

# WESTERN CAPE PROVINCIAL PARLIAMENT



## ANNUAL PERFORMANCE PLAN 2023/2024 (REVISED VERSION)





WESTERN CAPE  
PROVINCIAL PARLIAMENT

**ANNUAL PERFORMANCE PLAN  
2023/2024**

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# EXECUTIVE AUTHORITY STATEMENT

As a crucially-important constitutional institution mandated to ensure effective law-making, oversight of the Executive and public participation in its processes and work, the Western Cape Provincial Parliament (WCPP) must be both efficient and effective in conducting its business.

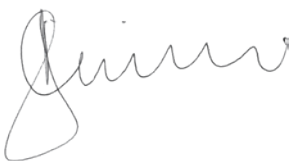
Since we are approaching the end of the 6<sup>th</sup> term of parliament, adjustments have been made to reprioritise resources. This is to ensure that our core functions are enhanced and strengthened and that timeous preparations for the 7<sup>th</sup> parliament are put in place to effect a smooth transition.

The priorities identified for the remainder of the 6<sup>th</sup> parliament are as follows:

- **Building a credible WCPP**
  - a WCPP that is a respected, reputable and stable legislative body
- **Expanding citizen service**
  - a WCPP that is first and foremost a Parliament for all the people of the Western Cape
- **Strengthening the core business**
  - a WCPP with a strong focus and expertise in the core business of Parliament with a specific emphasis on its mandate of law-making, public participation and oversight
- **Strengthening support to legislators**
  - a WCPP that provides extensive and comprehensive support to its Members in order to optimise their impact
- **Improving the morale of employees**
  - a WCPP that aspires to be an employer of choice – supporting its employees as a valuable constituent to achieve a highly motivated and content employee complement

These priorities form the foundation for the WCPP to build a stronger, deeper, and more meaningful participatory democracy in the Western Cape. All of this will be done, mindful of the severe fiscal constraints that we experience as a province and as a country. The detail is to be found in the plan.

As Speaker and Executive Authority of the WCPP, I am confident that with the continued support of the Secretary and the Administration as well as the unwavering efforts and support of our Members, the WCPP will continue to deliver on its mandate in the best interests of the people of the Western Cape.



**DAYLIN MITCHELL**

**SPEAKER OF THE PROVINCIAL PARLIAMENT**

# ACCOUNTING OFFICER STATEMENT

The 2023/24 financial year will be the fourth year of the strategic planning period of 2020/21 to 2024/25 and the last full financial year before the 2024 national and provincial general elections. It will therefore be a year of consolidation as we approach the conclusion of the five-year strategic planning period.

Although all restrictions relating to COVID-19 have been lifted in the country, the pandemic as well as developments in the broader global and national environment, has had a huge impact on the country and province's fiscus. This in turn has had an impact on the Western Cape Provincial Parliament's (WCPP's) budget, as well as on the execution of the WCPP's mandate of law-making, the exercising of oversight over the Executive and the facilitation of public participation in the work of this parliament.

On 12 December 2022, Honourable Daylin Mitchell was elected as the new Speaker of the WCPP. Under his leadership, and after an assessment of the WCPP's past performance, the Speaker emphasized the need for a return to the fundamentals of what legislatures are constitutionally mandated to deliver – law-making, oversight over the executive and public participation, a 'Back to Basics' approach.

Key priorities were identified that will underpin all the workings of the WCPP during the rest of the sixth parliamentary term. These priorities are as follows:

- Building a credible WCPP
- Expanding citizen service
- Strengthening the core business
- Strengthening support to legislators
- Improving the morale of employees

The intended impact of these priorities is to deepen democracy in the Western Cape.

In its planning process for the 2023/24 financial year, the WCPP took cognisance of the enormous strain on the fiscus and resultant budget constraints. It undertook a process of reprioritisation of its resources to ensure that the above-mentioned priorities and related projects and interventions are realized. In doing so, the WCPP will be better positioned to fulfil its constitutional mandate and contribute to the intended impact.

These projects and interventions include enhanced support to Standing Committees to better resource 'the engine room' of parliament. It includes a pronounced emphasis on public participation and engagement, including through social media channels, in the law-making and oversight work of the WCPP. It includes improved governance, policy compliance, administrative efficiency and capability. It includes advancing digital transformation and mitigating risk and vulnerability related to digital security. It further includes making inter-parliamentary relations mutually-beneficial and impactful for the WCPP, both in the regional and international inter-parliamentary space.



The WCPP is actively mitigating key risks to ensure business continuity and ensure sustainability of programmes, given the likely impact of further fiscal constraints on the budget.

During the upcoming period, the WCPP will also commence planning and preparation for the seventh parliament, which includes arrangements in anticipation of a possible increase in the number of seats in the WCPP, which would mean an increase in the number of Members in the WCPP.

I am confident that the plans contained in this 2023/24 Annual Performance Plan respond to the key priorities for the remainder of the 6<sup>th</sup> parliament and will move the WCPP closer to achieving its vision of being *the leading regional parliament, rooted in Africa – innovative, relevant, forward-looking and in touch with all its people.*



**ROMEO ADAMS**

**SECRETARY TO THE PROVINCIAL PARLIAMENT**


## OFFICIAL SIGN-OFF

It is hereby certified that this Annual Performance Plan (APP):

- was developed by the management of the Western Cape Provincial Parliament (WCPP) under the guidance of the Speaker, Hon Daylin Mitchell;
- was prepared in line with the revised Strategic Plan of the WCPP; and
- accurately reflects the performance targets the WCPP will endeavour to achieve given the resources made available in the budget for 2023/24.

| Name             | Position                                       | Signature   |
|------------------|--|---|
| Vernon Titus     | Director: Institutional Enablement             |    |
| Sunelle Fouché   | Director: Public Engagement                    |   |
| Nicole Petersen  | Chief Financial Officer                        |  |
| Lubabalo Stemele | Director: Parliamentary Support Services       |  |
| Margo Goldstone  | Director: Strategy and Institutional Oversight |  |
| Romeo Adams      | Accounting Officer                             |  |

Approved by:



**DAYLIN MITCHELL**

**EXECUTIVE AUTHORITY**

# ACRONYMS

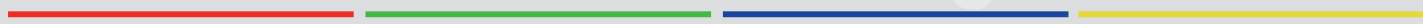
|                 |  |
|-----------------|--|
| <b>APP</b>      | Annual Performance Plan  |
| <b>BCP</b>      | Business Continuity Plan   |
| <b>CGE</b>      | Commission for Gender Equality   |
| <b>CIPA</b>     | Critical Infrastructure Protection Act, 2019                             |
| <b>COVID-19</b> | Coronavirus disease 2019   |
| <b>CPA</b>      | Commonwealth Parliamentary Association                                   |
| <b>DOCS</b>     | Department of Community Safety   |
| <b>DTPW</b>     | Department of Transport and Public Works                                 |
| <b>ERM</b>      | Enterprise Risk Management   |
| <b>ERP</b>      | Enterprise Resource Planning   |
| <b>FMPPLA</b>   | Financial Management of Parliament and Provincial Legislatures Act, 2009 |
| <b>GRAP</b>     | Generally Recognised Accounting Practice                                 |
| <b>GovCom</b>   | Governance Committee   |
| <b>HIRA</b>     | Hazard Identification and Risk Assessment                                |
| <b>ICT</b>      | Information and Communication Technologies                               |
| <b>ITDS</b>     | Information Technology and Digitalisation Services                       |
| <b>JPC</b>      | Joint Planning Committee   |
| <b>LSS</b>      | Legislative Sector Support   |
| <b>MOU</b>      | Memorandum of Understanding  |
| <b>MTEF</b>     | Medium-term Expenditure Framework  |
| <b>NKP</b>      | National Key Point   |
| <b>OHS</b>      | Occupational Health and Safety   |
| <b>PE</b>       | Public Engagement  |
| <b>PEO</b>      | Public Education and Outreach  |
| <b>PI</b>       | Performance Indicator  |

|                 |   |
|-----------------|---|
| <b>PM</b>       | People Management                                 |
| <b>POC</b>      | Parliamentary Oversight Committee                 |
| <b>POPI</b>     | Protection of Personal Information                |
| <b>PSS</b>      | Parliamentary Support Services                    |
| <b>SAPS</b>     | South African Police Service                      |
| <b>S&amp;IO</b> | Strategy and Institutional Oversight              |
| <b>SLA</b>      | Service Level Agreement                           |
| <b>SMCS</b>     | Stakeholder Management and Communication Services |
| <b>SOP</b>      | Standard Operating Procedure                      |
| <b>WCG</b>      | Western Cape Government                           |
| <b>WCPP</b>     | Western Cape Provincial Parliament                |
| <b>WSP</b>      | Workplace Skills Plan                             |

# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART I OUR MANDATE





# PART I: OUR MANDATE

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## 1.1. CONSTITUTIONAL MANDATES

The mandate and functions of the WCPP are based on the following legislation:

**(i) Constitution of the Republic of South Africa, 1996**

The provincial legislatures are established in terms of Chapter 6 of the Constitution of the Republic of South Africa, 1996 (“the Constitution”).

- (a) Section 114(1) of the Constitution confers the power to make laws on provincial legislatures.
- (b) Section 114(2) of the Constitution provides that provincial legislatures must provide for mechanisms:
  - to ensure that all provincial executive organs of state are accountable to it; and
  - to maintain oversight of the exercise of provincial executive authority in the province, including the implementation of legislation, and of any provincial organ of state.
- (c) Section 115 of the Constitution states, among other things, that a provincial legislature may summon any person to appear before it to give evidence; may require any person or provincial institution to report to it; and may receive petitions, representations or submissions from any interested person or institution.
- (d) Section 116(1) of the Constitution provides that provincial legislatures may determine and control their internal arrangements, proceedings and procedures; and may make rules and orders concerning their business with due regard to representative and participatory democracy, accountability, transparency and public involvement.

The Standing Rules of the Western Cape Provincial Parliament, as amended from time to time, gives expression to the powers conferred by section 116(1) of the Constitution.

- (e) Section 117 of the Constitution concerns, among other things, the privileges of Members of provincial legislatures, notably the privilege of freedom of speech, to be enjoyed subject to the rules and orders of the legislatures.
- (f) Section 118 of the Constitution places an obligation on provincial legislatures to facilitate public involvement in the legislative and other processes of the provincial legislatures, and to conduct their business in an open manner.

**(ii) Constitution of the Western Cape, 1997**

The Western Cape is the only province with its own Constitution. Together with the Constitution of the Republic of South Africa, 1996, it is the highest law in the Western Cape. The provincial Constitution provides for certain distinct legislative and executive structures that differ from certain structures in the Constitution. For example:

- (a) Section 9(1) of the provincial Constitution refers to the Western Cape’s provincial legislature as the Western Cape Provincial Parliament, and section 13 provides that the Provincial Parliament consists of 42 Members;
- (b) Where section 111(1) of the Constitution provides that a provincial legislature must elect a Deputy Speaker, section 20(3) of the provincial Constitution makes the election of a Deputy Speaker by the Provincial Parliament discretionary; and
- (c) Section 42 of the provincial Constitution refers to Provincial Ministers whereas section 132 of the Constitution refers to members of the Executive Council.

## 1.2. LEGISLATIVE MANDATES

- (i) **Western Cape Law on the Powers and Privileges of the Provincial Legislature, 1995**  
This Act, as amended, deals with the appointment of staff and the fixing of remuneration by the Speaker.
- (ii) **Independent Commission for the Remuneration of Public Office-bearers Act, 1997**  
This Act provides for the establishment of a Commission to make recommendations concerning the salaries, allowances and benefits of public office-bearers.
- (iii) **National Council of Provinces (Permanent Delegates Vacancies) Act, 1997**  
This Act provides for the filling of vacancies among permanent delegates to the National Council of Provinces.
- (iv) **Remuneration of Public Office Bearers Act, 1998**  
This Act provides a framework for the determination of salaries and allowances of public office-bearers.
- (v) **Determination of Delegates (National Council of Provinces) Act, 1998**  
This Act provides for the determination of permanent and special delegates to the National Council of Provinces.
- (vi) **Electoral Act, 1998**  
This Act provides for the election of the National Assembly, provincial legislatures and municipal councils.
- (vii) **Western Cape Provincial Languages Act, 1998**  
This Act provides for the use of the three official languages of the province, Afrikaans, English and Xhosa, by the Provincial Parliament.
- (viii) **Members of the Western Cape Provincial Parliament Code of Conduct Act, 2002**  
This Act gives effect to section 27 of the provincial Constitution by providing for a code of conduct governing the conduct of Members of Provincial Parliament. The Code of Conduct for Members of the Western Cape Provincial Parliament is premised on this Act.
- (ix) **Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004**  
This Act delineates the parliamentary precincts of Parliament and the provincial legislatures, and articulates the powers, privileges and immunities of Parliament and the provincial legislatures.
- (x) **Western Cape Witnesses Act, 2006**  
This Act sets out the procedure for summoning witnesses to appear before committees or the House.
- (xi) **Mandating Procedures of Provinces Act, 2008**  
This Act provides for a uniform procedure for provincial legislatures to confer authority on their delegations to cast votes on their behalf in the National Council of Provinces.
- (xii) **Financial Management of Parliament and Provincial Legislatures Act, 2009**  
This Act regulates the financial management of Parliament and the provincial legislatures, as well as oversight of the financial management of Parliament and the provincial legislatures.
- (xiii) **Money Bills Amendment Procedure and Related Matters Act, 2009**  
This Act provides for the amendment of money Bills in Parliament, and for norms and standards for the amendment of money Bills in provincial legislatures.



**(xiv) Critical Infrastructure Protection Act, 2019**

This Act provides for the identification and declaration of infrastructure as critical infrastructure, and repeals the National Key Points Act, 1980. The Act has not yet commenced.

### 1.3. RELEVANT COURT JUDGEMENTS

The following judgments inform the interpretation of the constitutional and statutory mandates of the Provincial Parliament:

**(i) Andries Molapi Tlouamma and Others v Speaker of the National Assembly and Others (Western Cape High Court) case no: 3236/15**

In this case the court considered the constitutional and legislative framework in which the legislatures in South Africa operate; interrogated the concept of separation of powers; considered the powers of the judiciary in relation to the principle of non-interference by other organs of state in parliamentary proceedings; and analysed the role of the Speaker in South African law.

**(ii) Certification of the Constitution of the Western Cape 1997 [1997] ZACC 8, and Certification of the Amended Text of the Constitution of the Western Cape, 1997 [1997] ZACC 15**

These judgments culminated in the certification of the provincial Constitution by the Constitutional Court.

**(iii) Chairperson of the National Council of Provinces v Julius Malema and One Other (Supreme Court of Appeal) case no: 535/2015**

In this case the court considered the scope of protected free speech in the House.

**(iv) Democratic Alliance v Speaker of the National Assembly and Others CCT 86/15**

In this case the Constitutional Court found that section 11 of the Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004, that authorised the arrest of Members who created or took part in a disturbance in the House, is unconstitutional.

**(v) Doctors for Life International v The Speaker of the National Assembly and Others (CCT 12/05)**

This judgment dealt with the interpretation of section 118(1)(a) of the Constitution, and a provincial legislature's duty to facilitate public involvement in the legislative and other processes of the provincial legislature.

**(vi) Economic Freedom Fighters v Speaker of the National Assembly and Others CCT 143/15**

In this case the Constitutional Court found that the structures or measures employed by a legislature to have oversight of executive organs of state are to be determined by the legislature itself, but that such measures must in substance and reality amount to oversight.

**(vii) Ex parte President of the Republic of South Africa: In re Constitutionality of the Liquor Bill 2000 SA 732 CC**

This judgment dealt with the domain of Schedule 5 exclusive provincial legislative competences in the context of the Constitution's distribution of legislative power.

**(viii) Land Access Movement of South Africa and Others v Chairperson of the National Council of Provinces and Others (Constitutional Court) case no: CCT 40/15**

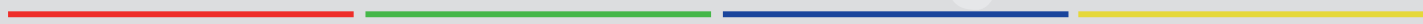
In this case the court considered the lawfulness of truncated timelines for public involvement.

- (ix) **Lindiwe Mazibuko, MP, Leader of the Opposition in the National Assembly v Max Vuyisile Sisulu, MP, Speaker of the National Assembly and Another [2013] ZACC 28**  
In this case the Constitutional Court held that the rules of a legislature must give effect to the rights and obligations imposed by the Constitution, and must provide for the vindication of members' constitutional rights in a legislature.
- (x) **Mario Gaspare Oriani-Ambrosini, MP v Maxwell Vuyisile Sisulu, Speaker of the National Assembly ZACC 27 [2012]**  
In this judgment the Constitutional Court held that a legislature cannot restrict the power of an individual (private) member to introduce legislation
- (xi) **Marius Llewellyn Fransman v Speaker of the Western Cape Provincial Parliament and Another (Western Cape High Court) case no: 13097/2014**  
In this case the court found that it is not for the judiciary to determine the internal arrangements, proceedings and procedures of legislatures but that these matters are reserved by the Constitution for determination by the legislatures themselves. The court also found that the proceedings of a parliamentary committee is not administrative action reviewable under the Promotion of Administrative Justice Act, 2000.
- (xii) **Mosiuo Lekota and Another v The Speaker, National Assembly and Another (Western Cape High Court) case no: 14641/12**  
This judgment was concerned, in the first instance, with restrictions placed on Members' freedom of speech by the rules of a legislature and, in the second instance, with the limits of judicial oversight over legislatures.
- (xiii) **Premier: Limpopo Province v Speaker: Limpopo Provincial Legislature and Others ZACC 25 [2011]**  
This judgment dealt with section 104 of the Constitution in the context of the provincial legislatures' capacity to legislate on the management of their own financial affairs.
- (xiv) **Premier of the Province of the Western Cape and Another v Electoral Commission and Another 1999 (11) BCLR 1209 CC**  
In this judgment the Constitutional Court held that the province may determine the number of members in its provincial legislature in the provincial Constitution.
- (xv) **Primedia Broadcasting (Pty) Ltd and Others v Speaker of the National Assembly and Others (Supreme Court of Appeal) case no: 784/2015**  
In this case the court considered the principles and values underpinning the public's right to an open Parliament.
- (xvi) **Stephen Segopotso Tongoane and Others v Minister for Agriculture and Land Affairs and Others CCT 100/09 [2010] ZACC 10**  
The judgment confirmed that any Bill that substantially affects the interests of the provinces must be enacted in accordance with the procedure stipulated in section 76 of the Constitution.
- (xvii) **The Speaker of the National Assembly v Patricia de Lille, MP and Another (Supreme Court of Appeal) case no: 297/98**  
The court held that freedom of speech in a legislature may be limited by the rules and orders of a legislature, provided that the limitation has due regard to representative and participatory democracy, accountability and public involvement.
- (xviii) **UDM v Speaker of the National Assembly and Others (Constitutional Court) case no: CCT 89/17**  
In this case the court considered the use of open or secret ballots to record a vote in Parliament.

# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART II STRATEGIC FOCUS





## PART II: STRATEGIC FOCUS

---

### 2.1. VISION

To be the leading regional parliament, rooted in Africa – innovative, relevant, forward-looking and in touch with all its people.

### 2.2. MISSION

In pursuance of the vision, the administration of WCPP commits to serve, support and strengthen the WCPP by:

- Being professional and innovative in our processes and work while fostering ethical and good governance;
- Empowering our Members and staff to function optimally;
- Facilitating the constitutional mandate of law-making, public participation and oversight in the interests of the people of Western Cape; and
- Promoting the WCPP provincially, nationally and internationally.

