and/or services produced by the entity. Revenue is recognised in the statement of financial performance on receipt of the funds.

Interest, dividends and rent on land

Interest and dividends received are recognised upon receipt of the funds, and no provision is made for interest or dividends receivable from the last receipt date to the end of the reporting period. They are recognised as revenue in the Statement of Financial Performance of the department and then transferred to the Provincial Revenue Fund. Revenue received from the rent of land is recognised in the statement of financial performance on receipt of the funds.

Financial transactions in assets and liabilities

Repayments of loans and advances previously extended to employees and public corporations for policy purposes are recognised as revenue in the statement of financial performance on receipt of the funds.

Cheques issued in previous accounting periods that expire before being banked are recognised as revenue in the statement of financial performance when the cheque becomes stale. When the cheque is reissued the payment is made from Revenue.

Northern Cape - Provincial Legislature

Vote 2

Accounting Policies for the year ended 31 March 2005

3. Expenditure

Compensation of employees

Salaries and wages comprise payments to employees. Salaries and wages are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system. The expenditure is classified as capital where the employees were involved, on a full time basis, on capital projects during the financial year. All other payments are classified as current expense.

Social contributions include the entities' contribution to social insurance schemes paid on behalf of the employee. Social contributions are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system.

Short-term employee benefits

The cost of short-term employee benefits is expensed in the Statement of Financial Performance in the reporting period when the final authorisation for payment is effected on the system. Short-term employee benefits, that give rise to a present legal or constructive obligation are disclosed as a disclosure note to the Annual Financial Statements and are not recognised in the Statement of Financial Performance.

Long-term employee benefits and other post employment benefits

Termination benefits

Termination benefits are recognised and expensed only when the final authorisation for payment is effected on the system.

Medical benefits

The Legislature provides medical benefits for its employees through defined benefit plans. Employer contributions to the fund are incurred when the final authorisation for payment is effected on the system. No provision is made for medical benefits in the Annual Financial Statements of the department.

Other employee benefits

Obligations arising from leave entitlement, thirteenth cheque and performance bonus that are reflected in the disclosure notes have not been paid for at year-end.

Goods and services

Payments made for goods and/or services are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system. The expense is classified as capital if the goods and services was used on a capital project.

Interest and rent on land

Interest and rental payments resulting from the use of land, are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system. This item excludes rental on the use of buildings or other fixed structures.

Northern Cape - Provincial Legislature

Vote 2

Accounting Policies for the year ended 31 March 2005

Financial transactions in assets and liabilities

Financial transactions in assets and liabilities include bad debts written off. Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or underspending available to the department. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts.

Unauthorised expenditure

Unauthorised expenditure, is defined as:

The overspending of a vote or a main division within a vote, or

Expenditure that was not made in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is approved by the relevant authority, recovered or written off as irrecoverable.

Irregular expenditure

Irregular expenditure, is defined as :

expenditure, other than unauthorised expenditure, incurred in contravention or not in accordance with a requirement of any applicable legislation, including:

the Public Finance Management Act

the Code for Financial Administration of the Northern Cape Provincial Legislature

and the Procurement Code of the Northern Cape Provincial Legislature.

It is treated as expenditure in the Statement of Financial Performance. If such expenditure is not condoned and it is possibly recoverable it is disclosed as receivable in the Statement of Financial Position at year-end.

Fruitless and wasteful expenditure

Fruitless and wasteful expenditure, is defined as:

expenditure that was made in vain and would have been avoided had reasonable care been exercised, therefore

it must be recovered from a responsible official (a debtor account should be raised), or

the vote. (If responsibility cannot be determined.)

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is recovered from the responsible official or written off as irrecoverable.

4. Transfers and subsidies

Transfers and subsidies include all irrecoverable payments made by the entity. Transfers and subsidies are recognised as an expense when the final authorisation for payment is effected on the system.

Northern Cape - Provincial Legislature

Vote 2

Accounting Policies for the year ended 31 March 2005

5. Expenditure for capital assets

Capital assets are assets that can be used repeatedly and continuously in production for more than one year. Payments made for capital assets are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system.

6. Investments

Investments include; Investments in Associates; Joint ventures; Investments in controlled entities and Other investments.

Investments are shown at cost. On disposal of an investment, the surplus/(deficit) is recognised as revenue in the Statement of Financial Performance.

7. Receivables

Receivables are not normally recognised under the modified cash basis of accounting. However, receivables included in the Statement of Financial Position arise from cash payments that are recoverable from another party, when the payments are made.

Receivables for services delivered are not recognised in the Statement of Financial Position as a current asset or as income in the Statement of Financial Performance, as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the Annual Financial Statements.

8. Cash and cash equivalents

Cash and cash equivalents consists of cash on hand and balances with banks, short term investments in money market instruments and demand deposits. Cash equivalents are short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

9. Payables

Payables are not normally recognised under the modified cash basis of accounting. However, payables included in the Statement of Financial Position arise from advances received that are due to the Provincial Revenue Fund or another party.

10. Lease commitments

Lease commitments for the period remaining from the reporting date until the end of the lease contract are disclosed as part of the disclosure notes to the Annual Financial Statements. These commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on the cash basis of accounting. Operating lease expenditure is expensed when the payment is made.

Finance lease expenditure is expensed when the payment is made, but results in the acquisition of the asset under the lease agreement. A finance lease is not allowed in terms of the Public Finance Management Act.

Northern Cape - Provincial Legislature

Vote 2

Accounting Policies for the year ended 31 March 2005

11. Accruals

This amount represents goods/services that have been received, but no invoice has been received from the supplier at the reporting date, OR an invoice has been received but final authorisation for payment has not been effected on the system. These amounts are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

12. Contingent liability

This is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the department; or

a present obligation that arises from past events but is not recognised because:

it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; or

the amount of the obligation cannot be measured with sufficient reliability

Contingent liabilities are not recognised in the Statement of Financial position, but the information is disclosed as part of the disclosure notes.

13. Commitments

This amount represents goods/services that have been approved and/or contracted, but no delivery has taken place at the reporting date. These amounts are not recognised in the Statement of financial position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

14. Capitalisation reserve

The capitalisation reserve represents an amount equal to the value of the investment and/or loans capitalised. On disposal, repayment or recovery, such amounts are transferred to the Revenue Fund.

15. Recoverable revenue

Recoverable revenue represents payments made and recognised in the Statement of Financial Performance as an expense in previous years due to non-performance in accordance with an agreement, which have now become recoverable from a debtor. Repayments are transferred to the Revenue Fund as and when the repayment is received.

16. Comparative figures

Where necessary, comparative figures have been restated to conform to the changes in the presentation in the current year. The comparative figures shown in these Annual Financial Statements are limited to the figures shown in the previous year's audited Annual Financial Statements and such other comparative figures that the department may reasonably have available for reporting. Reclassification of expenditure has occurred due to the implementation of the Standard Chart of Accounts. It is not practical to present comparative amounts in the Cash Flow Statements as this would involve reclassification of amounts dating back to the 2002/03 year-end.

Northern Cape - Provincial Legislature

Vote 2

Appropriation Statement for the year ended 31 March 2005

Appropriation per Programme									
	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Administration									
Current payment	16,306	-	-300	16,006	16,042	-36	100.2%	27,497	32,004
Transfers and subsidies	32	-	-	32	26	6	81.3%	-	-
Expenditure for capital assets	382	-	-	382	346	36	90.6%	2,532	1,192
2. Members Facilities									
Current payment	10,025	-2888	1,501	8,638	8,534	104	98.8%	710	716
Transfers and subsidies	-	2888	-	2888	2,976	-88	103%!	-	-
Expenditure for capital assets	-	-	-	-	15	-15	0%!	-	-
3. Committees									
Current payment	1,830	-	-625	1,205	1,034	171	85.8%	1	-
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
Expenditure for capital assets	-	-	-	-	-	-	0.0%	-	-
4. Parliamentary Services									
Current payment	7,177	-	-576	6,601	6,031	570	91.4%	-	-
Transfers and subsidies	24	-	-	24	15	9	62.5%	-	-
Financial transactions in assets and liabilities	-	-	-	-	188	-188	0.0%	-	-
Subtotal	35,776	-	-	35,776	35,207	569	98.4%	30,740	33,912
Statutory Appropriation									
Current payments	10,450	-	-	10,450	10,469	-19	100.2%	9,978	9,989
Total	46,226	-	-	46,226	45,676	550	98.8%	40,718	43,901
Reconciliation with Statement of Financial Performance									
Prior year unauthorised expenditure approved with funding				8,156					
Departmental receipts				337				791	
Actual amounts per Statement of Financial Performance (Total Revenue)				54,719				41,509	
Prior year unauthorised expenditure approved					8,156				
Actual amounts per Statement of Financial Performance Expenditure					53,832				43,901

Northern Cape - Provincial Legislature

Vote 2

Appropriation Statement for the year ended 31 March 2005

Appropriation per Economic classification									
	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation to employees	18,724	-	-	18,724	17,623	1,101	94.1%	12,591	15,228
Goods and services	13,822	50	-392	13,480	14,018	-538	104%	13,277	15,152
Financial transactions in assets and liabilities	-	-	230	230	188	42	81.7%	-	-
Transfers & subsidies									
Provinces & municipalities	150	-50	-	100	87	13	87.0%	-	-
Departmental agencies & accounts	2,880	-	-	2,880	2,930	-50	101.7%	2,340	2,340
Machinery & equipment	200	-	162	362	361	1	99.7%	2,532	1,192
Total	35,776	-	-	35,776	35,207	569	98.4%	30,740	33,912

Statutory Appropriation									
Direct charge against Provincial Revenue Fund	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Member of executive committee/parliamentary officers	10,450	-	-	10,450	10,469	19	100.2%	9,978	9,989
Total	10,450	-	-	10,450	10,469	19	100.2%	9,978	9,989

Northern Cape - Provincial Legislature

Vote 2

Appropriation Statement for the year ended 31 March 2005

Detail per programme 1 - Administration for the year ended 31 March 2005

Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1.1 Secretariat									
Current payment	4,196	-	-	4,196	3,637	559	86.7%	2,336	2,862
Transfers and subsidies	11			11	8	3	72.7%		
1.2 Corporate Services									
Current payment	12,110	-	-300	11,810	12,405	-595	105.0%	25,161	29,142
Transfers and subsidies	21			21	18	3	85.7%	-	-
Expenditure for capital assets	382			382	346	36	90.6%	2,532	1,192
Total	16,720	-	-300	16,420	16,414	6	99.9%	30,029	33,196

