

# **FREE STATE LEGISLATURE**

## **Strategic Objectives: 2003/2004 Financial Year**

### **1. Introduction**

The strategic objectives of the Free State Legislature are intended to give practical effect to the vision and mission statements of the Legislature. These are as follows;

#### **Vision**

To create an institution which upholds the Constitution in an effort to promote good governance through participatory democracy and embraces the principle of co-operative governance.

#### **Mission**

To fulfill its constitutional obligations through upholding the executive council accountable, facilitating public access, involvement and participation in the legislative process and to serve the citizens of the Free State in a manner that empowers and educates.

In fulfilling these vision and mission statements, the Free State Legislature provides key procedural and administrative support services to elected representatives of the Legislature. These services are rendered through the following key areas;

- Office of the Legal Advisor who is responsible for legal services
- Directorate: Hansard who is responsible for the provision of language services (transcription, translation and interpretation)
- Directorate: Information Services who is responsible for public relations, information systems management and library services
- Directorate: Parliamentary Proceedings who is responsible for provision of NCOP, Committee Services, Research and Table Services
- Directorate: Finance & Administration who is responsible for provision of financial and administration support services
- Directorate: HR Management who is responsible for all human resource related matters.

Details regarding the attainment of the objectives outlined in the vision and mission are incorporated into the strategic objectives of each Directorate outlined below.

## **2. Office of the Legal Advisor**

### **2.1 Legislation**

Section 104(1) of the Constitution, 1996 provides that the Legislative Authority of a Province is vested in its Provincial Legislature and confers on the Provincial Legislature the power to, *inter alia*, pass legislation for its Province.

The main objective of the Office of the Legal Adviser is therefore to ensure constitutionality of all legislation passed by this House and to assist and facilitate the legislative process in the Legislature.

<b>WHAT</b>	<b>HOW</b>	<b>WHEN</b>
Constitutional compliance of bills introduced in the Legislature, National Council of Provinces or referred to the National Council of Provinces	Ensure constitutional provisions and requirements and the Free State Legislature: Rules and Orders are adhered to when considering legislation	As introduced in the Legislature, National Council of Provinces or referred to the National Council of Provinces and referred to Committees
Assist and facilitate Legislative process	Attending: i) drafting courses; and  ii) Law Advisers and Procedural Staff Cluster meetings	Continued basis

### **2.2 Oversight**

Section 114(2) of the Constitution provides further that a Provincial Legislature must provide for mechanisms:-

- a) to ensure that all provincial executive organs of state in the province are accountable to it; and
- b) to maintain oversight of -
  - i) the exercise of provincial executive authority in the province, including the implementation of legislation; and
  - ii) any provincial organ of state.

It is an objective of the Office of the Legal Adviser to assist the Legislature and its committee in complying with the requirements of the Constitution and to ensure that the oversight function is complied with.

WHAT	HOW	WHEN
Constitutional requirements of providing for mechanisms to ensure accountability and maintain oversight	Ensure that the Free State Legislature: Rules and Orders make provision for:- a) the oversight function b) holding executive organs of state in the Province accountable	Continued basis
Ensure accountability and assist oversight function	Assisting the Speaker's office and Committees of the Legislature as and when required to do so, to ensure accountability and maintain oversight	Continued basis
Establish a Committee consisting of the Legal Adviser, the Deputy Secretary: Procedural Services and the Director: Parliamentary Proceedings to consider mechanisms to ensure accountability and maintain oversight	Committee to consider Free State Legislature: Rules and Orders and Constitutional provisions	Continued basis

### 2.3 Policies of the Free State Legislature

A further objective of the Office of the Legal Adviser is to ensure that all the policies of the Free State Legislature are in line with relevant labour legislation. The Labour Relations Act, 1995 came into operation during 1996. This piece of legislation together with the Basic Conditions of Employment Act, 1997 and Employment Equity Act, 1998 created a new labour dispensation in South Africa. This objective will be undertaken in consultation with the Directorate: HR Management and relevant stakeholders

WHAT	HOW	WHEN
Ensure all policies comply with relevant labour legislation	Review all current and new/proposed policies to comply with labour legislation	Continued basis
Ensure thorough knowledge of new labour legislation and dispensation	Attend courses/seminars where current Labour Court judgements and CCMA rulings are discussed and considered	Continued basis

## 2.4 Rules and Orders of the Free State Legislature

Section 116 of the Constitution, 1996 provides that a Legislature may determine and control its internal arrangements, proceedings and procedure and make rules and orders concerning its business, with due regard to representative and participatory democracy, accountability, transparency and public involvement. It is a continuous objective of the Office of the Legal Adviser to ensure that the Rules and Orders of the Free State Legislature comply with the requirements of the Constitution and also assist the Legislature with the practical day to day running of the Legislature

