

WESTERN CAPE PROVINCIAL PARLIAMENT

ANNUAL PERFORMANCE PLAN

2005/06

To obtain additional copies of this document, please contact: Royston Hindley

Address: Provincial Legislature Building, 7 Wale Street, Cape Town
Tel: (021) 487 1621
Fax: (021) 487 1623
E-mail: rhindley@wcpp.gov.za

Om nog afskrifte van hierdie document te bekom, tree in verbinding met: Royston Hindley

Adres: Provinsiale Wetgewer Gebou, Waalstraat 7, Kaapstad
Tel: (021) 487 1621
Faks: (021) 487 1623
e-Pos: rhindley@wcpp.gov.za

Ukaba ufuna iikopi exongezelelweyo zolu xwebhu, qhagamshelana: Royston Hindley

Idilesi: Isakhiwo soWisomthetho sePhondo, 7 Wale Street, Ekapa
Umnxeba: (021) 487 1621
Ifekisi: (021) 487 1623
I-E-Mail: rhindley@wcpp.gov.za

Web: www.wcpp.gov.za

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FOREWORD

In pursuance of its strategic objectives, the Western Cape Provincial Parliament will have to continuously assess its work, the outputs generated and how it conducts its business so as to ensure that we are appropriately positioned to effectively engage with the challenges of our time.

During the Provincial Parliament's budget vote, I committed myself to intensify this process. New institutional arrangements for the WCPP that would impact on governance of the institution, its policies, practices, organisational values, Rules and procedures, together with the need to exercise and have effective mechanisms for oversight, enhanced public participation and the fostering of ownership of the institution, are but some of the key result areas identified to have the WCPP better fulfil its constitutional mandate. Simply put, desired outcomes have to be met.

We now need to all pledge our commitment, harness our collective energies and actively contribute to the realization of our objectives, targets and the envisaged outcomes.

SHAUN BYNEVELDT
SPEAKER

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PART A: OVERVIEW AND STRATEGIC PLAN UPDATES

The Annual Performance Plan for the Western Cape Provincial Parliament sets out our objectives and performance targets for the upcoming fiscal year.

Our main area of focus will be to promote awareness of the Provincial Parliament and its activities and infuse a sense of belonging and ownership amid the people of the Western Cape.

The Provincial Parliament will also expand upon the current focus of public participation and involvement in the activities of the Provincial Parliament, improvement of service delivery and good corporate governance of the institution.

Measurable objectives and performance targets/measures are contained in this Annual Performance Plan to give effect to the above focus areas.

RG HINDLEY
ACTG. SECRETARY TO PARLIAMENT

DATE:30 March 2005

PART B: PROGRAMME PERFORMANCE TARGETS

1. Programme 1 – Administration of the Provincial Parliament

The purpose of this programme is to conduct the overall management of and provide quality corporate support services to the Provincial Parliament.

Programme 1 consists of the following three subprogrammes;

Office of the Speaker/Deputy Speaker

Office of the Secretary

Corporate Services

1.1. Specified policies, priorities and strategic objectives

This programme focuses on the effective, efficient and economical management of Parliament's resources, to equip and develop Members and staff of the Western Cape Parliament, to maintain and improve support to Members and staff, to enhance service delivery and to ensure that systems, processes and procedures are aligned with the new vision.

1.2. Analysis of constraints and measures planned to overcome them

Additional financial constraints, new legislation, new prescribed processes and systems will result in human resources capacity constraints. Parliament will continue to provide opportunities to enhance the competencies of individuals and provide a culture that values and recognises training and development.

1.3. Description of planned quality improvement measures

All systems, processes and procedures will be reviewed to ensure that the best quality services are delivered to our clients. Emphasis will be placed on the IT systems and the Performance Management System.

