

FREE STATE PROVINCIAL LEGISLATURE

FOREWORD

The Free State Provincial Legislature derives its mandate from the Constitution of the Republic of South Africa, Act No 108 of 1996. Section 10 (1) of the constitution provides that; “The legislative authority of a province is vested in its provincial legislature. Section 114(1) and (2) of the Constitution provide further for the powers of a Provincial Legislature to include; (a) the consideration, passing, amendment or rejection of bills; (b) to initiate or prepare legislation, except money bills, (c) to ensure that all provincial executive organs of state in the province are accountable to it and (d) to maintain oversight of the exercise of provincial executive authority in the province, including the implementation of legislation and any provincial organ of state. In addition to its constitutional mandate and obligations, the general and specific powers of the Legislature are set out in Rules 127 to 130 of the Standing Rules and Orders.

The Legislature must ensure that it fulfils its constitutional mandate, responsibility and obligations in order to give effect to the constitutional commitment to; “promote and protect human dignity, to achieve equality and advance human rights and freedoms... to promote non-racialism and non-sexism and universal adult suffrage, a national common voters’ roll, regular elections and a multi-party system of democratic government, to ensure accountability, responsiveness and openness.” The strategic plan of the Free State Legislature and the arising performance plans over the MTEF-period must be based on giving practical effect to the nurturing, growth and development of our institutions and practices of democracy.

The Annual Performance Plan of the Free State Legislature sets out how the Legislature intends to execute its mandate during the current MTEF-period. It details the activities and programmes that will be undertaken by the various support service divisions in order to successfully achieve the overall strategic plan of the institution.

The tabling of the Annual Performance Plan, complies with section 27(4) of the Public Finance Management Act (No. 1 of 1999).

M.A. DUKOANA
SPEAKER

TABLE OF CONTENTS

Item	Page
Foreword: Speaker to the Legislature	1
Overview by the Secretary to the Legislature	3
Part A: Overview and Strategic Plan Updates	4
Policy Statement	
Strategic Priorities	5
Summary of Service Delivery Challenges	7
Legislative and regulatory framework applicable to the Legislature	8
Part B: Programme and sub-programme performance targets	9
Programme 1 : Administration	11
Office of the Speaker	
Office of the Secretary	
Division Finance	
Division: Corporate Services	
Budget aligned with Performance Plan	
Programme 2 : Facilities and Benefits for Political Parties and Members	27
Programme 3: Parliamentary Services	29
Summary of Revenue	35
Financial Management	36

OVERVIEW BY THE ACCOUNTING OFFICER

The vision of the Free State Legislature is in line with its mandate derived from the Constitution of the Republic of South Africa (Act 108 of 1996) and encapsulates the core principles of the Legislature as follows; “A People Centred Legislature that Champions Democracy”. The primary focus of the institution is to promote good governance and a culture of human rights through oversight, law-making and public participation that is vigilant, dynamic and responsive.

The Free State Legislature aims to achieve its constitutional mandate and obligations through the development of a multi-year strategic plan and the implementation of annual performance plans over a multi-year period. A review of the strategic plan of the Free State Legislature was initiated during 2006 that led to the improved definition of the vision, mission and strategic objectives of the institution. These strategic objectives address the core performance areas of the Legislature, including (i) its constitutional and legislative responsibilities, (ii) its oversight and accountability responsibilities, (iii) its responsibilities to facilitate and create conditions conducive to public participation and (iv) to improve the efficiency of the institution. One of the most significant results of this strategic review also included the development of specific strategic plans for Portfolio Committees that details the focus of the oversight and accountability responsibilities that the Legislature are required to perform. The annual performance plan for the forthcoming financial years aims to provide details of activities and programmes that will be undertaken by the institution to achieve the defined strategic objectives.

The annual performance plan of the Free State Legislature sets out its performance targets for the 2007/08 – 2008/09 and 2009/10 period. The format of these performance plans is based on defined goals as outlined in the budget of the Legislature along with measurable objectives and performance targets that are broadly set in these focus areas. The Annual Performance Plan creates an enabling tool that can be used to monitor and evaluate progress made by the institution in the attainment of its objectives over the multi-year period.

EC Rockman

Secretary to the Legislature

28 February 2007

PART A: OVERVIEW AND STRATEGIC PLAN UPDATES

POLICY STATEMENT

VISION

A people centred Legislature that champions democracy

MISSION

A modern institution of democracy that promotes good governance and a culture of human rights through public participation, law-making and oversight that is vigilant, dynamic, proactive and responsive.

CORE VALUES

The Free State Legislature is characterized by the following inherent values;

Integrity
Accountability
Respect for diversity
Openness and transparency
Fairness
Empowering
Innovation