WHEN	HOW	WHEN
Compliance with Constitution	Review Rules and Orders to comply with provisions of the Constitution, 1996 and subsequent constitutional amendments	Continued basis
Compliance with Public Finance Management Act	Review Rules and Orders to comply with requirements of the Public Finance Management Act	Continued basis
Practicality of Rules and Orders to ensure smooth running of the Legislature	Draft amendments to existing Rules and new Rules as instructed by the Speaker's Office, Office of the Secretary or Committees of the Legislature to be submitted to the Rules and Orders Committee	Continued basis

## 2.5 Enhanced capacity

It is an objective of the Office of the Legal Adviser to enhance its capacity, to be informed of Court Judgments and new legislation, thus improving its knowledge in order to serve the legislature.

WHAT	HOW	WHEN
Advanced Misconduct Workshop	Discussing:- 1.10 Most frequently experienced misconduct problems; 2. Clauses from disciplinary procedure/code that create problems; 3. Free State Legislature's investigation policy/procedure	Van Zyl Rudd & Associates workshop 12 March 2003; Kopano Nokeng
Advanced Poor Work Performance and Ill-Health	Considering:- 1. Most frequently experienced	Van Zyl Rudd & Associates

Workshop	<p>poor work performance problems;</p> <p>2. Most frequently experienced ill-health problems;</p> <p>3. Most frequently experienced injury problems;</p> <p>4. Probation policies;</p> <p>5. Ill health policy;</p> <p>6. Poor work performance procedure</p>	Workshop: 15 April 2003; Kopano Nokeng
Advanced unfair Labour practices and Automatically unfair dismissals workshop	<p>Considering:-</p> <p>1. Recruitment Policy;</p> <p>2. Motor car Policy;</p> <p>3. Housing Policy;</p> <p>4. Commission Policy;</p> <p>5. Promotion Policy;</p> <p>6. Remuneration Increase Policy</p>	Van Zyl Rudd & Associates Workshop: 15 October 2003; Kopano Nokeng

### 3. Hansard Directorate

Draft Strategic Objectives for the 2003/2004 Financial Year.

WHAT	HOW	WHEN	OUTCOMES
Finalize printing of the remaining unprinted 2001 Volumes [Volume 78-Volume 84]:	Senior staff to focus strictly on the preparation for print-readiness of all texts to be printed	End June 2003.	To be up-to-date with printing and to adhere to our contractual Obligations with Printers
Internalize Layout & Design of Hansard	Training identified staff and reallocating responsibilities to other staff.	End April 2003	To promote multi-skilling in the Directorate and to minimize time loss in Hansad publication.
Recruitment of new staff to fill vacant posts in the Afrikaans & Sesotho sections	By following the HR Policy and to refer candidates to the ULFE for language skills tests and evaluation.	Once the Budget is available for the filling up of vacant posts	To have enough person power for the Directorate to deliver on its tasks.
Finalizing the printing of the 2002 Hansard Volumes [Volume 85-93]	Dedicating more time on preparing texts for print-readiness of all volumes.	By the end of September 2003.	To catch-up with our printing programme and to avoid backlog in printing
Distribution of Hansard by electronic means.	By making data available for loading onto the Legislature's Website.	On an ongoing basis	To minimize mailing costs and to reduce the risk of having copies returned to the Directorate at cost.
Establish Exchange Programmes with other parliaments.	Communicating with other parliaments and establish links on how to access their training facilities for better results for our Directorate/Institution.	On each Financial Year.	To invest in Human Resource for the attainment of goals for the Directorate. To tap knowledge from the vast experience from parliaments that have more expertise in Hansard production.

#### 4. Directorate: Information Service

##### 4.1 Introduction

The Directorate: Information Services has been established to promote good governance through participatory democracy by drawing programmes that facilitates public access, involvement and information in a manner that educates and empowers the communities of the Free State.

During consultation process with Sections in the Directorate it became clear that there are indeed problems that impede progress as well as challenges in pursuit to realise our objectives.