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation to employees	8,969	-	-	8,969	8,988	-19	100.2%	12,274	14,730
Goods and services	7,469	50	-462	7,057	7,054	3	99.7%	12,883	14,934
Transfers & subsidies									
Provinces & municipalities	82	-50	-	32	26	6	81.3%		
Departmental agencies & accounts								2,340	2,340
Payments for capital assets									
Machinery & equipment	200	-	162	362	346	16	95.6%	2,532	1,192
Total	16,720	-	-300	16,420	16,414	6	99.9%	30,029	33,196

Northern Cape - Provincial Legislature

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Appropriation Statement for the year ended 31 March 2005

Detail per programme 2 - Members Facilities for the year ended 31 March 2005

Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
2.1 Members Support									
Current payment	7,274	-5,354	926	2,846	2,342	504	82.3%	710	716
Transfers and subsidies	-	-	-	-	19	-19	0%	-	-
2.2 Office Bearers									
Current payment	1,600	1022	575	3,197	3,856	-659	120.6%		
Transfers and subsidies	-	-	-	-	70	-70	0%		
Expenditure for capital assets	-	-	-	-	-	-	0%		
2.3 Political Parties									
Current payment	1,151	1,444	-	2,595	2,336	259	90.1%		
Transfers and subsidies	-	2,888	-	2,888	2,887	1	100%		
Expenditure for capital assets	-	-	-	-	15	-15	0%		
Total	10,025	-	1,501	11,526	11,525	1	100.0%	710	716

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current									
Compensation to employees	3,840	-	-	3,840	3,507	333	91.3%	317	498
Goods and services	3,261	-	1,501	4,762	5,027	-265	105.6%	393	218
Transfers & subsidies									
Provinces & municipalities	44	-	-	44	46	-2	104.5%		
Dept agencies & accounts	2,880	-	-	2,880	2,930	-50	101.7%		
Capital									
Machinery & equipment	-	-	-	-	15	-15	0%		
Total	10,025	-	1,501	11,526	11,525	1	100.0%	710	716

Northern Cape - Provincial Legislature

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Appropriation Statement for the year ended 31 March 2005

Detail per programme 3 - Committees for the year ended 31 March 2005

	Programme per subprogramme	2004/05							2003/04	
		Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
3.1	Standing Committees									
	Current payment	1,330	45	-625	750	749	1	99%	1	-
3.2	Portfolio Committees									
	Current payment	400	-45		355	204	151	57.4%		
3.3	Oversight									
	Current payment	100	-		100	81	19	81.0%		
	Total	1,830	-	-625	1,205	1,034	171	85.8%	1	-
	Economic classification	2004/05							2003/04	
		Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	Current									
	Goods and services	1,830	-	-625	1,205	1,034	171	85.8%	1	-
	Total	1,830	-	-625	1,205	1,034	171	85.8%	1	-

Northern Cape - Provincial Legislature

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Appropriation Statement for the year ended 31 March 2005

Detail per programme 4 - Parliamentary Services for the year ended 31 March 2005

Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
4.1 Public Education & Communication									
Current payment	1,061	-	-	1,061	1,481	-420	139.6%		
Transfers and subsidies	6	-	-	6	3	3	50.0%		
4.2 Procedural & Research Services									
Current payment	3,710	-	-576	3,134	3,286	-152	104.9%		
Transfers and subsidies	13	-	-	13	9	4	69.2%		
4.3 Hansard & Language Services									
Current payment	1,669	-	-	1,669	779	890	46.7%		
Financial transactions in assets and liabilities	-	-	-	-	188	-188	0%		
Transfers and subsidies	4	-	-	4	2	2	50.0%		
4.4 Information Centre									
Current payment	737	-	-	737	485	252	65.8%		
Transfers and subsidies	1	-	-	1	1	-	100.0%		
Total	7,201	-	-576	6,625	6,234	391	94.1%	-	-

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Compensation to employees	5,915	-	-	5,915	5,126	789	86.7%		
Goods and services	1,262	-	-806	456	905	-449	198.0%		
Financial transactions in assets and liabilities	-	-	230	230	188	42	81.7%		
Transfers & subsidies									
Provinces & municipalities	24	-	-	24	15	9	62.5%		
Total	7,201	-	-576	6,625	6,234	391	94.1%	-	-

Northern Cape - Provincial Legislature

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Notes to the Appropriation Statement for the year ended 31 March 2005

1. **Detail of transfers and subsidies as per Appropriation Act (after Virement):**
Detail of these transactions can be viewed in note 8 (Transfers and subsidies) and Annexure 2 to the annual financial statements.
2. **Detail of specifically and exclusively appropriated amounts voted (after Virement):**
Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the annual financial statements.
3. **Detail on financial transactions in assets and liabilities**
Detail of these transactions per programme can be viewed in note 6 (Details of special functions (theft and losses)) to the annual financial statements.

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

4.1 Per programme:

	Voted Funds after virement R'000	Actual Expenditure R'000	Variance R'000	%	Explanations of Material Variances
Administration	16420	16414	6	0%	-
Members Facilities	11526	11525	1	0%	-
Committees	1205	1034	171	14%	This amount is attributed to cost- containment measures. (Goods&services)
Parliamentary Services	6625	6234	391	6%	This amount is also attributed to cost- containment measures. (Positions not filled)

4.2 Per economic classification:

R'000

Current expenditure

Compensation of employees	17,623
Goods and services	14,018
Financial transactions in assets and liabilities	188
Unauthorised expenditure approved	8,156

Transfers and subsidies

Provinces and municipalities	87
Departmental agencies and accounts	2,930

Payments for capital assets

Machinery and equipment	361
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Northern Cape - Provincial Legislature

Vote 2

Statement of Financial Performance for the year ended 31 March 2005

	<i>Note</i>	2004/05 R'000	2003/04 R'000
REVENUE			
Annual appropriation	<u>1.</u>	35,776	30,740
Statutory appropriation	<u>2.</u>	10,450	9,978
Appropriation for unauthorised expenditure approved		8,156	-
Own revenue	<u>3.</u>	337	791
TOTAL REVENUE		<u>54,719</u>	<u>41,509</u>
EXPENDITURE			
Current expenditure			
Compensation of employees	<u>4.</u>	28,092	25,217
Goods and services	<u>5.</u>	14,018	15,152
Financial transactions in assets and liabilities	<u>6.</u>	188	-
Unauthorised expenditure approved	<u>7.</u>	8,156	-
Total current expenditure		<u>50,454</u>	<u>40,369</u>
Transfers and subsidies	<u>8.</u>	3,017	2,340
Expenditure for capital assets			
Machinery and Equipment	<u>9.</u>	361	1,192
Total expenditure for capital assets		<u>361</u>	<u>1,192</u>
TOTAL EXPENDITURE		<u>53,832</u>	<u>43,901</u>
NET SURPLUS/(DEFICIT)		887	-2,392
Add back unauthorised expenditure	<u>7.</u>	-	4,524
NET SURPLUS/(DEFICIT) FOR THE YEAR		<u>887</u>	<u>2,132</u>
Reconciliation of Net Surplus/(Deficit) for the year			
Voted funds to be surrendered to the Revenue fund	<u>14.</u>	550	1,340
Own revenue	<u>15.</u>	337	791
NET SURPLUS/(DEFICIT) FOR THE YEAR		<u>887</u>	<u>2,131</u>

Northern Cape - Provincial Legislature

Vote 2

Statement of Financial Position as at 31 March 2005

	<i>Note</i>	2004/05 R'000	2003/04 R'000
ASSETS			
Current assets		2,309	9,086
Unauthorised expenditure	<u>7</u>	-	8,156
Cash and cash equivalents	<u>10.</u>	2	-
Prepayments and advances	<u>11.</u>	147	-
Receivables	<u>12.</u>	2,160	930
Non-current assets		35	35
Investments	<u>13.</u>	35	35
TOTAL ASSETS		<u>2,344</u>	<u>9,121</u>
LIABILITIES			
Current liabilities		2,344	9,086
Voted funds to be surrendered to the Revenue fund	<u>14.</u>	550	3,442
Own revenue	<u>15.</u>	1,504	1,167
Bank overdraft	<u>16.</u>	255	4,471
Payables	<u>17.</u>	35	6
TOTAL LIABILITIES		<u>2,344</u>	<u>9,086</u>
NET ASSETS		<u>-</u>	<u>35</u>
Represented by:			
Capitalisation reserve		-	35
TOTAL		<u>-</u>	<u>35</u>

Northern Cape - Provincial Legislature

Vote 2

**Statement of Changes in Net Assets
for the year ended 31 March 2005**

	2004/05 R'000	2003/04 R'000
Capitalisation reserve		
Opening balance	35	35
Transfers	-35	-
TOTAL	-	35

Northern Cape - Provincial Legislature

Vote 2

Cash Flow Statement for the year ended 31 March 2005

	<i>Note</i>	2004/05 R'000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		53,183
Annual appropriated funds received		35,776
Statutory appropriated funds received		10,450
Appropriation for unauthorised expenditure received	<u>7.</u>	8,156
Own revenue received		337
Net (increase)/decrease in working capital		-1,536
Surrendered to Revenue Fund		-3,442
Current payments		-42,110
Transfers and subsidies paid		-3,017
Net cash flow available from operating activities	<u>18.</u>	<u>4,614</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments for capital assets		-361
Net cash flows from investing activities		<u>-361</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Increase/(decrease) in shares received		-35
Net cash flows from financing activities		<u>-35</u>
Net increase/(decrease) in cash and cash equivalents		4,218
Cash and cash equivalents at beginning of period		-4,471
Cash and cash equivalents at end of period		<u><u>-253</u></u>

Northern Cape - Provincial Legislature

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Notes to the Annual Financial Statements for the year ended 31 March 2005

1. Annual Appropriation

1.1 Annual Appropriation

	Final Actual Funds	Variance	Total Appropriation
	Appropriation	Received over/(under)	2003/04
	R'000	R'000	R'000
Administration	16,420	16,420	-
Members Facilities	11,526	11,526	-
Committees	1,205	1,205	-
Parliamentary Services	6,625	6,625	-
Total	35,776	35,776	-
			30,740