STRATEGIC PRIORITIES

- a) The Speaker serves as the executive authority of the institution and is responsible to ensure that the Legislature meets its constitutional mandate through the performance of the following key functions, namely;
 - i) To conduct a quality legislative process;
 - ii) To conduct a quality process of oversight and accountability overseeing the Executive Council's actions;
 - iii) To further build a people-centred Legislature that is responsive to the needs of all the people of the Free State,
 - iv) To further develop an effective and efficient institution through improvement of institutional governance and policies, implementation of modern systems and technologies, as well as the development of human resource.
- b) The Secretary of the Legislature serves as the accounting officer of the institution and performs the following core responsibilities;
 - i) Development and implementation of appropriate strategic vision and mission to ensure that professional, efficient and effective support services are in place so as to enable the Legislature to meet its constitutional mandate and obligations.
 - ii) Overall management of the procedural, financial, corporate and legal support services of the Legislature.
 - iii) Ensure the development and implementation of policies, systems and procedures that supports these key functions of the Legislature's constitutional mandate.
- c) The 2007/08 financial year will primarily be characterized by a consolidation of programmes and initiatives that have been developed and established during previous financial years. The reviewed long-term strategic plan of the Legislature, tabled during 2006, will continue to establish the framework within which the Legislature will exercise its constitutional and legislative obligations. The further development and review of the annual performance plan will also focus

on the following areas that are viewed as critical to the achievement of the Legislature's strategic objectives;

- i) The consideration of legislation and the utilization of various procedural mechanisms and processes to enhance accountability through the formal proceedings and sittings of the Legislature will be pursued during the 2007/08 financial year.
- ii) The implementation of an oversight process based on a clearly defined strategy and plan. Within this framework, the emphasis will be on increasing the use of different oversight mechanisms and enhancing the efficiency of committee functioning. This is geared towards ensuring and enhancing the compliance of the executive branch of government to their accountability obligations and delivering concrete results from the oversight process. The successful functioning of the Legislature's Committee-system is therefore of vital importance to realize this strategic objective. Each Portfolio Committee has developed a strategic plan that outlines key performance areas and measurable objectives for the 2007/08 period. There will be specific focus on the development and implementation of an improved budget analysis and performance process of Portfolio Committees.
- iii) Improved coordination of the programmes of the Legislature, the National Council of Provinces and the Executive must be achieved. This will maximise the Legislature's participation in the national legislative sector. It will also strengthen and enhance cooperation between the legislative and executive branches of government at provincial level. Enhanced coordination of activities and cooperation between the legislative and local government sector will also be achieved through the continued implementation of activities of the provincial Speakers' Forum.
- iv) Public participation programmes, aimed at consolidating the gains made with regard to facilitating public input in the processes and activities of the Legislature as well as community-outreach projects will continue to be facilitated.
- v) The review of policies, processes and systems to further improve and strengthen the internal control and management practices of the institution will continue to be prioritized during the forthcoming financial year.

SUMMARY OF SERVICE DELIVERY CHALLENGES

- a) The Free State Legislature is an institution of democracy. Its main service delivery challenges are essentially linked to the development and nurturing of the democratic processes and practices of a developmental society. This includes the obligation to “promote and protect human dignity, to achieve equality and advance human rights and freedoms... to promote non-racialism and non-sexism and universal adult suffrage, a national common voters’ roll, regular elections and a multi-party system of democratic government, to ensure accountability, responsiveness and openness.” This obligation manifests itself at a provincial level and in a provincial context but feeds into and inter-links with national priorities, programmes and processes.
- b) The promotion of national inter-legislature and legislative processes and procedures pose specific challenges to the Free State Legislature as it requires extensive and continuous consultation and coordination of programmes of specifically the National Council of Provinces and the provincial legislature.
- c) The constitutional provisions relating to the determination of the size of the Legislature (minimum of 30 seats) continue to challenge the extent to which legislative, oversight and accountability functions can be performed. The Free State Legislature has made a submission to the Joint Constitutional Review Committee in this regard during 2006 and it is expected that the Joint Committee will proceed with the further consideration of submission in this regard during the 2007/08 financial year.
- d) The formalization of the legislative sector is a matter that is currently under consideration of Parliament and the Provincial Legislatures. There is undoubtedly a need for the legislative sector to formalize certain minimum norms, standards and requirements in the sector. The formalization of the sector will also create an enabling environment within which matters pertaining to the resourcing of Legislatures in general can be resolved.
- e) At an operational level, the challenges and constraints faced by the Legislature with regard to the provision of adequate accommodation, facilities and equipment for elected representatives and employees, continue to emphasize the importance of the resourcing of the legislature and the legislative sector in general.

LEGISLATIVE AND REGULATORY FRAMEWORK

- a) The key legislative and regulatory framework regarding financial management that is applicable to the Free State Legislature includes the following;
 - i) The Powers, Privileges and Immunities of the Free State Legislature Act (Act 3 of 1996)
 - ii) Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act (Act 4 of 2004)
 - iii) Remuneration of Political Office Bearers Act (Act 20 of 1998)
 - iv) Public Finance Management Act (Act 1 of 1999) - to the extent that it is applicable
 - v) Handbook for Members of the Executive and Presiding Officers (Ministerial Handbook)
 - vi) Financial Code of the Free State Legislature
 - vii) Administrative Policies of the Free State Legislature