##### 4.2 Information Systems & Electro-Technical

Objective	Implementation	Outcomes
Upgrade/Replace Chamber Audio System	<ul style="list-style-type: none"><li>• Request assistance from original installer</li><li>• Develop proposal around recommendations from original installer</li></ul>	<ul style="list-style-type: none"><li>• Alleviate problems currently experienced with the audio system</li><li>• Improve reliability of the system</li><li>• Improve the abilities of the system</li></ul>
Upgrade/Replace Chamber Video System	<ul style="list-style-type: none"><li>• Request assistance from original supplier</li><li>• Develop proposal around recommendations from original installer</li><li>• Utilize all possibly cameras</li></ul>	<ul style="list-style-type: none"><li>• Provide fully functional video system for recording and streaming</li></ul>
Setup Wireless Link Between SLP and 4 <sup>th</sup> Raadzaal	<ul style="list-style-type: none"><li>• Apply for radio &amp; VANS license</li><li>• Purchase equipment</li><li>• Install and configure equipment</li><li>• Configure network functionality</li></ul>	<ul style="list-style-type: none"><li>• Network link between the two buildings</li><li>• Support for portable computers in the chamber to connect to the network</li><li>• Ability to stream audio and video to SLP</li></ul>

Investigate transformation of Old Hansard Office Into Committee Room	<ul style="list-style-type: none"> <li>• Submit formal proposal to Management</li> <li>• Purchase necessary furniture for the room</li> <li>• Purchase and install audio/video equipment for the room</li> <li>• Link audio/video system to main audio video system</li> </ul>	<ul style="list-style-type: none"> <li>• Provide larger committee room for larger meetings such as PROPAC which cannot be accommodated by current facilities</li> </ul>
Set up Committee Room At Southern Life Plaza	<ul style="list-style-type: none"> <li>• Submit formal proposal to Management</li> <li>• Purchase necessary furniture for the room</li> <li>• Purchase and install audio/video equipment for the room</li> <li>• Link audio/video system to main audio video system</li> </ul>	<ul style="list-style-type: none"> <li>• Provide committees with facilities at Southern Life Plaza in order to reduce traveling time for Members</li> </ul>
Power generator for the Mobile Audio System	<ul style="list-style-type: none"> <li>• Perform a needs analysis</li> <li>• Purchase power generator that meets the requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Provide power to the mobile audio system in cases where power is not readily available, e.g. Rural Public Hearings</li> </ul>
Windows 2000AD Domain Migration	<ul style="list-style-type: none"> <li>• Formulate a complete proposal with a complete project plan</li> <li>• Purchase necessary software and licenses</li> <li>• Perform the migration according to the project plan, without interrupt to users, while at all stages testing the progress</li> <li>• Implement improved security settings and Domain Policies</li> <li>• Implement improved</li> </ul>	<ul style="list-style-type: none"> <li>• Keep up with technology trends</li> <li>• Provide a more manageable environment</li> <li>• Improved security</li> <li>• Improved stability</li> <li>• License compliance</li> <li>• Provide improved and more useful services</li> <li>• Provide a platform for extended services</li> </ul>



	Internet security and monitoring measures	
Asset Management System	<ul style="list-style-type: none"> <li>• Approval of project proposal</li> <li>• Acquire funding for the system</li> <li>• Purchase System</li> <li>• Implement System through Computer Associates</li> </ul>	<ul style="list-style-type: none"> <li>• Proper management of all IT assets</li> <li>• Reports on state of all assets</li> <li>• Compliance to the requirements of the Auditor General</li> </ul>
Audio/Video Streaming System	<ul style="list-style-type: none"> <li>• Configure an Windows 2000 Server for streaming with an A/V multiplexer</li> </ul>	<ul style="list-style-type: none"> <li>• Provide direct feeds to all computers in the Legislature of current Legislature sittings, committee meetings and DsTV broadcasts</li> </ul>
Webmaster / Website	<ul style="list-style-type: none"> <li>• Formulate a proper proposal for a webmaster position</li> <li>• Employ a suitable webmaster</li> <li>• Provide necessary training on Legislature systems and requirements</li> <li>• Have the webmaster complete and launch the website</li> </ul>	<ul style="list-style-type: none"> <li>• Launch the Legislature's website</li> <li>• Keep the website up to date with current information</li> <li>• Provide the public with another means of interacting with the Legislature</li> </ul>
Helpdesk	<ul style="list-style-type: none"> <li>• Formulate a complete proposal surrounding the Helpdesk website</li> <li>• Finish the helpdesk website</li> <li>• Test the Help desk website</li> <li>• Implement the helpdesk website on a organization wide basis</li> </ul>	<ul style="list-style-type: none"> <li>• Improved response to user support requests</li> <li>• Organize support to users</li> <li>• Provide a means of reference and statistics to Management</li> <li>• Promote self help to users</li> </ul>