1.4. Measurable objectives and performance indicators

Strategic Objective	Measurable Objective	Performance Measure or Indicator
To strengthen international, national and local relations	Establish and maintain international, national and local relations	Paid up subscriptions to Parliamentary bodies Number of official visitors to the Office of the Speaker Number of official visits by the Speaker and members
To effectively, efficiently and economically manage financial, human and physical resources	The effective, efficient and economical management of financial, human and physical resources	Timeliness and quality of Budget and Adjustments Estimate Timeliness and quality of In Year Monitoring process Report of the Auditor-General Accuracy of Asset Register Number of audit queries received Maintained physical resources Feed-back received
To establish a well developed and effective staff complement	Facilitate training and development events in order to train staff and build capacity	Number of training and development events Effectiveness of training events Feed-back received
To equip and develop members to adequately fulfill their constitutional function	Facilitate training and development events for Members	Number of training and development events Feed-back received
To ensure that systems, processes and procedures are aligned with the new vision	Develop, review and implement systems, processes and procedures that are aligned with the new vision	Systems, processes and procedures effectively aligned
To maintain and improve support services to Members and staff	Monitoring enhanced support services to Members	Surveys Number of enhanced services Service standards and procedures

1.5. Reconciliation of budget with plan

The improvement of conditions of service is budgeted in Subprogramme: Corporate Services, which illustrates the significant increases in the upcoming MTEF period. No significant policy options are identified for this programme and several vacancies are expected to be filled in the upcoming three years. For the period 2003/04 to 2005/06 provision was/is made for voluntary severance packages payable to non-designated staff members to accomplish employment equity targets.

Subprogramme	Actual 2002/03	Actual 2003/04	Estimate 2004/05	Average Annual Change (%)	Budget 2005/06	Target 2006/07	Target 2007/08	Average Annual Change (%)
Office of the Speaker/Deputy Speaker	1 043	1 148	1 652	19.83%	1 701	2 006	2 040	9.81%
Office of the Secretary	2 155	2 392	2 136	(1.04%)	3 463	4 054	4 664	16.06%
Corporate Services	5 238	7 252	8 731	22.36%	9 878	10 133	11 099	6.06%

2. **Programme 2 – Procedural Services**

The purpose of this programme is to provide quality procedural support, reference, research, communication, translation and interpretation services to the Provincial Parliament and other stakeholders.

Programme 2 consists of the following six subprogrammes;

- Committees
- Library and Research
- Communication
- House proceedings
- Portfolio committees
- Legal services

2.1. Specified policies, priorities and strategic objectives

This programme channels its resources toward the active promotion and marketing of Parliament and its activities. Its customary activities such as the oversight of the Executive and legislative processes that produce good and just laws will receive continuous preservation and attention. A priority strategy identified, is to engage all the people of the province in matters affecting them in the activities of the Western Cape Parliament.

2.2. Analysis of constraints and measures planned to overcome them

The general election in April 2004 resulted in an influx of new Members and the election of new Presiding Officers. Portfolio Committees were reduced and clustered putting strain on support services rendered to them. The newly elected Parliament is also in the process of determining the strategic direction of the institution that could affect the operation of existing structures. The Speaker has committed himself to enhancing public participation and public education initiatives and thereby ensuring the involvement by the people of the province in its processes. The involvement of the citizens in all processes will be apparent in all the programmes and hence the possible realignment of services. The way the institution is governed will also come under the spotlight to ensure proper governance processes.

2.3. Description of planned quality improvement measures

To improve the quality of the services the Programme provides, the following interventions are planned:

- Review of the public participation and education programmes
- Development of a communication strategy with the widest possible target audience

- Review of the Standing Rules to especially enhance oversight and public participation in the activities of the Western Cape Provincial Parliament
- Review of systems, processes and procedures to ensure quality service delivery

2.4. Measurable objectives and performance indicators

Strategic Objective	Measurable Objective	Performance Measure or Indicator
To actively promote and market the services of the WCPP through continuous assessment of its market strategies to ensure maximum exposure to all the people of the province	To promote awareness of the Provincial Parliament and its activities by advertising and marketing the new corporate identity, advertising the parliamentary programme and regularly updating the parliamentary website	Advertisements placed and current website
	To produce marketing and promotional material on the activities, role and function of the WCPP and to appropriately brand existing publications	Material available
	To advertise the annual programme and activities of the WCPP in both print and electronic media to ensure maximum participation and involvement	Programme advertised
To develop models of public participation and involvement in the activities of the WCPP by the people of the	To provide opportunities for 20 interns through co-operative learning programmes during the 2005/06 financial year	Internship attendance register, certificates and reports