PART B
PROGRAMME AND SUB-PROGRAMME PERFORMANCE PLANS
FOR THE 2007/2010 MTEF PERIOD

Programme 1 - Administration

- a) Programme 1: Administration provides for the core political and administrative management of the institution through the Offices of the Speaker and Accounting Officer whilst also delivering a support service to other programmes in the budget vote through the Finance and Corporate Services divisions. It facilitates the legislative and oversight functions through the programmes of the Household- and Portfolio Committees and provides institutional support and corporate services.
- b) The sub-programme structure comprises of the following:
 - i) The Office of the Speaker includes all activities of the Office of the Presiding Officers, including the funding of programmes and activities of Household – and Portfolio Committees;
 - ii) The Office of the Secretary to the Legislature includes (i) the Public Participation and Education Unit, (ii) Administrative Unit, (iii) Security Unit and (iv) the Internal Audit Unit;
 - iii) The Finance Division includes the (i) Budget section, (ii) Accounting Section, (iii) Payment Section and (iv) Asset and Fleet Management Section and
 - iv) The Corporate Services Division includes the (i) Procurement Unit, (ii) Policy Unit, (iii) the Human Resources Directorate and (iv) the Institutional Support Directorate.
- c) The key policy developments pertaining to Programme 1: Administration will be as follows;
 - i) Legislative processes pertaining to the financial management of Parliament and Provincial Legislature's bill may significantly impact on the financial management of the institution and will address the current legislative vacuum that exists.
 - ii) A review of current administrative policies, work processes and procedures as well as, the Legislature's Financial Code, will continue during the 2007/08 financial year. This will

result in an improved policy framework that will guide and direct the financial management and accountability of the institution and contribute to the building of an effective and efficient institution.

- iii) A review of the Standing Rules and Orders will also be conducted to establish whether it enables and facilitates a quality process of the performance of the Legislature's oversight and accountability responsibilities.
- iv) A review of the current public participation model and programmes will be conducted and further consideration will be given to the establishment and functionality of a petitions system.

SPECIFICATION OF MEASURABLE OBJECTIVES AND PERFORMANCE INDICATORS

PROGRAMME ONE: ADMINISTRATION

Office of the Speaker

- a) The Office of the Speaker includes all Presiding Officers. Direct support services are rendered to ensure that the Office is able to meet its objectives and requirements. These include political, administrative and operational matters. The sub-programme also provides for the activities of Household – and Portfolio Committees to ensure that both institutional governance priorities as well as key responsibilities for oversight and accountability are addressed. Facilitation and interaction with the Executive Council and local government are also accommodated in the office.

STRATEGIC OBJECTIVE 1: TO CONDUCT A QUALITY LEGISLATIVE PROGRAMME

Measurable Objective	Performance measures	Actual 05/06	Target 2006/07	Target 07/08	Target 08/09	Target 09/10
The thrust of this objective is centred around improvement of planning of the programme, ensuring that the institutional systems support the programme, ensuring that members and staff are capacitated to engage vigorously with the programme and ensuring that the outputs of the programme are high quality	In partnership with the Leader of Government Business, the legislative programme is completed by target date	Annual programme framework completed by Feb.	Annual programme framework completed by Feb.	Annual programme framework completed by Feb.	Annual programme framework completed by Feb.	Annual programme framework completed by Feb.
	% of committees that have developed annual legislative programme by target date	100 %	100 %	100 %	100 %	100 %
	% of bills dealt with in accordance with committee procedures, work-methods & Standing Rules and Orders	100 %	100 %	100 %	100 %	100 %
	% of legislative business that is disposed of in the same session as introduced	90 %	90 %	90 %	90 %	90 %

Measurable Objective	Performance measures	Actual 05/06	Target 2006/07	Target 07/08	Target 08/09	Target 09/10
To conduct a quality legislative programme The thrust of this objective is centred around improvement of planning of the programme, ensuring that the institutional systems support the programme, ensuring that members and staff are capacitated to engage vigorously with the programme and ensuring that the outputs of the programme are high quality	NCOP					
	% of negotiation mandates conferred as per Rules and Orders	85 %	90 %	95 %	100 %	100 %
	% negotiated mandated presented to the NCOP that accurately represent the institutions position on specific pieces of legislation	100 %	100 %	100 %	100 %	100 %
	Number of voting authorities conferred	85 %	90 %	100 %	100 %	100 %
	% increase in the number of public submissions that support legislation	75 %	80 %	85 %	90 %	90 %
	% compliance with the requirement to hold public hearings as indicated by law or reason.	80 %	85 %	90 %	100 %	100 %
	% of bills passed that are in compliance with the Constitution	100 %	100 %	100 %	100 %	100 %
	Number of bills passed that are focused on promoting and achieving the provincial growth and development plan	EXCO to determine	EXCO to determine	EXCO to determine	EXCO to determine	EXCO to determine

STRATEGIC OBJECTIVE 2: TO CONDUCT A QUALITY PROCESS OF OVERSIGHT AND ACCOUNTABILITY

Measurable Objective	Performance measures	Actual 05/06	Target 2006/07	Target 07/08	Target 08/09	Target 09/10
The thrust of this objective is to implement an oversight process that is based on clear strategy and plan. Within this framework, the emphasis is on increasing the use of different oversight mechanisms and enhancing the efficiency of committee functioning. This is geared towards increasing the compliance of the Executive to its accountability obligations and delivering concrete results from the oversight process	Oversight strategy completed and/or reviewed by target date	N/a	1 st quarter	1 st quarter	1 st quarter	1 st quarter
	% of Committees that have developed oversight and accountability annual plans by target date	N/a	100 %	100 %	100 %	100 %
	Number of departmental strategic plans tabled in Legislature as per prescribed timeframes	95 %	95 %	100 %	100%	100 %
	Number of annual reports of departments and provincial organs or state tabled in the Legislature as per requirements	95 %	95 %	100 %	100 %	100 %
	Number of question papers published	As per Rules and Orders	As per Rules and Orders	As per Rules and Orders	As per Rules and Orders	As per Rules and Orders