Mobile Data Projector	<ul style="list-style-type: none"> <li>• Purchase mobile data projector</li> </ul>	<ul style="list-style-type: none"> <li>• Alleviate the need to rent a projector from time to time</li> </ul>
Formulate Formal IT Policy	<ul style="list-style-type: none"> <li>• Formulate a draft policy</li> <li>• Obtain inputs from management</li> <li>• Finalize policy</li> <li>• Request the Rules Committee to approve the policy</li> </ul>	<ul style="list-style-type: none"> <li>• Have a set of standards, rules and procedures for IT usage, procurement, support, maintenance and repairs.</li> </ul>
Setup and Configure Wireless Access Point	<ul style="list-style-type: none"> <li>• Purchase wireless access point</li> <li>• Setup and configure the device</li> <li>• Have a trial run with two users</li> <li>• If successful, expand to accommodate Members and Staff Members with notebooks</li> </ul>	<ul style="list-style-type: none"> <li>• Provide ability for notebook users to connect to the network without requiring cabling <ul style="list-style-type: none"> <li>• Provide network access to multiple devices in areas of the Legislature that does not have network points</li> <li>• Provide roaming ability for notebook computers</li> </ul> </li> </ul>
Complete Upgrade of Server Room	<ul style="list-style-type: none"> <li>• Have the server room floor tiled</li> <li>• Purchase and install a dedicated air conditioning system in the server room</li> <li>• Install a fire alarm system</li> <li>• Purchase computer friendly fire extinguishers for the server room</li> <li>• Purchase and install a fireproof/waterproof safe for backup storage</li> </ul>	<ul style="list-style-type: none"> <li>• Comply to the requirements of the Auditor general</li> <li>• Protect critical systems and data against disasters</li> <li>• Extend the life of equipment</li> </ul>

Implement a Tape Backup System	<ul style="list-style-type: none"> <li>• IS Manager to attend a Disaster Recovery Course</li> <li>• Formulate a full disaster recovery plan</li> <li>• Purchase tape backup software</li> <li>• Purchase additional tapes</li> <li>• Implement backups and offsite backups in accordance with the disaster recovery policy</li> </ul>	<ul style="list-style-type: none"> <li>• Provide backup in case of a disaster, data loss or equipment failure</li> <li>• Comply to Auditor General's requirements</li> </ul>
Equipment Maintenance	<ul style="list-style-type: none"> <li>• Maintain Current Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Provide functional working environment for staff</li> </ul>

### 4.3 Free State Legislature Library

During 2003 the Free State Legislature Library would like to get as many as possible Members, their supporting staff and staff of the Free State Legislature to use the facilities on offer in the Free State Legislature Library. It is also the staffs wish to get public participation and to let all stakeholders and role-players take note of the Free State Legislature Library

Action	Target group	Outcome
Marketing		
Welcome letter	Members of Parliament, supporting staff, Free State Legislature staff	To remind every-one about the Free State Legislature Library and to give them important information such as hours and contact details
Quarterly Newsletter		To give information about latest developments in the Free State Legislature library such as new books, new journals and events that will take place

Projects	Community	To inform the people out there about the Free State Legislature Library and to share our information with them
Library week	Members of Parliament, supporting staff, Free State Legislature staff, public at large	All libraries celebrate this week nationally. Theme for the year is your right to read. To let people take note of the Free State Legislature Library's existence, its facilities
Collection building	Library committee, members of Parliament, supporting staff, Free State Legislature staff	Information is changing rapidly, therefore new developments such as e-journals should be investigated and new books should be placed on the shelves of the Free State Legislature Library
Departmental files	Provincial departments	All relevant articles about the different departments will be sent to them. By receiving these articles they will take note of the Free State Legislature Library. Secondly these files will be used to help the public with information about the different departments
Special events/displays	Members of Parliament, supporting staff, Free State Legislature staff and public at large	According to the calendar of commemorative days, the Free State Legislature Library will participate in days such as World Book Day and World Culture Day. The celebrations will be used to bring the Free State Legislature Library under the attention of people, further more it can be used to show the world who the Free State Legislature is, when we participate in the events organised by the different institutions (Red nose day). This events help to strengthen ties between the Free State Legislature Library and institutions where they can get information from

<b>Electronic distribution of newsworthy articles</b>	Members of Parliament, supporting staff and Free State Legislature staff	The staff of the Free State Legislature use to do newspaper clippings every day. As almost everyone has access to computers, news worthy articles (such as provincial matters, government issues, issues at other Legislatures) will be sent to them via e-mail. By sending these e-mails the Free State Legislature Library will be brought to their attention and a few of them might start using the facilities on offer in the library.
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#### **4.4 Public Relations Section**