2. Statutory Appropriation

Members of the Provincial Legislature	10,450	9,978
	10,450	9,978

3. Own revenue

Description

Sales of goods and services other than capital assets	71	142
Interest, dividends and rent on land	119	76
Sales of capital assets	-	108
Recoverable revenue received	25	465
Financial transactions in assets and liabilities	3.1	89
Transfers received consist of:		-
Gifts, donations and sponsorships received	ANNEXURE 3.	33
		-
Total revenue collected	337	791
Own revenue collected	337	791

3.1 Financial transactions in assets and liabilities

Nature of loss recovered

Other	89	-
	89	-

Northern Cape - Provincial Legislature

Vote 2

Notes to the Annual Financial Statements for the year ended 31 March 2005

4. Compensation of employees	Note	2004/05 R'000	2003/04 R'000
4.1 Salaries and wages			
Basic salary		18,829	16,244
Performance award		199	-
Service Based		201	-
Compensative/circumstantial		129	-
Periodic payments		7	-
Other non-pensionable allowances		4,451	5,071
		23,816	21,315
4.2 Social contributions		2004/05 R'000	2003/04 R'000
2.2.1 Short term employee benefits			
Pension		3,003	2,735
Medical		1,235	1,167
Insurance		38	-
		4,276	3,902
Total compensation of employees		28,092	25,217
 Average number of employees		 80	 79
5. Goods and services			
Advertising		114	-
Bank charges and card fees		95	-
Communication		1,936	-
Computer services		915	-
Consultants, contractors and special services		371	3,250
Courier and delivery services		3	67
Drivers licences and permits		22	-
Entertainment		846	454
External audit fees	5.1	599	415
Equipment less than R5 000		130	-
Honoraria (Voluntary workers)		5	-
Inventory	5.2	757	764
Legal fees		547	50
Maintenance, repair and running costs		770	74
Operating leases		531	578
Photographic services		3	6
Printing and publications		68	92
Professional bodies and membership fees		6	-
Resettlement costs		166	-
Subscriptions		311	-
Translations and transcriptions		1	-

Northern Cape - Provincial Legislature

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Notes to the Annual Financial Statements for the year ended 31 March 2005

	<i>Note</i>	2004/05 R'000	2003/04 R'000
Travel and subsistence	5.3	5,681	-
Venues and facilities		48	2
Protective, special clothing & uniforms		40	-
Training & staff development		53	-
Previous years unallocated items		-	9,400
		14,018	15,152
5.1 External audit fees			
Regulatory audits		599	415
Total external audit fees		599	415
5.2 Inventory			
Other inventory		-	162
Domestic Consumables		251	-
Fuel, oil and gas		72	-
Other consumables		41	62
Parts and other maint mat		7	-
Stationery and Printing		385	540
Medical Supplies		1	-
Total Inventory		757	764
5.3 Travel and subsistence			
Local		5,281	-
Foreign		400	-
Total travel and subsistence		5,681	-
6. Financial transactions in assets and liabilities			
Other material losses written off	6.1	188	-
		188	-
6.1 Other material losses written off in Statement of Financial			
Prescribed debts.		68	-
Damages to Rented vehicles		120	-
		188	-
7. Unauthorised expenditure			
7.1 Reconciliation of unauthorised expenditure			
Opening balance		8,156	3,632
Unauthorised expenditure – current year		-	4,524
Unauthorised expenditure approved by Parliament/Legislature – current expenditure		-8,156	-
		-	8,156

Northern Cape - Provincial Legislature

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Notes to the Annual Financial Statements for the year ended 31 March 2005

		Note	2004/05 R'000	2003/04 R'000		
7.2 Unauthorised expenditure						
Incident	Disciplinary steps taken/criminal proceedings		Total	Total		
Overspending on Programmes	None		-	8,156		
			-	8,156		
8. Transfers and subsidies						
Provinces and municipalities	ANNEXURE 1.		87	-		
Constituency Allowances and Donations	ANNEXURE 2.		2,930	2,340		
			3,017	2,340		
9. Expenditure for capital assets						
Machinery and equipment	ANNEXURE 5.		361	1,192		
Total			361	1,192		
10. Cash and cash equivalents						
Cash on hand			2	-		
			2	-		
11. Prepayments and advances						
Description						
Staff advances			123	234		
Travel and subsistence			24	243		
			147	477		
12. Receivables						
		Less than one year	One to three years	Older than three years	Total	Total
Amounts owing by other entities	ANNEXURE 6	1,418	-	-	1,418	-
Staff debtors	12.1	34	-	-	34	481
Other debtors	12.2	708	-	-	708	449
		2,160	-	-	2,160	930

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Notes to the Annual Financial Statements for the year ended 31 March 2005

	Note	2004/05 R'000	2003/04 R'000
12.1 Staff debtors			
Tax Debt		34	4
Other Debtors		-	477
Advances		-	-
		34	481
12.2 Other debtors			
Nature of advances			
Claims Recoverable		-	44
Disallowance Miscellaneous		5	117
Insurance Deductions		-	4
Tax RSA		-	69
Medical Aid Deductions		-	1
Pension Deductions		-	9
Disallowance Theft & Losses		-	197
Other Debt		703	8
		708	449
13. Investments			
Investee	Nature of investment		
Sanlam	Shares	35	35
		35	35
14. Voted Funds to be surrendered to the Revenue Fund			
Opening balance		3,442	2,102
Transfer from Statement of Financial Performance		550	1,340
Paid during the year		-3,442	-
Closing balance		550	3,442
15. Own revenue			
Opening balance		1,167	376
Transfer from Statement of Financial Performance		337	791
Paid during the year		-	-
Closing balance		1,504	1,167
16. Bank overdraft			
Paymaster General Account		255	4,471
		255	4,471

Northern Cape - Provincial Legislature

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Notes to the Annual Financial Statements for the year ended 31 March 2005

17. Payables

Description	Note			2004/05	2003/04
		30 Days	30+ Days	Total	Total
Amounts owing to					
Other payables	17.1	29	6	35	6
		29	6	35	6

17.1 Other payables

Description	
Tax	3
Disallowance acc.	7
Receivables	25
	35
	6

18. Reconciliation of net cash flow from operating activities to surplus/(deficit)

	2004/05 R'000
Net surplus/(deficit) as per Statement of Financial Performance	887
(Increase)/decrease in receivables – current	-1,042
(Increase)/decrease in prepayments and advances	-147
(Increase)/decrease in other current assets	8,156
Increase/(decrease) in payables – current	29
Surrenders	-3,442
Other non-cash items	-188
Capital expenditure	361
Net cash flow generated by operating activities	4,614

19. Appropriated funds and departmental revenue surrendered

Appropriated funds surrendered	3,442	-
	3,442	-

Northern Cape - Provincial Legislature
Vote 2
Disclosure Notes to the Annual Financial Statements
for the year ended 31 March 2005

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

	<i>Note</i>	2004/05 R'000	2003/04 R'000
20. Contingent liabilities			
Liable to	Nature		
Motor vehicle guarantees	Employees	ANNEXURE 4.	
		128	162
		128	162

21. Commitments			
Current expenditure			
Approved and contracted		408	517
Approved but not yet contracted		-	198
Total Commitments		408	715

22. Accruals				
By economic classification	30 Days	30+ Days	Total	Total
Compensation of employees	-	-	-	-
Goods and services	-	309	309	151
	-	309	309	151
Listed by programme level				
Programme 1. Administration			119	151
Programme 2. Members Facilities			27	-
Programme 3. Committees			120	-
Programme 4. Parliamentary Services			43	-
			309	151

23. Employee benefits			
Leave entitlement		1,398	1,181
Thirteenth cheque		438	387
Performance awards		330	-
		2,166	1,568

24. Lease Commitments

24.1 Operating leases	Machinery and equipment	Total	Total
Not later than 1 year	247	247	112
Later than 1 year and not later than 3 years	151	151	483
Later than three years	-	-	-
Total present value of lease liabilities	398	398	595

Northern Cape - Provincial Legislature
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Disclosure Notes to the Annual Financial Statements
for the year ended 31 March 2005

25. Irregular expenditure

25.1 Reconciliation of irregular expenditure

Opening Balance	2,640	-
Irregular expenditure – current year	239	2,640
Irregular expenditure awaiting condonement	2,879	2,640

Analysis

Current	239	2,640
Prior years	2,640	-
	2,879	2,640

25.2 Irregular expenditure

Incident	Disciplinary steps taken		
Payment in respect of accomodation.	yes,	19	-
Payment to security company.	yes,	220	2,640
		239	2,640

26. Fruitless and wasteful expenditure

26.1 Reconciliation of fruitless and wasteful expenditure

Opening Balance	-	-
Irregular expenditure – current year	37	-
Fruitless and wasteful expenditure awaiting condonement	37	-

26.2 Fruitless and wasteful expenditure

Incident	Disciplinary steps taken		
Payment in respect of Telephone expenses.	None,	37	-
		37	-

27. Senior management personnel

Speaker	756	417
Deputy Speaker	565	286
Secretary	670	597
Deputy Secretary: Parliamentary Services	638	556
Deputy Secretary: Finance & Management Services	644	558
Heads of Divisions (4)	1,826	2,131
	5,099	4,545

Northern Cape - Provincial Legislature
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Annexures to the Annual Financial Statements
for the year ended 31 March 2005

ANNEXURE 1

STATEMENT OF TRANSFERS PAID TO MUNICIPALITIES

NAME OF MUNICIPALITY	TRANSFER ALLOCATION				TRANSFER		SPENT			2003/04
	Transfers and subsidies R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Funds Transferred %	Amount received by municipality R'000	Amount spent by municipality R'000	% of available funds spent by municipality %	Division of Revenue Act R'000
Frances Baard District Municipality.	87	-	-	87	87	100.0%	87	87	87%	
	87	-	-	87	87		87	87		

Northern Cape - Provincial Legislature
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Annexures to the Annual Financial Statements
for the year ended 31 March 2005

ANNEXURE 2

STATEMENT OF CONSTITUENCY ALLOWANCES AND DONATIONS

AGENCY/PARTIES/ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2003/04
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	Final Appropriation Act
	R'000	R'000	R'000	R'000	R'000	%	R'000
ANC	2,016	-	-	2,016	2,016	100.0%	1,560
DP	288	-	-	288	288	100.0%	78
NNP	192	-	-	192	192	100.0%	624
FF	96	-	-	96	96	100.0%	78
ID	192	-	-	192	192	100.0%	-
ACDP	96	-	-	96	96	100.0%	-
Donations	50	-	-	50	50	100.0%	-
	2,930	-	-	2,930	2,930		2,340

Northern Cape - Provincial Legislature
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Annexures to the Annual Financial Statements
for the year ended 31 March 2005