Measurable Objective	Performance measures	Actual 05/06	Target 2006/07	Target 07/08	Target 08/09	Target 09/10
	Number of questions and interpellations in the House	As per programme	As per programme	As per programme	As per programme	As per programme
	Number of Public Hearings & site visits conducted	As per Committee strategy and programme	As per Committee strategy and programme	As per Committee strategy and programme	As per Committee strategy and programme	As per Committee strategy and programme
	% of committee responses to public input and submissions as per formal committee reports / submissions	100 %	100 %	100 %	100 %	100 %
	Percentage compliance of EXCO in terms of actions required by legislation involving the legislature	90 % based on ration of response	90 % based on ration of response	90 % based on ration of response	90 % based on ration of response	90 % based on ration of response
	Number committee reports in the House as per agreed timeframes	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee
	Number of overall oversight and accountability reports presented to the House per annum	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee
	Number of oversight interventions focused on priority service delivery challenges faced by the province	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee

Measurable Objective	Performance measures	Actual 05/06	Target 2006/07	Target 07/08	Target 08/09	Target 09/10
	Number of oversight initiatives that directly lead to interventions (e.g. redress, prosecutions, improvement)	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee	As per strat. plan of each Portfolio Committee
Provide a planning and coordination framework to support the legislative process and programme for implementation aligned with the legislative programme of the Executive Council, Committees and/or private Members' bills.	Drafting and coordination of programme of Legislature, Executive Council and NCOP as well as priorities determined by Portfolio Committees	Update, coordinate & review	Update, coordinate & review	Update, coordinate & review	Update, coordinate & review	Update, coordinate & review
Review Standing Rules and Orders to establish whether it enables and facilitates a qualitative legislative process	Consideration of proposed amendments by Rules and Orders. Implementation of amendments and alignment of practice and procedures in line with amended Rules and Orders.	N/a	Annual review & amend as required	Annual review & amend as required	Annual review & amend as required	Annual review & amend as required
Develop monitoring & evaluation mechanisms for legislative process	Design & implement tracking system of legislation & other procedural matters	N/a	N/a	Design completed & implement 1 st quarter. Tracking continuous.	Tracking continuous.	Tracking continuous.
Conduct a capacity building programme for MPLs	Design and conceptualization of capacity building programme. Implementation and evaluation of effectiveness	N/a	N/a	Continuous	Continuous	Continuous
Facilitates and promotes inter-governmental relations	Functionality of Provincial Speakers consultative forums improved. Participation maximised	N/a	Quarterly review	Quarterly review	Quarterly review	Quarterly review

Measurable Objective	Performance measures	Actual 05/06	Target 2006/07	Target 07/08	Target 08/09	Target 09/10
Facilitates participation of Executive in oversight & accountability functions of Legislature	Participation by Executive facilitated			Timely		

Office of the Secretary to the Legislature

- a) The Office of the Secretary bears responsibility for the overall effective and efficient management and administration of the Legislature. The accounting officer is responsible for all aspects relating to the provision of support services, i.e. corporate, financial, procedural and legal, to create an enabling environment in which the Legislature effective and efficiently executes its constitutional mandate and functions.
- b) The Public Participation and Education Unit supports the Secretary to the Legislature in the implementation of the core function of the Legislature to facilitate public participation and involvement in the Legislature's processes.
- c) The Internal Audit Unit supports the Secretary to the Legislature to ensure compliance with relevant provisions of the PFMA as well as with the standards and practices of the Institute of Internal Auditors. The role of the unit is not only limited to the execution of audits and ensuring fraud and corruption prevention, but also ensures that the Legislature receives maximum value from expended resources.
- d) The Security Unit assists the Secretary to the Legislature to comply with the MISS as directed by the national cabinet. The unit is also responsible for the security of users and property of the Legislature and is responsible for the development of appropriate policies and procedures in this regard. The unit ensures cooperation and interaction with government and private security service providers.
- e) The Administration Unit assists the Secretary to the Legislature to facilitate an efficient and effective document management system, including the establishment and maintenance of the procedural archive.

STRATEGIC OBJECTIVE 3: TO DEVELOP AND IMPLEMENT AND PUBLIC PARTICIPATION PROGRAMME THAT FURTHER BUILDS A PEOPLE CENTRED LEGISLATURE THAT IS RESPONSIVE TO THE NEEDS OF ALL THE PEOPLE OF THE FREE STATE

Measurable objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
The thrust of this objective is to implement a clear and consistent public participation programme that public participation from an issue driven approach to one that is more proactive and alignment with the overall strategy of the legislature. The broad aim to increase public participation in the business of the legislature	Public participation strategy and programme completed by target date linked with % of committees that have public participation annual plans completed by target date	Developed	Developed	Strategy and programme reviewed by 1 st quarter	100%	100%
	Number of community awareness/ outreach programmes conducted that focus on different parts of the province	Target per quarter	Target per quarter	Target per quarter	Target per quarter	Target per quarter
	% increase in positive media coverage (based on an independent report / audit)	Target per quarter	Target per quarter	Target per quarter	Target per quarter	Target per quarter
	Number of publications with a public participation bias	n/a	n/a	One per quarter	One per quarter	One per quarter
	% increase in visitors to the Legislature's website	n/a	n/a	5% increase on previous	5% increase on previous	5% increase on previous