##### **4.4.1 Strategic Objectives 2003**

<b>Objective</b>	<b>Deliverables</b>	<b>Output</b>
Open Day – public participation democracy	To develop an outreach programme aimed at regional constituencies by portfolio committee members	To strengthen the accountability and transparency of the Legislature to the public.
Youth Parliament – public education programme	To determine the role and involvement of tertiary students in participatory democracy	To encourage participation of the youth in the Parliamentary proceedings and democratic process.
FSL Celebrating Women's Day - - Rural Community Focus - Rural Women's Parliament	To develop outreach programmes aimed at informing rural communities on the activities of the Legislature	To empower rural women on participatory democracy and continuous sustainable relations with rural communities.
Senior Citizens Parliament – public participation - Communication	To improve communication and recognise Senior Citizens by acknowledging the role they played in our social society	To interact with Senior Citizens in experiencing the democratic parliamentary processes.
Political Parties Mock Parliament on Manifesto Debates – public education	To determine whether political Parties can interact, debate and defend other party's manifestos in a mock parliament.	To deepen the democracy and create an environment of co-existence by political parties in the Legislature

#### 4.4.2 Programme of Action – 2003 Projects

ACTIVITY	OBJECTIVE	DATE	RESPONSIBLE	PLACE
Public Participation	Open-Day with Portfolio Committees	01 May 2003	PR Section, Comm Co-ordinator, Researcher	Lejweleputswa - Odendaalsrus
Public Education	Youth Mock Parliament with University & Technikon Students	16 June 2003	PR Section, Dep.-Secretary, Dep.-Legal Advisor & Dir-Parliamentary Proceedings	Bloemfontein  Fourth-Raadzaal
Public Education	Political Parties Mock Parliament on Manifesto Debates	15 July 2003	PR Section and Task Team	Bloemfontein  Fourth-Raadzaal
Public Education	Rural Women's Mock Parliament	09 August 2003	PR Section and Task Team	Bloemfontein  Fourth-Raadzaal
Public Participation	Senior Citizens Mock Parliament	24 September 2003	PR Section and Task Team	Bloemfontein  Fourth Raadzaal
Public Participation	Open-Day with Portfolio Committees	14 October 2003	PR Section, Committee Co-ordinator Researcher	Xhariep Edenburg
Public Participation	Open-Day with Portfolio Committees	18 November 2003	PR Section, Committee Co-ordinator	Thabo-Mofutsa-nyana Bethlehem
Public Participation	Open-Day with Portfolio Committees	25 November 2003	PR Section, Committee Co-ordinator Researcher	Motheo Botshabelo

## **5. Directorate: Parliamentary Proceedings**

### **5.1 Strategic Objective**

Rendering of comprehensive procedural, research, administrative and secretarial support services regarding the core procedural business of the House, its Committees and Members.

### **5.2 WORKPLAN OF THE DIRECTORATE**

**Objective 1: To render table, procedural, administrative and secretarial duties for sittings of the House.**

**Section: Table Services section**

<b>ACTIVITIES</b>	<b>TIME FRAME</b>	<b>RESOURCE</b>
Production, printing, co-ordination and distribution of Parliamentary documents for sittings of the House	An hour before commencement of sitting.	Deputy Secretary Committee Services section
Ensure that there is a Quorum during sitting of the House	Before sitting commences and when decision is to be taken	Presiding Officers Whippery Deputy Secretary
Adherence to time limits for speeches	Throughout the sitting as per the Speaker's List and provisions of the Standing Rules and Orders.	Presiding Officers Whippery Deputy Secretary
Keeping of Members' attendance register	Every sitting days	Members Whippery
Production of procedural documents in the 3 languages of the province.	Each sitting day	Deputy Secretary Hansard
Production and safe-keeping of bound volumes of procedural papers.	Annually	Deputy Secretary Information Services Directorate (Archiving)



**Objective 2: Holding the Executive Accountable****Sections: Table Services and Committee Services sections**

ACTIVITIES	TIME FRAME	RESOURCE
Ensure compliance to tabling of annual reports and audited financial statements by government departments and organs of state.	September 2003	Leader of the House MECs Presiding Officers Deputy Secretary
Ensure that the Executive Council furnish the legislature with regular reports	Quarterly	Leader of the House MECs Presiding Officers Deputy Secretary.
Convening of Committee meetings to consider departmental reports and compilation of reports thereof.	As per the programme of the legislature.	Rules Committee Chairpersons of Committees MECs
Prepare for site visits and public hearings to be conducted by Committees and compile reports thereafter.	2 weeks prior the date of site visits and public hearings	Committees MECs Stakeholders Dir. Information Services
Follow-up on the implementation of the Resolutions adopted by the House	As per the provision of the Standing Rules and Orders	Speakers' Office Secretary to the Legislature

**Objective 3: Monitoring of departmental programmes/projects****Section: Committee Services and Research sections**

ACTIVITIES	TIME FRAME	RESOURCE
Compile data on departmental programmes/projects and submit that to Committees	Quarterly	MECs HODs
Attend to logistics for site visits	Quarterly	Chairpersons Secretary to the Legislature

