KWAZULU-NATAL PROVINCIAL PARLIAMENT
STRATEGIC PLAN 2003/04

PART A: STRATEGIC OVERVIEW

1. STATEMENT OF POLICY AND COMMITMENT BY THE SPEAKER

Acting under section 110(3) of the Constitution, on 31 May 2002, Parliament resolved that the seat of the KwaZulu-Natal provincial legislature would be Pietermaritzburg. The relocation was delayed by logistical arrangements and only completed on 20 January 2003. Financial benefits of running Parliament out of one centre will not immediately be realised as possible savings will be eroded by costs associated with relocation.   The immediate gain for the Legislature will be efficiency in the usage of resources, both human and financial.

Parliamentary priorities for the coming year will be enhancement of the oversight role, development of improved public participation structures, modernisation of infrastructure and attaining sound administrative support for Members. I will ensure that these priorities are fully implemented by the end of the financial year.

2. OVERVIEW BY THE ACCOUNTING OFFICER

Due to the KwaZulu-Natal Parliament being a fledgling democratic institution in the universal scheme of history, policies were required to be developed from ground level; this was largely achieved as a result of development phases through which the institution went. Initially, the KwaZulu-Natal Parliament did not have concrete policy initiatives to which it could commit. As the Legislature now concentrates on core responsibilities, the tendency to undertake issues on an *ad hoc* basis is being reduced.   As a result of this focus on the direction which the Legislature has to take, the functioning of all its structures is becoming more efficient and effective.

In the medium term, the Legislature will ensure that public outreach programmes become more meaningful to both communities and Members. That will involve intensive interaction and raising of issues on delivery.

Public hearings on policy proposals will now be taken to their logical conclusion:-

- presentation of policy proposals and inclusion of submissions from the public is the first phase;
- thereafter, the policy/legislation is presented to the House for acceptance; and

- committees will now explain the impact such policies/legislation will have on the lives of the public.

The Legislature funds constituency offices for parties and has not had a direct benefit therefrom. Commencing in 2003, these offices will be used to distribute documentation to communities. The constituency offices are ideal for this purpose because both political parties and the Legislature want an informed public which is empowered to adequately participate in all the processes of the Legislature.

The Legislature administration must be able to provide an effective and efficient support structure to Members of Parliament. To this end, the administration component is being beefed up to have expertise which will be useful when Members carry out their oversight and other functions of public office. Components dealing with legal advice, committee support, procedural advice and information dissemination will be adequately staffed to professionally meet the challenges that will be directed at them.

3. VISION

The Legislature will establish a legislative framework conducive to the achievement of the best socio-economic conditions for the people of KwaZulu-Natal.

4. MISSION AND STRATEGIC GOALS

4.1 Mission

To create a legislative environment that is responsive to the needs of the people of KwaZulu-Natal, and to facilitate the general upliftment of the quality of life through monitoring the utilization of all available resources.

4.2 Strategic goals

1. To maintain the highest standards in drafting, amending and passing legislation.
2. To timeously consider, pass, amend or reject legislation referred to Parliament by the Executive Council or the National Council of Provinces.
3. To initiate or prepare legislation, except money bills.
4. To maintain oversight over the exercise of provincial executive authority in the province, including the implementation of legislation.

5. To maintain oversight over budgets of provincial departments (Committees are now involved at the initial stages of formulation of the departmental budgets, ensuring that budget priorities are in accordance with government policies. In addition, portfolio committees monitor departmental spending of budgeted funds to ensure that funds are spent for their voted purpose, and to ensure that departments remain within budget).

6. To ensure that all provincial executive organs of state are accountable to the Legislature.

7. To ensure compliance with financial management legislation, policies and procedure.

8. To establish an efficient and professional support staff to enable Members to carry out their legislative mandate effectively.

9. To create a secure and safe environment within the precincts for Members, staff and the public.

10. To facilitate public involvement in the legislative and other policy formulation processes of the legislature and its committees. A sizeable portion of the budget goes to the holding of public hearings on bills and other proposals, to ensure that the public is fully involved.

11. To conduct business in an open and transparent manner, including the holding of parliamentary sittings and committee meetings in public.