Measurable objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
	% increase in attendance of public hearings and sittings of the Legislature	n/a	n/a	10% on attendance achieved per programme in previous financial year	10% on attendance achieved per programme in previous financial year	10% on attendance achieved per programme in previous financial year
Review and improve public participation model and programmes, including petitions	Conduct review based on situational analysis & best practice models and develop proposals around required improvements in consultation with key stakeholders. Implement reviewed model and programmes as identified	n/a	n/a	Review to be conducted during the first 2 quarters	Review to be conducted during the first 2 quarters	Review to be conducted during the first 2 quarters
Develop and implement public education initiatives	Information brochures, guides and working documents produced	n/a	n/a	Printing of 4 fact-sheets (1 per quarter) around identified themes	Printing of 4 fact-sheets (1 per quarter) around identified themes	Printing of 4 fact-sheets (1 per quarter) around identified themes
Develop new symbols for the Legislature	Research conducted on current symbols used in the Legislature within provincial context. Proposals developed regarding public participation in development of new symbols. Implementation of initiatives, decision on symbols	n/a	n/a	Research to be completed by 2 nd quarter. Public participation process to unfold during 3 rd quarter. Decision-making processes on new symbols 4 th quarter	n/a	n/a

Measurable objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Video-conferencing system	Cooperation with LSP on required room readiness, technical and financial aspects. Inputs and reports submitted as required.	International tender LSP	International tender LSP	Operational	Operational	Operational
Internal Audit Unit						
Internal audit services rendered	Internal audits conducted in accordance with approved internal audit plan and risk assessment	n/a	Quarterly audit reports conducted % considered by Audit Committee	Quarterly audit reports conducted and considered by Audit Committee	Quarterly audit reports conducted and considered by Audit Committee	Quarterly audit reports conducted and considered by Audit Committee
Administration Unit						
Document management service rendered	Registry and filing system maintained	continuous	Continuous	continuous	continuous	continuous
Procedural archive service rendered	Procedural document archive maintained	continuous	Continuous	continuous	continuous	continuous
Security Services Unit						
Rendering of physical & information security as per relevant legislation, policy & procedures	Compliance with relevant processes and procedures	n/a	n/a	Quarterly assessment	Quarterly assessment	Quarterly assessment

FINANCE DIVISION

STRATEGIC OBJECTIVE 4: TO FURTHER DEVELOP AN EFFECTIVE AND EFFICIENT INSTITUTION

The Finance Division comprises of the following units; (i) budget section, (ii) payment section, (iii) accounting services and (iv) asset and fleet management. The strategic objectives, performance outputs, measures and targets are all informed by the core competencies that each of the units must perform.

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Budget compilation and statutory compliance	The effective, efficient and economical management of financial and human resources	Adhere to budget submission dates as determined by Provincial Treasury. Ensure a quality budget	Adhere to budget submission dates as determined by Provincial Treasury. Ensure a quality budget	Adhere to budget submission dates as determined by Provincial Treasury. Ensure a quality budget	Adhere to budget submission dates as determined by Provincial Treasury. Ensure a quality budget	Adhere to budget submission dates as determined by Provincial Treasury. Ensure a quality budget
Monthly financial reporting	Reporting to Provincial Treasury	In accordance with Provincial Treasury format within 15 days after month end	In accordance with Provincial Treasury format within 15 days after month end	In accordance with Provincial Treasury format within 15 days after month end	In accordance with Provincial Treasury format within 15 days after month end	In accordance with Provincial Treasury format within 15 days after month end
Non-financial reports	Quarterly reports to Provincial Treasury	n/a	Within 1 month after end of each quarter	Within 1 month after end of each quarter	Within 1 month after end of each quarter	Within 1 month after end of each quarter
Annual financial statements	Timely submission of annual financial statements to the Auditor-General & Provincial Treasury	Statements to be submitted within 2 months after year end closure	Statements to be submitted within 2 months after year end closure	Statements to be submitted within 2 months after year end closure	Statements to be submitted within 2 months after year end closure	Statements to be submitted within 2 months after year end closure

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Annual regularity audit	Address all external audit queries and improve on identified shortcomings and improve on audit report in general	Unqualified report	Fair opinion	Fair opinion	Fair opinion	Fair opinion
Budget management	Percentage level of variance against the budget (operating expenditure)	2%	2%	2%	2%	2%
Asset Management	Efficient and economical management of assets	Accuracy of register	Control and accuracy of register	Control and accuracy of register	Control and accuracy of register	Control and accuracy of register

CORPORATE SERVICES DIVISION

STRATEGIC OBJECTIVE 4: TO FURTHER DEVELOP AN EFFECTIVE AND EFFICIENT INSTITUTION

- a) The Division Corporate Services comprises of the Office of the Deputy Secretary: Corporate Services (including the Procurement Unit) and two Directorates, namely (i) Human Resource Management and (ii) Institutional Support. Provision was made for an Internal Policy Coordinator in the Office of the Deputy Secretary: Corporate Services.
- b) The Directorate: HR Management is responsible for the rendering of all human resource related functions, including personnel administration, labour relations, skills development and social responsibility. Provision was also made for the establishment of a Performance Management Unit. The Directorate has been formally structured into units, namely (i) Personnel Administration, (ii) Skills Development, (iii) Employee Assistance Unit, (iv) Labour Relations and (v) Performance Management. The first phase of the review process of existing job descriptions were concluded during the period under review.
- c) The Directorate: Institutional Support comprises of the following units; (i) Information Technology, (ii) Household Services and (iii) Members' Support Services. Some of the key activities of the Directorate included; (i) the further development of the Legislature's website, (ii) the upgrade of key IT-infrastructure, (iii) provision of recording and sound services, (iv) operational management of the vehicle fleet, (v) administration of communication facilities and (vi) technical and general maintenance of offices, furniture and equipment.