ANNEXURE 3

STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2005

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2004/05 R'000	2003/04 R'000
Received in cash			
Shishen Iron Ore Co.(PTY)	Contribution towards Youth Parliament.	10	-
Standard Bank	Payment for Accomodation & travelling.	20	-
Astra Travel	Payment for Refreshments(Team building)	3	-
		33	-

Northern Cape - Provincial Legislature
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Annexures to the Annual Financial Statements
for the year ended 31 March 2005

ANNEXURE 4

STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH
2005 – LOCAL

Guarantor institution	Guarantee in respect of	Original Guaranteed capital amount R'000	Opening Balance 01/04/2004 R'000	Guarantees issued during the year R'000	Guarantees Released during the year R'000	Guaranteed interest outstanding as at 31 March 2005 R'000	Closing Balance 31/03/2005 R'000	Realised losses i.r.o. claims paid out R'000
Stannic	Motor Vehicles	202	162	-	34	-	128	-
		202	162	-	34	-	128	-
	Total	202	162	-	34	-	128	-

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Annexures to the Annual Financial Statements
for the year ended 31 March 2005

ANNEXURE 5

PHYSICAL ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2005

	Opening Balance	Additions	Disposals	Transfers in	Transfers Out	Closing Balance
	R'000	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	-	361	-	-	-	-
Computer equipment	-	346	-	-	-	-
Furniture and office equipment	-	-	-	-	-	-
Other machinery and equipment	-	15	-	-	-	-
	-	361	-	-	-	-

ANNEXURE 5 (continued)

PHYSICAL ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2004

	Opening Balance	Additions	Disposals	Transfers in	Transfers Out	Closing Balance
	R'000	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	-	1,192	-	-	-	-
Computer equipment	-	62	-	-	-	-
Furniture and office equipment	-	174	-	-	-	-
Other machinery and equipment	-	956	-	-	-	-
	-	1,192	-	-	-	-

Northern Cape - Provincial Legislature
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Annexures to the Annual Financial Statements
for the year ended 31 March 2005

ANNEXURE 6

INTER-GOVERNMENTAL RECEIVABLES

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding	
	31/03/2005	31/03/2004	31/03/2005	31/03/2004
	R'000	R'000	R'000	R'000
Departments	-	-	1,411	-
	-	-	1,411	-
Other Government Entities				
SALA	-	-	7	-
TOTAL	-	-	1,418	-

Northern Cape - Provincial Legislature
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Annexures to the Annual Financial Statements
for the year ended 31 March 2005

ANNEXURE 7

INTER-GOVERNMENTAL PAYABLES

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding	
	31/03/2005	31/03/2004	31/03/2005	31/03/2004
	R'000	R'000	R'000	R'000

Departments

Amount not included in the Statement of financial

Position

Current

TOTAL

-	1,077	137	-
-	1,077	137	-

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Part E: HUMAN RESOURCE MANAGEMENT

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1. INTRODUCTION

The Human Resources Quarterly Report is an informative and statistical report on all Human Resources related activities, which occurred during the 2004/05 financial year. The objective of the report is to ensure that Management is informed of employee statistics and related activities in the Legislature.

The report contains information on:

- * Expenditure
- * Employment and Vacancies
- * Job Evaluation
- * Employment Changes
- * Employment Equity
- * Performance Rewards
- * Foreign Workers
- * Leave
- * HIV/AIDS & Health Promotion Programmes
- * Labour Relations
- * Skills Development
- * Injury on duty
- * Utilisation of Consultants

2. EXPENDITURE

2.1 Personnel Costs by Programme, 2004/2005

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	No. of e'e	Training Expenditure (R'000)	Professional and Special Services (R'000)	Personnel cost as a percent of total expenditure (R'000)	Average personnel cost per employee (R'000)
Administration	24 350 452	8 787 791	46	28 645.50	320 311	36.00%	191 039
Members Facilities	11 382 337	3 706 103	30	16200.00	-	32.59%	123 537
Committees	1 033 712	-	-	-	-	-	-
Parliamentary Serv.	6 274 786	5 099 497	27	-	-	81.20%	188 870
Interns	-	51 000	3	-	-	-	17 000
Total	43 041 287	17 643 391	106	44 845.50	320 311	41.00%	520 446

* Statutory is excluded from above.

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2.2 Personnel Costs by Salary Bands, 2004/2005

Salary Bands	No. of e'e	Personnel Expenditure (R,000)	% of total Personnel Cost	Average Personnel Cost per employee (R,000)
Lower Skilled (Levels 1-2)	4	156 924	0.89%	39 231
Skilled (Levels 3-5)	27	2 091 236	11.85%	77 453
Highly skilled production (Levels 6-8)	46	6 449 324	36.55%	140 202
Highly skilled supervision (Levels 9-12)	18	4 595 421	26.05%	255 301
Senior Management (Levels 13-16)	8	4 299 486	24.37%	537 436
Other (Interns)	3	51 000	0.29%	17 000
Total	106	17 643 391	100.00%	1 066 623

2.2.1 Personnel Costs by Race, 2004/2005

Beneficiary Profile	No. of e'e	Personnel Cost by Race	% of total Personnel Cost
African	54	10 204 950	57.84%
Indian	1	292 416	1.66%
Coloured	37	5 482 767	31.08%
White	11	1 612 258	9.14%
Other (Interns)	3	51 000	0.29%
Total	106	17 643 391	100.00%

2.2.2 Personnel Costs by Gender, 2004/2005

Beneficiary Profile	No. of e'e	Personnel Cost by Gender	% of total Personnel Cost
Male	49	10 263 103	58.17%
Female	54	7 329 288	41.54%
Other (Interns)	3	51 000	0.29%
Total	106	17 643 391	100.00%

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2.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by Programme, 2004/2005

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
Administration	5 411 439	30.67%	-	-	360 594	2.04%	437 035	2.48%
Members Facilities	3 358 968	19.04%	16 691	0.09%	16 620	0.09%	20 335	0.12%
Parliamentary Serv	3 241 207	18.37%	-	-	239 791	1.36%	207 842	1.18%
Interns	51 000	0.29%	-	-	-	-		
Total	12 062 614	68.37%	16 691	0.09%	617 005	3.50%	665 212	3.77%

2.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Bands, 2004/2005 (as % of total personnel cost)

Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R,000)	Salaries as a % of Total Personnel Cost	Amount (R,000)	Overtime as a % of Total Personnel Cost	Amount (R,000)	HOA as a % of Total Personnel Cost	Amount (R,000)	Medical Assistance as a % of Total Personnel Cost
Lower Skilled (Levels 1-2)	91 785	0.52%	-	-	18 537	0.11%	16 756	0.09%
Skilled (Levels 3-5)	1 557 293	8.83%	16 691	0.09%	119 398	0.68%	106 059	0.60%
Highly skilled production (Levels 6-8)	4 849 581	27.49%	-	-	284 948	1.62%	266 256	1.51%
Highly skilled supervision (Levels 9-12)	3 026 901	17.16%	-	-	130 780	0.74%	175 133	0.99%
Senior Management (Levels 13-16)	2 486 054	14.09%	-	-	63 342	0.36%	101 008	0.57%
Other (Interns)	51 000	0.29%	-	-	-	-	-	-
Total	12 062 614	68.37%	16 691	0.09%	617 005	3.50%	665 212	3.77 %

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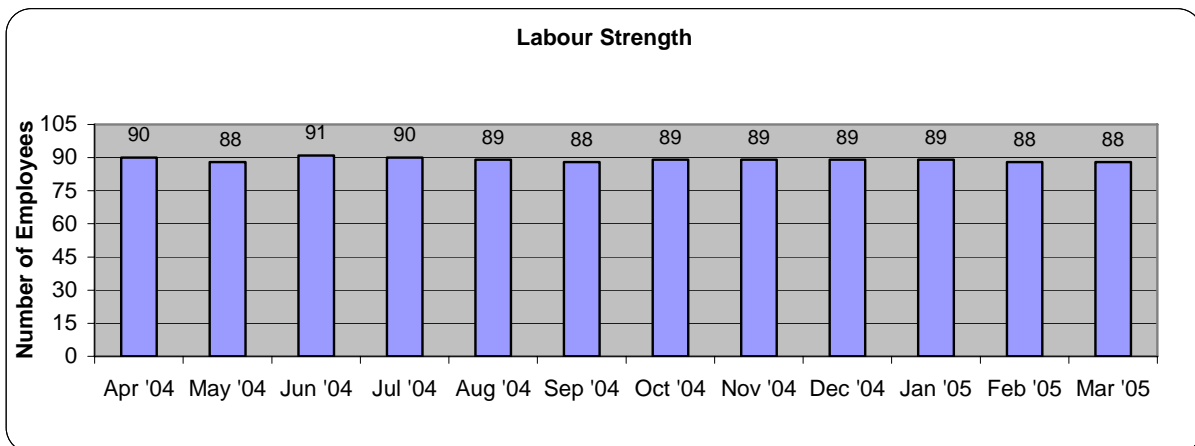
2.5. Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Bands, 2004/2005 (as % of respective salary levels)

Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R,000)	Salaries as a % of Personnel Cost per level	Amount (R,000)	Overtime as a % of Personnel Cost per level	Amount (R,000)	HOA as a % of Personnel Cost per level	Amount (R,000)	Medical Assistance as a % of Personnel Cost per level
Lower Skilled (Levels 1-2)	91 785	58.49%	-	-	18 537	11.81%	16 756	10.68%
Skilled (Levels 3-5)	1 557 293	74.47%	16 691	0.09%	119 398	5.71%	106 059	5.07%
Highly skilled production (Levels 6-8)	4 849 581	75.20%	-	-	284 948	4.42%	266 256	4.13%
Highly skilled supervision (Levels 9-12)	3 026 901	65.87%	-	-	130 780	2.85%	175 133	3.81%
Senior Management (Levels 13-16)	2 486 054	57.82%	-	-	63 342	1.50%	101 008	2.35%
Other (Interns)	51 000	100%	-	-	-	-	-	-
Total	12 062 614	68.37%	16 691	0.09%	617 005	3.50%	665 212	3.77%