### 2.3. CORE VALUES

Recognising, valuing and embracing diversity as a strength in performing our functions, we, as the administration of the WCPP, subscribe to the following core values:

- Respect:** The WCPP recognises the dignity of others and acts with kindness, tolerance and appreciation of diversity.
- Transparency:** The WCPP represents the interests of the people of the Western Cape and is transparent in its operations and records. The WCPP communicates in an open and inclusive way.
- Honesty:** The WCPP strives to be truthful and honest in all its business and interaction with internal and external stakeholders.
- Integrity:** The WCPP demonstrates high ethical standards in its processes, systems, conduct and dealings with all stakeholders, both internal and external.
- Professionalism:** The WCPP strives towards efficiency of operations, informed decision-making and a general professional attitude by providing advice and services of a high quality. The WCPP strives to act on the basis of sound and established rules of procedure, facts, insight and experience.
- Impartiality:** The WCPP seeks to retain an impartial approach to conducting business by being non-partisan.
- Efficiency:** The WCPP renders an efficient service by utilising resources responsibly and cost-effectively.
- Accountability:** The WCPP seeks to build a culture of accountability for actions, decisions, and deliverables through the entrenchment of the rule of law, policies and prescripts.

## 2.4. KEY PRIORITIES TO THE END OF THE 6TH PARLIAMENTARY TERM

The year 2023/24 is the last full financial year of the 6th parliamentary term. In this year, the WCPP will thus seek to consolidate its implementation of key commitments from the 5-year strategic plan. We will ensure that preparations are in place for the 7th parliament, in an environment of ever-increasing risk. We will further ensure that programme adjustments are made and resources reprioritised in the context of dire national and provincial fiscal constraints, which in turn impact on our medium-term budget and programmatic outlook. To this end, the WCPP, under the direction of the Speaker, will pursue the following Key Priorities for the year ahead:

### KEY PRIORITIES TO THE END OF THE 6<sup>TH</sup> PARLIAMENTARY TERM

|   |   |   |
|---|---|---|
| 1 | <b>Building a Credible WCPP</b>             | A WCPP that is a respected, reputable and stable legislative Body   |
| 2 | <b>Expanding citizen service</b>            | A WCPP that is first and foremost a parliament for all the people of the Western Cape   |
| 3 | <b>Strengthening the core business</b>      | A WCPP with a strong focus and expertise in the core business of Parliament and with a specific emphasis on its mandate of law-making, public participation and oversight |
| 4 | <b>Strengthening support to Legislators</b> | A WCPP that provides extensive and comprehensive support to its Members in order to optimise their impact   |
| 5 | <b>Improving the morale of employees</b>    | A WCPP that aspires to be an employer of choice – supporting its employees as a valuable constituent to achieve a highly motivated and content employee complement        |

### STRATEGIC IMPACT: DEEPENED DEMOCRACY

1

### **Building a Credible WCPP**

A WCPP that is a respected, reputable and stable legislative Body

As entities charged with overseeing Executive functioning and passing laws, Parliaments are expected to uphold good governance and maintain exemplary standing in the public domain. This pertains to the conduct of individual Members of Parliament, to the conduct of staff, and to the management of the business of parliament as an institution. In this regard, the WCPP will intensify its focus on our core values, ensuring adherence to the Code of Conduct and policy prescripts, for both Members and staff. Improving corporate governance through strengthened administrative controls, policy compliance and accountability will also be a strong focus. We will further seek to enhance the WCPP's public image through positive media coverage and increased social media presence.

Building institutional capability to render an effective parliamentary support service will also be prioritised. This will entail the continuous empowerment and recruitment of an appropriately-skilled workforce that aligns to the requirements of a modern parliament. It will entail implementation of digitally-optimised business processes, facilitated by enterprise resource planning systems. Furthermore, our plans and resourcing are in place to support the modernisation and refurbishment of WCPP facilities, including the chamber, the library, committee rooms and offices for Members and staff, over the medium-term. This is an ambitious undertaking considering the heritage status of the Wale Street building which houses the legislature. Such upgrades are nevertheless crucial in the context of aging infrastructure, and for the integration of newer technologies. This will promote a conducive facility for the conduct of parliamentary business going forward.

Sustaining business continuity and building resilience through effective risk mitigation will also be supported with the necessary investments to ensure the business of parliament proceeds uninterrupted in the context of ever-increasing risk, including cyber and energy-related risk. Together with our partners in the provincial government, we will safeguard the health and safety of Members and staff as a priority. We will further embrace agile, future-focused, business and operating models that promote cost-saving and efficiencies, whilst ensuring that the Administrative support to Members and Standing Committees is optimal and that ultimately, we execute our mandate as a legislative institution effectively.

2

### **Expanding citizen service**

A WCPP that is first and foremost a parliament for all the people of the Western Cape

Public participation is one of the constitutionally-mandated functions of Parliament and the provincial legislatures. It is thus imperative that public participation and engagement are embedded in the oversight and law-making functions which is the core mandate of legislatures. Re-positioning our public engagement and outreach as well as our public education programmes, particularly in the digital and social media space, will continue to be a focus over the medium-term. This will allow us to leverage the opportunities presented by digital technologies to increase the reach and responsiveness of the WCPP to the people of the Western Cape. These efforts will be greatly facilitated by enabling free public access to our online and social media platforms, an initiative which we have begun to explore.

Expanding citizen service in all of the work of the WCPP will thus be a critical focus to the end of term, with an emphasis on transcending mere involvement of public, but actually deepening the levels and quality of citizen engagement. Promoting effective stakeholder management that includes the range of stakeholders within the Western Cape province will be amplified, and greatly facilitated through the stakeholder database. We will ensure increased participation of civil society collectives in the work of Parliament as well as ensuring active participation of the youth in parliamentary processes.

**3****Strengthening the core business**

A WCPP with a strong focus and expertise in the core business of Parliament and with a specific emphasis on its mandate of law-making, public participation and oversight

As a constitutional body, mandated to ensure effective law-making, oversight of the executive and public participation, we will focus on ensuring that these core functions are enhanced and strengthened. This will be done by prioritising the resourcing of Standing Committees with a focus on core activities. We will facilitate the processing of legislation in the year ahead, in a manner that engages the public to a greater extent and contributes to realising the best possible outcomes for the people of the Western Cape. We will undertake a review of our oversight, accountability and public participation practices with a view to strengthening current and future mechanisms. Our response to this priority will also include facilitating access to opportunities for international travel, for the purposes of benchmarking and knowledge-sharing. This was largely prohibited in the early part of the parliamentary term due to travel restrictions arising from global pandemic conditions but has once again become feasible.

We will work toward modernising parliamentary processes to improve efficiency and effectiveness in discharging the mandate. In this respect, various digital apps are in the process of being designed and will be developed in the year ahead. This includes a 'Virtual attendance and voting' app, which is set to transform the system of voting in the legislature. It is envisaged that such an app will significantly improve the efficiency of the voting process in the context of hybrid proceedings, where some Members may be attending in person, whilst others connect from a remote location. The voting and attendance app is similar to what is being applied in some of the most advanced jurisdictions across the world. Our efforts will also include development of a mobile 'House papers' app that will facilitate easier retrieval of parliamentary 'House' and Standing Committee documentation by Members. The app will contain advanced document search capability.

**4****Strengthening support to Legislators**

A WCPP that provides extensive and comprehensive support to its Members in order to optimise their impact

Legislators are at the centre of enabling Parliaments to execute their Constitutional mandate. Support to Legislators is extended to them in both their individual capacities and in their collective capacities as members of Standing Committees and of the House. The focus over the medium-term will include a review of the provisions to Members as facilitated through policy such as the Members Facilities Guide and Presiding Officers manual, which regulate Members' entitlements in their official capacities. The support extended to Members will inter alia continue to include provision of allowances, state-of-the-art tools of trade and conducive office accommodation. Our growing digital maturity has enabled fully effective hybrid operations. This will continue to be resourced into the future, thereby enabling Members and staff to continue to operate from remote locations with ease. Thus, Members will be able to remain close to their constituencies which are spread across the Western Cape province, whilst being able to participate fully from any remote location, in the scheduled activities of Committees and of the House in the Cape Town city centre, as per the Parliamentary programme.

We will further develop partnerships with academia and civil society for greater efficiency, sustainability and impact, leveraging existing offerings and professional resources from other institutions to the benefit of Members, as per their individual and collective needs. It will include access to customised capacity-building initiatives as well as peer learning and networking opportunities within the inter-parliamentary space both locally and internationally.



5

**Improving the morale of employees**

A WCPP that aspires to be an employer of choice – supporting its employees as a valuable constituent to achieve a highly motivated and content employee complement

The Parliamentary Administration is the backbone of support for an effective Parliament. The staff who serve in the Administration thus play a critical role in ensuring a parliament that works, and indeed becomes the leading regional parliament espoused in our vision. The WCPP thus seeks to be an employer of choice. To become an employer of choice, the WCPP will recognise performing staff in order to affirm the organisational values and celebrate their contribution to the success of the institution.

We will provide a range of support services including employee wellness services, to proactively support staff holistic development. We will promote work-life-balance through measures such as remote working, and by ensuring policy and practical support to staff whether operating from the office or remotely. We will promote professional development and career pathing, aligned to the WCPP's vision of a modern Parliament. We will seek to provide a conducive working environment for staff. We will seek to cultivate an open, inclusive, participatory culture that respects diversity. As we do so, we will work towards embedding principles of accountability.

By implementing these priorities, we will seek to contribute toward realising a more impactful institution, with a desired strategic impact of **deepening democracy**.

## 2.5. SITUATIONAL ANALYSIS

### 2.5.1. External Environment Analysis

#### 2.5.1.1. Laws, amendment to laws and possible new laws

**(i) Financial Management of Parliament and Provincial Legislatures Act, 2009**

The WCPP has made detailed submissions to Parliament in respect of matters that are considered constitutionally problematic with the Act. Of greatest concern is the power imparted by the Act on the executive authority of Parliament to make regulations that are binding on certain internal matters of provincial legislatures.

**(ii) Electoral Act, 1998**

Parliament amended the Electoral Act, 1998. These amendments will have an impact on the number of seats in the provincial legislatures of provinces that do not determine their number of seats in accordance with a provincial constitution. It may thus be necessary for the WCPP to amend the provincial Constitution to amend the number of seats in the legislature. As any possible increase in the number of seats in the WCPP is only expected in the next parliamentary term, planning will commence in this parliamentary term, for example, with regard to space in the current House Chamber.

**(iii) The Protection of Personal Information Act, 2013**

The Act came into operation on 1 July 2021. As of 1 July 2021, the WCPP is in compliance with the Act and its regulations. Keeping the WCPP's personal information impact assessment, and other required instruments current, is an ongoing matter that will form part of an annual review process. The WCPP appointed an internal committee, the Personal

Information Steering Committee, which is responsible for ensuring that the WCPP remains current with POPI requirements and remains in compliance with the Act.

**(iv) Critical Infrastructure Protection Act, 2019**

On 28 November 2019, the President assented to the Act. The Act recognises that certain infrastructure is critical for public safety, national security and the continuous provision of basic public services. As such, the Act stipulates that adequate measures should be identified and put in place to protect and secure critical infrastructure. The Act, once it commences, will repeal the National Key Points Act, 1980. Regulations for the Act are currently being drafted, and the WCPP will implement the requirements as provided for therein.

**(v) Draft Western Cape Money Bills Amendment Procedure Bill**

Section 120(3) of the Constitution provides that, 'A provincial Act must provide for a procedure by which the province's legislature may amend a Money Bill. The legislature is in the process of preparing a draft Western Cape Money Bills Amendment Procedure Bill. It is intended for the draft Bill to be accompanied by various proposed amendments to the Standing Rules.

**(vi) Draft Legislative Sector Bill**

There is ongoing interest by the legislative sector in South Africa in introducing a Legislative Sector Bill in Parliament. The Bill's objective will be to formally establish a legislative sector in South Africa, which sector will impose various obligations on the legislatures in South Africa and will, in certain respects, limit the institutional autonomy of the legislatures. The Bill remains in draft form.

The relevant drafters have addressed some of the WCPP's concerns regarding the creation of hierarchical structures (the Speakers Forum, and so forth), which structures would have been empowered to determine the internal matters of the provincial legislatures. These structures are now voluntary structures, thereby addressing the WCPP's concerns. However, the issue of the executive authority of Parliament being empowered to make regulations to provide for the internal matters of the provincial legislatures, still looms large and very problematic from a constitutionality perspective, and the most recent draft Bill does not address the WCPP's concerns.

## **2.5.2. Internal Environment Analysis**

### **2.5.2.1. Organisational environment**

The Secretary and the staff of the WCPP are appointed in terms of the Western Cape Law on the Powers and Privileges of the Provincial Legislature, 1995 (Act 3 of 1995). The core function of the administration of the WCPP is to provide support to its Members so that they can fulfil their constitutional mandate as stated above.

The Secretary to the Provincial Parliament, Mr Romeo Adams, is the Chief Executive Officer and Accounting Officer of the WCPP. He is supported by five directorates, namely Strategy and Institutional Oversight, Institutional Enablement, Parliamentary Support Services, Public Engagement and Financial Management.

The WCPP has 117 approved positions on its establishment (excluding the Registrar of

Members' Interest). The WCPP has maintained an annual staff turnover of below 10%. This threshold is regarded as a healthy churn for an organisation. In this regard a healthy organisation has to look at maintaining the balance between retaining institutional memory through experience and recruiting new employees who will be adding "future-fit" value to the WCPP. While staff retention is important, staff turnover provides the WCPP with the opportunity to enhance its own technical and functional capabilities. This, in turn, provides the organisation with the best possible service delivery support infrastructure to achieve the overall constitutional mandate.

Although the organisational structure is relatively small, if compared with other Legislatures and National Parliament, its functional effectiveness and coherence is critical in providing the WCPP with the platform for ongoing seamless support for the work of parliament. In this regard, the WCPP had undertaken a functional refinement process, which essentially consisted of a relook at the coherence of the posts, the required technological enablers, the improvement of business processes as well as the assessment of future skills requirements. These are the basic tenets of a modern, relevant and effective parliament in touch with all its people.

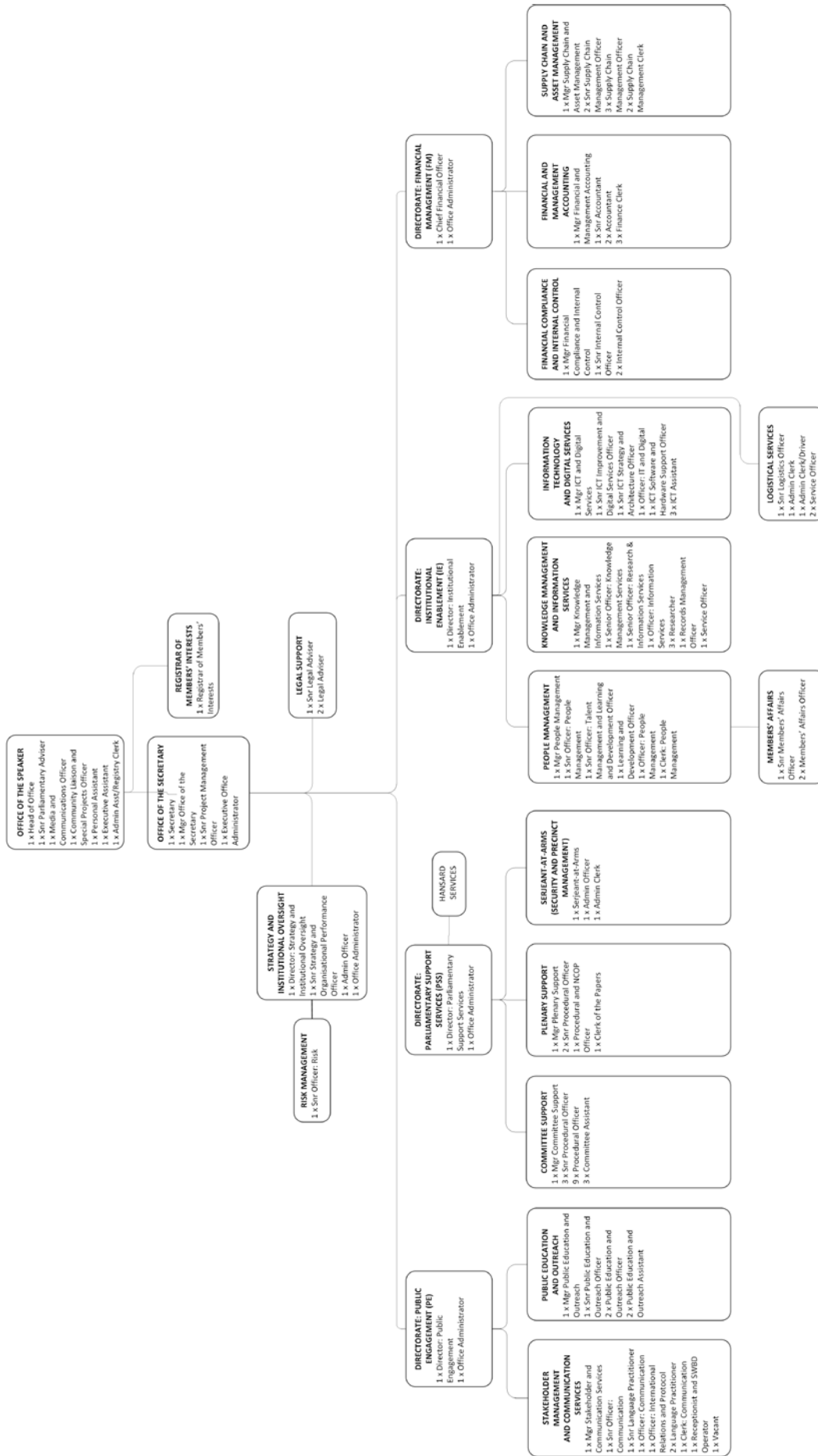
Apart from the organisational development and design aspects of the delivery model, the implementation of initiatives which support an organisational performance culture is equally important. In this regard, the transformational agenda, which places Information Technology, digitisation and people at the centre of the strategic efforts of the WCPP, are key value-bearing enablers. It is expected that these enablers will add greatly to the work and mandate of Members. In addition, this digital transformation journey is bolstered by research on appropriate remote working models, which could be implemented within the WCPP during the 2023/24 financial year as sustainable and modern service delivery options.