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Policy Unit						
Improve institutional governance through reviewed policies	Review of administrative policies conducted and amendments approved	n/a	Review of administrative policies conducted and amendments approved	Review of administrative policies conducted and amendments approved	Regular updates	Regular updates
Procurement Unit						
Procurement of goods & services	Delivery of quality goods & services in line with prescribed procurement framework & procedures	Timely delivery of goods and services as per required standards	Timely delivery of goods and services as per required standards	Timely delivery of goods and services as per required standards	Timely delivery of goods and services as per required standards	Timely delivery of goods and services as per required standards

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
	Transport, travelling and accommodation services provided	Timely, reliable and professional	Timely, reliable and professional	Timely, reliable and professional	Timely, reliable and professional	Timely, reliable and professional
	Stocks and stores managed. Accurate stock management and control procedures implemented & compiled	Internal control mechanisms complied with stock takes as per established guidelines and procedures	Internal control mechanisms complied with stock takes as per established guidelines and procedures	Internal control mechanisms complied with stock takes as per established guidelines and procedures	Internal control mechanisms complied with stock takes as per established guidelines and procedures	Internal control mechanisms complied with stock takes as per established guidelines and procedures
	Management of creditors	Monthly reconciliations conducted and creditors managed within established framework and procedures	Monthly reconciliations conducted and creditors managed within established framework and procedures	Monthly reconciliations conducted and creditors managed within established framework and procedures	Monthly reconciliations conducted and creditors managed within established framework and procedures	Monthly reconciliations conducted and creditors managed within established framework and procedures
Human Resource Management						
HR services provided	Monitoring of staff levels, recruitment and selection procedures as per policy requirements	Quarterly assessments	Quarterly assessments	Quarterly assessments	Quarterly assessments	Quarterly assessments
Ensures compliance with key labour legislation	Monitors and makes recommendations regarding Legislature's internal compliance with key labour legislation	Quarterly assessments	Quarterly assessments	Quarterly assessments	Quarterly assessments	Quarterly assessments

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Facilitates skills development	Conduct annual survey re skills development needs & requirements. Develops appropriate training and development programme	n/a	Continuous	Continuous	Continuous	Continuous
Employee assistance services rendered	Review and recommends appropriate actions to be undertaken in terms of the Social Responsibility Programme	Quarterly assessment of implementation of social responsibility actions	Quarterly assessment of implementation of social responsibility actions	Quarterly assessment of implementation of social responsibility actions	Quarterly assessment of implementation of social responsibility actions	Quarterly assessment of implementation of social responsibility actions
Management of remuneration and job grading/ evaluation	Conducts survey in legislative sector. Conducted job analysis to be reviewed. Recommendations to be made to Presiding Officers	n/a	n/a	1 st & 2 nd quarter	Update	Update
Performance Management	Review of designed performance management system and procedures to be conducted. Amendments to be recommended in line with standard policy and procedures	n/a	n/a	Performance agreements signed at end of 2 nd quarter	Update	Update

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Platform created for fostering & maintenance of labour relations	Further review of Recognition Agreement to be concluded and amendments to be tabled and approved in line with standard policy and procedures	n/a	n/a	Amended recognition agreement concluded by 2 nd quarter. Implementation continuous throughout financial year	Update	Update
Institutional Support						
IT services rendered	Implementation of IT policy and support services rendered	Continuous	Continuous			
Website maintained	Continuous maintenance of website addressed	Continuous	Continuous			
Members' support services rendered & managed	Professional and reliable services rendered	n/a	Continuous with quarterly assessments	Continuous with quarterly assessments	Continuous with quarterly assessments	Continuous with quarterly assessments
Transport services rendered and managed	Operational control of transport fleet	Monthly and quarterly assessments	Monthly and quarterly assessments	Monthly and quarterly assessments	Monthly and quarterly assessments	Monthly and quarterly assessments
Telephone management and administration services rendered and managed	Accurate and timely billing to users	Monthly	Monthly	Monthly	Monthly	Monthly
Housekeeping services rendered	Availability, standard and quality of cleanliness	Continuous	Continuous	Continuous	Continuous	Continuous

Reconciliation of Budget (Programme 1) with Performance Plan

Sub-programme	Actual 2004/05	Actual 2005/06	Estimate 2006/07	Budget	Target	Target
Office of the Speaker		56,020	6,033	8,106	8,674	9,107
Office of the Secretary			10,717	8,435	9,148	9,605
Finance			12,357	13,995	15,998	18,137
Corporate			8,904	11,061	11,835	12,429
Direct Charge		10,657	11,694	12,280	12,594	13,539
Total	62,223	66,677	49,705	53,877	58,249	62,817

Due to the limited allocations expected for the upcoming three years leaves room for inflationary increases and improvement of conditions of service.

A low rate of vacancies is expected to be filled, also due to limited funding.