3. EMPLOYMENT AND VACANCIES

3.1 Employment and Vacancies by Programme, 31 March 2005

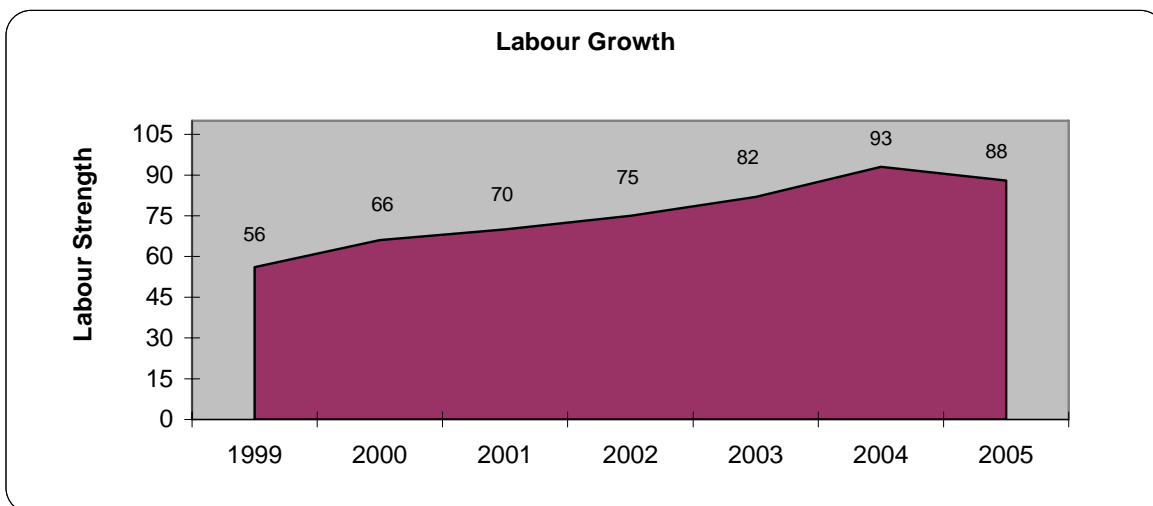
Programme	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Administration	52	39	25.00%	1
Members Facilities	25	22	8.00%	
Parliamentary Serv	43	26	39.53%	
Total	120	87	26.67%	1



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The Labour strength decreased with 2 during the 2004/05 financial year, from 90 on 1 April 2004 to 88 on 31 March 2005.

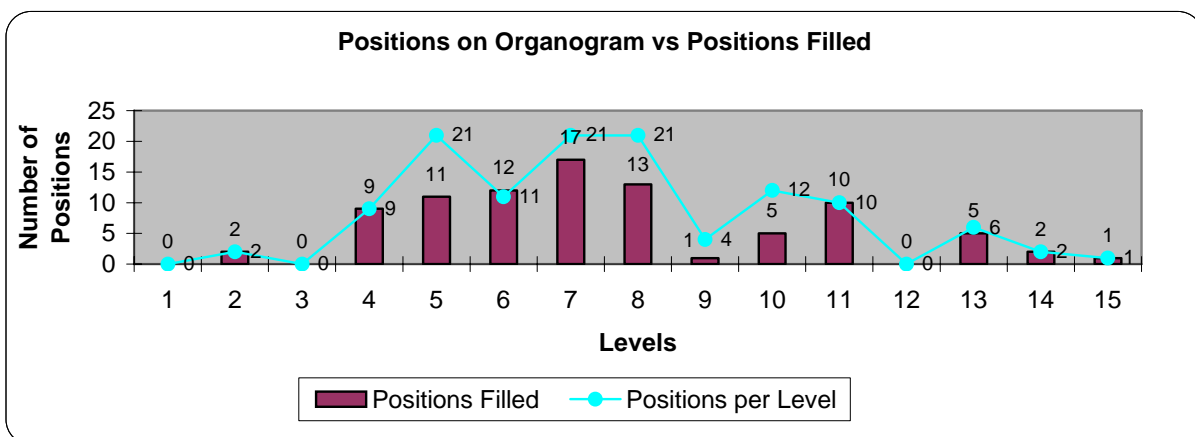


When compared to the end of the 2003/04 financial year, the staff complement of the Legislature decreased by 5, with 93 employees recorded at the end of March 2004 in comparison to 88 at the end of March 2005. This decrease is mostly due to severe cost containment in 2004, which prohibited the Legislature from filling vacated positions.

The growth and development of the Legislature can be seen if compared to the staff complement of March 2003, which was 82. The graph indicates a growth of 6 over the past two years, a growth of 18 since March 2001 and 24 since March 2000 and a growth of 32 since March 1999.

3.2 Employment and Vacancies by Salary Bands, 31 March 2005

Salary Band	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Lower Skilled (Levels 1-2)	2	2	0.00%	
Skilled (Levels 3-5)	30	19	36.66%	1
Highly skilled production (Levels 6-8)	53	42	25.00%	
Highly skilled supervision (Levels 9-12)	26	16	30.42%	
Senior Management (Levels 13-16)	9	8	11.11%	
Total	120	87	26.67%	1



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3.3 Employment and Vacancies by Critical Occupation, 31 March 2005

None

4. JOB EVALUATION

4.1 Job Evaluation, 1 April 2004 to 31 March 2005

None

4.2 Profile of employees whose positions were upgraded due to their posts being upgraded, 1 April 2004 to 31 March 2005

None

4.3 Employees whose salary levels exceed the grade determined by job evaluation, 1 April 2004 to 31 March 2005 (in terms of PSR 1.V.C.3)

Occupation	Number of Employees	Job evaluation level	Remuneration level	Reason for deviation
Legal Advisor	1	C2/3 (9/10)	C4 (11)	Appointment before Paterson Implementation
Total Number of Employees whose salaries exceeded the level determined by job evaluation in 2002/03				1
Percentage of total employment				1.12%

4.4 Profile of employees whose salary level exceeds the grade determined by job evaluation, 1 April 2004 to 31 March 2005 (in terms of PSR 1.V.C.3)

Beneficiaries	African	Asian	Coloured	White	Total
Female	0	1	0	0	1
Male					
Total	0	1	0	0	1

Employees with a disability					
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5. EMPLOYMENT CHANGES

5.1 Annual turnover rates by salary band for the period 1 April 2004 to 31 March 2005

Salary Band	Number of employees per band as on 1 April 2004	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower Skilled (Levels 1-2)	2			0.00%
Skilled (Levels 3-5)	21	5	5	23.81%
Highly skilled production (Levels 6-8)	42	4	6	14.29%
Highly skilled supervision (Levels 9-12)	18	2	2	11.11%
Senior Management Band A	4	1	1	25.00%
Senior Management Band B	2			0.00%
Senior Management Band C	1			0.00%
Senior Management Band D	-	-	-	-
Total	90	12	14	15.56%

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RETIREMENT/RESIGNATIONS/DISMISSALS		EXTERNAL APPOINTMENTS	
April 2004			
Ms M Tools-Bernado (Party Secretary)	30 April 2004		
Mrs A Rogers (Party Secretary)	30 April 2004		
Mr LC Abrahams (Researcher)	30 April 2004		
Mr DR Pienaar (Registry Clerk)	30 April 2004		
Mr MD Smith (Driver/Messenger)	30 April 2004		
Mr VJ Cloete (PA/Manager)	30 April 2004		
May 2004			
Ms GK Sekonyane (Party Secretary)	14 May 2004	Mr T Mongwe (PA/Manager)	1 May 2004
Ms DB Khechane (Public Education Officer)	14 May 2004	Ms MB Nchoe (Appointment Secretary)	1 May 2004
Mr NM Tshirado (Records Administrator)	31 May 2004	Ms AN Mahangu (Typist/Secretary)	1 May 2004
		Mr RN Mtabane (Registry Clerk)	1 May 2004
		Mr MY Desai (Party Secretary)	3 May 2004
		Mr SS Cloete	17 May 2004
		Mr L Koyingana	
June 2004			
		Mr IP Jacobs (Assistant Researcher)	1 June 2004
		Mr MM Rhadebe (Assistant Researcher)	17 June 2004
		Ms KL van Tonder (Party Secretary)	
July 2004			
Ms CJ Cloete (Communications Officer)	7 July 2004		
Mr MN Mocwane (Accounts Clerk)	31 July 2004		
September 2004			
Ms T Janse van Rensburg	10 September 2004		
October 2004			
		Mr L Mokoto (Parliamentary/Media Liaison Officer)	1 October 2004
January 2005			
Mrs AS Retief (Party Secretary)	14 January 2005		
Ms TP Ranaka (Liaison Officer)	21 January 2005		
Ms LB Tshenkeng (Intern)	28 January 2005		
February 2005			
		Mrs A Rodgers (Party Secretary)	14 February 2005

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INTERNAL APPOINTMENTS		POSITIONS LEFT VACANT
Ms P Mongale (Committee Co-ordinator)	1 November 2004	Appointed additional to Organogram
Mr R Mohammed (Committee Co-ordinator)	1 November 2004	Secretary: Human Resources
Ms GM Nodoba (Procurement Officer)	1 November 2004	Department
Ms CA Andrews (Manager: Committees)	1 November 2004	Secretary: Secretary to the Legislature
Mr AT Mosikare (Public Education Manager)	1 November 2004	Assistant Committee Manager
Mrs NH Borchard (Senior Researcher)	1 December 2004	Assistant Committee Manager
		Librarian

5.2 Annual turnover rates by critical occupation for the period 1 April 2004 to 31 March 2005

None

5.3 Reasons why staff are leaving the department

Termination Type	Number	% of total
Death		
Resignation	7	50.00%
Appointment to new positions in Legislature		
Expiry of contract	7	50.00%
Dismissal – operational reasons		
Dismissal – inefficiency		
Discharged due to ill-health		
Retirement		
Other		
Transfers to other Public Service Departments		
Total	14	
Total number of employees who left as a % of the total employment		15.55%

The high level of contracts that expired during 2004/2005 can be attributed to Role-playing contracts that expired after the April 2004 election.