5. VALUES

The values to which Parliament subscribes are the following:

1. to perform to the highest standard of impartial professionalism and integrity;

2. open communication, transparency and consultation;

3. commitment to performance;

4. to have due regard for the need for economy, effectiveness and efficiency in the use of public resources; and

5. to be a model employer, which recognises and values the diversity of its staff and is committed to developing work practices which will allow every member of staff to contribute his or her best, regardless of race, sex, marital status, religion, age, disability, sexual orientation or any other irrelevant factor.

6. LEGISLATIVE AND OTHER MANDATES

6.1 Single Seat of the Legislature

On 31 May 2002, the Legislature resolved to operate out of one centre, ie. Pietermaritzburg, which is now the only seat of the Legislature. The move had not been previously planned to permit the absorption of

the associated costs, (these relocation costs include:-

- hiring/purchasing of office space to accommodate sixty staff members being moved from Ulundi, conservatively estimated to cost around R 12 million if the Legislature buys the Natal Witness building across Longmarket Street after it has been renovated;
- relocation of staff;
- transport of office furniture; and
- office accommodation for the Office of the Speaker).

6.2   Public Outreach

Public outreach programmes have so far been held at Ulundi, Pietermaritzburg and Port Shepstone. The funding for this programme was obtained from the European Union Parliamentary Support Programme. For the 2003/04 financial year, the Legislature will use funds from its own budget.

6.3   Job Grading

The Deloitte and Touche Organisational Development exercise has now dealt with job grading. The implementation of the job grading and subsequent pay restructuring will result in the salary bill of the Legislature changing, (either increasing or decreasing).

6.4   Change to the BAS System

On 11 April 2002, the Legislature resolved to change its financial management and personnel systems (Legfin and VIP) to FMS and PERSAL, respectively. There needs to be cabling of the Legislature building to connect to BAS as well as training of staff and purchase of stationery used in the system.

6.5   New Parliamentary Committee

The Legislature adopted new Rules which expanded the number of committees by one to twenty three. There is now a need to budget for the salary of the Chairperson of the Standing Committee on Quality of Life and Status of Women, Children, Youth and Disabled Persons, as well as for committee meetings and public hearings.

6.6   Information Technology

The Legislature has contracted with SITA (the State Information Technology Agency), which will result in the Legislature being run as a modern institution. Provision has been made for the carry-through costs.

6.7   Institutional Organogram

The Parliamentary organogram will be reviewed to reinforce staff in line with changes brought about by the passing of the new Rules for the provision of dedicated staff to accommodate new policies, and to generally align components which perform similar functions.

7.   DESCRIPTION OF *STATUS QUO*

7.1   Service delivery environment and challenges

1.   The requirement to participate in the legislature process through the NCOP.
2.   The initiate, pass and amend legislation.
3.   The Legislature conducted public outreach programmes at three major regions in the province, which strengthened its profile among the citizens and will probably result in higher volumes of written and oral submissions on legislative proposals.
4.   Certain old order legislation still exists which must be brought in line with the Constitution and other relevant statutes.
5.   Nationally a change in budget structures of all legislatures has been implemented in an effort to ensure uniformity. Discussions may result in the inclusion of items not previously budgeted for by KwaZulu-Natal.
6.   There is a broadening of the public involvement and participation mandate in the form of the draft KwaZulu-Natal Petitions Bill currently before the House. Once passed, this legislation will require increased institutional support.
7.   Compliance with the PFMA

7.2   Legislature structure

The Legislature Administration has five Directorates, namely Administration, Committees, Finance, House Proceedings and Legal Services. The Legislature Administration provides support to Members for the effective running of the Legislature. This support also extends to office-bearers and Committees, to ensure that actions taken are procedural and within legal prescripts.

7.2.1   *Administration Directorate*

The Administration Directorate gives support in terms of implementation and reinforcement of policies as well as providing training to ensure efficient and effective functioning of the Legislature.

7.2.2 *Committees Directorate*

The Committees Directorate provides secretarial support and procedural advice to Chairpersons. This support includes logistical arrangements for public hearings.

7.2.3 *Finance Directorate*

The Finance Directorate provides support in the form of financial administration of the Legislature. It also provides advice to the Chief Executive Officer on the correctness of financial transactions.

7.2.4 *House Proceedings Directorate*

The House Proceedings Directorate supervises the production of House papers, including the Order Paper, Minutes, Questions and Interpellations. It provides procedural advice to the Speaker's Office, and a repository for all House papers. The Directorate facilitates public involvement in the legislative process through the office of public participation. It further provides information services through the library and communications divisions.