**Objective 4: Improved research services****Section: Research section**

ACTIVITIES	TIME FRAME	RESOURCE
Identification and gathering of information on programmes of departments and organs of state	After budget approval.	Committees Chairpersons Members MECs

Preparation of legislative analysis on Bills and related matters	At least a week upon request	Committees Chairpersons Members MECs Office of the Legal Adviser
Gathering and compilation of background information on site visits to be undertaken.	At least a week upon request and a week before site visits	Committees Chairpersons Members MECs Stakeholders
Compilation of budget analysis, vis-à-vis strategic plans on all Votes	Quarterly (Recess period)	Committees Chairpersons Members MECs
Networking with organs of civil society	Continuous process	Committees Departments NGOs CBOs Faith-Based organisations Business community
Conduct field work for gathering information for Committees, Chairpersons and Members	Quarterly (Recess period)	Committees Chairpersons Members Secretary to the Legislature

**Objective 5: Effective participation in national law-making processes**

**Section: NCOP, Research and Committee Services sections**

ACTIVITIES	TIME FRAME	RESOURCE
Gathering of information on Bills to be considered by NCOP	After referral by the National Assembly	Internet NCOP programme
Distribution of information on Bills to relevant stakeholders	Upon receipt of information	Speaker MECs
Presentation of Bills to the Prioritising Committee/Speakers Office for consideration and decision	Before commencement of the NCOP processes	Internet NCOP Programme Chairperson and the Prioritising Committee Office of the Legal Adviser
Consideration of the Bills referred by Prioritising Committee/Speakers Office.	Within the stipulated time frames	NCOP Programme Programme of the Legislature Committee & Research sections Office of the Legal Adviser Government Departments Relevant stakeholders
Formulation and submission of provincial mandates to NCOP	Within the stipulated time frames	Chairperson of Committee Secretary to the Legislature MECs

		Designated Delegates Committee Services section NCOP section
Co-ordination of participation of Special Delegates in NCOP Plenary/Committee meetings	Before Plenary/Committee meetings	Speakers' Office MECs Chairpersons Special Delegates Chief Whip Provincial Whip Secretary to the Legislature
Co-ordination of participation of Permanent Delegates in the debates of the Legislature/Committee meetings	Before debates/Committee meetings	Speakers' Office Chief Whip Chairpersons Deputy Secretary
Facilitate flow of information and activities between the Legislature and NCOP	Daily	Speakers Office Provincial Whip Secretary to the Legislature
Compilation of reports on all provincial mandates submitted to the NCOP by Committees	Quarterly	Chair: Prioritising Committee Whippery Deputy Secretary
Publication of short titles of NCOP Bills in the Minutes of Proceedings as directed by the Prioritising Committee	Monthly	Prioritising Committee Deputy Secretary

## **Objective 6 Compliance to the Programme of the legislature**

### **Section Committee Services section**

<b>ACTIVITIES</b>	<b>TIME FRAME</b>	<b>RESOURCE</b>
Convene Committee meetings as per the programme of the Legislature	Week preceding the forthcoming week.	Committee Chairpersons Programme of the Legislature Committee section
Convene Committee meetings outside the programme of the Legislature	Daily, as per directives of Chairpersons	Committee Chairpersons Programme of the Legislature Chair of Chairs Speakers' Office Committee section
Arrangement of site visits and public hearings.	Two weeks prior the date of the site visits and public hearings	Chairpersons Programme of the Legislature Committee section Secretary to the Legislature
Arrangement of site visits and public hearings outside the programme of the Legislature	Daily, as per directives of Chairpersons	Committee Chairpersons Programme of the Legislature Chair of Chairs Speakers' Office Committee section Secretary to the Legislature

Publication and distribution of TAC for attention of staff	Weekly	Speakers Office Secretary All directorates
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**Objective 7: Co-operation with Exco on matters affecting the Legislature and Exco.**

**Section: Directorate**

ACTIVITIES	TIME FRAME	RESOURCE
Liaise with departments Parliamentary Liaison Officers for information exchange	After budget approval	Speakers' Office Leader of the House MECs Chief Whip Chair of Chairs Deputy Secretary

**Objective 8: Access to record of proceedings/evidence taken by Committees**

**Section: Directorate**

ACTIVITIES	TIME FRAME	RESOURCE
Ensure that records of proceedings/evidence taken by Committees are accessible to public in accordance with the provisions of the Standing Rules and Orders.	As per the request of the public.	Speakers' Office Deputy Secretary

**Objective 9: Attendance/Summoning of witnesses**

**Section: Committee Services and Table Services sections**

ACTIVITIES	TIME FRAME	RESOURCE
Ensure that invitation/Summoning of witnesses is in accordance with the provisions of the Standing Rules and Orders	When witnesses are to appear before Committees	Speaker Secretary to the Legislature Committee Chairpersons Office of the Legal Adviser Serjeant-at-Arms