5.4 Promotions by critical occupation

None

5.5 Promotions by salary bands

Salary Band	Employees 1 April 2004	Promotion s to another salary level	Salary bands promotions as a % of employees by salary level	Progression to another notch within a salary level	Notch progression as a % of employees by salary band
Lower Skilled (Levels 1-2)	2				
Skilled (Levels 3-5)	21				
Highly skilled production (Levels 6-8)	42	3	7.14%		
Highly skilled supervision (Levels 9-12)	18	3	16.67%		
Senior Management (Levels 13-16)	7				
Total	90	6	6.67%	0	0

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6. EMPLOYMENT EQUITY

6.1 Total number of employees (including employees with disabilities) in each of the following occupational categories (SASCO), 31 March 2005

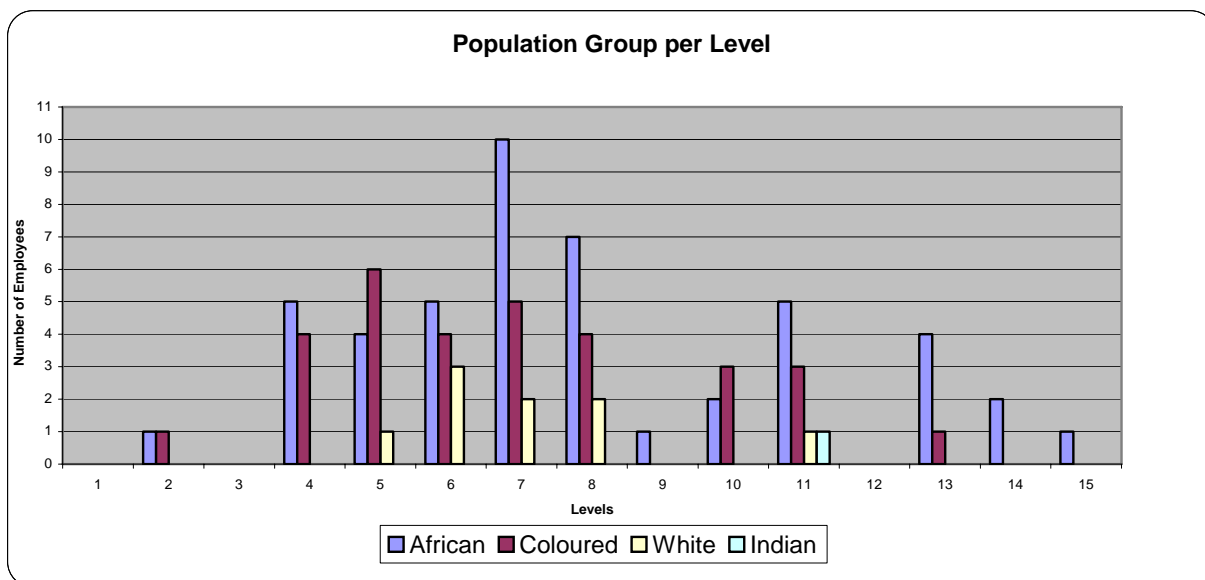
Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	7	1							8
Professionals	9	5		2	2	2	1	1	22
Supervisors	2					2			4
Clerks (Administrative)	4	5			8	6		2	25
Clerks (Secretarial)	2	1			8	5		4	20
Service Workers	3	1			2	3			9
Total	27	13	0	2	20	18	1	7	88

Employees with disabilities	-	-	-	-	-	-	-	-	-
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6.2 Total number of employees (including employees with disabilities) in each of the following occupational bands, 31 March 2005

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	3								3
Senior Management	4	1							5
Professionally qualified & experienced specialists and mid-management	5	2			1	2	1	1	12
Skilled technical & academically qualified workers, junior manag, supervisors, foreman & superintendents	4	2		2	4	4			16
Semi-skilled & discretionary decision making	11	8			14	11		6	50
Unskilled & defined decision making					1	1			2
Total	27	13	0	2	20	18	1	7	88

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6.3 Recruitment for the period 1 April 2004 to 31 March 2005

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management									
Senior Management	1								1
Professionally qualified & experienced specialists and mid-management	1				1				2
Skilled technical & academically qualified workers, junior management, supervisors, foreman & superintendents	1	1			1	1			4
Semi-skilled & discretionary decision making	2	2				1			5
Unskilled & defined decision making									
Total	5	3	0	0	2	2	0	0	12
Employees with disabilities	-	-	-	-	-	-	-	-	-

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6.4 Promotions for the period 1 April 2004 to 31 March 2005

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management									
Senior Management									
Professionally qualified & experienced specialists and mid-management									
Skilled technical & academically qualified workers, junior management, supervisors, foreman & superintendants	1					2			3
Semi-skilled & discretionary decision making					2	1			3
Unskilled & defined decision making									
Total	1	0	0	0	2	3	0	0	6

Employees with disabilities	-	-	-	-	-	-	-	-	-
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6.5 Terminations for the period 1 April 2004 to 31 March 2005

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management									
Senior Management		1							1
Professionally qualified & experienced specialists and mid-management	1				1				2
Skilled technical & academically qualified workers, junior management, supervisors, foreman & superintendents		1			1	2		2	6
Semi-skilled & discretionary decision making	1	2			1	1			5
Unskilled & defined decision making									
Total	2	4	0	0	3	3	0	2	14

Employees with disabilities	-	-	-	-	-	-	-	-	-
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6.6 Disciplinary action for the period 1 April 2004 to 31 March 2005

	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Absence without approved leave	1								1
Breaching lock-out clause	5	3							8
Not following reporting lines		1							1
Insubordination	1								1
Dereliction of duties	1								1
Suspicion of misconduct							1		1
Misuse Legislature property	2								2
Negligence	1	1							2
Total	11	5	0	0	0	0	1	0	17

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6.7 Skills development for the period 1 April 2004 to 31 March 2005

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	9	2				-			11
Professionals	10	6		2	4	3		2	27
Supervisors	4	-				4			8
Clerks (Administrative)	5	7			14	9		2	37
Clerks (Secretarial)	1				8	2		5	16
Service Workers					1	2			3
Total	29	15	0	2	27	20	0	9	102

Employees with disabilities	-	-	-	-	-	-	-	-	-
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7. PERFORMANCE REWARDS

7.1 Performance Rewards by race, gender and disability, 1 April 2004 to 31 March 2005

	Beneficiary Profile			Cost	
	Number of Beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average Cost per employee
African	28	51	54.90%	181 169.75	6 470.35
Male	15	27	55.5%	122 948.80	8 196.59
Female	13	23	56.5%	58 220.95	4 478.53
Indian	0	1	0.00%	0	0
Male	0	0	0.00%	0	0
Female	0	1	0.00%	0	0
Coloured	18	38	47.37%	83 858.05	4 658.78
Male	7	18	38.89%	29 066.30	4 152.33
Female	11	20	55.00%	54 791.75	4 981.07
White	5	11	45.45%	25 201.85	5 040.37
Male	2	2	100.00%	11 481.00	5 740.50
Female	3	9	33.33%	13 720.85	4 573.62
Employees with disability	0	0	0.00%	0	0
Total	51	101	50.50%	290 229.65	5 690.78

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7.2 Performance Rewards by Salary Bands for personnel below Senior Management Service, 1 April 2004 to 31 March 2005

Salary Bands	Beneficiary Profile			Cost		
	Number of Beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average Cost per employee	Total cost as a % of the total personnel expenditure
Lower Skilled (Levels 1-2)	2	2	100.00%	4 174.00	2 087.00	0.02%
Skilled (Levels 3-5)	12	24	50.00%	34 893.05	2 907.75	0.20%
Highly skilled production (Levels 6-8)	25	48	52.08%	125 529.05	5 021.16	0.71%
Highly skilled supervision (Levels 9-12)	8	18	44.44%	71 054.55	8 881.81	0.40%
Total	47	92	51.09%	235 650.65	5 013.84	1.34%

7.3 Performance rewards by Critical Occupations, 1 April 2004 to 31 March 2005

None

7.4 Performance related rewards (cash bonus), by salary band, for Senior Management Service, 1 April 2004 to 31 March 2005

Salary Band	Beneficiary Profile			Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within band			
Band A	3	6	50.00%	36 343.75	12 114.58	0.21%
Band B	1	2	50.00%	18 235.25	18 235.25	0.10%
Band C	0	1	0%	0	0	0.00%
Band D						
Total	4	9	44.44%	54 579.00	13 644.75	0.31%

8. FOREIGN WORKERS

8.1 Foreign Workers, 1 April 2004 to 31 March 2005, by salary band

None

8.2 Foreign Worker, 1 April 2004 to 31 March 2005, by major occupation

None

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9. LEAVE UTILISATION

9.1 Sick Leave, 1 April 2004 to 31 March 2005

Salary Band	Total Days	% of days with medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skilled (Levels 1-2)	19	84.21%	3	100.00%	6.33	2 428.36
Skilled (Levels 3-5)	104	86.54%	10	37.00%	10.40	17 153.32
Highly skilled production (Levels 6-8)	334	98.20%	23	48.90%	14.52	79 711.03
Highly skilled supervision (Levels 9-12)	125	96.80%	13	72.22%	9.62	64 482.14
Senior Management (Levels 13-16)	92	96.74%	7	77.77%	13.14	84 833.02
Total	674	95.55%	56	100.00%	12.04	248 607.87

9.2 Disability leave (temporary and permanent), 1 April 2004 to 31 March 2005

None

9.3 Annual Leave, 1 April 2004 to 31 March 2005

Salary Bands	Total days taken	Average per employee
Lower Skilled (Levels 1-2)	49	16.33
Skilled (Levels 3-5)	344	12.74
Highly skilled production (Levels 6-8)	872	18.55
Highly skilled supervision (Levels 9-12)	280	15.56
Senior Management (Levels 13-16)	135	15.00
Total	1679	16.14

9.4 Capped leave, 1 April 2004 to 31 March 2005

None

NOTE: The Legislature does not cap leave.

9.5 Leave payouts for the period 1 April 2004 to 31 March 2005

Reason	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave payout for 2004/05 due to non-utilisation of leave for the previous cycle			
Capped leave payouts on termination of service for 2004/05			
Current leave payout on termination of service for 2004/05	186 018.15	14	13 287.01
Total	186 018.15	14	13 287.01

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NOTE: The Legislature does not cap leave.