7.2.5 *Legal Services Directorate*

The Directorate of Legal Services gives legal advice to committees, office-bearers, Members and the Administration. Members of the Directorate also assist committees in drafting legislation as well as amending proposed legislation from the Executive and the National Council of Provinces.

Revision and amendment of the Standing Rules of Parliament is a further task of this Directorate.

7.3   SWOT ANALYSIS

7.3.1 *Strengths*

- The Legislature has from 20 September 2002 operated out of a single centre (Pietermaritzburg), as its seat. Resources will now be effectively and efficiently utilised, and monitoring of the activities of the Legislature will be streamlined.
- Roles of Members, Committees, office-bearers and staff are now clearly defined in the new Standing Rules, preventing duplication and conflict.
- The Organisational Development exercise has resulted in personnel policies being formulated and finalised.

7.3.2 *Weaknesses*

- Lack of consultation in decision- making processes.
- Lack of effective communication in policy formulation.
- No career-pathing.
- Decisions taken without appreciation of the implications.
- Lack of shared vision and trust.

7.3.3 *Opportunities*

SITA has developed its strategy, which includes intranet and website facilities to provide easy access to information of the Legislature for citizens. Development of a video link with the National Council of Provinces in Cape Town is being explored in an effort to minimize travel costs.

7.3.4 *Threats*

- Poaching of staff by other departments.

7.3.5 *Long-term strategy*

The EUPSP has concluded an IT tender (worth R1,6 million) to KZN which will include training of members and staff in computer literacy, as well as provision of computers. Forty computers and accessories have been delivered and installed in office-bearers offices. The long-term strategy is to create a paperless society.

The Legislature will also like to see its precincts secure for occupants and visitors.

7.4 Organisational Environment

7.4.1 Information Technology

The Legislature has concluded agreements with the State Information Technology Agency (SITA) to handle its IT requirements, including the development of an information technology strategy. The projects to be undertaken include:-
- master systems plan;
- web site development;
- intranet development;
- Parliamentary Invitation system development; and
- Membership Register.
- The end result will be that the Legislature will function more effectively and its programme will be more accessible to the citizens of the province.

7.4.2 *Office Accommodation*

As a result of the Legislature having a single seat, there is a need for provision of offices for staff. There are negotiations with the owners of the Natal Witness building to occupy the building after it has been refurbished. A decision is yet to be made on whether the building will be leased long-term or be purchased.

7.4.3 *Staffing*

The Parliamentary Executive Board has taken a decision to re-organise the Administration to ensure that the support Members receive is of the highest order. The Board has resolved to increase the number, and improve the capacity of staff in certain components of the Administration.

7.4.4 *Committees*

Presently, the committee secretariat and researchers are generalists. In order for committees to carry out their duties properly, the support personnel must be able to give them expert advice. The proposed staffing of the Committees Directorate includes secretaries and researchers who are skilled in their respective committee issues, i.e a researcher for the Finance Portfolio Committee should be skilled in financial matters.

PART B: PROGRAMME AND SUB-PROGRAMME PLANS

1.   STRATEGIC OBJECTIVES

Strategic Goal 1:

Enhancement of the public's knowledge of legislation and proceedings.

Strategic Objectives

1.   To conduct public outreach programmes.
2.   To facilitate the holding of Annual Youth and Young Women's Parliaments.
3.   To conduct workshops to empower women, children and physically challenged persons.

Strategic Goal 2:

To timeously consider, pass, amend or reject legislation referred to Parliament by the Executive Council or the National Council of Provinces.

Strategic Objectives

4.   To give expert legal advice to committees and the House.
5.   To maintain the highest standard in legislative drafting.
6.   To maintain proper records of all legislation passed.

Strategic Goal 4:

To maintain oversight over the exercise of provincial executive authority in the province, including the implementation of legislation.

Strategic Objectives

1.   To involve Portfolio Committees in the preparation of departmental budgets and monitoring of departmental spending.
2.   To subject to scrutiny draft bills and policy proposals.
3.   To monitor the implementation of legislation.

Strategic Goal 5:

To maintain oversight over budgets of provincial departments.

Strategic Objectives

1.   To interrogate the spending of each provincial department during every scheduled Portfolio Committees meeting.

2.   To ensure that every provincial department complies with PFMA, particularly in respect of control over expenditure and avoidance of overspending.
3.   To ensure that departments comply with their strategic and business plans.

Strategic Goal 6:

To ensure that all provincial organs of state are accountable to the Legislature.