The WCPP is structured according to four budget programmes, as follows:

| Programmes  | Main Functional areas   |
|---|---|
| <b>Programme 1:</b><br><br>Governance (Leadership) and Administration | <ul style="list-style-type: none"> <li>• Exercise strategic and institutional oversight;</li> <li>• Develop and coordinate parliamentary procedures and systems;</li> <li>• Ensure effective institutional support;</li> <li>• Provide effective and compliant financial management services;</li> <li>• Provide legal support;</li> <li>• Maintain effective institutional governance;</li> <li>• Perform functions in terms of relevant statutory provisions;</li> <li>• Render secretarial and office support services to presiding officers;</li> <li>• Formulate and execute policy and operational policies; and</li> <li>• Establish norms and standards in compliance with relevant legislation and practices.</li> </ul> |
| <b>Programme 2:</b><br><br>Parliamentary Support Services             | <ul style="list-style-type: none"> <li>• Provide committee support;</li> <li>• Provide plenary support; and</li> <li>• Manage Hansard services; and</li> <li>• Provide security and precinct-management services.</li> </ul>  |
| <b>Programme 3:</b><br><br>Public Engagement                          | <ul style="list-style-type: none"> <li>• Ensure effective public engagement;</li> <li>• Provide stakeholder management and communication services;</li> <li>• Facilitate and enhance public involvement in the law-making process; and</li> <li>• Facilitate public education and outreach programmes and initiatives.</li> </ul>   |
| <b>Programme 4:</b><br><br>Members Support                            | <ul style="list-style-type: none"> <li>• Manage enabling allowance; and</li> <li>• Manage constituency and secretarial allowances.</li> </ul>   |

The following organisational chart depicts the approved structure of the WCPP:

2.5.2.1.1. Organisational structure as at 31 March 2023



**2.5.2.1.2. Employment and vacancies by programme as at 31 March 2023**

| Programme   | Number of approved posts on the establishment | Number of posts on the establishment filled | Vacancy rate | Number of fixed-contract positions included in establishment total |
|---|---|---|--------------|--|
| Programme 1: Governance (Leadership) and Administration | 71  | 65  | 8.45%        | 6  |
| Programme 2: Parliamentary Support Services             | 26  | 23  | 11.54%       | 3  |
| Programme 3: Public Engagement                          | 18  | 17  | 5.56%        | 1  |
| Programme 4: Members' Support                           | 3   | 3   | -            | -  |
| <b>Total</b>  | <b>*118</b>                                   | <b>108</b>                                  | <b>8.47%</b> | <b>10</b>  |

*\*The total number of approved posts on the establishment includes the Registrar of Members' Interest.*

**2.5.2.1.3. Employment and vacancies by salary band as at 31 March 2023**

| Salary band                               | Number of approved posts on the establishment | Number of posts on the establishment filled | Vacancy rate |
|---|---|---|--------------|
| Semi-skilled (Bands A1 to B1)             | 3   | 2   | 33.33%       |
| Skilled technical (Bands B2 to C3)        | 67  | 62  | 7.46%        |
| Professionally qualified (Bands C4 to C5) | 24  | 21  | 12.50%       |
| Senior management (Bands D1 to D3)        | 18  | 17  | 5.56%        |
| Top management (Bands D4 to E2)           | 6   | 6   | -            |
| <b>Total</b>                              | <b>*118</b>                                   | <b>108</b>                                  | <b>8.47%</b> |

*\*The total number of approved posts on the establishment includes the Registrar of Members' Interest.*

### **2.5.2.2. Performance management**

#### ***Organisation-wide performance management***

The reporting process for the WCPP follows the provisions of the FMPPLA. The Act stipulates the requirements for institutional planning and reporting processes. These administrative processes are aligned to the Act to ensure full compliance with the reporting requirements. In adherence to the FMPPLA performance reports on APP targets are compiled and tabled quarterly.

Senior managers verify and sign off on performance information by reviewing corresponding evidence files. At a sectional level, the APP, quarterly targets and functional activities are contained in the operational plans of managers and monitored by the relevant senior managers. In compliance with the FMPPLA, the Accounting Officer submits quarterly performance reports to the Executive Authority on the WCPP's performance in implementing the APP.

In addition to this, a mid-year budget and performance assessment report (assessing the performance of the WCPP by taking into account the monthly financial statements, the past year's Annual Report, progress on resolving problems identified in the report and performance in implementing the APP) are also submitted. These reports are tabled by the Executive Authority and referred to the Parliamentary Oversight Committee (POC) in terms of section 54(1) and (2) of the FMPPLA.

#### ***Performance management of employees***

As previously indicated, individual and team performance is closely linked to the development of an organisational performance culture. In this regard, the development of policies which reflect the overall desired values-based culture of the WCPP is important. One such policy is the Reward and Recognition Policy, which aims to align the personal values of employees with the organisational values. The assumption is that the greater the values alignment, the greater the effectiveness and the lower the levels of entropy (misdirected energy).

The WCPP has also developed toolkits and leadership training for managers that will assist in the identification of acceptable and /or poor performance as well as the reasonable steps that should be taken to address the performance situation where required.

Individual performance continues to be managed by a performance agreement that is agreed to and signed off by the employee and supervisor at the beginning of each financial year. Performance is assessed quarterly against the performance agreement. Employees on probation are assessed monthly to confirm suitability and fitness for the posts in which they have been appointed.

In addition to current efforts to ensure that staff meet the current post requirements, the ongoing assessment of current employee capabilities against future organisational requirements are equally important. The continuous development of employees to support a modernised approach to the work of the WCPP, remain of cardinal importance. In essence, it is the people of the WCPP who will realise the modernisation efforts through improved performance, improved practices and improved service delivery. In turn, this will provide the necessary enabling support for Members so that public value is ultimately impacted.

### **2.5.2.3. Service delivery environment**

The Provincial Parliament consists of Members who are elected every five years according to the national electoral system. The number of Members in the Provincial Parliament is determined by the Constitution of the Western Cape. The legislative authority of the WCPP is restricted to certain functional areas of legislative competences enumerated in the Constitution. Power is shared with National Parliament on some of these functional competences. The functional area of legislative competences on which the WCPP may legislate include for example health care, primary and secondary education, agriculture, transport and public works.

Furthermore the WCPP must facilitate public involvement in its legislative and other processes and must conduct its business in an open manner. This is done by holding sittings of the House and meetings of committees in public.

In accordance with the vision, the administration of the WCPP is committed to serve, support and strengthen the WCPP by ensuring delivery of its Constitutional mandate through the achievement of strategic goals and priorities.

The following Programmes respond to the priorities to end of term as articulated above.

## **OVERVIEW OF PROGRAMMES**

### ***Governance mechanisms***

The WCPP has a Governance Framework in place which sets forth the governance components, principles and requirements to ensure continuous improvement in institutional performance, while meeting its governance obligations and adhering to legislative requirements. Regular monthly and quarterly meetings take place on various levels from the Executive Committee, Senior Management Team, Governance Committee (GovCom) and other committees in terms of the Framework.

The WCPP continues to maintain its good relationship with its external assurance providers, such as the Audit Committee, Internal Audit and the POC, through regular interactions.

The Registrar of Members' Interests was appointed up until 30 November 2023. The Registrar reports to the Conduct Committee in respect of the implementation of the provisions of the Code of Conduct, i.e. the Registrar's "professional" responsibilities. The Accounting Officer, as per the imperatives of Section 7 of FMPPLA, to put measures and mechanisms in place to "ensure" that the Registrar, as contracted, performs in terms of agreed contractual terms and provisions. To this end the Registrar provides a quarterly report to the Accounting Officer.

### ***The Office of the Speaker***

The Speaker and Deputy Speaker provides political leadership to the WCPP and ensure adherence to Constitutional rules and rules of the House. As the presiding officers of the WCPP, the Speaker and Deputy Speaker must ensure that House sitting are conducted in an orderly manner and in accordance with the rules. The Office of the Speaker continues to enable the Speaker to fulfil his role as the Executive Authority which includes overseeing legislative processes and procedures, compliance with constitutional and legislative obligations and the delivery of the mandate of the Provincial Parliament namely oversight, law-making and public participation.

### ***The Office of the Secretary***

The Office of the Secretary provides governance, strategic and operational leadership to the WCPP's administration. This office furthermore enables the Secretary to fulfil his role as the Accounting Officer which includes all administrative and financial obligations in terms of applicable legislation and statutory requirements. The Office of the Secretary continues to serve as the custodian of the WCPP's vision and strategy in an effort to ensure delivery of its core mandate of oversight, law-making and public participation.

Legal Services continues to provide legal support to the committees and administration.



## **DIRECTORATE: FINANCIAL MANAGEMENT**

### ***FMPPLA compliance***

The WCPP continues to maintain compliance with the FMPPLA. The POC continues to oversee the performance and financial management of the WCPP according to the requirements of the FMPPLA. The WCPP submits the prescribed reports in terms of sections 51, 52, 53 and 60 of the FMPPLA to the POC through the Executive Authority. Financial statements are prepared in accordance with the standards of Generally Recognised Accounting Practice (GRAP). The WCPP will continue to respond timeously to request for information from the POC that emanates from quarterly meetings or as required.

### ***Budgetary process***

The budgetary process is dealt with in terms of the terms of engagement agreement concluded between the Speaker, as Executive Authority, and the Provincial Minister of Finance. This agreement outlines the process of consultation and streamlines the budgetary processes between the WCPP and the Provincial Treasury as required in terms of section 17 of FMPPLA.

## **DIRECTORATE: STRATEGY AND INSTITUTIONAL OVERSIGHT**

The Directorate: Strategy and Institutional Oversight (S&IO) manages and oversees the development of institutional strategy, organisational performance monitoring & evaluation, policy coordination and certain aspects of institutional governance, principally Enterprise Risk Management.

### ***Strategy formulation and prioritisation***

The Directorate leads the annual planning process, including facilitating annual strategic planning and producing an annual performance plan for the WCPP. To strengthen the alignment between strategy and budgeting, the Directorate will continue to support the WCPPs processes of prioritisation and strategic alignment to ensure budget submissions to and engagements with Provincial Treasury align to key priorities, thereby ensuring that resources are directed accordingly.

### ***Monitoring and Evaluation***

The Directorate: S&IO leads Organisational performance monitoring and evaluation to ensure compliance to statutory reporting mandates. It plays an advisory role with regard to performance monitoring and reporting good practice, including methodologies and tools.

On an annual basis, the Directorate conducts a Members Satisfaction Survey. The purpose of the survey is to assess Members' satisfaction with the Administrative support service, with a view to identifying areas that require further strengthening or improvement. Year-on-year improvement in administration services will be measured through the continuation of the annual Members Surveys in 2023/24 and for the remainder of the strategic period.

Quarterly Performance Reports, a mid-year budget and performance assessment report and an annual report are tabled by the Executive Authority. The reports are referred to the POC in terms of Section 52 and Sections 54(1) and (2) of the FMPPLA.

As part of actively building and strengthening relations with assurance bodies and ensuring cooperation and an amicable relationship between the WCPP and these bodies, the Directorate supports the Organisation's compliance with all reporting requirements and participates in engagements with the POC and Audit Committee on organisational performance matters.

***Policy Coordination***

An additional competency of the Directorate, in tandem with Legal Services, is the management of institutional policies as part of a broader governance and compliance role. The Directorate has worked toward ensuring the maintenance of a policy register, policy framework and provided general oversight with regard to policy development and compliance monitoring in the organisation. Policy owners on a bi-annual basis conduct policy compliance assessments to ensure the consistency of policy content, governance and application. This is a mechanism to ensure good corporate governance and uphold the integrity of the institution.

***Enterprise Risk management***

The Directorate works toward establishing and maintaining a risk management philosophy and culture in the WCPP. A key element involves managing the development, implementation, and maintenance of an Enterprise Risk Management (ERM) Framework, strategic and annual ERM plan and compilation of strategic and operational risk registers using established risk assessment methodologies.

**DIRECTORATE: INSTITUTIONAL ENABLEMENT (IE)*****People Management***

Training and development of employees remains a key enabler for functional sustainability within the WCPP. The current Workplace Skills Plan (WSP) identifies core competencies linked to individual performance as well as desired future skills and organisational performance. In this regard, the WCPP has embarked on a long-term systematic approach to training and development through leveraging off existing professional relationships within the CPA, CHEC, ICPS as well as various provincial institutions.

In this manner, the WCPP is able to provide greater consistency in terms of curriculum content and the repeatability of development interventions for employees. This allows the WCPP to set standards for training that could become the building blocks for professional qualifications within the sector.

As part of the broader implementation of initiatives within the control environment, the WCPP has implemented the Sage 300 system. The system provides the organisation with improved HR functionality, controls, management reports, HR functional optimisation and full integration with the Sage X3 financial components of the Enterprise Resource Planning (ERP) system. This will further enhance the ability of the HR Section to provide proactive advisory and consultancy services, which may also include the use of people analytics for decision-making and policy review.

The WCPP internship programme is part of the HR strategic trajectory to ensure that the organisation is positioned as a hub for continuous learning and opportunity for unemployed graduates. This way, the WCPP will also be responding to the triple challenges that beset the country, most importantly addressing unemployment amongst the youth. In addition, the WCPP is looking to leverage off its partnerships with Institutions of Higher Learning to expand on the pool of researchers who will provide direct and in-depth research and analysis to the various portfolio committees, utilising the acumen of post graduate students.

Against the background provided above, the Administration is looking to expand on the current WCPP Learning Portal as a platform for gaining access to bespoke training initiatives in the sector and other relevant public service innovations through establishment of the Parliamentary Academy. In this regard, access to the training budget for Members is being re-looked so that training is in line with individual Members' development needs.

Similarly, the future-fit needs of employees and their individual training requirements will also be addressed by means of the WCPP Learning Portal and the WSP.

The WCPP implemented its new organisational structure on 1 April 2019. A twelve-month period was allowed, post implementation, for the practical assessment of structural coherence, congruence and/or potential (in) effectiveness. Additionally, the changes to the economic and work environment because of the pandemic brought about by the pandemic had to be considered. Following consultation, refinements which included changes in job title naming conventions and re-purposing of roles to respond to the changes in the technological environment and work processes came into effect on 1 April 2022.

### ***Information Technology and Digital Services (ITDS)***

The implementation of Office 365 allows the organisation to improve on its ability to share information in real-time, as well as to establish Microsoft Teams as our preferred virtual option for parliamentary and administrative support services.

ITDS continues to focus on other enabling projects that are intended to improve the ability of Members to operate more efficiently, e.g. to submit claims for reimbursement through a hand-held device. This will be integrated with the ERP system.

ITDS also provides ongoing technical support for other digitalisation projects that are aimed at enhancing public engagement, developing the functionality of an enabling tool to support House proceedings and bringing about overall organisational efficiencies through full integration of the ERP.

The ITDS team is in the process of building its own developer and programming capability, which will support and enhance the WCPP's digitalisation journey and improve the sustainability in the IT space.

### ***Knowledge Management and Information Services (KM&IS)***

While the access to online information services for Members of Parliament has improved over the years, the digitalisation of Information products is a project that is under way as per the Knowledge Management Framework. A percentage of initiatives, as per the Framework, implementation plan and the results of the KM Audit conducted in 2021/22, will be rolled-out in 2023/24.

### ***Precinct management***

A service level agreement (SLA) with the Department of Transport and Public Works (DTPW) is in place for the maintenance of the Provincial Legislature Building. Contact sessions will continue to take place quarterly in respect of the management of the building and monitoring and evaluation of the SLA. In addition, the WCPP continues to comply with and adhere to the CIPA.

### ***Occupational Health and Safety (OHS)***

The implementation of strict OHS regulations during the COVID-19 pandemic has resulted in the WCPP's improved ability to respond to future pandemics and other states of disasters. The OHS Committee, appointed from across the institution, strives to ensure the compliance of the WCPP's building and practices with the stipulations of the OHS Act, 1993 (Act 85 of 1993).

In 2020, the WCPP underwent a total OHS compliance assessment, called the Hazard Identification and Risk Assessment (HIRA). Nine issues were identified in the HIRA report. The WCPP remains committed to actioning the remaining three issues in the 2023/24 financial year.

### ***Members Affairs***

Members training and development initiatives remains a key focus area in the 2023/24 financial year. Various categories of these initiatives will be offered to Members e.g. formal training and qualifications and information sessions. The purpose of the training and development initiatives is to assist Members in performing their oversight and law-making role.

Furthermore, the Members Affairs unit will continue to process transfer payments as per the Members Facilities Guide to enable Members to perform their Constitutional duties.

## **DIRECTORATE: PARLIAMENTARY SUPPORT SERVICES (PSS)**

The Directorate: PSS will continue to provide the necessary support for all parliamentary activities in accordance with the approved parliamentary programme. PSS will furthermore strive to assist Members and committees, through improved administrative and procedural efficiency, to enhance the performance of its mandated functions of law-making, oversight, and public involvement.

The overall focus for the 2023/24 financial year will be the continuation of improved timeliness and quality of procedural and related support and to continue with the implementation of the good practices, procedures, and protocols refined during the previous financial year.

### ***Plenary Support***

An oversight and accountability model for the WCPP will be developed in the 2023/24 financial year. This model will guide the WCPP's functions on accountability and oversight over the Executive, departments and entities to uphold the integrity of government and mitigate against abuse of state resources.

In addition to the above, the Plenary Support Section will also continue to track House resolutions and Executive undertakings to enhance the WCPP's ability to strengthen oversight, to harness accountability and to ensure reporting and conclusion on responses by the Executive.

Further attention will also be given to the publishing of House Papers to ensure that these documents are readily available in an electronic format and in all three official languages of the Western Cape.

### ***Committee Support***

The Committee Support Section will continue to provide procedural support to Stranding Committees in the form of good-quality drafts reports (including statutory oversight reports, reports on oversight visits and reports on Bills referend to Committees). Strict compliance with administrative processes will ensure the timeous submission of good-quality draft reports to Chairpersons and committees.

## **DIRECTORATE: PUBLIC ENGAGEMENT (PE)**

### ***Stakeholder Management and Communication Services (SMCS)***

Sittings of the House and committee meetings will continue to be livestreamed on the WCPP's website and official YouTube channel in 2023/24. Efforts to improve engagement with stakeholders through the WCPP's website and social media channels will continue, as well as ongoing support of committee activities through liaison with the media and the sharing of information on social media.

The WCPP will seek to increase public access to the WCPP website by providing stakeholders with free access to this communication channel. To achieve this the WCPP will enter into a Service Level Agreement with a service provider to reverse the billing for data cost to access the WCPP's website.

Ongoing support for extraordinary and sectoral events which includes amongst others, creating Instagram stories and the launching of social-media campaigns in order to reach as wide an audience as possible will be provided by the Section. Relationships with community radio stations and newspapers will be maintained and further developed during 2023/24.

Furthermore, media and communication support for all WCPP events remains a priority, despite the limited resources available, which includes, sittings of the House, committee meetings, public hearings and oversight visits, special meetings and sittings and any WCPP events or functions.

In terms of International Relations, the SMCS section remains committed to rolling-out the approved IR strategy to provide Members with opportunities for peer-networking, through a range of inter-parliamentary engagements.

The focus will continue to be on working towards establishing a formal relationship with a counterpart legislature abroad. The section will continue to support the empowerment of Members and officials by facilitating further international relations and protocol training.

### ***Public Education and Outreach (PEO)***

One of the key constitutional mandates of the WCPP is public involvement in legislative processes. However, for public participation to be effective and meaningful, the citizens of the province need to know what the WCPP is, what it does and how they can become involved. Public education is a key part of the WCPP's public participation function, but the strategic focus of the PEO section shifted from education to engagement.

The directorate has adapted to changes in the way in which the WCPP engages with the public. Despite previous and ongoing challenges, the PEO section continues to promote opportunities for the public to have access to and involvement in its law-making and oversight processes. This is done by being responsive to other public outreach initiatives coordinated by the legislative sector (e.g. sectoral parliaments and commemorative events) and continuing to develop and use digital means to foster relationships with stakeholders.

During the 2023/24 financial year, PEO will continue to roll-out the annual education programme though the implementation of public education and outreach initiatives. It is also envisioned that a new partnership will be established to further enhance public participation. This new partnership will be in addition to existing partnerships with entities and institutions such as the Department of Local Government, the Commission for Gender Equality and the University of the Western Cape.