PROGRAMME 2: FACILITIES AND BENEFITS TO MEMBERS AND POLITICAL PARTIES

- a) Programme 2: Facilities and Benefits to Members and political parties provides for the rendering of direct support services and facilities to elected representatives of the Free State Legislature as per the Policy on Payments, Facilities and Benefits of Members of the Legislature. It also provides for the rendering of support services to political parties represented in the Legislature.
- b) The sub-programme structure provides for the rendering of services according to two key policy documents of the Legislature, namely;
- i) Policy on Facilities, Benefits and Payments to Members of the Legislature that provides for;
 - Accommodation and relocation
 - Communication Facilities
 - Travelling Facilities
 - Subsistence Allowances
 - Study aid
 - Remuneration
 - Facilities for Members with special needs
 - Accidents and death
 - ii) Policy on funding of Political Parties represented in the Legislature that provides for;
 - i) Payment of Office Allocation to Political Parties (including research allowance) and
 - ii) Payment of constituent Allowance to Political Parties represented in the Legislature.
- c) **Political Support Services**
Constituents and office support to represented political parties at the Free State Legislature form part of programme 2.

Specification of measurable objectives and performance indicators

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Facilities and Benefits rendered to Members	Implementation of policy provisions	Positive feedback received from Members	Positive feedback received from Members	Maintain services	Maintain services	Maintain services
Payments facilitated to political parties represented in the Legislature	Semester and monthly payments in accordance with policy provisions Submission of audited statements by political parties as required	Statements submitted by end of 2 nd quarter	Statements submitted by end of 2 nd quarter	Statements to be submitted by end of 2 nd quarter	Compliance with policy	Compliance with policy

Reconciliation of Budget (Programme 2) with Performance Plan

Sub-programme	Estimate 2006/07	Budget 2007/08	Target	Target
Facilities and Benefits for Members and Political Parties	1,848	1,828	1,919	2,054
Political Support Services	11,741	14,477	15,201	16,265
Total	13,589	16,305	17,120	18,319

- a) An increase in constituent grants to represented political parties was secured during the 2006/07 period. These grants, although not in line with National Parliament, were increased through the Adjustment Appropriation. Increases provided for in the upcoming three years are primarily inflation-related. It is expected that the national Speakers' Forum will resolve on the discrepancy in constituency allowances paid in the legislative sector to achieve uniformity in this regard.
- b) No significant policy changes is expected in this programme.

PROGRAMME 3: PARLIAMENTARY SERVICES

- a) Programme 3: Parliamentary Services provides for the rendering of overall procedural, administrative, information and language support services to the Legislature. The sub-programme structure provides for the rendering of;
 - i) Procedural Services through the Table Services Unit and the Hansard Directorate
 - ii) Legislation and Oversight Directorate including Committee, Research, NCOP and Library Services, and
 - iii) Legal Services
- b) The key policy developments with regard to Programme 3 are as follows;
 - i) A review of the current working procedures and systems regarding National Council of Provinces (NCOP) processes, including voting mandates and conferral of voting authority, may result in amendments to the current provisions of the Standing Rules and Orders and work processes;
 - ii) A review of the rendering of language services, in line with national and provincial policy guidelines and with a specific view towards improving accessibility to the records of the proceedings of the Legislature, may result in the expansion of current services rendered;
 - iii) The review of oversight and accountability models may impact on the current work processes and procedures of the administrative support services rendered to Portfolio Committees.
 - iv) The development and implementation of policies and procedures regarding monitoring and compliance of the implementation of resolutions of the House may have an impact on the scope of service currently rendered by the Office of the Legal Advisor.

Procedural Services Division

- a) The Procedural Services Division is responsible for the rendering of support services in respect of the legislative, oversight and accountability functions of the House and its Committees. These services are rendered through the ; (i) Table Services Unit, (ii) Hansard Directorate, (iii) Legislation and Oversight Directorate and (iv) Legal Services.

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Table Services Unit						
Advice, guidance and support on Legislature procedure and proceedings provided	Comprehensive, reliable, clear and timely advice provided	Continuous	Continuous	Continuous	Continuous	Continuous
Ensure compliance to tabling of annual reports and audited financial statements by government departments and organs of the state	Tabling of annual reports monitored and report / advice to Presiding Officers provided	End of 3 rd quarter	End of 3 rd quarter	End of 3 rd quarter	End of 3 rd quarter	End of 3 rd quarter
Chamber and administrative support services provided	Procedural documentation, e.g. TAC, Order Paper, Minutes of Proceedings, etc. published in line with provisions of Standing Rules and Orders. Compilation and publication of Speakers' list for sittings of the Legislature	As required	As required	As required	As required	As required
Processing of questions and replies	Publications of Question Paper and processing of replies received as per Standing Rules and Orders	As required	As required	As required	As required	As required
Facilitates legislative process	Publication of Question Paper and processing of replies received as per Standing Rules and Orders	As required	As required	As required	As required	As required