Strategic Objectives

1.   To ensure full, proper and regular reporting by the Members of Cabinet.
2.   To ensure that questions tabled before Cabinet are answered within the prescribed period.
3.   To ensure the attendance of Heads of Department at all Portfolio Committee meetings.

Strategic Goal 7:

To ensure compliance with financial management legislation, policies and procedures.

Strategic Objectives

1.   To provide sound, effective and efficient resource management.
2.   To maintain efficient financial records.
3.   To maintain effective budgeting.
4.   To operate within the confines of all financial legislation including regulations.

Strategic Goal 8:

To establish an efficient and professional support staff to enable Members to carry out their legislative mandate effectively.

Strategic Objectives

1.   To provide training programmes and workshops to enhance the capacity of support staff.
2.   To develop and maintain skills in line with the Skills Development Act.
3.   To enhance the Legislature's attachment programme.
4.   To reinforce the staff establishment in order to secure and maintain staff with expertise.
5.   To develop and maintain effective information management and control systems.
6.   To implement and evaluate policies and procedures.

Strategic Goal 9:

To create a secure and safe environment within the precincts for Members, staff and the public.

Strategic Objectives

1. To install a security system to regulate access.
2. To engage the services of qualified security personnel.
3. To redesign Parliament to comply with occupational safety regulations as well as make it accessible physically challenged persons.

Strategic Goal 10:

To facilitate public involvement in the legislative and policy formulation processes of Parliament and its Committees.

Strategic Objectives

1. To hold public hearings on draft bills and policy proposals in at least four regions of the province.
2. To run education workshops on enacted legislation, including the implementation of the provisions of the KwaZulu-Natal Petitions Bill.
3. To maintain radio slots for programmes of the Legislature.
4. To publicise Legislature events through the media and internal publications.

Strategic Goal 11:

To conduct business in an open and transparent manner, including the holding of Parliamentary sittings and Committee meetings in public.

Strategic Objectives

1. To invite the public to all Committee meetings and House sittings.
2. To make transcripts of proceedings of the House (Hansard) available to provincial institutions at no charge.
3. To ensure that all activities of Parliament are well publicised in order to afford public the opportunity to attend them.
4. To comply with legislation dealing with access to information in the custody of the Legislature.
5. To produce all material in isiZulu, English and Afrikaans.

2. MEASURABLE OBJECTIVES, PERFORMANCE MEASURES AND PERFORMANCE TARGETS

Measurable Objective	Performance Measures	Performance Targets	Monitoring Mechanism
1. **TO GIVE EXPERT LEGAL ADVICE TO COMMITTEES AND THE HOUSE** **[S.01 under S.G2]**	**Cost measure:** **Cost of recruitment** **Quantity measure:** **Increase in personnel and thus capacity in the Directorate of Legal Services** **Quality measure:** **Appointment of appropriately qualified and experienced applicants**		**Appointments to be made by 30 June 2003**
2. TO MAINTAIN THE HIGHEST STANDARD IN LEGISLATIVE DRAFTING [S.02 under S.G2]	Quality measure: Number of bills amended in Committee pursuant to legal advice **Timeliness:** Input from legal advisors to meet legislative process	Adherance to NCOP timeframes	Committee report presented to the House
3. TO MAINTAIN PROPER RECORDS OF ALL LEGISLATION PASSED [S.O3 under S.G2]	Cost measure: Cost of publication in the Provincial Gazette **Quantity measure:** Number of Acts passed **Quality measure:** High quality of legislation which is implementable **Timeliness:** Assent by Premier and publication of Acts within the prescribed timeframes		• List of Acts passed • Oversight by Committees