PEO will undertake two bigger projects in 2023/24 namely the development of WCPP Engage 1.0 (digital online platform) and the implementation of the Public Engagement Model. Both these projects are in line with the WCPP's digital transformation strategy and will enhance public participation processes. This will in return ensure greater involvement and participation and to deepen the levels of citizen engagement in the work of parliament

## 2.6. KEY RISKS

| Key Risk   | Mitigations   |
|--|---|
| 1. Uncertainty in respect of the budget envelope that may result in institutional performance stagnation   | 1.1. Prioritisation of the budget to align to key deliverables linked to the mandate (e.g. revised approach to committee budgeting, supported by business plans) and the implementation of cost containment measures  |
| 2. Inadequate Information Security Management system resulting in cyber-attacks, data theft and fraud which may cause operational downtime, financial loss, or reputational damage | 2.1. Developed and implementing a cyber security strategy based on a cost-benefit approach of outsourcing and employing an information security specialist<br>2.2. Implementing an online cyber security training program for members of parliament and staff<br>2.3. System hardening procedure is being implemented to ensure the configuration of systems are setup according to best practice which is developed to be as secure as possible<br>2.4. Regular penetration testing<br>2.5. Developed a formal process to respond to incidents that are linked to the disaster recovery plan |
| 3. Inability to embed and enforce a technology culture at the institution due to capacity  | 3.1. Standardisation on the Microsoft 365 platform and years of familiarity with current Microsoft tools in WCPP<br>3.2. Develop and implement an incremental change management programme linked to office 365 benefits, with assistance from Microsoft, using global practices and adoption strategies   |
| 4. Ineffective IT Governance resulting in the institutional performance stagnation and regression  | 4.1. ICT Strategy, which is developed, approved and is being implemented<br>4.2. MTEF budget planning includes enterprise architecture investment and future people needs, given the rapid changes in the IT environment<br>4.3. Annual review of the ICT Strategic Plan and aligning it to the business needs of the institution<br>4.4. Information technology governance oversight by the SMT and the Governance Committee   |
| 5. Inappropriate skill sets to adjust to the requirements of a modernised parliament   | 5.1. Reskilling of staff (i.e., Workplace skills plan) to meet future fit requirements as part of the plans of the approved HR Strategy<br>5.2. Implementing a recruitment process based on a balance between internal versus external recruitment to ensure appropriate skills are attracted<br>5.3. Refining of job descriptions to align to future-fit requirements  |
| 6. Significant interruptions to the service delivery of parliament that may result in extended business interruptions  | 6.1. Regular review and testing of all contingency plans linked to the BCP<br>6.2. Training and awareness of staff and members of parliament in respect of their role should a significant disruption occur.<br>6.3. Develop and manage MOU's with alternate sites for critical events where these alternate sites are required   |

| Key Risk  | Mitigations   |
|---|---|
| 7. Security breaches (unauthorised access, theft, safety concerns and loss of assets) that may result in liability exposure, financial loss and loss of reputational standing | <p>7.1. Develop, implement, and oversee an SLA with SAPS and DTPW to ensure that the security and OHS environment is improved</p> <p>7.2. Optimising the Joint Planning Committee (JPC) to enhance accountability of service providers to the security and OHS environment</p> <p>7.3. Visible security by SAPS and investigating whether DOCS can augment support at ingress and egress points</p> <p>7.4. Increase in creating awareness regarding security of the WCPP with both members of parliament and staff</p> |
| 8. Inadequate public participation in the law-making process resulting in possible unconstitutional laws and ineffective legislative oversight                                | 8.1. Reviewing the existing public participation strategy to focus on broader public engagement initiatives and leverage technology as a tool to interface with the public to improve public engagement   |
| 9. Inadequate procedural advice and support provided to the Committees resulting in law making and oversight process that are unconstitutional                                | 9.1. Developing and implementing processes, systems, and mechanisms to improve committee support in line with best practice (e.g. through a Review of the Oversight and Accountability model)   |
| 10. Limited social media engagement with stakeholders due to limited skilled resources  | <p>10.1. Outsourcing critical skills required to drive the social media presence required</p> <p>10.2. Investigation into creating an additional position to increase the staff establishment for a multimedia officer with the relevant social media expertise</p>   |
| 11. Inability to provide capacity building opportunities to enhance members of parliaments skills set   | <p>11.1. Review capacity building and support to members of parliament</p> <p>11.2. Develop and implement a training and development plan which will be evaluated to determine the impact of the training</p>   |
| 12. Prolonged power outage or total blackout resulting in an extended business interruption   | <p>12.1. Develop and test the power outage continuity plan</p> <p>12.2. Collaboration with WCG to leverage their continuity expertise and forums to assist with early warnings and continuity plan development</p> <p>12.3. Ensure through the SLA and maintenance schedule with DTPW that back-up power (i.e. generators) requirements are maintained at the Legislature Building</p> <p>12.4. The establishment of an emergency preparedness team</p>   |
| <b>Emerging Risk</b>  |   |
| Operational readiness of the administration in respect of the expected increase in WCPP seats   |   |

## 2.7. OVERVIEW OF THE 2023 BUDGET AND MTEF ESTIMATES

### 2.7.1. Receipt Estimates

#### Summary of receipts

|   | Outcome            |                    |                    | Medium-term estimate                 |  |                                |         |  |         |         |
|---|--------------------|--------------------|--------------------|--------------------------------------|--|--------------------------------|---------|--|---------|---------|
|   | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 | Main<br>appro-<br>piation<br>2022/23 | Adjusted<br>appro-<br>piation<br>2022/23 | Revised<br>estimate<br>2022/23 | 2023/24 | % Change<br>from<br>Revised<br>estimate<br>2022/23 | 2024/25 | 2025/26 |
| <b>Receipts R'000</b>                                 |                    |                    |                    |                                      |  |                                |         |  |         |         |
| <b>Treasury funding</b>                               |                    |                    |                    |                                      |  |                                |         |  |         |         |
| Equitable share                                       | 127 078            | 124 615            | 150 232            | 164 646                              | 164 646                                  | 162 900                        | 184 113 | 13.02  | 188 887 | 195 657 |
| Financing   | 18 063             | 17 258             | 6 772              | 11 778                               | 22 451                                   | 22 451                         | 3 483   | (84.49)  | 5 108   |         |
| Provincial Revenue Fund                               | 18 063             | 17 258             | 6 772              | 11 778                               | 22 451                                   | 22 451                         | 3 483   | (84.49)  | 5 108   |         |
| <b>Total Treasury funding</b>                         | 145 141            | 141 873            | 157 004            | 176 424                              | 187 097                                  | 185 351                        | 187 596 | 1.21   | 193 995 | 195 657 |
| <b>Departmental receipts</b>                          |                    |                    |                    |                                      |  |                                |         |  |         |         |
| Sales of goods and services other than capital assets | 99                 | (4)                | 22                 | 7                                    | 7  | 21                             | 8       | (61.90)  | 9       | 9       |
| Transfers received                                    |                    | 750                |                    |                                      |  |                                |         |  |         |         |
| Interest, dividends and rent on land                  | 408                | 294                | 249                | 71                                   | 71                                       | 295                            | 74      | (74.92)  | 77      | 81      |
| Sales of capital assets                               | 87                 | 8                  | 16                 |                                      |  | 61                             |         | (100.00)   |         |         |
| Financial transactions in assets and liabilities      | 13                 | 115                | 138                |                                      |  | 1 447                          |         | (100.00)   |         |         |
| <b>Total departmental receipts</b>                    | 607                | 1 163              | 425                | 78                                   | 78                                       | 1 824                          | 82      | (95.50)  | 86      | 90      |
| <b>Total receipts</b>                                 | 145 748            | 143 036            | 157 429            | 176 502                              | 187 175                                  | 187 175                        | 187 678 | 0.27   | 194 081 | 195 747 |



## 2.7.2. Expenditure Estimates

| Programme<br>R'000                               | Outcome            |                    |                    | Main<br>appro-<br>piation<br>2022/23 | Adjusted<br>appro-<br>piation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |  |                |                |
|--|--------------------|--------------------|--------------------|--------------------------------------|--|--------------------------------|----------------------|--|----------------|----------------|
|  | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                      |  |                                | 2023/24              | % Change<br>from<br>Revised<br>estimate<br>2022/23 | 2024/25        | 2025/26        |
| 1. Governance (Leadership) and<br>Administration | 62 161             | 59 428             | 65 196             | 78 910                               | 83 933                                   | 83 933                         | 82 504               | (1.70)   | 86 257         | 86 886         |
| 2. Parliamentary Support Services                | 20 008             | 18 044             | 22 107             | 23 830                               | 25 958                                   | 25 958                         | 25 654               | (1.17)   | 26 794         | 27 803         |
| 3. Public Engagement                             | 11 770             | 10 076             | 12 608             | 14 222                               | 17 459                                   | 17 459                         | 18 664               | 6.90   | 16 923         | 16 660         |
| 4. Members Support                               | 51 809             | 55 488             | 57 518             | 59 540                               | 59 825                                   | 59 825                         | 60 856               | 1.72   | 64 107         | 64 398         |
| <b>Total payments and estimates</b>              | <b>145 748</b>     | <b>143 036</b>     | <b>157 429</b>     | <b>176 502</b>                       | <b>187 175</b>                           | <b>187 175</b>                 | <b>187 678</b>       | <b>0.27</b>  | <b>194 081</b> | <b>195 747</b> |

Summary of payments and estimates by economic classification

| Economic classification<br>R'000                    | Outcome            |                    |                    | Main appropriation<br>2022/23 | Adjusted appropriation<br>2022/23 | Revised estimate<br>2022/23 | Medium-term estimate |   |         |
|---|--------------------|--------------------|--------------------|-------------------------------|-----------------------------------|-----------------------------|----------------------|---|---------|
|   | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                               |                                   |                             | 2023/24              | % Change from Revised estimate<br>2022/23 | 2024/25 |
| <b>Current payments</b>                             | 93 131             | 88 675             | 102 216            | 118 344                       | 124 640                           | 124 640                     | <b>128 812</b>       | 130 727                                   | 133 492 |
| Compensation of employees                           | 67 988             | 70 417             | 77 813             | 91 186                        | 86 806                            | 86 387                      | <b>95 204</b>        | 98 352                                    | 102 658 |
| Goods and services                                  | 25 143             | 18 258             | 24 403             | 27 158                        | 37 834                            | 38 253                      | <b>33 608</b>        | 32 375                                    | 30 834  |
| <b>Transfers and subsidies to</b>                   | 46 698             | 51 233             | 50 853             | 53 711                        | 53 526                            | 53 526                      | <b>54 135</b>        | 56 176                                    | 56 716  |
| Departmental agencies and accounts                  | 22                 | 22                 | 22                 | 22                            | 22                                | 22                          | <b>22</b>            | 22  | 22      |
| Foreign governments and international organisations | 289                | 311                | 292                | 338                           | 338                               | 338                         | <b>356</b>           | 357                                       | 375     |
| Non-profit institutions                             | 45 047             | 48 598             | 49 224             | 51 776                        | 50 921                            | 50 921                      | <b>52 106</b>        | 53 992                                    | 54 414  |
| Households  | 1 340              | 2 302              | 1 315              | 1 575                         | 2 245                             | 2 245                       | <b>1 651</b>         | 1 805                                     | 1 905   |
| <b>Payments for capital assets</b>                  | 5 909              | 3 128              | 4 360              | 4 447                         | 9 009                             | 9 009                       | <b>4 731</b>         | 7 178                                     | 5 539   |
| Machinery and equipment                             | 5 053              | 1 585              | 2 550              | 1 168                         | 5 537                             | 5 537                       | <b>2 085</b>         | 4 334                                     | 2 561   |
| Software and other intangible assets                | 856                | 1 543              | 1 810              | 3 279                         | 3 472                             | 3 472                       | <b>2 646</b>         | 2 844                                     | 2 978   |
| <b>Payments for financial assets</b>                | 10                 |                    |                    |                               |                                   |                             |                      |   |         |
| <b>Total economic classification</b>                | 145 748            | 143 036            | 157 429            | 176 502                       | 187 175                           | 187 175                     | <b>187 678</b>       | 194 081                                   | 195 747 |

### 2.7.3. Relating Expenditure to Strategic Outcome-Orientated Goals

The mandated functions of law making, oversight and public involvement will continue to be the key areas of delivery for the WCPP.

The budget will be aligned to the Priorities to ensure that the WCPP achieves the vision for the 6th Administration.

### 2.7.4. Donor Funding

The European Union has provided donor funding to the South African Legislative Sector for institutional development programmes. This funding is managed by the national Parliament through the Legislative Sector Support (LSS) unit.

An indicative allocation of R1 816 196 was made to the WCPP to fund projects for the following result areas:

| RESULT AREAS   | ALLOCATION (%) | ALLOCATION        |
|--|----------------|-------------------|
| Strengthen the oversight functions of the legislative sector                                   | 33             | R599 345          |
| Enhance public involvement to deepen and entrench people-centred democracy in South Africa     | 25             | R454 049          |
| Sector and international coordination and engagement   | 17             | R308 753          |
| Capacitating the sector (through the development of strategies by the parliamentary institute) | 25             | R454 049          |
| <b>TOTAL</b>   | <b>100%</b>    | <b>R1 816 196</b> |

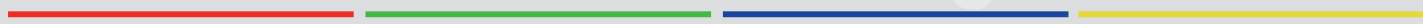
The WCPP has submitted its proposed projects to the LSS for consideration, after which service providers will be sourced and appointed to complete and effect the WCPP approved projects, for which LSS funds will be allocated.



# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART III MEASURING OUR PERFORMANCE





## PART III: MEASURING OUR PERFORMANCE

### 3.1. PROGRAMME 1: GOVERNANCE (LEADERSHIP) AND ADMINISTRATION

The purpose of this programme is to provide overall strategic leadership and direction for the WCPP.

#### 3.1.1. Goals, Objectives and Indicators

Summary of strategic outcome-oriented goals, strategic objectives, strategic objective performance indicators, performance indicators per programme, subprogramme, or sub-subprogramme

| Programme/subprogramme/sub-subprogramme |  | Strategic outcome-oriented goals                                    | Strategic objectives   | Strategic objective performance indicators  |
|---|--|---|--|---|
| 1.                                      | <b>Programme 1: Governance (Leadership) and Administration</b> |   |  |   |
| 1.1                                     | <b>Office of the Speaker</b>                                   | To provide strategic, governance and institutional support services | Demonstrable good governance by continuously improving governance processes and practices                                  | Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions |
| 1.2                                     | <b>Office of the Secretary</b>                                 |   |  |   |
| 1.2.1                                   | • Programme Management   |   |  |   |
| 1.2.2                                   | • Legal Services   |   |  |   |
| 1.2.3                                   | • Risk Management  |   |  |   |
| 1.2.4                                   | • Strategy and Organisational Performance                      |   |  |   |
| 1.3                                     | <b>Financial Management</b>                                    | To provide strategic, governance and institutional support services | Modernised and continuously improved institutional procedures and processes towards supporting the functions of parliament | Establish mechanisms year-on-year to continuously improve governance processes and practices                                    |
| 1.3.1                                   | • Financial and Management Accounting                          |   |  |   |
| 1.3.2                                   | • Supply Chain and Asset Management                            |   |  |   |
| 1.3.3                                   | • Financial Compliance and Internal Control                    |   |  |   |
| 1.4                                     | <b>Institutional Enablement</b>                                |   |  | Percentage of resource efficiency measures implemented  |
| 1.4.1                                   | • People Management  |   |  |   |
| 1.4.2                                   | • Information Technology and Digital Services                  |   |  |   |
| 1.4.3                                   | • Knowledge Management and Information Services                |   |  |   |
| 1.4.4                                   | • Logistical Services  |   |  |   |

**3.1.2. Programme performance indicators, annual and quarterly targets per subprogramme**

**Subprogramme 1.1: Office of the Speaker**

The purpose of this subprogramme is as follows:

- to render support to the presiding officers in the formulation of the strategic direction of the WCPP administration;
- to render support to the presiding officers in the fulfilment of their functions in terms of the relevant statutory provisions and parliamentary rules;
- to render support to the presiding officers in representing the WCPP and participating in legislative activities both locally and internationally; and
- to render secretarial and office support services to presiding officers.

**Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)**

| Strategic objective performance indicators  | Audited actual performance |  |  | Estimated performance 2022/23  | Medium-term targets  |  |  |
|---|----------------------------|--|--|--|--|--|--|
|   | 2019/20                    | 2020/21  | 2021/22  |  | 2023/24  | 2024/25  | 2025/26  |
| 1<br>Establish mechanisms year-on-year to continuously improve governance processes and practices | New PI                     | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices |

**Programme performance indicators and annual targets for 2023/24**

| Programme performance indicators   | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets |         |         |
|--|----------------------------|---------|---------|-------------------------------|---------------------|---------|---------|
|  | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24             | 2024/25 | 2025/26 |
| 1.1.1<br>% compliance by the Executive Authority with the prescribed legislative obligations in terms of the FMPLA | 100%                       | 92%     | 89%     | 100%                          | 100%                | 100%    |         |



**Quarterly targets for 2023/24**

| Performance indicator   | Reporting Period | Annual target 2023/24 | Quarterly targets |      |      |      |
|---|------------------|-----------------------|-------------------|------|------|------|
|   |                  |                       | 1st               | 2nd  | 3rd  | 4th  |
| 1.1.1 % compliance by the Executive Authority with the prescribed legislative obligations in terms of the FMPLA | Quarterly        | 100%                  | 100%              | 100% | 100% | 100% |

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification    | Revised appropriation 2022/23 | Estimate 2023/24 | Percentage change from revised appropriation |
|----------------------------|-------------------------------|------------------|--|
|                            | R'000                         | R'000            | %  |
| <b>Current payments:</b>   |                               |                  |  |
| Compensation of employees  | 6 032                         | 6 496            | 7.69   |
| Goods and services         | 3 199                         | 1 929            | (39.70)                                      |
| <b>Transfers to:</b>       |                               |                  |  |
| Households                 |                               |                  |  |
| Payment for capital assets | 678                           | 760              | 12.09  |
| <b>TOTAL</b>               | <b>10 311</b>                 | <b>9 185</b>     | <b>(10.92)</b>                               |

| Total funded positions | Establishment |        |
|------------------------|---------------|--------|
|                        | Filled        | Vacant |
| 7                      | 7             | -      |

### Subprogramme 1.2: Office of the Secretary

The purpose of this subprogramme is as follows:

- to formulate operational policies and establish norms and standards in compliance with relevant legislation and practices;
- to manage strategy and institutional oversight, public engagement, parliamentary support services, institutional enablement and financial management services;
- to perform strategic and institutional oversight;
- to provide legal services to the presiding officers, administration and committees; and
- to facilitate risk management services.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicator   | Audited actual performance                            |   |   | Estimated performance 2022/23                         | Medium-term targets                                   |   |   |
|---|---|---|---|---|---|---|---|
|   | 2019/20   | 2020/21   | 2021/22   |   | 2023/24   | 2024/25   | 2025/26   |
| 1 Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions | Year-on-year improvement in administrative efficiency | Year-on-year improvement in administrative efficiency | Year-on-year improvement in administrative efficiency | Year-on-year improvement in administrative efficiency | Year-on-year improvement in administrative efficiency | Year-on-year improvement in administrative efficiency | Year-on-year improvement in administrative efficiency |

#### Programme performance indicators and annual targets for 2023/24

| Programme performance indicators   | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets |         |         |
|--|----------------------------|---------|---------|-------------------------------|---------------------|---------|---------|
|  | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24             | 2024/25 | 2025/26 |
| 1.2.1 % of Members' satisfaction with administration support services                            | New PI                     | 91%     | 88%     | 80%                           | 80%                 | 80%     | 80%     |
| 1.2.2 % compliance by the Accounting Officer with the prescribed FMPPLA's reporting requirements | 100%                       | 94%     | 100%    | 100%                          | 100%                | 100%    | 100%    |
| 1.2.3 % of planned APP programme performance indicators achieved                                 | 77,78%                     | 74%     | 76%     | 96%                           | 96%                 | 96%     | 96%     |

**Quarterly targets for 2023/24**

| Performance indicator  | Reporting Period | Annual target 2023/24 | Quarterly targets |      |      |      |
|--|------------------|-----------------------|-------------------|------|------|------|
|  |                  |                       | 1st               | 2nd  | 3rd  | 4th  |
| 1.2.1 % of Members' satisfaction with administration support services                            | Annual           | 80%                   |                   |      |      | 80%  |
| 1.2.2 % compliance by the Accounting Officer with the prescribed FMPPLA's reporting requirements | Quarterly        | 100%                  | 100%              | 100% | 100% | 100% |
| 1.2.3 % of planned APP programme performance indicators achieved                                 | Annual           | 96%                   |                   |      |      | 96%  |

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification   | Revised appropriation 2022/23 | Estimate 2023/24 | Percentage change from revised appropriation |
|---------------------------|-------------------------------|------------------|--|
|                           | R'000                         | R'000            | %  |
| <b>Current payments:</b>  |                               |                  |  |
| Compensation of employees | 16 162                        | 18 549           | 14.77  |
| Goods and services        | 3 435                         | 1 521            | (55.72)                                      |
| <b>Transfers to:</b>      |                               |                  |  |
| Households                | 246                           | 19               | (92.28)                                      |
| <b>TOTAL</b>              | <b>19 843</b>                 | <b>20 089</b>    | <b>1.24</b>                                  |

| Total funded positions | Establishment |        |
|------------------------|---------------|--------|
|                        | Filled        | Vacant |
| 19                     | 17            | 2*     |

\* Senior Officer Strategy and Organisational Performance; Legal Adviser<sup>1</sup>  
(The Registrar Members' Interest is not included in these totals)

1 This position will not be filled at this time. The Administration will assess the further need for this position to be filled and, should such need exist, at the appropriate time commence a recruitment and selection process.