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Hansard Directorate						
Production of official verbatim report of proceedings of the House	Publication of Hansard	As per schedule	As per schedule	As per schedule	As per schedule	As per schedule
Rendering of simultaneous interpretation services in the House and Committees	Simultaneous interpretation services provided	Achieved	Continuous	Continuous	Continuous	Continuous
Translation of official documents into 3 languages of record	Quality translation services provided	Achieved	Continuous	Continuous	Continuous	Continuous
Terminology development	Terminology development focusing on African languages	n/a	Continuous	Continuous	Continuous	Continuous
Legislation and Oversight						
Procedural, administrative and logistical support services provided to Committees of the House	Professional, accurate and timely services rendered. Minutes of meetings produced and adopted	Achieved	100% compliance	100% compliance	100% compliance	100% compliance
Advice, support and guidance to Committees on proceedings and procedures	Comprehensive, reliable, clear and timely advice provided	Achieved	100% compliance	100% compliance	100% compliance	100% compliance
Facilitates legislative, oversight and accountability functions of Portfolio Committees	Quality reports of Portfolio Committees produced and tabled		100% compliance	100% compliance	100% compliance	100% compliance

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Research services provided	Professional, objective and reliable services provided. Research reports published	As and when required	As and when required	As and when required	As and when required	As and when required
NCOP, Library and Inter-governmental relations						
Facilitate NCOP processes and procedures in the Legislature	Negotiating mandates issued & conferral of voting authority concluded	100% compliance	100% compliance	100% compliance	100% compliance	100% compliance
	Referral of NCOP legislation facilitated	Achieved	Continuous	Continuous	Continuous	Continuous
	Participation of permanent and special delegates in the NCOP facilitated and supported	Achieved	Continuous	Continuous	Continuous	Continuous
Library services provided	Proper research information to be available	Achieved	Continuous	Continuous	Continuous	Continuous
Legal Services						
Ensures constitutional compliance of all legislation passed by the FS Legislature	Advises Presiding Officers and Portfolio / Select Committees on constitutional compliance timely and reliably	Achieved	100% compliance	100% compliance	100% compliance	100% compliance

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target
Assists and advises legislative process	Legal advice and briefings to Portfolio Committees on bills under consideration. Drafting of amendments to bills introduced in House of NCOP bills referred. Timely and reliably	Achieved	Attend all committee meetings	Attend all committee meetings	Attend all committee meetings	Attend all committee meetings
Ensures constitutional requirements in providing mechanisms to ensure accountability and maintain oversight	Advises Presiding Officers, Accounting Officer and Committee on constitutional requirements reliably and timely	Achieved	100% attendance	100% attendance	100% attendance	100% attendance
Renders legal advice on legislative proceedings and precedents	Draft opinions for Presiding Officers and/or Committees	Achieved	Continuous	Continuous	Continuous	Continuous
Ensures constitutional compliance of Standing Rules and Orders	Advises Presiding Officers & Accounting Officer on constitutional matters relating to Standing Rules and Orders. Draft proposed amendments for consideration	Achieved	Continuous	Continuous	Continuous	Continuous
Register of Members' Interests	Facilitates disclosure of interests as per provisions of Code and advises Chairperson of Ethics Committee. Recording of Members' interests accurately and timely	Achieved. Refer to Audit Report	As required by Code	As required by Code	As required by Code	As required by Code

Measurable Objective	Performance measure	2005/06 Actual	2006/07 Target	2007/08 Target	2008/09 Target	2009/10 Target	
Facilitates representation of Legislature	Advises, represents and/or facilitates representation of Legislature in any matters before any court of law or government institution	Achieved	As and when required	As and when required	As and when required	As and when required	
Advises & monitors implementation of resolutions of the House	Accurate and timely reports to Presiding Officers & Committees	Achieved	Continuous	Continuous	Continuous	Continuous	

Reconciliation of Budget (Programme 3) with Performance Plan

Subprogramme	Actual 2006/07	Budget 2007/08	Target	Target
Library, Hansard, NCOP, Legislation & Oversight	10,193	9,949	10,447	10,978
Legal Service	1,848	1,933	2,029	2,130
Total	12,041	11,882	12,476	13,108

- a) It is expected that the sub-programme expenditure will remain consistent. Inflationary increases attributes to the gradual increase.

Summary of Revenue

	Actual 2004/05	Actual 2005/06	Estimate 2006/07	Budget 2007/08	Budget 2008/09	Budget 2009/10
Voted funds	61,964	64,246	71,953	76,990	82,380	88,559
Provincial Own Revenue		1,950	2,975	5,074	5,465	5,685
Departmental Receipts	548	561	250	280	320	400
Total Revenue	62,512	66,757	75,178	82,344	88,165	94,644

- a) It should be noted that the core activities of the Free State Legislature are not aimed at creating revenue for the institution.
- b) Own revenue is mainly received as a result of disposals as a result of redundant and/or obsolete equipment and movable assets as well as interest generated on its bank account.

a) Strategy to address audit queries

Coordinating all audit queries is a key priority for the Accounting Officer. The Office of the Secretary registers all queries before issuing to the relevant section heads. Financial related queries, e.g. budget, assets, accounting are dealt with by the Chief Financial Officer. Human Resources and procurement issues are the responsibility of the Deputy Secretary : Corporate Services.

All audit queries are responded to in writing within a 3 to 7 day period and comment made by the Office of the Auditor-General confirmed their support of the current arrangement. No issues were however raised by the Auditor-General that requires a strategy that should be developed to address the response time-frame within which queries are resolved.

b) Implementation of PFMA

The Public Finance Management Act applies to the Legislature when specifically referred to. The financial matters of the Legislature is in compliance with the spirit and provisions of the PFMA. The finalization of the Financial Administration of Parliament and Provincial Legislatures Bill is still pending and should be regarded as a legislative version of the PFMA.