Measurable Objective	Performance Measures	Performance Targets	Monitoring Mechanism
4. TO INVOLVE PORTFOLIO COMMITTEES IN THE PREPARATION OF DEPARTMENTAL BUDGETS [S.01 under S.G4]	**Quantity measure:** **Budgets with full Portfolio Committee input**	**Committee inputs within prescribed timeframes**	**Report on compliance in the Finance Portfolio Committee Budget Report to Parliament**
5. TO INTERROGATE THE SPENDING OF EACH PROVINCIAL DEPARTMENT DURING SCHEDULED MONTHLY MEETINGS [S.G5]	Cost measure: Travelling costs and catering costs **Quantity measure: Number of meetings held** **Quality measure:** **Compliance with Portfolio Committee requirements**		• **Provisions of the PFMA** • **Treasury Regulations** • **Strategic Plans**
6. TO ENSURE THAT ALL PROVINCIAL ORGANS OF STATE ARE ACCOUNTABLE TO THE LEGISLATURE [S.G6]	Cost measure: Costs of travelling and catering **Quantity measure:** Number of reports delivered **Quality measure:** Consistency between strategic plans and budgets **Timeliness:** Compliance with specified delivery dates		• Annual reports (including AG's reports) • Feedback through debates in the House
7. TO PROVIDE SOUND, EFFECTIVE AND EFFICIENT RESOURCE MANAGEMENT [S.01 under S.G7]	Cost measure: Spend the budget on items that are budgeted for **Quality measure:** Few instances of virement **Timeliness:** **Submit reports to Treasury by due dates**		**Reduction in number of roll-overs requested**

Measurable Objective	Performance Measures	Performance Targets	Monitoring Mechanism
8. TO MAINTAIN EFFICIENT FINANCIAL RECORDS [S.02 under S.G7]	Cost measure: Justification of payments made through supporting documents **Quality measure: Verifiable and accessible financial records**		**Reports of the Auditor-General and Internal Audit Unit**
9. TO MAINTAIN EFFECTIVE BUDGETING [S.03 under S.G7]	**Cost measure: To stay within budget** **Quality measure: To budget in line with the proposed format** **Timeliness: Submission by deadlines**		**Regular reports to the Parliamentary Executive Board**
10. TO PROVIDE TRAINING PROGRAMMES AND WORKSHOPS TO ENHANCE THE CAPACITY OF SUPPORT STAFF [S.01 under S.G 8]	Cost measure: Cost of training and workshop programmes **Quantity measure: Number of staff attending training and workshop sessions** **Quality measure: Post- training assessment in terms of proficiency and skills** **Timeliness: To meet 90% of training needs by financial year end**		***Training committee established in terms of the Skills Development Act * Performance Management**
11. TO ENHANCE PERSONNEL KNOWLEDGE THROUGH ATTACHMENT SLOTS [S.03 under S.G8]	**Cost measure: Cost of hotel accommodation and transport** **Quantity measure: Post-programme assessment**	**Attainment of uniformity in procedures and standards**	**Legislatures Staff Forum and Secretaries Forum**

Measurable Objective	Performance Measures	Performance Targets	Monitoring Mechanism
12. TO REINFORCE THE STAFF ESTABLISHMENT **[S.04 under S.G8]**	**Cost measure:** Costs associated with creation of posts **Quantity measure:** **Level of staff turnover Supplementation of staff establishment to meet organizational demands** **Quality measure:** **Assessment of staff morale** **Timeliness:** **Timeous completion of tasks by staff**		**Feedback from Parliamentary Executive Board and Committee Chairpersons**
13. TO DEVELOP AND MAINTAIN EFFECTIVE INFORMATION MANAGEMENT AND CONTROL SYSTEMS [S.05 under S.G8]	**Quantity measure:** **Number of access to information requests handled** **Quality measure:** **Nomination of Information Officers under the Promotion of Access to Information Act** **Timeliness:** **Timeous processing of public requests Making the nominations by 30 September 2003**		**Compliance with the Promotion of Access to Information Act**
14. TO DEVELOP IMPLEMENT AND EVALUATE POLICIES AND PROCEDURES [S.06 under S.G 8]	Cost measure: Cost of service providers Quality measure: Getting buy-in from all stakeholders		
15. TO INSTALL A SECURITY SYSTEM TO REGULATE ACCESS TO THE LEGISLATURE [S.01 under S.G9]	Cost measure: Cost of security system Quality measure: Eradication of incidents of crime within the precincts. Controlled access by authorized personnel within restricted areas Timeliness: Installation by the end of the 2003/2004 financial year		• **Zero reported crime incidents and security breaches** • **No unauthorized access**