### Subprogramme 1.3: Financial Management

The purpose of this subprogramme is as follows:

- to render financial and management accounting services;
- to render supply chain and asset management services; and
- to identify systematic weaknesses and recommend corrective measures to combat irregularities.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicator  | Audited actual performance |  |  | Estimated performance 2022/23  | Medium-term targets  |  |  |
|--|----------------------------|--|--|--|--|--|--|
|  | 2019/20                    | 2020/21  | 2021/22  |  | 2023/24  | 2024/25  | 2025/26  |
| 1 Establish mechanisms year-on-year to continuously improve governance processes and practices | New PI                     | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices | Establish mechanisms year-on-year to continuously improve governance processes and practices |

#### Programme performance indicators and annual targets for 2023/24

| Programme performance indicators                      | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets |         |         |
|---|----------------------------|---------|---------|-------------------------------|---------------------|---------|---------|
|   | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24             | 2024/25 | 2025/26 |
| 1.3.1 % of follow-up Internal Audit actions completed | New PI                     | New PI  | New PI  | New PI                        | 100%                | 100%    | 100%    |

**Quarterly targets for 2023/24**

| Performance indicator                                 | Reporting Period | Annual target 2023/24 | Quarterly targets |     |     |      |
|---|------------------|-----------------------|-------------------|-----|-----|------|
|   |                  |                       | 1st               | 2nd | 3rd | 4th  |
| 1.3.1 % of follow-up Internal Audit actions completed | Annual           | 100%                  |                   |     |     | 100% |

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification   | Revised appropriation 2022/23 | Estimate 2023/24 | Percentage change from revised appropriation |
|---------------------------|-------------------------------|------------------|--|
|                           | R'000                         | R'000            |  |
| <b>Current payments:</b>  |                               |                  |  |
| Compensation of employees | 13 715                        | 14 686           | 7.08   |
| Goods and services        | 4 656                         | 4 850            | 4.17   |
| <b>Transfers to:</b>      |                               |                  |  |
| Households                | 19                            | 19               | 0.00   |
| <b>TOTAL</b>              | <b>18 390</b>                 | <b>19 555</b>    | <b>6.33</b>                                  |

| Establishment          |        |
|------------------------|--------|
| Total funded positions | Vacant |
| 19                     | -      |

### Subprogramme 1.4: Institutional Enablement

The purpose of this subprogramme is as follows:

- to render human resource management services;
- to render administrative and user support services and enhance and maintain information-technology infrastructure and digital services;
- to provide knowledge management and information services; and
- to provide logistical services, including catering, telephony, travelling and transport, cleaning, venue management and parking management services.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicator                | Audited actual performance |   |                 | Estimated performance 2022/23 | Medium-term targets                |                                    |                                     |
|--|----------------------------|---|-----------------|-------------------------------|------------------------------------|------------------------------------|-------------------------------------|
|  | 2019/20                    | 2020/21                                   | 2021/22         |                               | 2023/24                            | 2024/25                            | 2025/26                             |
| 1 Percentage of resource efficiency measures implemented | New PI                     | Digitalisation Strategic Improvement Plan | 20% implemented | 30% implemented               | 48% of 5-year strategy implemented | 67% of 5-year strategy implemented | 100% of 5-year strategy implemented |
|  |                            | Human Resource Strategy                   | 30% implemented | 40% implemented               | 53% of 5-year strategy implemented | 67% of 5-year strategy implemented | 100% of 5-year strategy implemented |
|  |                            | Knowledge Management Strategic Framework  | 20% implemented | 30% implemented               | 48% of 5-year strategy implemented | 67% of 5-year strategy implemented | 100% of 5-year strategy implemented |

**Programme performance indicators and annual targets for 2023/24**

| Programme performance indicators  | Audited actual performance |  |                 | Estimated performance 2022/23 | Medium-term targets                |                                    |                                     |
|---|----------------------------|--|-----------------|-------------------------------|------------------------------------|------------------------------------|-------------------------------------|
|   | 2019/20                    | 2020/21  | 2021/22         |                               | 2023/24                            | 2024/25                            | 2025/26                             |
| 1.4.1 % of IT Digitalisation Improvement Strategy initiatives implemented       | New PI                     | Approved Digitalisation Strategic Improvement Plan | 20% implemented | 30% implemented               | 48% of 5-year strategy Implemented | 67% of 5-year strategy Implemented | 100% of 5-year strategy Implemented |
| 1.4.2 % of Human Resource Strategy initiatives implemented                      | New PI                     | Approved Human Resource Strategy                   | 30% implemented | 40% implemented               | 53% of 5-year strategy Implemented | 67% of 5-year strategy Implemented | 100% of 5-year strategy Implemented |
| 1.4.3 % of the Knowledge Management Strategic Framework initiatives implemented | New PI                     | Approved Knowledge Management Strategic Framework  | 20% implemented | 30% implemented               | 48% of 5-year strategy Implemented | 67% of 5-year strategy Implemented | 100% of 5-year strategy Implemented |

**Quarterly targets for 2023/24**

| Performance indicator   | Reporting Period | Annual target 2023/24                   | Quarterly targets |   |     |   |
|---|------------------|---|-------------------|---|-----|---|
|   |                  |   | 1st               | 2nd                                     | 3rd | 4th                                     |
| 1.4.1 % of IT Digitalisation Improvement Strategy initiatives implemented       | Bi-annual        | 100% of planned initiatives implemented |                   | 100% of planned initiatives implemented |     | 100% of planned initiatives implemented |
| 1.4.2 % of Human Resource Strategy initiatives implemented                      | Bi-annual        | 100% of planned initiatives implemented |                   | 100% of planned initiatives implemented |     | 100% of planned initiatives implemented |
| 1.4.3 % of the Knowledge Management Strategic Framework initiatives implemented | Bi-annual        | 100% of planned initiatives implemented |                   | 100% of planned initiatives implemented |     | 100% of planned initiatives implemented |

Summary of payments and estimates by economic classification and establishment information

| Economic classification     | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|-----------------------------|----------------------------------|---------------------|---|
|                             | R'000                            | R'000               | %   |
| <b>Current payments:</b>    |                                  |                     |   |
| Compensation of employees   | 17 120                           | 19 199              | 12.14   |
| Goods and services          | 10 781                           | 10 458              | (2.99)  |
| <b>Transfers to:</b>        |                                  |                     |   |
| Households                  | 64                               | 48                  | (25.00)   |
| Payments for capital assets | 7 424                            | 3 971               | (46.51)   |
| <b>TOTAL</b>                | <b>35 389</b>                    | <b>33 676</b>       | <b>(4.84)</b>                                   |

| Establishment          |        |
|------------------------|--------|
| Total funded positions | Vacant |
| 25                     | 3*     |
|                        | 22     |

\* ICT Officer, Senior Officer: Talent Management and Senior Officer: People Management



**3.1.3. Reconciling performance targets with the budget and MTEF**

**3.1.3.1. Payments and estimates: Programme 1: Governance (Leadership) and Administration**

| Sub-programme<br>R'000              | Outcome            |                    |                    | Main<br>appro-<br>piation<br>2022/23 | Adjusted<br>appro-<br>piation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |               |               |  |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------------------------|--|--------------------------------|----------------------|---------------|---------------|--|
|                                     | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                      |  |                                | 2023/24              | 2024/25       | 2025/26       | % Change<br>from<br>Revised<br>estimate<br>2022/23 |
| 1. Office of the Speaker            | 6 464              | 6 295              | 7 465              | 10 039                               | 10 311                                   | 10 311                         | 9 185                | 8 232         | 8 115         | (10.92)  |
| 2. Office of the Secretary          | 13 694             | 13 620             | 14 204             | 21 069                               | 19 843                                   | 19 843                         | 20 088               | 21 046        | 21 229        | 1.23   |
| 3. Financial Management             | 14 595             | 16 153             | 17 597             | 18 426                               | 18 390                                   | 18 390                         | 19 555               | 20 253        | 21 178        | 6.33   |
| 4. Institutional Enablement         | 27 408             | 23 360             | 25 930             | 29 376                               | 35 389                                   | 35 389                         | 33 676               | 36 726        | 36 364        | (4.84)   |
| <b>Total payments and estimates</b> | <b>62 161</b>      | <b>59 428</b>      | <b>65 196</b>      | <b>78 910</b>                        | <b>83 933</b>                            | <b>83 933</b>                  | <b>82 504</b>        | <b>86 257</b> | <b>86 886</b> | <b>(1.70)</b>                                      |

Payments and estimates by economic classification

| Economic classification<br>R'000     | Outcome            |                    |                    | Main appropriation<br>2022/23 | Adjusted appropriation<br>2022/23 | Revised estimate<br>2022/23 | Medium-term estimate |   |         |         |
|--------------------------------------|--------------------|--------------------|--------------------|-------------------------------|-----------------------------------|-----------------------------|----------------------|---|---------|---------|
|                                      | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                               |                                   |                             | 2023/24              | % Change from Revised estimate<br>2022/23 | 2024/25 | 2025/26 |
| <b>Current payments</b>              | 56 354             | 55 305             | 62 195             | 74 477                        | 75 100                            | 75 100                      | 77 687               | 3.44                                      | 78 993  | 81 261  |
| Compensation of employees            | 41 063             | 44 107             | 47 778             | 56 199                        | 53 029                            | 52 619                      | 58 930               | 11.99                                     | 60 443  | 63 073  |
| Goods and services                   | 15 291             | 11 198             | 14 417             | 18 278                        | 22 071                            | 22 481                      | 18 757               | (16.57)                                   | 18 550  | 18 188  |
| <b>Transfers and subsidies</b>       | 34                 | 1 054              | 35                 | 86                            | 731                               | 731                         | 86                   | (88.24)                                   | 86      | 86      |
| Departmental agencies and accounts   | 22                 | 22                 | 22                 | 22                            | 22                                | 22                          | 22                   |   | 22      | 22      |
| Households                           | 12                 | 1 032              | 13                 | 64                            | 709                               | 709                         | 64                   | (90.97)                                   | 64      | 64      |
| <b>Payments for capital assets</b>   | 5 763              | 3 069              | 2 966              | 4 347                         | 8 102                             | 8 102                       | 4 731                | (41.61)                                   | 7 178   | 5 539   |
| Machinery and equipment              | 4 907              | 1 526              | 1 156              | 1 068                         | 4 630                             | 4 630                       | 2 085                | (54.97)                                   | 4 334   | 2 561   |
| Software and other intangible assets | 856                | 1 543              | 1 810              | 3 279                         | 3 472                             | 3 472                       | 2 646                | (23.79)                                   | 2 844   | 2 978   |
| <b>Payments for financial assets</b> | 10                 |                    |                    |                               |                                   |                             |                      |   |         |         |
| <b>Total economic classification</b> | 62 161             | 59 428             | 65 196             | 78 910                        | 83 933                            | 83 933                      | 82 504               | (1.70)                                    | 86 257  | 86 886  |

## Details of transfers and subsidies

| Economic classification<br>R'000              | Outcome            |                    |                    | Main<br>appro-<br>priation<br>2022/23 | Adjusted<br>appro-<br>priation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |  |         |         |
|---|--------------------|--------------------|--------------------|---------------------------------------|---|--------------------------------|----------------------|--|---------|---------|
|   | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                       |   |                                | 2023/24              | % Change<br>from<br>Revised<br>estimate<br>2022/23 | 2024/25 | 2025/26 |
| <b>Transfers and subsidies to (Current)</b>   | 34                 | 1 054              | 35                 | 86                                    | 731                                       | 731                            | 86                   | (88.24)  | 86      | 86      |
| Departmental agencies and accounts            | 22                 | 22                 | 22                 | 22                                    | 22  | 22                             | 22                   |  | 22      | 22      |
| Departmental agencies (non-business entities) | 22                 | 22                 | 22                 | 22                                    | 22  | 22                             | 22                   |  | 22      | 22      |
| South African Broadcasting Corporation (SABC) | 22                 | 22                 | 22                 | 22                                    | 22  | 22                             | 22                   |  | 22      | 22      |
| Households                                    | 12                 | 1 032              | 13                 | 64                                    | 709                                       | 709                            | 64                   | (90.97)  | 64      | 64      |
| Social benefits                               |                    | 1 023              |                    |                                       | 247                                       | 247                            |                      | (100.00)   |         |         |
| Other transfers to households                 | 12                 | 9                  | 13                 | 64                                    | 462                                       | 462                            | 64                   | (86.15)  | 64      | 64      |

### 3.1.3.2. Performance and expenditure trends

The Programme is showing a decrease of R1.429 million or 1.70 per cent from its R83.933 million revised estimate in 2022/23 to R82.504 million in 2023/24. The increase in compensation of employees makes provision for salary adjustments as well as the strengthening of WCPP's oversight responsibilities and mandate.

The decrease of 16.57 per cent in 2023/24 on the goods and services budget is as a result of additional funding made available in 2022/23 for once-off projects, such as, the Commonwealth Parliamentary Association (CPA) Secretariat function.

The provision for departmental agencies and accounts remains the same over the MTEF.

There is a decrease of 90.97 per cent in Households as a result of higher-than-expected leave gratuity payments made to staff who left the employment in 2022/23.

The capital expenditure budget for 2023/24 decreases by 41.61 per cent from the 2022/23 revised estimates as a result of rolled-over projects like the laptop refresh as well as the provision made for the upgrade of the security surveillance system in 2022/23.

### 3.2. PROGRAMME 2: PARLIAMENTARY SUPPORT SERVICES

The purpose of this programme is to provide effective procedural advice and related support to the House and committees and to facilitate public participation.

#### 3.2.1. Goals, Objectives and Indicators

Summary of strategic outcome-oriented goals, strategic objectives, strategic objective performance indicators, performance indicators per programme, subprogramme, or sub-subprogramme

| Programme/subprogramme/sub-subprogramme |  | Strategic outcome-oriented goals   | Strategic objectives  | Strategic objective performance indicators  |
|---|--|--|---|---|
| 2.                                      | <b>Programme 2: Parliamentary Support Services (PSS)</b> |  |   |   |
| 2.1                                     | <b>Programme Management (PSS)</b>                        | To provide effective procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement | To provide enhanced professional and timely procedural and related support                                      | Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions |
| 2.2                                     | <b>Plenary Support</b>                                   |  |   |   |
| 2.3                                     | <b>Committee Support</b>                                 |  |   |   |
| 2.3.1                                   | Committees   |  |   |   |
| 2.3.2                                   | Standing Committees                                      |  |   |   |
| 2.4                                     | <b>Hansard Services</b>                                  |  |   |   |
| 2.5                                     | <b>Serjeant-at-Arms</b>                                  | To provide strategic, governance and institutional support services  | To provide for and maintain conducive facilities and to ensure a safe working environment for Members and staff | Appropriate, well maintained conducive facilities and safe working environment to support the functions of Parliament           |

**3.2.2. Programme performance indicators, annual and quarterly targets per subprogramme**

**Subprogramme 2.1: Programme Management (Parliamentary Support Services)**

The purpose of this subprogramme is to provide management and administrative support to Programme 2: Parliamentary Support Services.

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification   | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|---------------------------|----------------------------------|---------------------|---|
|                           | R'000                            | R'000               | %   |
| <b>Current payments:</b>  |                                  |                     |   |
| Compensation of employees | 1 857                            | 1 979               | 6.57  |
| Goods and services        | 33                               | 29                  | (12.12)   |
| <b>Transfers to:</b>      |                                  |                     |   |
| Households                | 35                               | 2                   | (94.29)   |
| <b>TOTAL</b>              | <b>1 925</b>                     | <b>2 010</b>        | <b>4.41</b>                                     |

| Establishment          |        |        |
|------------------------|--------|--------|
| Total funded positions | Filled | Vacant |
| 2                      | 1      | 1*     |

\* Office Administrator

### Subprogramme 2.2: Plenary Support

The purpose of this subprogramme is to provide procedural advice and administrative support for the sittings of the House.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicators   | Audited actual performance |  |   | Estimated performance 2022/23                                      | Medium-term targets  |  |  |
|--|----------------------------|--|---|--|--|--|--|
|  | 2019/20                    | 2020/21  | 2021/22   |  | 2023/24  | 2024/25  | 2025/26  |
| 1<br>Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions | New PI                     | Improving timeliness and quality of procedural and related support | Based on the results of the Members Survey 2021/22 there was a slight decline from the 2020/21 baseline in terms of the quality of House papers (from 100% to 88%) and in their availability (from 92% to 88%). However, there was a sustained level of satisfaction with the procedural advice provided before, during and after House sittings. This was sustained at 100% in both years. | Improving timeliness and quality of procedural and related support | Improving timeliness and quality of procedural and related support | Improving timeliness and quality of procedural and related support | Improving timeliness and quality of procedural and related support |

**Programme performance indicators and annual targets for 2023/24**

| Programme performance indicators                                       | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets                          |  |  |
|--|----------------------------|---------|---------|-------------------------------|--|--|--|
|  | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24                                      | 2024/25  | 2025/26  |
| 2.2.1 Annual Digest of Rulings published                               | New PI                     | New PI  | New PI  | New PI                        | Annual Digest of Rulings published           | Annual Digest of Rulings published             | Annual Digest of Rulings published             |
| 2.2.2 Oversight and accountability model developed                     | New PI                     | New PI  | New PI  | New PI                        | Oversight and Accountability model developed | Oversight and Accountability model implemented | Oversight and Accountability model implemented |
| 2.2.3 % of House resolutions tracked                                   | New PI                     | New PI  | New PI  | New PI                        | 100%   | 100%   | 100%   |
| 2.2.4 % of Executive undertakings tracked                              | New PI                     | New PI  | New PI  | New PI                        | 100%   | 100%   | 100%   |
| 2.2.5 % of house papers electronically available                       | New PI                     | New PI  | New PI  | New PI                        | 100%   | 100%   | 100%   |
| 2.2.6 % completion of the review of the Rules in legislative processes | New PI                     | New PI  | New PI  | New PI                        | 100%   | 100%   | 100%   |

**Quarterly targets for 2023/24**

| Performance indicator  | Reporting Period | Annual target 2023/24                        | Quarterly targets |                                    |      |  |
|--|------------------|--|-------------------|------------------------------------|------|--|
|  |                  |  | 1st               | 2nd                                | 3rd  | 4th  |
| 2.2.1 Annual Digest of Rulings published                               | Annual           | Annual Digest of Rulings published           |                   |                                    |      | Annual Digest of Rulings published                   |
| 2.2.2 Oversight and accountability model developed                     | Bi-annual        | Oversight and Accountability model developed |                   | Review of existing model completed |      | Revised Oversight and Accountability model developed |
| 2.2.3 % of House resolutions tracked                                   | Quarterly        | 100%   | 100%              | 100%                               | 100% | 100%   |
| 2.2.4 % of Executive undertakings tracked                              | Quarterly        | 100%   | 100%              | 100%                               | 100% | 100%   |
| 2.2.5 % of house papers electronically available                       | Quarterly        | 100%   | 100%              | 100%                               | 100% | 100%   |
| 2.2.6 % completion of the review of the Rules in legislative processes | Annual           | 100%   |                   |                                    |      | 100%   |

Summary of payments and estimates by economic classification and establishment information

| Economic classification   | Revised appropriation | Estimate     | Percentage change from revised appropriation |
|---------------------------|-----------------------|--------------|--|
|                           | 2022/23               | 2023/24      |  |
|                           | R'000                 | R'000        | %  |
| <b>Current payments:</b>  |                       |              |  |
| Compensation of employees | 3 534                 | 4 085        | 15.59  |
| Goods and services        | 1 100                 | 1 259        | 14.45  |
| <b>Transfers to:</b>      |                       |              |  |
| Households                | 57                    | 5            | (91.22)                                      |
| <b>TOTAL</b>              | <b>4 691</b>          | <b>5 349</b> | <b>14.03</b>                                 |

| Total funded positions | Establishment |        |
|------------------------|---------------|--------|
|                        | Filled        | Vacant |
| 5                      | 4             | 1*     |

\* Clerk of the Papers

**Subprogramme 2.3: Committee Support**

The purpose of the subprogramme is:

- To provide procedural advice and administrative support to committees; and
- To provide financial support to the standing committees.