10. HIV/AIDS & HEALTH PROMOTION PROGRAMMES

10.1 Steps taken to reduce the risk of occupational exposure

None

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

Question	Yes	No	Details, if yes.
1. Has the Legislature designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and positions.		X	
2. Does the Legislature have a dedicated unit or have you designated specific staff members to promote the health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	X		Mr HC Harmse No Budget
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		X	In process, the policy is in its final stages of implementation.
4. Has the Legislature established (a) committee(s) as contemplated in Part VI E5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder (s) that they represent.	X		Ms IK Mophule Mr JSK Legodi Ms KG Matsheka Ms M Mkontwana Ms K Dunn
5. Has the Legislature reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/procedures so reviewed.	X		
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.	X		HIV/Aids Policy
7. Does the Legislature encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.		X	
8. Has the Legislature developed measures/indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators.		X	

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11. LABOUR RELATIONS

11.1 Collective agreements, 1 April 2004 to 31 March 2005

Subject Matter	Date
Salary Agreement	08 September 2004
Back-pay of Paterson Salary Scales & Organisational Structure	11 November 2004

11.2 Misconduct and discipline hearings finalized, 1 April 2004 to 31 March 2005

Outcomes of disciplinary hearings	Number	% of total
Correctional counseling		
Verbal Warning	9	52.94%
Written Warning	5	29.41%
Serious written Warning		
Final Written Warning		
Suspended with pay		
Suspended without pay		
Fine	1	5.88%
Demotion		
Dismissal		
Case Dismissed	1	5.88%
Not guilty	1	5.88%
Case Withdrawn		
Total	17	100.00%

11.3 Types of misconduct addressed at disciplinary hearings, 1 April 2004 to 31 March 2005

Type of misconduct	Number	% of total
Absence without approved leave	1	5.88%
Breaching lock-out clause	8	47.06%
Absconding		0.00%
Not following reporting lines	1	5.88%
Insubordination	1	5.88%
Dereliction of duties	1	5.88%
Suspicion of misconduct	1	5.88%
Misuse of Legislature property / accounts	2	11.76%
Negligence	2	11.76%
Total	17	100.00%

11.4 Grievances lodged for the period 1 April 2004 to 31 March 2005

Type of misconduct	Number	% of total
Number of grievances resolved	5	71.43%
Number of grievances not resolved	2	28.57%
Total number of grievances addressed	7	100.00%

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11.5 Disputes lodged with Councils(CCMA) for the period 1 January 2005 to 31 March 2005

	Number	% of total
Number of disputes upheld	0	0%
Number of disputes dismissed	4	100%
Total number of disputes addressed	4	100.00%

11.6 Strike actions for the period 1 April 2004 to 31 March 2005

Total number of person working days lost	7
Total cost (R'000) of working days lost	96 587.28
Amount (R'000) recovered as a result of no work no pay	21 099.28

11.7 Precautionary suspensions for the period 1 April 2004 to 31 March 2005

Number of people suspended	4
Number of people whose suspension exceeded 30 days	2
Average number of days suspended	304
Cost (R'000) of suspensions	1 112 214.73

12. SKILLS DEVELOPMENT

12.1 Training needs identified 1 April 2004 to 31 March 2005

Occupational Categories	Gender	Number of employees as at 31 March 2005	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short course	Other forms of training	Total
Legislators, senior officials and managers	Female	0		0		0
	Male	8		5		5
Professionals	Female	6		5		5
	Male	16		12		12
Supervisors	Female	2		2		2
	Male	2		2		2
Clerks (Administrative)	Female	16		16		16
	Male	9		9		9
Clerks (Secretarial)	Female	17		13		13
	Male	3		1		1
Service Workers	Female	5		3		3
	Male	4		0		0
Sub Total	Female	46	0	39	0	39
	Male	42	0	29	0	29
Total		88	0	68	0	68

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12.2 Training provided 1 April 2004 to 31 March 2005

Occupational Categories	Gender	Number of employees as at 31 March 2005	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short course	Other forms of training	Total
Legislators, senior officials and managers	Female	0		0		0
	Male	8		6		6
Professionals	Female	6		5		5
	Male	16		6		6
Supervisors	Female	2		2		2
	Male	2		2		2
Clerks (Administrative)	Female	16		9		9
	Male	9		4		4
Clerks (Secretarial)	Female	17		3		3
	Male	3		0		0
Service Workers	Female	5		0		0
	Male	4		0		0
Sub Total	Female	46	0	19	0	19
	Male	42	0	18	0	18
Total		88	0	37	0	37

13. INJURY ON DUTY

13.1 Injury on duty, 1 April 2004 to 31 March 2005

Nature of injury on duty	Number	% of total
Required basic medical attention only		
Temporary Total Disablement	1	100.00%
Permanent Disablement		
Fatal		
Total	1	100.00%

14. UTILISATION OF CONSULTANTS

14.1 Report on consultant appointments using appropriated funds

Project Title	Total number of consultants that worked on the project	Duration: Work Days	Contract value in Rand
Annual Retainer Fees	1	Once-off retainer fees	15 000.00
Neville Cloete & Co. Attorneys	1	±21	80 866.92
Neville Cloete & Co. Attorneys	-	5 day + Telephone Calls	13 428.58
Neville Cloete & Co. Attorneys	-	30	65 349.02
Neville Cloete & Co. Attorneys	-	7	33 800.89
Duncan & Rothman	1	22	72 792.51
Neville Cloete & Co. Attorneys	1	8	39 072.47
P-E Consultants	1	1	4 560.00
Hugo Mathewson Attorneys	1	1	1 007.48
APS Nxumalo – Consultant	1	34	50 016.03
Neville Cloete & Co. Attorneys	-	6	71 473.19
Towell & Groenewaldt	2	3	74 721.00
Total Number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
8	9	±138	522 088.09

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

6 (six) consultants were appointed using appropriated funds. 50% of such appointments were HDI companies.

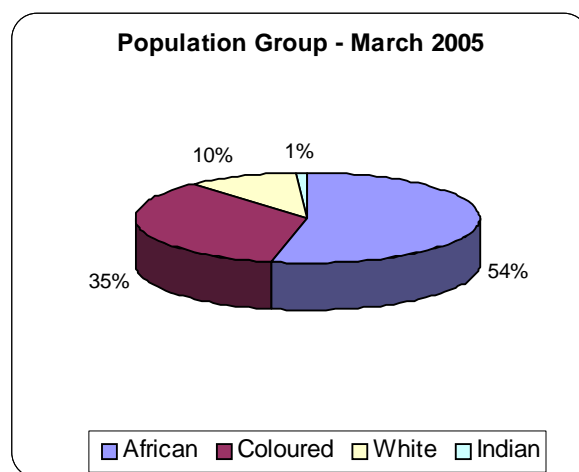
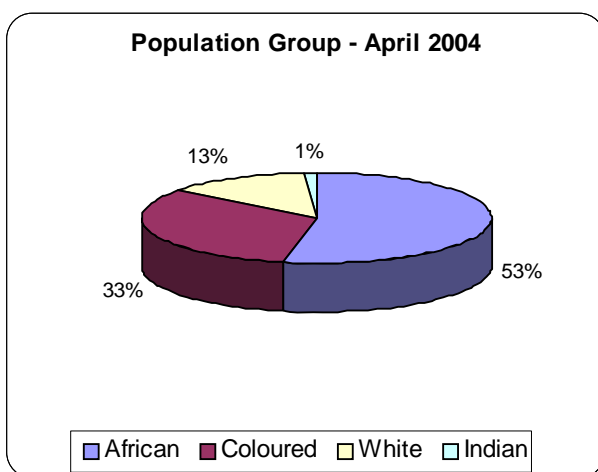
- 14.3 Report on consultant appointments using Donor funds

None

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

None

15. POPULATION GROUP DISTRIBUTION



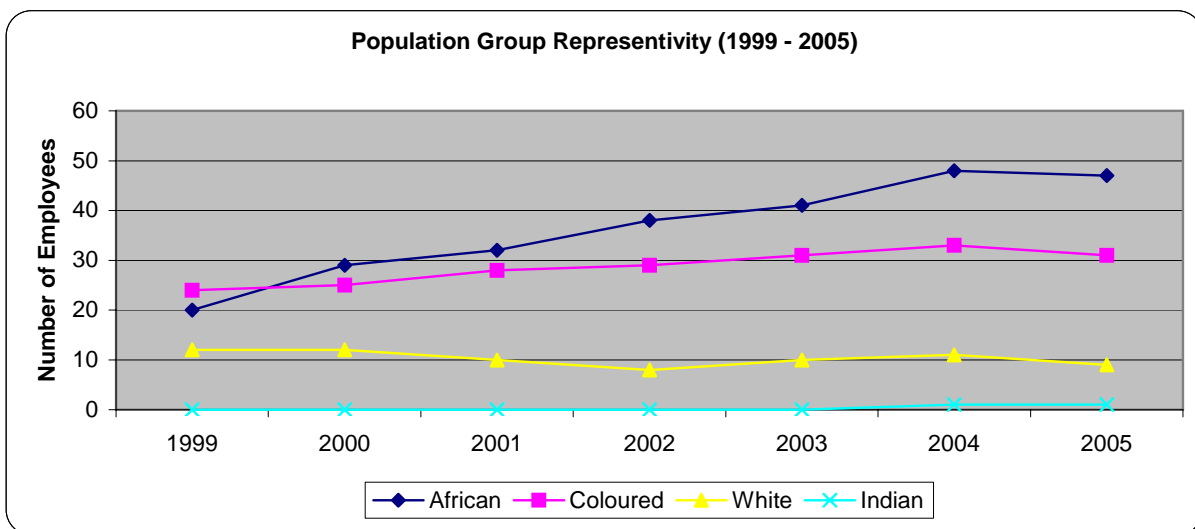
During the 2004/05 financial year, representation from the African population group increased with 1%, from 53% in April 2004 to 54% in March 2005. Representation from the Coloured population group increased with 2%, from 33% in April 2004 to 35% in March 2005. Representation from the White population group decreased with 3%, from 13% in April 2004 to 10% in March 2005, while representation from the Indian population group remained at 1% during this period.