Measurable Objective	Performance Measures	Performance Targets	Monitoring Mechanism
16. TO REDESIGN PARLIAMENT TO COMPLY WITH OCCUPATIONAL SAFETY REGULATIONS AS WELL AS MAKE IT ACCESSIBLE TO PHYSICALLY CHALLENGED PERSONS [S.03 under S.G 9]	Cost measure: Cost of structural changes **Quality measure:** Easy access to Parliament by all **Timeliness:** Completion by the end of the 2003/2004 financial year		**Safety checks by safety officer. Compliance with the Occupational Safety Act**
17. TO FACILITATE PUBLIC INVOLVEMENT IN THE LEGISLATIVE AND POLICY FORMULATION PROCESSES OF THE LEGISLATURE AND ITS COMMITTEES [S.G10]	Quantity measure: Number of Portfolio Committee amendments to draft bills **Quality measure:** Legislation and policy proposals which are implementable		• Number of Bills passed with Portfolio Committee amendments • Number of post-enactment public hearings
18. TO INVITE THE PUBLIC TO ALL COMMITTEE	**Cost measure:** Cost of advertising space and generation of pamphlets and posters		**Feedback through visitors book comments**

	MEETINGS AND HOUSE SITTINGS [S.01 under S.G11]	**Quantity measure:** Number of people attending Committee meetings and sittings of Parliament		
19.	TO ISSUE COPIES OF TRANSCRIPTS OF PROCEEDINGS TO PROVINCIAL INSTITUTIONS AT NO COST (S.2 under SG 11)	Cost measure: Cost of production of Hansard **Quantity measure:** Number of institutions supplied with Hansard **Quality measure:** Accuracy of copies produced **Timeliness:** Timeous production of Hansard		**Comments from Members**

Measurable Objective	Performance Measures	Performance Targets	Monitoring Mechanism
20. TO PRODUCE ALL MATERIAL IN ISIZULU, ENGLISH AND AFRIKAANS [S.05 under S.G 11]	Cost measure: Cost of outsourced translations **Quality measure:** To maintain high standards of translation		• **Certification of translations** • **KwaZulu-Natal Official Languages Act**
21. TO CONDUCT PUBLIC OUTREACH PROGRAMMES (S.G 01)	Cost measure: Cost of education and training **Quantity measure:** **Number of programmes held**		**Maximum participation of local communities**
22. TO FACILITATE THE HOLDING OF ANNUAL YOUTH AND YOUNG WOMEN'S PARLIAMENT [S.02 under S.G]	Cost measure: Cost of transport, workshop facilitators and catering **Quantity measure:** Number of schools and learners involved. Number of young in and out of school and young women involved **Timeliness:** **Youth Parliament to be held in June. Young Women's Parliament to be held in August**		**Parliamentary Executive Board**

3.   **FINANCIAL MANAGEMENT**

3.1   **Strategies to address audit queries**

Audit queries raised by the Auditor-General in the last two years were of a varied nature which essentially required the Legislature to strengthen internal control. All shortfalls identified have been rectified. Therefore, the medium- term strategy is to address the queries.

3.2   **Implementation of the PFMA**

The House took a resolution binding the Legislature to the financial principles espoused by the PFMA. Even before the adoption of the resolution, the Legislature had appointed a Chief Financial Officer to supervise the phased implementation of the provisions of the Act. Training consultants will be engaged to train finance staff on implementation of the practice notes at the beginning of March 2003.

PART C: BACKGROUND INFORMATION

1.   **POLICY CHANGES**

1.1_   Single Seat of Parliament

        Once the 2003/2004 financial year commences, Parliament will already be operating out of Pietermaritzburg. The Post Office Building lease expires in July 2003. By that date, Parliament must have secured offices for its Administration. The Natal Witness Building is available to be purchased at a price of R 18 million or to be leased at a rental of R 250 000 per month. The rental option carries with it the burden of the volatility of the market; you cannot accurately predict how much it will cost to buy the building in five years compared with buying it now. Parliament has made no provision for the purchase of the building in the coming MTEF years. Parliament will re-prioritise its activities in order to cater for the acquisition of proper office accommodation.

1.2   **Public Outreach**

        Public outreach programmes have so far been held at Ulundi, Pietemaritzburg, Port Shepstone and Newcastle. The funding for this programme was obtained from the European Union Parliamentary Support Programme. For the 2003/04 financial year, the Legislature will use funds from its own budget.

1.3   **Change to the BAS System**

        On 11 April 2002, the Legislature resolved to change its financial management and personnel system (Legfin and VIP) to FMS and

PERSAL, respectively.   There needs to be cabling of the Legislature building to connect to BAS as well as training of staff and purchase of stationery used in the system.