Strategic Objective	Measurable Objective	Performance Measure or Indicator
Western Cape and public education on their rights and responsibilities	To educate the public, civil servants, school learners, community organisations and interested groups on the role and function of the Provincial Parliament as well as how to participate in its processes by holding information seminars and training sessions	Number of sessions held and persons involved Feed-back received
	To facilitate the arrangements of all events relating to outreach and public participation as well as all official events	Successfully managed events
	To facilitate and prepare for two sittings of Parliament outside of Cape Town and three sector specific parliaments before December 2005	Parliament sits at least twice outside Cape Town and three sector specific parliaments held
To efficiently and effectively support Members in exercising their lawmaking responsibilities by providing sound procedural advice and administrative support and researched information	To provide a professional, confidential and non-partisan research and information service to Members and committees	Research request forms and feedback forms; information flyers and committee dossiers
	Updating isiXhosa terminology databank on an annual basis	IsiXhosa terminology databank updated
	Review and amend existing Rules and procedures enhancing public participation and oversight by December 2005	Rules reviewed and amended

Strategic Objective	Measurable Objective	Performance Measure or Indicator
	Provide interpretation of proceedings in all three official languages in plenaries and committee meetings for the duration of such meetings when required	Interpretation available
	Provide translation of Parliament documents in all 3 official languages of the Western Cape if and when required	Quality translation provided
To provide administrative and procedural back-up for Members to play their oversight role and hold the executive to account	To provide administrative and procedural support to Members and parliamentary committees to facilitate oversight of the Executive during committee meetings and plenary sessions	Standing Rules reviewed and updated
	To review, develop and introduce procedures to enhance Members' oversight role by December 2005	Procedures implemented, reviewed and developed
	To provide 2 training sessions for Members to enhance their oversight and lawmaking skills by December 2005	No. of training sessions held
To comply with National and Provincial Legislation affecting the WCPP and to provide legal advice of the highest quality to Presiding Officers, Committees, Members and Secretary	To ensure legislative compliance by reviewing and where necessary amending provincial legislation pertaining to the WCPP and considering the impact of national legislation on WCPP by 30 December 2005	Legislation considered, reviewed and amended

Strategic Objective	Measurable Objective	Performance Measure or Indicator
	To ensure compliance with the Code of Conduct for Members of the Western Cape Provincial Parliament by reviewing and updating the Code by 30 November 2005	Code of Conduct reviewed and updated
	To devise a system to ensure adequate legal services to committees by July 2005	Legal services provided

2.5. Reconciliation of budget with plan

The preceding three spending years reflects nominal inflationary increases in spending with the exception of a minor contingency item. Subprogramme expenditure items remained relatively consistent. The following three years sees major changes in focus areas and policy options engaging public awareness of the Provincial Parliament and public education. The branding and corporate identity of the Western Cape Parliament will be initiated in the 2005/06 fiscal year and an organisational development exercise will be undertaken resulting in the formation of new positions being created.

Subprogramme	Actual 2002/03	Actual 2003/04	Estimate 2004/05	Average Annual Change (%)	Budget 2005/06	Target 2006/07	Target 2007/08	Average Annual Change (%)
Committees	1 472	2 104	1 527	(3.87%)	1 868	1 886	1 886	0.48%
Library and Research	908	1 117	1 170	11.62%	1 247	1 262	1 262	0.60%
House Proceedings	1 854	1 971	2 129	6.68%	2 467	2 513	2 561	1.89%
Communication	704	1 403	2 189	35.91%	5 956	5 625	5 803	(1.20%)
Portfolio Committees	740	1 039	950	9.70%	950	1 007	1 057	5.20%
Legal Services	621	425	484	(16.96%)	468	476	476	0.85%

3. Programme 3 – Facilities and Benefits of Members

The purpose of the programme is to provide enabling facilities and benefits to members and political parties.

Programme 3 consists of the following three subprogrammes;

Contributions

Allowances

Catering services

3.1. Specified policies, priorities and strategic objectives

This programme will amplify the continuous improvement of support services to Members and political parties to enable them to serve the people of the Western Cape.

3.2. Analysis of constraints and measures planned to overcome them

Political parties and members do not in all cases submit required documentation accurately and this impacts on the service delivery. The policies in respect of Members' facilities will be reviewed in the upcoming fiscal year and members informed to ensure compliance with the prescribed processes.