**Sub-subprogramme 2.3.1: Committees**

The purpose of this sub-subprogramme is to provide procedural advice and administrative support to committees



**Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)**

| Strategic objective performance indicator   | Audited actual performance |   |  | Estimated performance 2022/23                                     | Medium-term targets   |   |   |
|---|----------------------------|---|--|---|---|---|---|
|   | 2019/20                    | 2020/21   | 2021/22  |   | 2023/24   | 2024/25   | 2025/26   |
| 1 Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions | New PI                     | Improving timelines and quality of procedural and related support | Based on the results of the Members Survey 2021/22 there was a slight decline from the 2020/21 baseline in terms of the timely provision of committee minutes and reports (from 92% to 86%). However, there was a sustained level of satisfaction with the quality of committee reports. This was sustained at 100% in both years. | Improving timelines and quality of procedural and related support | Improving timelines and quality of procedural and related support | Improving timelines and quality of procedural and related support | Improving timelines and quality of procedural and related support |

**Programme performance indicators and annual targets for 2023/24**

| Programme performance indicators  | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets |         |         |
|---|----------------------------|---------|---------|-------------------------------|---------------------|---------|---------|
|   | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24             | 2024/25 | 2025/26 |
| 2.3.1 % of draft committee reports produced in accordance with the standard operating procedures (SOPs) | 98%                        | 100%    | 100%    | 100%                          | 100%                | 100%    | 100%    |
| 2.3.2 % of Committee decisions tracked  | New PI                     | New PI  | New PI  | New PI                        | 100%                | 100%    | 100%    |

**Quarterly targets for 2023/24**

| Performance indicator   | Reporting Period | Annual target 2023/24 | Quarterly targets |      |      |      |
|---|------------------|-----------------------|-------------------|------|------|------|
|   |                  |                       | 1st               | 2nd  | 3rd  | 4th  |
| 2.3.1 % of draft committee reports produced in accordance with the standard operating procedures (SOPs) | Quarterly        | 100%                  | 100%              | 100% | 100% | 100% |
| 2.3.2 % of Committee decisions tracked  | Quarterly        | 100%                  | 100%              | 100% | 100% | 100% |

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification   | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|---------------------------|----------------------------------|---------------------|---|
|                           | R'000                            | R'000               | %   |
| <b>Current payments:</b>  |                                  |                     |   |
| Compensation of employees | 11 522                           | 12 320              | 6.92  |
| Goods and services        | 286                              | 162                 | (43.36)   |
| <b>Transfers to:</b>      |                                  |                     |   |
| Households                | 16                               | 16                  | 0.00  |
| <b>TOTAL</b>              | <b>11 824</b>                    | <b>12 498</b>       | <b>5.70</b>                                     |

| Establishment          |        |
|------------------------|--------|
| Total funded positions | Vacant |
| 16                     | -      |

**Sub-subprogramme 2.3.2: Standing Committees**

The purpose of this sub-subprogramme is to provide financial support to the standing committees.

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification  | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|--------------------------|----------------------------------|---------------------|---|
|                          | R'000                            | R'000               | %   |
| <b>Current payments:</b> |                                  |                     |   |
| Goods and services       | 2 872                            | 2 662               | (7.31)  |
| <b>TOTAL</b>             | <b>2 872</b>                     | <b>2 662</b>        | <b>(7.31)</b>                                   |

### Subprogramme 2.4: Hansard Services

The purpose of this subprogramme is to manage the provision of verbatim reports of the proceedings of the House.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicator   | Audited actual performance |  |  | Estimated performance 2022/23                                      | Medium-term targets  |  |  |
|---|----------------------------|--|--|--|--|--|--|
|   | 2019/20                    | 2020/21  | 2021/22  |  | 2023/24  | 2024/25  | 2025/26  |
| 1 Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions | New PI                     | Improving timeliness and quality of procedural and related support | There was a sustained level of satisfaction with the timeliness and quality of Hansard services. This was sustained at 100% in both years. | Improving timeliness and quality of procedural and related support | Improving timeliness and quality of procedural and related support | Improving timeliness and quality of procedural and related support | Improving timeliness and quality of procedural and related support |

#### Summary of payments and estimates by economic classification and establishment information

| Economic classification  | Revised appropriation 2022/23 | Estimate 2023/24 | Percentage change from revised appropriation |
|--------------------------|-------------------------------|------------------|--|
|                          | R'000                         | R'000            | %  |
| <b>Current payments:</b> |                               |                  |  |
| Goods and services       | 1 088                         | 900              | (17.28)                                      |
| <b>TOTAL</b>             | <b>1 088</b>                  | <b>900</b>       | <b>(17.28)</b>                               |

### Subprogramme 2.5: Serjeant-at-Arms

The purpose of this subprogramme is to provide security and precinct management, including the facilitation of occupational health and safety.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicator  | Audited actual performance                               |  |  | Estimated performance 2022/23                             | Medium-term targets                                       |   |   |
|--|--|--|--|---|---|---|---|
|  | 2019/20  | 2020/21  | 2021/22  |   | 2023/24   | 2024/25   | 2025/26   |
| 1 Appropriate, well-maintained conducive facilities and safe working environment to support the functions of Parliament. | U-AMP submitted  | U-AMP submitted in terms of GIAMA                        | U-AMP submitted in terms of GIAMA                        | U-AMP submitted in terms of GIAMA                         | U-AMP submitted in terms of GIAMA                         | U-AMP submitted in terms of GIAMA                         | U-AMP submitted in terms of GIAMA                         |
|  | 96% compliance with the requirement of the NKP Act, 1980 | 98% compliance with the requirement of the NKP Act, 1980 | 97% compliance with the requirement of the CIP Act, 2019 | 100% compliance with the requirement of the CIP Act, 2019 | 100% compliance with the requirement of the CIP Act, 2019 | 100% compliance with the requirement of the CIP Act, 2019 | 100% compliance with the requirement of the CIP Act, 2019 |

#### Programme performance indicators and annual targets for 2023/24

| Programme performance indicators   | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets |         |         |
|--|----------------------------|---------|---------|-------------------------------|---------------------|---------|---------|
|  | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24             | 2024/25 | 2025/26 |
| 2.5.1 % compliance with applicable regulations of the Critical Infrastructure and Protection Act, 2019 | New PI                     | New PI  | 97%     | 100%                          | 100%                | 100%    |         |

#### Quarterly targets for 2023/24

| Performance indicator  | Reporting Period | Annual target 2023/24 | Quarterly targets |     |     |      |
|--|------------------|-----------------------|-------------------|-----|-----|------|
|  |                  |                       | 1st               | 2nd | 3rd | 4th  |
| 2.5.1 % compliance with applicable regulations of the Critical Infrastructure and Protection Act, 2019 | Annual           | 100%                  |                   |     |     | 100% |

Summary of payments and estimates by economic classification and establishment information

| Economic classification            | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|------------------------------------|----------------------------------|---------------------|---|
|                                    | R'000                            | R'000               | %   |
| <b>Current payments:</b>           |                                  |                     |   |
| Compensation of employees          | 2 036                            | 2 181               | 7.12  |
| Goods and services                 | 612                              | 50                  | (91.83)   |
| <b>Transfers to:</b>               |                                  |                     |   |
| Households                         | 3                                | 3                   | -   |
| <b>Payments for capital assets</b> | 907                              | -                   | (100)   |
| <b>TOTAL</b>                       | <b>3 558</b>                     | <b>2 234</b>        | <b>(37.21)</b>                                  |

| Establishment          |        |
|------------------------|--------|
| Total funded positions | Vacant |
| 3                      | 1*     |

\*Admin Clerk <sup>2</sup>

<sup>2</sup> It has been agreed that this role will not be filled. Instead, it will be available to use transversally as and when needed.

### 3.2.3. Reconciling performance targets with the budget and MTEF

#### 3.2.3.1. Payments and estimates: Programme 2: Parliamentary Support Services

| Sub-programme<br>R'000                                     | Outcome            |                    |                    | Main<br>approp-<br>riation<br>2022/23 | Adjusted<br>approp-<br>riation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |  |               |               |
|--|--------------------|--------------------|--------------------|---------------------------------------|---|--------------------------------|----------------------|--|---------------|---------------|
|  | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                       |   |                                | 2023/24              | % Change<br>from<br>Revised<br>estimate<br>2022/23 | 2024/25       | 2025/26       |
| 1. Programme Management:<br>Parliamentary Support Services | 1 389              | 730                | 2 232              | 2 002                                 | 1 925                                     | 1 925                          | 2 010                | 4.42   | 2 091         | 2 178         |
| 2. Plenary Support   | 3 382              | 2 485              | 3 116              | 5 217                                 | 4 691                                     | 4 691                          | 5 349                | 14.03  | 5 791         | 5 947         |
| 3. Committee Support                                       | 12 086             | 11 795             | 12 521             | 12 772                                | 14 696                                    | 14 696                         | 15 160               | 3.16   | 15 538        | 16 206        |
| Committees   | 10 515             | 10 731             | 11 290             | 11 747                                | 11 824                                    | 11 824                         | 12 498               | 5.70   | 13 001        | 13 581        |
| Standing Committees  | 1 571              | 1 064              | 1 231              | 1 025                                 | 2 872                                     | 2 872                          | 2 662                | (7.31)   | 2 537         | 2 625         |
| 4. Hansard Services  | 666                | 589                | 621                | 1 088                                 | 1 088                                     | 1 088                          | 900                  | (17.28)  | 1 050         | 1 050         |
| 5. Serjeant-At-Arms  | 2 485              | 2 445              | 3 617              | 2 751                                 | 3 558                                     | 3 558                          | 2 235                | (37.18)  | 2 324         | 2 422         |
| <b>Total payments and estimates</b>                        | <b>20 008</b>      | <b>18 044</b>      | <b>22 107</b>      | <b>23 830</b>                         | <b>25 958</b>                             | <b>25 958</b>                  | <b>25 654</b>        | <b>(1.17)</b>                                      | <b>26 794</b> | <b>27 803</b> |

**Payments and estimates by economic classification**

| Economic classification<br>R'000     | Outcome            |                    |                    | Main<br>appro-<br>piation<br>2022/23 | Adjusted<br>appro-<br>piation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |   |         |         |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------------------------|--|--------------------------------|----------------------|---|---------|---------|
|                                      | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                      |  |                                | 2023/24              | 2022/23                                 | 2024/25 | 2025/26 |
|                                      |                    |                    |                    |                                      |  |                                |                      | % Change<br>from<br>Revised<br>estimate |         |         |
| <b>Current payments</b>              | 19 850             | 17 975             | 20 702             | 23 704                               | 24 940                                   | 24 940                         | 25 628               | 26 768                                  | 27 777  |         |
| Compensation of employees            | 16 843             | 15 874             | 18 107             | 19 958                               | 18 949                                   | 18 940                         | 20 566               | 21 504                                  | 22 455  |         |
| Goods and services                   | 3 007              | 2 101              | 2 595              | 3 746                                | 5 991                                    | 6 000                          | 5 062                | 5 264                                   | 5 322   |         |
| <b>Transfers and subsidies</b>       | 12                 | 10                 | 11                 | 26                                   | 111                                      | 111                            | 26                   | 26                                      | 26      |         |
| Households                           | 12                 | 10                 | 11                 | 26                                   | 111                                      | 111                            | 26                   | 26                                      | 26      |         |
| <b>Payments for capital assets</b>   | 146                | 59                 | 1 394              | 100                                  | 907                                      | 907                            |                      |   |         |         |
| Machinery and equipment              | 146                | 59                 | 1 394              | 100                                  | 907                                      | 907                            |                      |   |         |         |
| <b>Total economic classification</b> | 20 008             | 18 044             | 22 107             | 23 830                               | 25 958                                   | 25 958                         | 25 654               | 26 794                                  | 27 803  |         |

**Details of transfers and subsidies**

| Economic classification<br>R'000            | Outcome            |                    |                    | Main<br>appro-<br>piation<br>2022/23 | Adjusted<br>appro-<br>piation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |   |         |         |
|---|--------------------|--------------------|--------------------|--------------------------------------|--|--------------------------------|----------------------|---|---------|---------|
|   | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                      |  |                                | 2023/24              | 2022/23                                 | 2024/25 | 2025/26 |
|   |                    |                    |                    |                                      |  |                                |                      | % Change<br>from<br>Revised<br>estimate |         |         |
| <b>Transfers and subsidies to (Current)</b> | 12                 | 10                 | 11                 | 26                                   | 111                                      | 111                            | 26                   | 26                                      | 26      |         |
| Households                                  | 12                 | 10                 | 11                 | 26                                   | 111                                      | 111                            | 26                   | 26                                      | 26      |         |
| Other transfers to households               | 12                 | 10                 | 11                 | 26                                   | 111                                      | 111                            | 26                   | 26                                      | 26      |         |

### **3.2.3.2. Performance and expenditure trends**

The Programme's decrease in expenditure of R304 000 or 1.17 per cent from its R25.958 million revised estimate in 2022/23 to R25.654 million in 2023/24 is largely as a result of the provision made for the increase in Committee activity particularly in the area of Committee oversight and study visits during the 2022/23 financial year.

The 2023/24 compensation of employees' budget makes provision for salary adjustments, as well as the strengthening of WCPP's oversight responsibilities and mandate.

There is no increase in the Households budget for incentive rewards to qualifying staff as the number of staff remains the same. There is, however, a decrease in the other transfers to Households budget which is due to the higher-than-expected leave gratuity payments made to staff who left the employment in 2022/23.



### 3.3. PROGRAMME 3: PUBLIC ENGAGEMENT

The purpose of this programme is to ensure effective public engagement and to facilitate public involvement in legislative and other processes.

#### 3.3.1. Goals, objectives and indicators

Summary of strategic outcome-oriented goals, strategic objectives, strategic objective performance indicators, performance indicators per programme, subprogramme, or sub-subprogramme

| Programme/subprogramme/<br>sub-subprogramme |  | Strategic<br>outcome-oriented<br>goals   | Strategic objectives   | Strategic objective<br>performance<br>indicators                                |
|---|--|--|--|---|
| 3.  | <b>Programme 3: Public Engagement (PE)</b>               | To support the promotion of meaningful stakeholder and inter/ intra-parliamentary relations  | Increased engagement with international role players   | Improved presence in inter/intra-parliamentary sphere                           |
| 3.1   | <b>Programme Management</b>                              |  | Improved relationship building with stakeholders using various platforms, including technology | Improved relationship building with stakeholders aimed at meaningful engagement |
| 3.2   | <b>Stakeholder Management and Communication Services</b> | To provide effective and procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement | Enhanced processes to facilitate meaningful public involvement in the legislative process      | Increased opportunities for the public to participate in legislative activities |
| 3.3   | <b>Public Education and Outreach</b>                     |  |  |   |

**3.3.2. Programme performance indicators, annual and quarterly targets per subprogramme**

**Subprogramme 3.1: Programme Management Public Engagement**

The purpose of this subprogramme is to provide management and administrative support to Programme 3: Public Engagement.

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification   | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|---------------------------|----------------------------------|---------------------|---|
|                           | R'000                            | R'000               | %   |
| <b>Current payments:</b>  |                                  |                     |   |
| Compensation of employees | 1 901                            | 2 026               | 6.57  |
| Goods and services        | 28                               | 30                  | 7.14  |
| <b>Transfers to:</b>      |                                  |                     |   |
| Households                | 2                                | 2                   | 0.00  |
| <b>TOTAL</b>              | <b>1 931</b>                     | <b>2 058</b>        | <b>6.58</b>                                     |

| Establishment          |        |        |
|------------------------|--------|--------|
| Total funded positions | Filled | Vacant |
| 2                      | 2      | -      |

### Subprogramme 3.2: Stakeholder Management and Communication Services

The purpose of this subprogramme is to provide stakeholder management and communication services.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicators  | Audited actual performance                                   |   |   | Estimated performance 2022/23                        | Medium-term targets                                 |  |   |
|---|--|---|---|--|---|--|---|
|   | 2019/20  | 2020/21   | 2021/22   |  | 2023/24   | 2024/25  | 2025/26   |
| 1 Improved presence in inter/intra-parliamentary sphere                           | New PI   | International Relations Policy and Plan approved. International Relations Strategy compiled and submitted for consideration | Roll-out of implementation plan                             | Continued roll-out of implementation plan and review | Continued roll-out of implementation plan           | Continued roll-out of implementation plan and review | Continued roll-out of implementation plan           |
| 2 Improved relationship building with stakeholders aimed at meaningful engagement | 76 958 website sessions<br>2 723 tweets and Facebook updates | 70 680 website sessions<br>3161 tweets and Facebook updates   | 76 549 website sessions<br>3437 tweets and Facebook updates | 5% year-on-year increase (website and social media)  | 5% year-on-year increase (website and social media) | 5% year-on-year increase (website and social media)  | 5% year-on-year increase (website and social media) |

**Programme performance indicators and annual targets for 2023/24**

| Programme performance indicators  | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets                            |  |  |
|---|----------------------------|---------|---------|-------------------------------|--|--|--|
|   | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24  | 2024/25  | 2025/26  |
| 3.2.1 Number of additional functionality published in order to enhance the information offered to website users | New PI                     | New PI  | New PI  | 1                             | 1  | 1  | 1  |
| 3.2.2 % year-on-year increase in posts on identified official social media channels                             | 11%                        | 16%     | 8.7%    | 5%                            | 5% increase on the previous year's performance | 5% increase on the previous year's performance | 5% increase on the previous year's performance |
| 3.2.3 % of planned inter-parliamentary engagements for Members implemented                                      | New PI                     | New PI  | New PI  | 100% of planned activities    | 100% of planned activities                     | 100% of planned activities                     | 100% of planned activities                     |
| 3.2.4 Level of free public access to the WCPP website   | New PI                     | New PI  | New PI  | New PI                        | 3 Reports on free public access                | 4 Reports on free public access                | 4 Reports on free public access                |

**Quarterly targets for 2023/24**

| Performance indicator   | Reporting Period | Annual target 2023/24                          | Quarterly targets |     |     |  |
|---|------------------|--|-------------------|-----|-----|--|
|   |                  |  | 1st               | 2nd | 3rd | 4th  |
| 3.2.1 Number of additional functionality published in order to enhance the information offered to website users | Annual           | 1  |                   |     |     | 1  |
| 3.2.2 % year-on-year increase in posts on identified official social media channels                             | Annual           | 5% increase on the previous year's performance |                   |     |     | 5% increase on the previous year's performance |
| 3.2.3 % of planned inter-parliamentary engagements for Members implemented                                      | Annual           | 100% of planned activities                     |                   |     |     | 100%   |
| 3.2.4 Level of free public access to the WCPP website   | Quarterly        | 3 Reports on free public access                |                   | 1   | 1   | 1  |

Summary of payments and estimates by economic classification and establishment information

| Economic classification   | Revised appropriation | Estimate     | Percentage change from revised appropriation |
|---------------------------|-----------------------|--------------|--|
|                           | 2022/23               | 2023/24      |  |
|                           | R'000                 | R'000        | %  |
| <b>Current payments:</b>  |                       |              |  |
| Compensation of employees | 6 601                 | 6 936        | 5.07   |
| Goods and services        | 1 863                 | 2 038        | 9.39   |
| <b>Transfers to:</b>      |                       |              |  |
| Households                | 10                    | 10           | 0.00   |
| <b>TOTAL</b>              | <b>8 474</b>          | <b>8 984</b> | <b>6.02</b>                                  |

| Total funded positions | Establishment |        |
|------------------------|---------------|--------|
|                        | Filled        | Vacant |
| 10                     | 9             | 1*     |

\*Receptionist/Switchboard Operator<sup>3</sup>

3 This role will not be filled. Instead, the role will be re-purposed to accommodate for the engagement of skills/people resources that are more appropriately required in the Stakeholder and Communication Services unit.