**Objective 10: Custody of procedural papers**

**Sections: Directorate**

ACTIVITIES	TIME FRAME	RESOURCE
Ensure that there is safe-keeping of procedural papers	Daily	Staff in the directorate Information Services directorates

**Objective 11: Indexing and publication of bound volumes of procedural documents**

ACTIVITIES	TIME FRAME	RESOURCE
Safe-keeping and filing of parliamentary documents for indexing and publication	Monthly	Speakers' Office Chairpersons Information Services directorate

**Objective 12: Accountability by directorate**

ACTIVITIES	TIME FRAME	RESOURCE
Plan, develop and implement sectional workplans	Monthly	Director Senior staff Staff
Submission of monthly reports	Monthly	Director Senior staff Staff
Development and update directorate manual	Annually	Director Senior staff Staff
Submit contribution for betterment of the directorate	Monthly	Staff

**Objective 13: Planning of budget estimate for the directorate:**

ACTIVITIES	TIME FRAME	RESOURCE
Draft budget estimate for the directorate and submit to the Secretary to the Legislature	Annually	Chairpersons Panel Directorate
Monitor and control budget of the directorate	Monthly/Quarterly	Committees
Compile quarterly budget expenditure and report thereon.	Monthly/Quarterly	Committees
Follow-up financial queries	Daily	Directorate Chairpersons

**Objective 14: Implement policies of the institution**

ACTIVITIES	TIME FRAME	RESOURCE
Adherence to policies of the institution	Daily	Directorate

## 6. Directorate: Finance & Administration

### 6.1 Strategic Objectives

Objective	How	When
Tender & implementation of new switchboard system	Normal tender procedure	To be awarded by 30 April 2003
Tender & implementation of bank account	Normal tender procedure	To be awarded by 30 April 2003
Asset Register	Implement and maintain a more effective programme to keep record of all Legislature's assets	Within the 2002/03 financial year, ie. before 31 March 2003
Subsistence & travel procedure / training to PA's, Secretaries & Members	A formal training workshop	1 <sup>st</sup> quarter
PAYE / Tax seminar	Changes to the Income Tax Act make a significant impact	Preliminary date of 20 March 2003
Preliminary audit	Office of the Auditor-General	Commences during March 2003
Policy reviews		
Budget 2003/04	Presentation to Rules Committee	
Vehicle control & maintenance	Re-assign vehicles of the Speaker to the Security Manager. Better control can be established with this measure.	
Review of telephone limits & cellular benefits for all staff members & contract workers		
Issue of an updated telephone & cellular phone directory (internal)		1 <sup>st</sup> quarter
Review current filing system	Should we not consider a central filing archive?	2 <sup>nd</sup> quarter
Policy amendments to:	Office & constituent allowance. (Remove whips report clause). Amendment of salary scales.	1 <sup>st</sup> quarter

Policy amendment to:	Transport Policy Remove all clauses pertaining private use	2 <sup>nd</sup> quarter
Whistle Blowers Protection	Implement formal measures to protect whistle blowers against threats and harassment by perpetrators	1 <sup>st</sup> quarter
Long year service awards for 2004	Make budgetary provision for the recognition of service awards. The first category should be ten years service and an incentive should be considered accordingly.	2004/05 financial year.
Internal rotation / career pathing	The continues problems experienced at procurement (store), asset control and improved supervision over cleaner/service officers	
Annual audit	A close work-related partnership between the internal controller and the team of AG, in order to shorten the period of the audit and reduction of audit fees.	April – May 2003
Cash management	Measures to manage the overspending of our budget for 2002/03 by postponing projects and capital purchases until April 2003	31 March 2003

## **7. Directorate: HR Management**

### **7.1 Introductions**

The Human Resource Directorate has been established to render a comprehensive human resource service to the Free State Legislature, the directorate incorporates the following disciplines, human resource administration, labour relations, training and development and employee assistance program. Key focus of the directorate would be on the following:

#### **7.1.1 Skills, Training & Development (Staff)**

##### **a) Objectives:**

- i) Improve work performance of staff members
- ii) Empowerment of staff through relevant training
- iii) Realization of staff training as an institutional investment training leading to performance enhancement
- iv) Ensure total compliance with Skills Development Act
- v) Multi-skill as an ultimate

##### **b) Mechanisms:**

- i) Development of a need-analysis database informed by section consultations with the result of developing section specific training programmes
- ii) Making adequate funds available to the training needs of staff
- iii) On the job training programme to make skills more applicable and promote continuous development of skills learned and training received
- iv) Implement and make further use of the legislative exchange programme