The Legislature's population group distribution in terms of Employment Equity:

	African	Coloured	White	Indian
Current Profile	52.87%	35.63%	10.34%	1.15%
Employment Equity Targets	43.33%	35.83%	11.67%	7.5%
Variance	+ 9.54%	- 0.20%	- 1.33%	- 6.35%

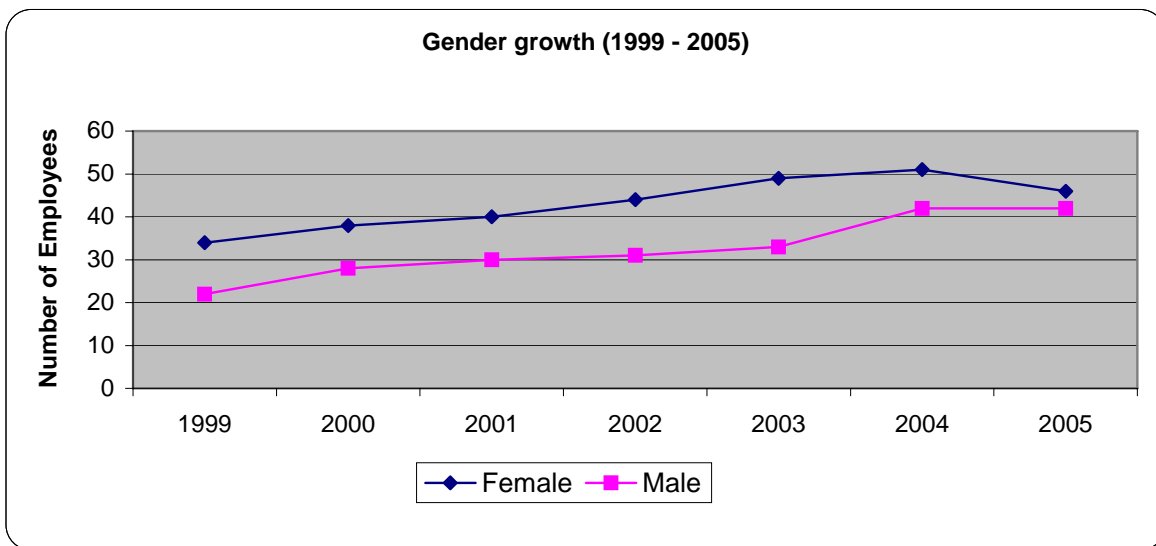
The population group distribution for employees from the Coloured population group is within range, while there is an over representation of employees from the African population and an under representation from employees from the White and Indian population groups. No progress was made in terms of appointing person with disabilities. These inconsistencies need to be addressed during 2005/06 financial year.

Northern Cape - Provincial Legislature Vote 2



From the above graph it is clear that from 1999, there was a sharp increase annually of employees from the African population group, while there was a steady growth of employees from the Coloured population group. Representation of employees from the White population group remained fairly constant over the past 7 year. Employees from the Indian population group were represented in the Legislature for the first time during the 2002/03 financial period.

16. GENDER COMPOSITION

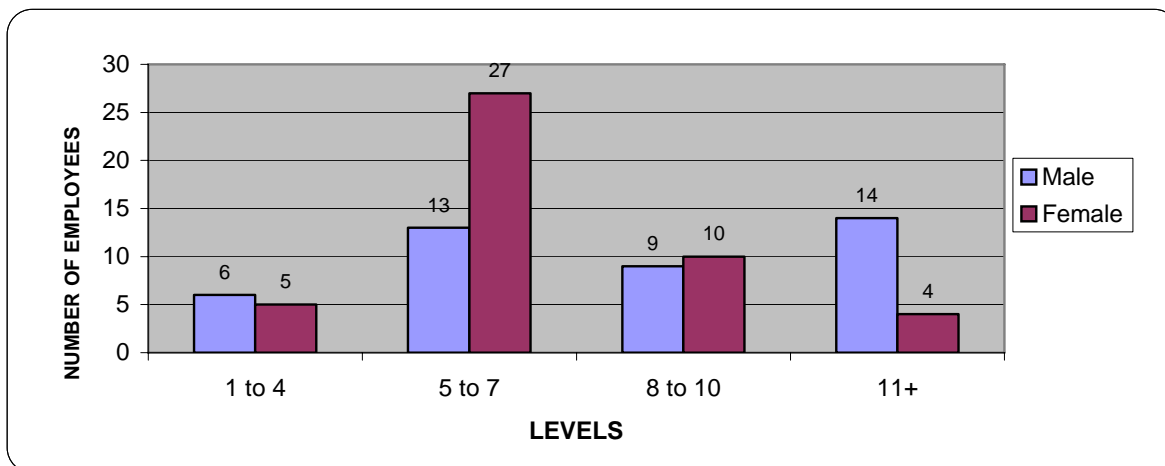


Between 1999 and 2000 male and female representation increased sharply, which slowed down between 2000 and 2001. Between 2001 and 2003 the labour growth of male employees increased sharply again, while increase of female representation slowed down. From 2003 this action reversed with a sharp increase of female employees and a slow down of male employees. From 2004, representation of males and females declined in the Legislature. The sharper decline of females can mainly be attributed to the fact that many female employees resigned and positions were not filled due to cost containment.

Northern Cape - Provincial Legislature Vote 2

	Legislature	Northern Cape	RSA
Male	47.73%	49.10%	48.10%
Female	52.27%	50.80%	51.89%

These figures have remained inconsistent with provincial and national statistics since March 1999. Efforts must be made to mirror those gender statistics both horizontally and vertically within the Legislature. See paragraph below.



It is disturbing to note that 69.57% of female employees in the Legislature are employed at post-level 7 and below. 58.70% of female employees are appointed on levels 5 to 7, with 10.87% appointed on levels 1 to 4. There was a decrease of 4.95% in female employees from Level 1 to 7 between March 2004 and March 2005 and a 2.13% increase of female employees from Level 8 to 10. Representation of female employees on levels 10 to 13 increased from 5.88% in March 2004 to 8.70% in March 2005. Female representation on Senior Management level (level 13) however remained the same.

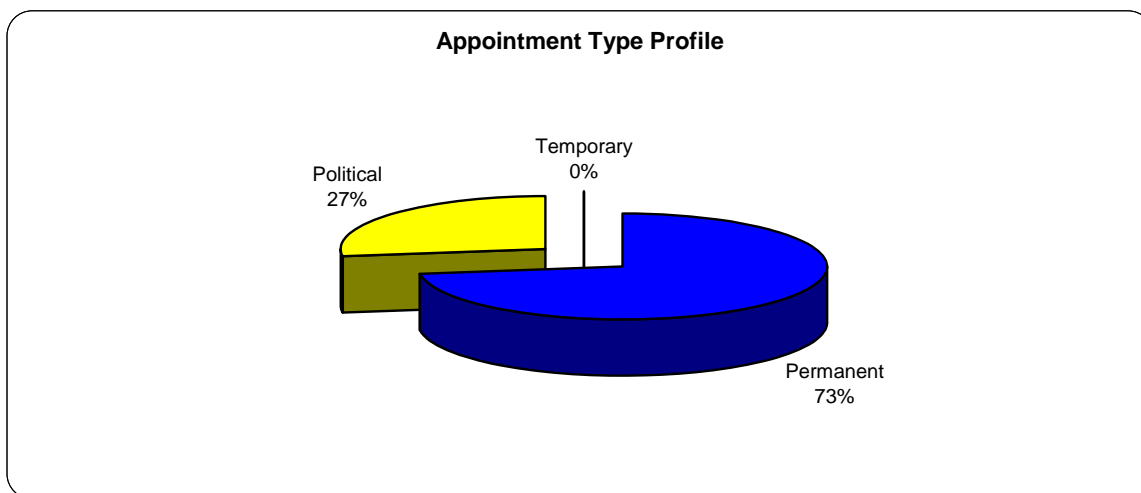
The statistics becomes even more disconcerting when it is considered that only 45.24% of all male employees are appointed below level 7, as opposed to 69.57 % of women. While 54.76% of men above level 7, only 30.43% of female employees employed at this level. This indicates a serious and mammoth discrepancy as can be seen in Table 2.2.2. The discrepancy is manifested in the income differentials, where women constitute 51% of the Legislature, but only 42% of its payroll.

The Legislature has to give serious attention to the vertical integration of women in the organisation. Thirty-three percent of all men employed at the Legislature are on level 11 and above. In comparison to the 9% (4 employees) of women in these levels, it is simply not sufficient.

Northern Cape - Provincial Legislature Vote 2

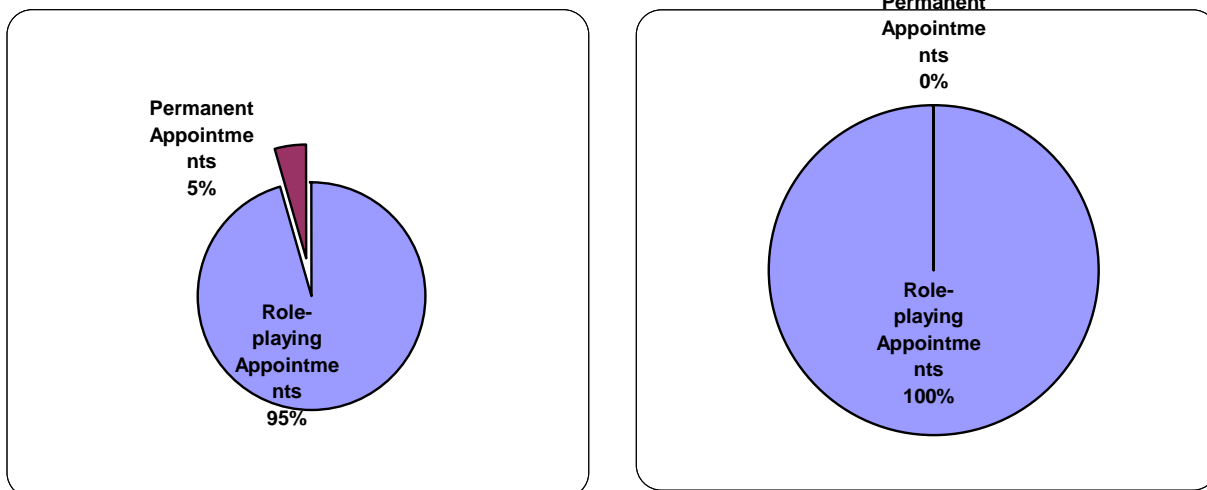
17. GENERAL

17.1 Permanent Employees versus Party Political and Temporary Employees



Of the 88 employees in the Northern Cape Provincial Legislature, 64 are permanent and 24 are politically linked. If compared with figures for March 2001, March 2002, March 2003 and March 2004, it is obvious that much has been done to provide human resources to political parties and offices.

17.2 Political Staff – Type of Appointments



Compared to March 2004, when 1 employee was appointed on a permanent basis to a Political Party, no employees are appointed on permanent basis to Political Parties in March 2005. This can be attributed to the resignation of Mrs Retief who had been appointed on a permanent basis since 1995.

This graph indicates significant progress on the decision taken prior to the 1999 General Election that, due to the political nature of appointments, these employees could not be appointed permanently. At that stage 100 % of politically linked employees were appointed permanently in comparison to 0 % in 2005.

APPOINTMENT TYPE	2000	2001	2002	2003	2004	2005
Role-playing	61%	78%	94%	94%	95%	100%
Permanent	39%	32%	6%	6%	5%	0%

Northern Cape - Provincial Legislature
Vote 2