### Subprogramme 3.3: Public Education and Outreach

The purpose of this subprogramme is to facilitate public education and public participation.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicator  | Audited actual performance    |  |   | Estimated performance 2022/23  | Medium-term targets  |  |  |
|--|-------------------------------|--|---|--|--|--|--|
|  | 2019/20                       | 2020/21  | 2021/22   |  | 2023/24  | 2024/25  | 2025/26  |
| 1<br>Increased opportunities for the public to participate in legislative activities | New PI                        | Year-on-year expansion on partnerships, sectoral events and the stakeholder database | No year-on-year expansion on partnerships, sectoral events and the stakeholder database | Year-on-year expansion on partnerships, sectoral events and the stakeholder database | Year-on-year expansion on partnerships, sectoral events and the stakeholder database | Year-on-year expansion on partnerships, sectoral events and the stakeholder database | Year-on-year expansion on partnerships, sectoral events and the stakeholder database |
| 2<br>Improved relationship building with stakeholders aimed at meaningful engagement | Stakeholder database procured | Stakeholder database not launched  | Stakeholder database not updated  | Stakeholder database updated   | Stakeholder database updated and optimisation of digital platform                    | Formalised stakeholder structures; Annual Members Programme; Stakeholder database    | Formalised stakeholder structures; Annual Members Programme; Stakeholder database    |

**Programme performance indicators and annual targets for 2023/24**

| Programme performance indicators  | Audited actual performance |                         |             | Estimated performance 2022/23 | Medium-term targets |         |         |
|---|----------------------------|-------------------------|-------------|-------------------------------|---------------------|---------|---------|
|   | 2019/20                    | 2020/21                 | 2021/22     |                               | 2023/24             | 2024/25 | 2025/26 |
| 3.3.1 Number of public education initiatives implemented in accordance with the annual programme  | 58                         | 6                       | 30          | 24                            | 24                  | 24      | 24      |
| 3.3.2 Number of strategic partnerships established  | New PI                     | MOU with CGE not signed | 0 MOU (CHE) | 1                             | 1                   | 1       | 1       |
| 3.3.3 Number of public engagement initiatives implemented in accordance with the annual programme | New PI                     | New PI                  | New PI      | New PI                        | 2                   | 2       | 2       |
| 3.3.4 % of planned activities implemented as per the Revised Public Engagement strategy           | New PI                     | New PI                  | New PI      | New PI                        | 100%                | 100%    | 100%    |

**Quarterly targets for 2023/24**

| Performance indicator   | Reporting Period | Annual target 2023/24 | Quarterly targets |      |      |      |
|---|------------------|-----------------------|-------------------|------|------|------|
|   |                  |                       | 1st               | 2nd  | 3rd  | 4th  |
| 3.3.1 Number of public education initiatives implemented in accordance with the annual programme  | Annual           | 24                    |                   |      |      | 24   |
| 3.3.2 Number of strategic partnerships established  | Annual           | 1                     |                   |      |      | 1    |
| 3.3.3 Number of public engagement initiatives implemented in accordance with the annual programme | Bi-annual        | 2                     |                   | 1    |      | 1    |
| 3.3.4 % of planned activities implemented as per the Revised Public Engagement strategy           | Quarterly        | 100%                  | 100%              | 100% | 100% | 100% |

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification   | Revised appropriation 2022/23 | Estimate 2023/24 | Percentage change from revised appropriation |
|---------------------------|-------------------------------|------------------|--|
|                           | R'000                         | R'000            | %  |
| <b>Current payments:</b>  |                               |                  |  |
| Compensation of employees | 3 970                         | 4 227            | 6.47   |
| Goods and services        | 3 078                         | 3 389            | 10.10  |
| <b>Transfers to:</b>      |                               |                  |  |
| Households                | 6                             | 6                | 0.00   |
| <b>TOTAL</b>              | <b>7 054</b>                  | <b>7 622</b>     | <b>8.05</b>                                  |

| Establishment          |        |
|------------------------|--------|
| Total funded positions | Vacant |
| 6                      | -      |



3.3.3. Reconciling performance targets with the budget and MTEF

3.3.3.1. Payments and estimates: Programme 3: Public Engagement

| Sub-programme<br>R'000  | Outcome            |                    |                    | Main<br>approp-<br>riation<br>2022/23 | Adjusted<br>approp-<br>riation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |  |               |               |
|---|--------------------|--------------------|--------------------|---------------------------------------|---|--------------------------------|----------------------|--|---------------|---------------|
|   | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                       |   |                                | 2023/24              | % Change<br>from<br>Revised<br>estimate<br>2022/23 | 2024/25       | 2025/26       |
| 1. Programme<br>Management:<br>Public<br>Engagement           | 1 938              | 2 061              | 2 160              | 1 931                                 | 1 931                                     | 1 931                          | 2 058                | 6.58   | 2 137         | 2 226         |
| 2. Stakeholder<br>Management and<br>Communication<br>Services | 6 110              | 4 803              | 5 350              | 7 925                                 | 8 474                                     | 8 474                          | 8 985                | 6.03   | 8 675         | 8 929         |
| Stakeholder<br>Management and<br>Communication<br>Services    | 6 110              | 4 803              | 5 350              | 7 925                                 | 8 474                                     | 8 474                          | 8 985                | 6.03   | 8 675         | 8 929         |
| 3. Public Education<br>and Outreach                           | 3 722              | 3 212              | 5 098              | 4 366                                 | 7 054                                     | 7 054                          | 7 621                | 8.04   | 6 111         | 5 505         |
| <b>Total payments and<br/>estimates</b>                       | <b>11 770</b>      | <b>10 076</b>      | <b>12 608</b>      | <b>14 222</b>                         | <b>17 459</b>                             | <b>17 459</b>                  | <b>18 664</b>        | <b>6.90</b>  | <b>16 923</b> | <b>16 660</b> |

Payments and estimates by economic classification

| Economic classification<br>R'000     | Outcome            |                    |                    | Main appropriation<br>2022/23 | Adjusted appropriation<br>2022/23 | Revised estimate<br>2022/23 | Medium-term estimate |   |               |               |
|--------------------------------------|--------------------|--------------------|--------------------|-------------------------------|-----------------------------------|-----------------------------|----------------------|---|---------------|---------------|
|                                      | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                               |                                   |                             | 2023/24              | % Change from Revised estimate<br>2022/23 | 2024/25       | 2025/26       |
| Current payments                     | 11 762             | 10 073             | 12 598             | 14 204                        | 17 441                            | 17 441                      | 18 646               | 6.91                                      | 16 905        | 16 642        |
| Compensation of employees            | 8 813              | 9 090              | 9 727              | 12 678                        | 12 472                            | 12 472                      | 13 190               | 5.76                                      | 13 772        | 14 377        |
| Goods and services                   | 2 949              | 983                | 2 871              | 1 526                         | 4 969                             | 4 969                       | 5 456                | 9.80                                      | 3 133         | 2 265         |
| Transfers and subsidies to           | 8                  | 3                  | 10                 | 18                            | 18                                | 18                          | 18                   |   | 18            | 18            |
| Households                           | 8                  | 3                  | 10                 | 18                            | 18                                | 18                          | 18                   |   | 18            | 18            |
| <b>Total economic classification</b> | <b>11 770</b>      | <b>10 076</b>      | <b>12 608</b>      | <b>14 222</b>                 | <b>17 459</b>                     | <b>17 459</b>               | <b>18 664</b>        | <b>6.90</b>                               | <b>16 923</b> | <b>16 660</b> |

Details of transfers and subsidies

| Economic classification<br>R'000     | Outcome            |                    |                    | Main appropriation<br>2022/23 | Adjusted appropriation<br>2022/23 | Revised estimate<br>2022/23 | Medium-term estimate |   |         |         |
|--------------------------------------|--------------------|--------------------|--------------------|-------------------------------|-----------------------------------|-----------------------------|----------------------|---|---------|---------|
|                                      | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                               |                                   |                             | 2023/24              | % Change from Revised estimate<br>2022/23 | 2024/25 | 2025/26 |
| Transfers and subsidies to (Current) | 8                  | 3                  | 10                 | 18                            | 18                                | 18                          | 18                   |   | 18      | 18      |
| Households                           | 8                  | 3                  | 10                 | 18                            | 18                                | 18                          | 18                   |   | 18      | 18      |
| Social benefits                      |                    |                    |                    |                               |                                   |                             |                      |   |         |         |
| Other transfers to households        | 8                  | 3                  | 10                 | 18                            | 18                                | 18                          | 18                   |   | 18      | 18      |

### **3.3.3.2. Performance and expenditure trends**

The Programme's expenditure increases by 6.90 per cent or R1.205 million from its 2022/23 revised estimate of R17.459 million to R18.664 million in 2023/24.

The 2023/24 compensation of employees' budget makes provision for salary adjustments, as well as the strengthening of WCPP's oversight responsibilities and mandate.

The 9.80 per cent increase in the goods and services budget in 2023/24 is as a result of additional funding made available for the WCPP Digital Online Platform.

There is no increase in the Households budget for incentive rewards to qualifying staff as the number of staff remains the same.

### 3.4. PROGRAMME 4: MEMBERS SUPPORT

The purpose of this programme is to provide enabling facilities and benefits to Members and political parties.

#### 3.4.1. Goals, objectives and indicators

Summary of strategic outcome-oriented goals, strategic objectives, strategic objective performance indicators, performance indicators per programme, subprogramme, or sub-subprogramme

| Programme/subprogramme/sub-subprogramme |                                     | Strategic outcome-oriented goals   | Strategic objectives   | Strategic objective performance indicators         |
|---|-------------------------------------|--|--|--|
| 4.                                      | <b>Programme 4: Members Support</b> | To provide effective procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement | To provide enhanced professional and timely procedural and related support | Enhancing capacity building and support to Members |
| 4.1                                     | <b>Members Administration</b>       |  |  |  |
| 4.2                                     | <b>Enabling Allowance</b>           |  |  |  |
| 4.3                                     | <b>Political Parties Support</b>    |  |  |  |

#### 3.4.2. Programme performance indicators, annual and quarterly targets per subprogramme

##### Subprogramme 4.1: Members Administration

The purpose of this subprogramme is to provide Members' facilities services.

Summary of payments and estimates by economic classification and establishment information

| Economic classification   | Main appropriation 2022/23 | Estimate 2023/24 | Percentage change from main appropriation |
|---------------------------|----------------------------|------------------|---|
|                           | R'000                      | R'000            | %   |
| <b>Current payments:</b>  |                            |                  |   |
| Compensation of employees | 2 356                      | 2 518            | 6.88                                      |
| Goods and services        | 13                         | 18               | 38.46                                     |
| <b>Transfers to:</b>      |                            |                  |   |
| Households                | 3                          | 3                | 0.00                                      |
| <b>TOTAL</b>              | <b>2 372</b>               | <b>2 539</b>     | <b>7.04</b>                               |

| Establishment          |        |        |
|------------------------|--------|--------|
| Total funded positions | Filled | Vacant |
| 3                      | 3      | -      |

### Subprogramme 4.2: Enabling Allowance

The purpose of this subprogramme is to manage the payment of:

- Membership fees to parliamentary and related associations;
- State contributions to the medical aid of continuation Members; and
- Enabling allowances to compensate Members for expenses relating to official travel, accommodation and telecommunication.

#### Strategic objective performance indicators (as contained in the 5-year Revised Strategic Plan 2020/21 – 2024/25)

| Strategic objective performance indicator            | Audited actual performance |   |   | Estimated performance 2022/23                           | Medium-term targets                                     |   |   |
|--|----------------------------|---|---|---|---|---|---|
|  | 2019/20                    | 2020/21   | 2021/22   |   | 2023/24   | 2024/25   | 2025/26   |
| 1 Enhancing capacity building and support to Members | New PI                     | 5 capacity-building and support initiatives implemented | 4 capacity-building and support initiatives implemented | 4 capacity-building and support initiatives implemented | 4 capacity-building and support initiatives implemented | 4 capacity-building and support initiatives implemented | 4 capacity-building and support initiatives implemented |

#### Programme performance indicators and annual targets for 2023/24

| Programme performance indicators   | Audited actual performance |         |         | Estimated performance 2022/23 | Medium-term targets |         |         |
|--|----------------------------|---------|---------|-------------------------------|---------------------|---------|---------|
|  | 2019/20                    | 2020/21 | 2021/22 |                               | 2023/24             | 2024/25 | 2025/26 |
| 4.2.1 Number of training and development initiatives implemented for Members | New PI                     | 5       | 4       | 4                             | 4                   | 4       | 4       |

#### Quarterly targets for 2023/24

| Performance indicator  | Reporting Period | Annual target 2023/24 | Quarterly targets |     |     |     |
|--|------------------|-----------------------|-------------------|-----|-----|-----|
|  |                  |                       | 1st               | 2nd | 3rd | 4th |
| 4.2.1 Number of training and development initiatives implemented for Members | Annual           | 4                     |                   |     |     | 4   |

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification                             | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|---|----------------------------------|---------------------|---|
|   | R'000                            | R'000               | %   |
| <b>Current payments:</b>                            |                                  |                     |   |
| Goods and services                                  | 4 790                            | 4 315               | (9.92)  |
| <b>Transfers to:</b>                                |                                  |                     |   |
| Foreign governments and international organisations | 338                              | 356                 | 5.33  |
| Households  | 1 404                            | 1 540               | 9.69  |
| <b>TOTAL</b>  | <b>6 532</b>                     | <b>6 211</b>        | <b>(4.91)</b>                                   |

**Subprogramme 4.3: Political Parties Support**

The purpose of the subprogramme is to manage the payment of:

- Constituency allowances to enable political parties represented in the WCPP to establish and maintain infrastructure in constituencies to serve the interests of constituents;
- Secretarial allowances to enable political parties represented in the WCPP to establish and maintain their own administrative infrastructure in the precincts of the WCPP; and
- Allowances for special programmes to enable Members to arrange programmes in their constituencies in the interests of oversight, law-making and public participation by the WCPP.

**Summary of payments and estimates by economic classification and establishment information**

| Economic classification                          | Revised appropriation<br>2022/23 | Estimate<br>2023/24 | Percentage change from<br>revised appropriation |
|--|----------------------------------|---------------------|---|
|  | R'000                            | R'000               | %   |
| <b>Transfers to:</b>                             |                                  |                     |   |
| Non-profit institutions [Secretarial Allowance]  | 15 725                           | 16 324              | 3.81  |
| Non-profit institutions [Constituency Allowance] | 35 196                           | 35 782              | 1.66  |
| <b>TOTAL</b>                                     | <b>50 921</b>                    | <b>52 106</b>       | <b>2.33</b>                                     |

**3.4.3. Reconciling performance targets with the budget and MTEF**

**3.4.3.1. Payments and estimates – Programme 4: Members Support**

| Sub-programme<br>R'000              | Outcome            |                    |                    | Main<br>appro-<br>priation<br>2022/23 | Adjusted<br>appro-<br>priation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate                               |         |         |
|-------------------------------------|--------------------|--------------------|--------------------|---------------------------------------|---|--------------------------------|--|---------|---------|
|                                     | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                       |   |                                | 2023/24  | 2024/25 | 2025/26 |
|                                     |                    |                    |                    |                                       |   |                                | % Change<br>from<br>Revised<br>estimate<br>2022/23 |         |         |
| 1. Members Administration           | 1 269              | 1 357              | 2 215              | 2 372                                 | 2 372                                     | 2 372                          | 2 539  | 2 636   | 2 756   |
| 2. Enabling Allowance               | 5 493              | 5 533              | 6 079              | 5 392                                 | 6 532                                     | 6 532                          | 6 211  | 7 479   | 7 228   |
| 3. Political Parties Support        | 45 047             | 48 598             | 49 224             | 51 776                                | 50 921                                    | 50 921                         | 52 106   | 53 992  | 54 414  |
| <b>Total payments and estimates</b> | 51 809             | 55 488             | 57 518             | 59 540                                | 59 825                                    | 59 825                         | 60 856   | 64 107  | 64 398  |

**Payments and estimates by economic classification**

| Economic classification<br>R'000                    | Outcome            |                    |                    | Main<br>appro-<br>priation<br>2022/23 | Adjusted<br>appro-<br>priation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate                               |         |         |
|---|--------------------|--------------------|--------------------|---------------------------------------|---|--------------------------------|--|---------|---------|
|   | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                       |   |                                | 2023/24  | 2024/25 | 2025/26 |
|   |                    |                    |                    |                                       |   |                                | % Change<br>from<br>Revised<br>estimate<br>2022/23 |         |         |
| <b>Current payments</b>                             | 5 165              | 5 322              | 6 721              | 5 959                                 | 7 159                                     | 7 159                          | 6 851  | 8 061   | 7 812   |
| Compensation of employees                           | 1 269              | 1 346              | 2 201              | 2 351                                 | 2 356                                     | 2 356                          | 2 518  | 2 633   | 2 753   |
| Goods and services                                  | 3 896              | 3 976              | 4 520              | 3 608                                 | 4 803                                     | 4 803                          | 4 333  | 5 428   | 5 059   |
| <b>Transfers and subsidies to</b>                   | 46 644             | 50 166             | 50 797             | 53 581                                | 52 666                                    | 52 666                         | 54 005   | 56 046  | 56 586  |
| Foreign governments and international organisations | 289                | 311                | 292                | 338                                   | 338                                       | 338                            | 356  | 357     | 375     |
| Non-profit institutions                             | 45 047             | 48 598             | 49 224             | 51 776                                | 50 921                                    | 50 921                         | 52 106   | 53 992  | 54 414  |
| Households  | 1 308              | 1 257              | 1 281              | 1 467                                 | 1 407                                     | 1 407                          | 1 543  | 1 697   | 1 797   |
| <b>Total economic classification</b>                | 51 809             | 55 488             | 57 518             | 59 540                                | 59 825                                    | 59 825                         | 60 856   | 64 107  | 64 398  |

## Details of transfers and subsidies

| Economic classification<br>R'000                    | Outcome            |                    |                    | Main<br>appro-<br>priation<br>2022/23 | Adjusted<br>appro-<br>priation<br>2022/23 | Revised<br>estimate<br>2022/23 | Medium-term estimate |  |         |         |
|---|--------------------|--------------------|--------------------|---------------------------------------|---|--------------------------------|----------------------|--|---------|---------|
|   | Audited<br>2019/20 | Audited<br>2020/21 | Audited<br>2021/22 |                                       |   |                                | 2023/24              | % Change<br>from<br>Revised<br>estimate<br>2022/23 | 2024/25 | 2025/26 |
| <b>Transfers and subsidies to (Current)</b>         | 46 644             | 50 166             | 50 797             | 53 581                                | 52 666                                    | 52 666                         | 54 005               | 2.54   | 56 046  | 56 586  |
| Foreign governments and international organisations | 289                | 311                | 292                | 338                                   | 338                                       | 338                            | 356                  | 5.33   | 357     | 375     |
| Non-profit institutions                             | 45 047             | 48 598             | 49 224             | 51 776                                | 50 921                                    | 50 921                         | 52 106               | 2.33   | 53 992  | 54 414  |
| Households  | 1 308              | 1 257              | 1 281              | 1 467                                 | 1 407                                     | 1 407                          | 1 543                | 9.67   | 1 697   | 1 797   |
| Other transfers to households                       | 1 308              | 1 257              | 1 281              | 1 467                                 | 1 407                                     | 1 407                          | 1 543                | 9.67   | 1 697   | 1 797   |

### 3.4.3.2. Performance and expenditure trends

The Programme's expenditure increase of R1.031 million or 1.72 per cent from its R59.825 million revised estimate in 2022/23 to R60.856 million in 2023/24 is to provide for the increase of Members enabling allowances as well as transfers to political parties.