3.3. Description of planned quality improvement measures

The facilities for members will be reviewed and if necessary, be amended, to enable Members to better fulfil their constitutional functions. The process and procedures to support members will also be reviewed.

3.4. Measurable objectives and performance indicators

Strategic Objective	Measurable Objective	Performance Measure or Indicator
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Strategic Objective	Measurable Objective	Performance Measure or Indicator
To provide enabling facilities and allowances to members and political parties to serve the people of the Western Cape	Payment of financial assistance to political parties and Members to enable Members to fulfil their constitutional duties and function adequately	Timeous and accurate payments Financial statements received from political parties
	Review the support systems to Members and processes and procedures in order to align it with the new vision	Number of systems, processes and procedures reviewed and aligned
	Review the facilities for Members and implement the amendments, if applicable	Revised facilities for Members

3.5. Reconciliation of budget with plan

Spending trends in this programme reflects basic inflationary increases. No significant policy changes affecting the outflow of funds are anticipated and the requirements of the programme as planned will be maintained.

Subprogramme	Actual 2002/03	Actual 2003/04	Estimate 2004/05	Average Annual Change (%)	Budget 2005/06	Target 2006/07	Target 2007/08	Average Annual Change (%)
Contributions	3 086	3 395	3 736	9.11%	4 016	4 322	4 535	5.89%
Allowances	5 985	6 424	7 104	8.20%	7 856	8 474	8 900	6.04%
Catering Services	81	170	292	47.07%	811	907	952	7.66%

4. **Capital investment, maintenance and asset management plan**

The Western Cape Provincial Parliament has no fixed assets, only moveable assets such as furniture and equipment. These items are generally in good condition, as many items were acquired during the last four financial years. Heads of Sections are responsible for the control of moveable assets in the relevant sections and must conduct a stock-take every quarter reporting any discrepancies to the Head: Finance and Supply Chain Management.

The budgets for major capital projects and general building maintenance are allocated with the Department of Transport and Public Works. The following projects were identified in the 5 year strategic accommodation plan submitted in 2002/03, but have not yet been finalised due to financial and/or time constraints:

- Upgrading of office accommodation on the 6th floor to accommodate catering staff – (Time)
- Upgrading of 3 existing cameras in the Chamber, including the pan-and-tilt units – (Financial)

Other capital projects envisaged and subject to available funds for the new year include:

- The conversion of Ground floor office space, 7 Wale Street, into a classroom-type facility for public education as well as office accommodation for Public Education Unit staff
- The upgrading of 6th floor, 15 Wale Street, toilet facilities
- Conversion of a portion of the dining room into a cafeteria-style facility, including the cafeteria infrastructure

5. Medium-term revenues

5.1. Summary of revenues

The following sources of funding are used for the Vote

R 000	Actual 2002/03	Actual 2003/04	Estimate 2004/05	Budget 2005/06	Target 2006/07	Target 2007/08
Voted by Provincial Parliament Financing	23 751	28 616	32 502	39 423	42 607	45 157
			740	1 200		
Departmental receipts	136	224	58	58	58	58
Total Revenue	23 887	28 840	33 300	40 681	42 665	45 215

5.2. Departmental revenue collection

R 000	Actual 2002/03	Actual 2003/04	Estimate 2004/05	Budget 2005/06	Target 2006/07	Target 2007/08
Current revenue						
Non-tax revenue	107	224	58	58	58	58
Capital revenue	29					
Departmental Revenue	136	224	58	58	58	58

6. Donor Funding

Project name	External donors	Monetary contributions by donors (R 000)					Project outcomes
		Actual 2003/04	Estimate 2004/05	Budget 2005/06	MTEF projection 2006/07	MTEF projection 2007/08	
Legislatures Support Programme	European Union		518	2 306	1 538		To improve the capacity of Members and staff of Provincial Legislatures

7. Financial Management

7.1. Strategies to address audit queries

No issues were raised by the Auditor-General in the Report of the Auditor-General 2003/04 that requires a medium term strategy to address.

7.2. Implementation of PFMA

Although only certain aspects of the PFMA apply to legislatures and parliament, the Western Cape Parliament endeavours to give full compliance to the fundamental nature of the Act.

If the Financial Administration of Parliament and Provincial Legislatures Bill is passed by Parliament it will have an effect on the manner in which the financial affairs of the Provincial Parliament are managed.