#### **7.1.2 Skills, Training & Development (MPLS)**

##### **a) Objectives:**

- i) Provide Members with skills to enhance job performance that will enable them to better serve their constituents
- ii) Establishment of incentive on the part of members to attend and actively participate in workshops that are offered
- iii) To enable members to effectively perform their duties as required by the constitution

##### **b) Mechanisms:**

- i) Identify training needs through a consultation process with Members as to increase the incentive to attend and participate in training programmes
- ii) Promote legislative exchange programmes with the aim of exchanging skills and best practice models
- iii) Encourage members to make use of the educational opportunities available to them as to enhance their knowledge and performance



## 7.2 Strategic Objectives for Directorate: HR Management

The above-mentioned aspects were largely incorporated into the following strategic objectives:

Strategic Objectives	What	How	When
<b>Ensuring the optimal utilization of financial and human resources, with cont. emphasis on empowerment, training &amp; development</b>	Drafting of annual training and development programme	Evaluating & analysis of training attended during 2000/2001 to identify training needs	
	HR Directorate to attend to the drawing of skills workplan in compliance with the Act	HR Directorate to establish training undergone by all as to establish the level of intervention	The plan should be completed by the end March 2003 and be submitted to the Department of Labour
	HR Directorate to draft an induction programme  Equating job requirements to capabilities	Identify the nature of appointment (internal/external) to establish areas that incumbents needs to know  Assessing level of knowledge and performance	When an appointment promotion or transfer is envisaged
<b>To afford all staff members and members of the Legislature the opportunity to enhance his/her skills by providing the necessary financial assistance to pursue a formal qualification or better the existing one</b>	Making information available from institutions of higher learning and advising on courses to follow in line with chosen career pathing	By encouraging staff members in directorates meeting and members in whippy meetings to enroll	October 2003
<b>Ensuring the establishment and functionality of an culture and system intrinsically linking the concepts of remuneration dispensation and performance management</b>	Research remuneration dispensation, report, recommendation and implementation. Design and implement performance appraisals system	Revive the discussion around draft documentation received from Manto Management for implementation	July 2003
<b>Ensuring that employment equity act is implemented</b>	Developing employment equity report and plan	Establishing the status quo in terms of appointments and relevant policies. Compare progress made against the previous report	To be completed as required by the Act
	All related information to be assessed	Employment equity forum to hold	July 2003

		meetings with employees, unions and associations	
	Reviewing the following policies specifically for equity purposes: Recruitment and selection policy, Acting policy Housing policy and Overtime policy	Review them to establish compliance with Acts	October 2003
<b>Development and reviewal of policies in accordance to sound labour relations and compliance</b>	HR Directorate to review, monitor and implementations of policy provisions	Review all policy to ensure compliance with all labour acts	Policies to be developed and reviewed: policy on acting, housing, study aid and Communication policy. To be completed in November 2003
<b>Ensuring that the Legislature meets its core constitutional functions</b>	HR Directorate to ensure members are fully equipped in terms of their capabilities to carry out their responsibilities	Needs analysis to be performed in conjunction with the Speaker's office and Whippers.  Budget exercise to be reviewed in the absence of additional funding from EU	November 2003
<b>Implementation of computerized human resource system to ensure sound HR practices and administration</b>	System that would be able to capture all human resource issues	This would be done by feeding information into the system, which will automatically updates all the files	June 2003
	To bring synergy between HR Directorate and Finance	By establishing a computerised interface between HR Computerised and Paywise/payroll systems	June 2003
	Unique system fully operational	Training and implementation: Leave, Report-writing & systems administration	Finish by end of June 2003

	Empower the staff in the directorate	Train HR staff to fully operate the system and provide clear guidelines. Internal rotation on training for multi-skilling	March to June 2003
<b>Establishment &amp; Maintenance of sound labour relations with emphasis on social well being</b>	Creating an environment for sound labour relations	Improving lines of communication, EAP Programme, addressing cultural diversity, gender issues, interpersonal relationships	Continuous
	To attend to employee awareness and social responsibility programme	Making employees aware of their social responsibilities as individuals counseling	Continuous, treats case by case
<b>Reviewing the recognition agreement to include bargaining forum as an official negotiation machinery</b>	To develop and submit recommendations to top management and bargaining forums on: What to negotiate When to negotiate How to negotiate Conduct of both parties	The Secretariat of both parties to draw up a program that will encompass issues to be addressed	April 2003

## 8. Conclusion

The 2003/2004 budget allocation of the Free State Legislature will be allocated to the two main programmes, Personnel and Administration. The attainment of strategic objectives outlined above will be almost wholly funded out of the administration programme.