1.4   New Parliamentary Committee

On the 28th of February 2002, the Legislature adopted new Rules which expanded the number of committees by one to twenty-three. There is now a need to budget for the salary of the Chairperson of the Standing Committee on Quality of Life and Status of Women, Children, Youth and Disabled Persons, as well as for Committee meetings and public hearings.   This has been done.

2.   EXTERNAL ACTIVITIES AND EVENTS RELEVANT TO BUDGET DECISIONS

2.1   Uniformity among the RSA Legislatures

The Speakers and Secretaries of all Legislatures have identified a weakness in the administrative operation of its activities as a unit; although Legislatures are involved in essentially the same activities, their working conditions and structures are not the same.   It is difficult to formulate generic training programmes for committee clerks, for instance, as the duties they perform are not consistent. There is now agreement to bring uniformity to the operations and structures of all the Legislatures, which   will make funding of their budgets easier as a comparison of activities will be realistic. This will have an impact on the budget for the Legislature.

2.2   Increased Public Demand

The SABC phone-in programme has resulted in increased demands on the Legislature in terms of improved interaction with the public. The Legislature will now need to increase public outreach programmes in line with the identified public demands. Rural communities have also indicated that they have been left out of these programmes.

3. EVALUATION OF CURRENT IMPLEMENTATION PERFORMANCE

The following is a 1st quarter report on service delivery measures for the 2002/2003 financial year:

Table 3.1 Service delivery measures - Programme 1:   Administration (Members)

Output Type	Performance Measures	Performance Targets	First Quarter Actual	Remarks Reasons for Variance
3. Regular progress reports by	*Number of reports produced *Compliance with specified delivery date	*Full compliance by all MECs within specified deadline	7 reports produced	
4. To arrange Parliamentary sitt for debates during the last we every month	*Number of Acts passed and resolutions adopted *Subsistence and Travelling costs for sittings	*High quality of legislation and resolutions resulting in implementation	2 Acts passed R 660 000	
5. To hold public hearings on b and other policy proposals in to obtain the views of the pub thereon	*Number of public meetings held *Number of written submissions received *Number of people participating *Number of oral and written public submissions incorporated into final legislation *Level of submissions presented after being work-shopped by public participation officers *Venue, catering, subsistence and transport and advertising	*Maximum involvement of the public in the law-making process *Conducting business in a transparent manner *Maximise cost-efficiency of public hearings *To remain within budget for 2002/2003	2 Public Hearings R 120 000	
6. To empower Members throu training programmes	* Number of members trained in the relevant spheres * Post-training assessment in terms proficiency and skills	* To meet 90% of training needs by March 2003 * To maximise cost-effici of training programmes,	10 Members	Most Members have been attending workshops organized by various departments.

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	* Cost of training programmes	reduce average annual costs * To remain within budge 2002/03		
			R 8000	

Table 3.2   Service delivery measures - Programme 1:   Administration (Staff)

Output Type	Performance Measures	Performance Targets	First Quarter Actual	Remarks Reasons for Variance
To render effective support to Por Committees to empower them to e accountability of all organs of stat the Legislature	*Number of Portfolio Committee meetings held with MEC's and HOD's, and number of Committee resolutions taken and implemented. *Cost of Portfolio Committee meetings	* To have 10 meetings of every Portfolio Committee per year * To remain within budget for 2002/03	73 Portfolio Committee meetings were held. R 1 561 619.	
To co-ordinate weekly tabling of questions to Members of the Exec	*Number of questions received *Average cost of weekly answer book	* All questions asked must be replied to within periods specified by the Rules * To control the average cost of the weekly answer book	112 questions received	
To conduct public education on th functioning of the Legislature	*Number of people educated *Average cost for venue, catering and personnel	* 15 districts to be covered by March 2003 * To remain within budget for 2002/03	50 000 people attended R80 000	
). To hold an annual Youth Parliame	*Number of youth and young women	* 200 delegates per	200 students	

	ensure that sectoral interests are protected	attending *Cost of transport, catering and printing of dress material for delegates	Parliamentary event * To remain within budget for 2002/03	attended R30 000	
1.	To increase public awareness about Legislature via the media	* Number of respondents during the phone-in programme and number of letters received * Expense for media space utilised and cost of traveling to studio	* 32 radio slots per year * To achieve maximum cost efficiency for the allocated budget	60% of the respondents R 78 500	
2.	To publish a quarterly newsletter raise the profile of the Legislature	* Number of contributing articles and quality thereof * Costs of printing	* 4 publications per year * To produce scheduled newsletters within budget	None Not applicable	Public Relations Officer post is vacant. However, arrangements are being made to advertise it.
3.	To empower staff through training programmes (including HIV/AIDS)	* Number of staff trained in their relevant spheres * Post-training assessment in terms of proficiency and skills * Cost of training programmes	* To meet 60% of training needs by March 2003 * To remain within training budget for 2002/2003	28 staff members R 62 000	

4. DELEGATIONS

The proposed delegation of authority document is before the Parliamentary Executive Board for approval. In the meantime, the authority to approve expenditure personnel for appointments is vested in the Management Working Committee comprising of all the Heads of Directorates. It is therefore easy to monitor that delegated authority to the Working Committee is not abused.

4.1   Capital Investment, Maintenance and Asset Management Plan

4.1.1   Refurbishment of Legislature (R 2.3 million)

A contract to refurbish and rehabilitate the Legislature building commenced in January 2002 and will conclude in July 2003. The contract includes the installation of a lift and building of ramps to make the building accessible to all its citizens.

After the current refurbishment, the building will be in a very good condition for the next 10 years.

4.1.2   Security system

The Legislature commissioned a report on the security arrangements in the Legislature. The Legislature has had a spate of break-ins and theft of equipment in the past five years. The security of members, staff and the public within precincts of the Legislature was seen to be highly inadequate. The report was received in December and has proposals for the complete revamp of security arrangements including the installation of cameras and restricting access to certain areas of the Legislature. The leader of the delegation which did the investigation was the Head of Security at National Assembly and the report proposer for the installation of a security system similar to National Assembly.

The cost of the installation of a security system including monitoring equipment and employment of personnel is R 10 million.

Within the current MTEF years, there is no provision of the amount required. Quite clearly, security within the precincts of the Legislature affects everybody and it is therefore in the interests of the whole province that security arrangements are more than adequate. Cabinet and the Parliamentary Executive Board will engage in talks to see how much Parliament can obtain from own budget after reprioritising and how much the Province can give to top up.

4.1.3   *New offices (R 18 million)*

As from 20 January 2003, all staff of the Legislature are based in Pietermaritzburg. Presently, the Finance and Administration components are housed at the Post Office Building. The lease thereof is for a period of 9 months; ie. will expire in September 2003.

There is a need to house all the administration of the Legislature in one building. The former Natal Witness building opposite Legislature has been earmarked as suitable for this purpose. When all members of staff move to the Witness Building, much office space will be freed for Members who are presently sharing offices.

Comfortable offices will increase productively for both Members and staff and encourage the optimal usage of all Legislature resources which are presently not being fully utilised.

There are two options available to the Legislature, to buy the building at R 18 million or rent it at R 250 000 per month.   If Legislature chooses to rent the building, the purchase price will appreciate annually and will obviously end up paying more in five or ten years. That might be the way to go when considering the immediate outlay of capital required. Eventually though the Legislature will need to make funding available to purchase the building.

4.2   Information Technology Systems

The Legislature has signed service level agreements with SITA. These commenced on 1 January 2003. SITA will establish among other things, intranet, access to internet, LAN, and register of invitations.

The European Union Parliamentary Support Programme bought 40 desktop computers for Members. SITA has arranged computer training for all Members who have capacity to learn computer basics.   The first batch of Members attended training during the first week of December 2002. The Legislature will purchase an additional 35 computers for Members to ensure that every Member has a computer to work on as well as receive e-mail.

Legislature will be using BAS as from 1 July 2003 as its financial management system. Members of staff from the Legislature are part of the Task Team dealing with the conversion. Training for responsible staff will be undertaken before conversion takes effect. SITA is also involved as they now handle our IT requirements.

4.3   Audit Queries

Over the last three years the queries raised dealt with mainly incorrect leave calculations and taxation of fringe benefits (Members and staff).

(1)   **Incorrect leave calculations**

The Legislature engaged the services of the Internal Audit component to re-construct leave records; some as far back as 1978. The re-construction was made to calculate amounts owed to the Legislature by staff. On the basis of the reconstruction, staff started payments in 2001.

(2)   **Taxation of fringe benefits**

The query related to non-taxation of clothing allowances for staff and telephone allowances for Members. These have been corrected with the co-operation of officials from SARS.

5. ORGANOGRAM

The following is a proposed structure flowing from recommendations of the Chairpersons Committee which were adopted by the Parliamentary Executive Board.