The 2023/24 compensation of employees budget makes provision for salary adjustments, as well as the strengthening of WCPP's oversight responsibilities and mandate.

The decrease of 9.79 per cent in the goods and services budget is affected by the reprioritised funding in 2022/23 which inflated the revised estimate in that particular financial year.

Transfer Payments sees an increase of 2.54 per cent or R1.339 million from its R52.666 million revised estimate in 2022/23 to R54.005 million in 2023/24. This is to provide for the increase in the secretarial and constituency allowances, the payment of medical aid contributions in respect of Members whose term continues and the payment of subscription fees to the Commonwealth Parliamentary Association.



# WESTERN CAPE PROVINCIAL PARLIAMENT



## ANNEXURES TECHNICAL INDICATOR DESCRIPTIONS

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# ANNEXURES: TECHNICAL INDICATOR DESCRIPTIONS

## 4.1. PROGRAMME 1: GOVERNANCE (LEADERSHIP) AND ADMINISTRATION

### Subprogramme 1.1: Office of the Speaker

|  |   |
|--|---|
| <b>Strategic objective performance indicator</b> | <b>Establish mechanisms year-on-year to continuously improve governance processes and practices</b>   |
| <b>Definition</b>                                | The indicator is to ensure that processes and practices are in place to ensure 100% compliance with the FMPPLA, 2009.   |
| <b>Source of data</b>                            | Tracking compliance with legislative obligations and relevant transitional arrangements in terms of the FMPPLA by the required due date. (Completed compliance register.) Supported by ATCs and route forms. No material findings for non-compliance with the FMPPLA. |
| <b>Method of calculation</b>                     | Quantitative (simple count tracked monthly)   |
| <b>Means of verification</b>                     | Verification with ATCs, internal route forms and signed-off documents   |
| <b>Assumptions</b>                               | Adequate monitoring and control systems in place  |
| <b>Calculation type</b>                          | Cumulative  |
| <b>Reporting cycle</b>                           | Annual  |
| <b>Indicator responsibility</b>                  | Office of the Speaker and Office of the Secretary   |

|  |  |
|--|--|
| <b>Programme performance indicator</b> | <b>1.1.1 % compliance by the Executive Authority with the prescribed legislative obligations in terms of the FMPPLA</b>  |
| <b>Definition</b>                      | Ensure 100% compliance by the Executive Authority with the prescriptive responsibilities and requirements of the Financial Management of Parliament and Provincial Legislature Act, 2009 (Act 10 of 2009). |
| <b>Source of data</b>                  | Completed compliance register  |
| <b>Method of calculation</b>           | Quantitative. Number of compliance actions as per the FMPPLA implemented, divided by the number of planned compliance actions, multiplied by 100.  |
| <b>Means of verification</b>           | ATCs, internal route forms and signed off documents to verify compliance with the following sections of the FMPPLA: 8, 13, 17(1) and (2), 24, 29, 34, 37, 40, 47, 54(1) and (2), 60 and 62                 |
| <b>Assumptions</b>                     | Adequate monitoring and control systems in place   |
| <b>Calculation type</b>                | Cumulative (year-end)  |
| <b>Reporting cycle</b>                 | Quarterly  |
| <b>Indicator responsibility</b>        | Executive Authority  |

## Subprogramme 1.2: Office of the Secretary

|  |   |
|--|---|
| <b>Strategic objective performance indicator</b> | <b>Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions</b>  |
| <b>Definition</b>                                | Administrative efficiency improved year-on-year while executing mandated functions in accordance with the Constitution. Administration continuously strives to pursue new and innovative ways and to implement proactive solutions to improve efficiency while executing mandated functions.                            |
| <b>Source of data</b>                            | Survey to Members to assess their satisfaction percentage with the support services they receive from the administration<br>Analysis and assessment report  |
| <b>Method of calculation</b>                     | Quantitative and qualitative = actual result to be reported in percentage.<br>Baseline will be identified in year 1 with the first survey results. Analysis of the survey results will indicate improvement of performance year-on-year. Results of survey: positive improvement of stakeholder or client satisfaction. |
| <b>Means of verification</b>                     | Controls will be put in place to verify assessment calculations and results. Any uncertainty about comments received will be followed up with Members to obtain clarity. The majority of stakeholders or clients  |
| <b>Assumptions</b>                               | Responses received are honest and without personal or political biases.   |
| <b>Calculation type</b>                          | Cumulative – year-on-year improvement   |
| <b>Reporting cycle</b>                           | Annual  |
| <b>Indicator responsibility</b>                  | Senior management team and line managers across the organisation  |

|  |   |
|--|---|
| <b>Programme performance indicator</b> | <b>1.2.1. % of Members' satisfaction with administration support services</b>   |
| <b>Definition</b>                      | The purpose of the survey is to establish the percentage of satisfaction with the administrative support received. The results of the survey will be used to assess the effectiveness of support provided to Members and to address areas of weakness or gaps identified. |
| <b>Source of data</b>                  | Members survey assessment report  |
| <b>Method of calculation</b>           | Quantitative.<br>The total number of 3 (satisfied) and 4 (very satisfied) responses divided by the number of total responses, multiplied by 100.  |
| <b>Means of verification</b>           | Annual Members Survey   |
| <b>Assumptions</b>                     | Members complete the survey based on their perception and experience of the Administrative service received.  |
| <b>Calculation type</b>                | Non-cumulative (annual survey)  |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Director: Strategy and Institutional Oversight  |

|  |   |
|--|---|
| <b>Programme performance indicator</b> | <b>1.2.2. % compliance by the Accounting Officer with the prescribed FMPPLA's reporting requirements</b>  |
| <b>Definition</b>                      | Ensure 100% compliance by the Accounting Officer with the prescriptive responsibilities and requirements of the Financial Management of Parliament and Provincial Legislature Act, 2009 (Act 10 of 2009). |
| <b>Source of data</b>                  | Completed compliance register   |

|                                 |  |
|---------------------------------|--|
| <b>Method of calculation</b>    | Quantitative. Number of compliance actions as per the FMPPLA implemented, divided by the number of planned compliance actions multiplied by 100.   |
| <b>Means of verification</b>    | ATCs, internal route forms and signed off documents to verify compliance with the following sections of the FMPPLA: 8, 14, 15, 16, 22, 23, 37, 41, 42, 43, 51, 52, 53, 54, 56, 57, 59, 61, 62, 63 and 64 |
| <b>Assumptions</b>              | Adequate monitoring and control systems in place   |
| <b>Calculation type</b>         | Cumulative (year-end)  |
| <b>Reporting cycle</b>          | Quarterly  |
| <b>Indicator responsibility</b> | Accounting Officer   |

|  |   |
|--|---|
| <b>Programme performance indicator</b> | <b>1.2.3. % of planned APP programme performance indicators achieved</b>  |
| <b>Definition</b>                      | Ensure that the targets set out in the APP are met, taking into consideration possible unknown or unforeseen factors.           |
| <b>Source of data</b>                  | Quarterly and annual performance reports  |
| <b>Method of calculation</b>           | Quantitative. Number of programme performance indicators achieved, divided by the number of planned, multiplied by 100.         |
| <b>Means of verification</b>           | Evidence files for each indicator as defined in the TIDs  |
| <b>Assumptions</b>                     | The APP targets are attainable. Evidence is kept to substantiate targets. Technical Indicator descriptions are clearly defined. |
| <b>Calculation type</b>                | Cumulative (year-end)   |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Programme and sub-programme managers  |

### Subprogramme 1.3: Financial Management

|  |   |
|--|---|
| <b>Strategic objective performance indicator</b> | <b>Establish mechanisms year-on-year to continuously improve governance processes and practices</b>                 |
| <b>Definition</b>                                | Establish mechanism to improve governance processes and practices and to prevent recurring Auditor-General findings |
| <b>Source of data</b>                            | Auditor-General management reports  |
| <b>Method of calculation</b>                     | Quantitative<br>Number of repeat findings   |
| <b>Means of verification</b>                     | Comparison year-on-year of AG management reports  |
| <b>Assumptions</b>                               | All financial management improvement implemented. Same criteria used by the Auditor-General year-on-year.           |
| <b>Calculation type</b>                          | Non-cumulative  |
| <b>Reporting cycle</b>                           | Annual  |
| <b>Indicator responsibility</b>                  | Office of the Secretary (Chief Financial Officer and directors)   |

|  |   |
|--|---|
| <b>Programme performance indicator</b> | <b>1.3.1. % of follow-up Internal Audit actions completed</b>   |
| <b>Definition</b>                      | Monitoring implementation of internal audit action plans as agreed with management.   |
| <b>Source of data</b>                  | Internal Audit reports; follow-up internal audit reports  |
| <b>Method of calculation</b>           | Quantitative: Number of follow-up actions completed, divided by the total number of follow-up actions (reported in the quarter), multiplied by 100. |
| <b>Means of verification</b>           | Internal Audit follow up reports issued during the year.  |
| <b>Assumptions</b>                     | Action plans are implemented by management  |
| <b>Calculation type</b>                | Cumulative  |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Chief Financial Officer; Manager: FCIC  |

#### Subprogramme 1.4: Institutional Enablement

|  |   |
|--|---|
| <b>Strategic objective performance indicator</b> | <b>Percentage of resource efficiency measures implemented</b>   |
| <b>Definition</b>                                | The percentage planned initiatives intended to improve corporate services. Improved service efficiencies will lead to improved governance, effectiveness and client satisfaction. |
| <b>Source of data</b>                            | Close-out reports and/or approved documents   |
| <b>Method of calculation</b>                     | Quantitative<br>Simple count of required efficiencies completed against required efficiencies planned   |
| <b>Means of verification</b>                     | Close-out reports and/or approved documents   |
| <b>Assumptions</b>                               | Available (human and financial) resources to implement efficiency measures  |
| <b>Calculation type</b>                          | Cumulative  |
| <b>Reporting cycle</b>                           | Annual  |
| <b>Indicator responsibility</b>                  | Director: Institutional Enablement  |

|  |   |
|--|---|
| <b>Programme performance indicator</b> | <b>1.4.1. % of IT Digitalisation Improvement Strategy initiatives implemented</b>   |
| <b>Definition</b>                      | IT Digitalisation Improvement Strategy document containing the WCPP's improvement initiatives for implementation. The strategy provides the roadmap for digitalisation improvement and implementation. The annual IT Digitalisation Improvement Strategy implementation plan defines the planned annual activities/initiatives to be implemented. |
| <b>Source of data</b>                  | Progress reports against annual implementation plan   |
| <b>Method of calculation</b>           | Quantitative.<br>Number of completed annual initiatives divided by number of planned annual initiatives, multiplied by 100.   |

|                                 |  |
|---------------------------------|--|
| <b>Means of verification</b>    | Supporting evidence for each initiative implemented                        |
| <b>Assumptions</b>              | Available resources (human and financial) to implement efficiency measures |
| <b>Calculation type</b>         | Cumulative   |
| <b>Reporting cycle</b>          | Bi-annual  |
| <b>Indicator responsibility</b> | Director: Institutional Enablement   |

|  |  |
|--|--|
| <b>Programme performance indicator</b> | <b>1.4.2. % of Human Resource Strategy initiatives implemented</b>   |
| <b>Definition</b>                      | Five-year Human Resource Strategy document containing HR initiatives for implementation. The Human Resource Strategy provides the roadmap for HR improvement and strategic implementation. The annual HR implementation plan defines the planned annual activities/ initiatives to be implemented. |
| <b>Source of data</b>                  | Progress reports against annual implementation plan  |
| <b>Method of calculation</b>           | Quantitative.<br>Number of completed annual initiatives divided by number of planned annual initiatives, multiplied by 100.  |
| <b>Means of verification</b>           | Supporting evidence for each initiative implemented  |
| <b>Assumptions</b>                     | Available resources (human and financial) to implement efficiency measures   |
| <b>Calculation type</b>                | Cumulative   |
| <b>Reporting cycle</b>                 | Bi-annual  |
| <b>Indicator responsibility</b>        | Director: Institutional Enablement   |

|  |  |
|--|--|
| <b>Programme performance indicator</b> | <b>1.4.3.% of the Knowledge Management Strategic Framework initiatives implemented</b>   |
| <b>Definition</b>                      | Knowledge Management (KM) Framework document that provides a KM context for the WCPP. The annual KM implementation plan defines the planned annual activities/initiatives to be implemented. |
| <b>Source of data</b>                  | Progress reports against implementation plan   |
| <b>Method of calculation</b>           | Quantitative.<br>Number of completed annual initiatives divided by number of planned annual initiatives, multiplied by 100.  |
| <b>Means of verification</b>           | Supporting evidence for each initiative implemented  |
| <b>Assumptions</b>                     | Available resources (human and financial) to implement efficiency measures   |
| <b>Calculation type</b>                | Cumulative   |
| <b>Reporting cycle</b>                 | Bi-annual  |
| <b>Indicator responsibility</b>        | Director: Institutional Enablement   |

## 4.2. PROGRAMME 2: PARLIAMENTARY SUPPORT SERVICES

|  |  |
|--|--|
| <b>Strategic objective performance indicator</b> | <b>Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions</b>   |
| <b>Definition</b>                                | To ensure that the provision of procedural and related support is in line with established standards in accordance with SOPs.<br><br>Compliance with SOPs and positive feedback from Members on improved services in accordance with the annual Members' survey.                 |
| <b>Source of data</b>                            | Monthly and quarterly reports (which reports) submitted to the Director: Parliamentary Support Services who briefs the chairpersons, procedural guides for POs, committee documents and House Papers, annual Members' survey   |
| <b>Method of calculation</b>                     | Quantitative and qualitative<br><br>Only the targets relating to the SOPs will be taken into consideration for calculating actual performance; improvement will be measured based on the feedback from the Members' survey on support services received from the administration. |
| <b>Means of verification</b>                     | Results of survey: positive improvement of stakeholder or client satisfaction.   |
| <b>Assumptions</b>                               | Responses received are honest and without personal or political biases.  |
| <b>Calculation type</b>                          | Cumulative   |
| <b>Reporting cycle</b>                           | Annual   |
| <b>Indicator responsibility</b>                  | Director: Parliamentary Support Services<br>Survey conducted by the Office of the Secretary  |

|  |   |
|--|---|
| <b>Strategic objective performance indicator</b> | <b>Appropriate, well-maintained and conducive facilities and safe working environment to support the functions of Parliament</b>                    |
| <b>Definition</b>                                | Enhanced security, a safe working environment and compliance with applicable legislation.   |
| <b>Source of data</b>                            | Internal documents; HIRA assessment   |
| <b>Method of calculation</b>                     | Qualitative   |
| <b>Means of verification</b>                     | Check verification<br><br>All reports are substantiated by evidence (documents) and checked and verified by the relevant senior manager.            |
| <b>Assumptions</b>                               | Available budget and cooperation from relevant stakeholders (Department of Transport and Public Works, Department of Community Safety and the SAPS) |
| <b>Calculation type</b>                          | Cumulative  |
| <b>Reporting cycle</b>                           | Annual  |
| <b>Indicator responsibility</b>                  | Serjeant-at-Arms  |

### Subprogramme 2.1: Programme management

-



## Subprogramme 2.2: Plenary Support

| Programme performance indicator | 2.2.1. Annual Digest of Rulings published  |
|---------------------------------|--|
| Definition                      | A digest of rulings by presiding officers is prepared on conclusion of each parliamentary year. It is a record of all rulings presiding officers delivered and is used to establish precedence and maintain consistency in the application of the Rules of the House. It also establishes authoritative citation to guide decisions on orders before the House. <i>Constitutional mandate in accordance with Sections 114 and 116 of the RSA Constitution.</i> |
| Source of data                  | The Digest of Rulings published  |
| Method of calculation           | Quantitative. Digest of Rules published  |
| Means of verification           | Index to Rulings (Quarterly)   |
| Assumptions                     | Information contained in the Digest is accurate and complete   |
| Calculation type                | Non-cumulative   |
| Reporting cycle                 | Annual   |
| Indicator responsibility        | Director: Parliamentary Support Services   |

| Programme performance indicator | 2.2.2. Oversight and accountability model developed  |
|---------------------------------|--|
| Definition                      | Development of an oversight and accountability model for the WCPP  |
| Source of data                  | Review of the Oversight and accountability model<br>Oversight and accountability model   |
| Method of calculation           | Quantitative. Simple count.  |
| Means of verification           | Reviewed model document<br>Oversight and accountability model document   |
| Assumptions                     | The model will guide the WCPP's functions on accountability and oversight over the executive, departments and entities to uphold the integrity of government and mitigate against abuse of state resources |
| Calculation type                | Cumulative (year-end)  |
| Reporting cycle                 | Bi-annual  |
| Indicator responsibility        | Director: Parliamentary Support Services   |

| Programme performance indicator | 2.2.3. % of House resolutions tracked  |
|---------------------------------|--|
| Definition                      | Tracking resolutions of the House to initiate action on the part of the executive or a committee                                   |
| Source of data                  | Register of House resolutions tracked  |
| Method of calculation           | Quantitative. Number of Executive undertakings tracked, divided total number of Executive undertakings, multiplied by 100.         |
| Means of verification           | SOP<br>Minutes of the House or Hansard<br>Letter to Executive and response<br>ATCs (dependent on response received from Executive) |

|                                 |  |
|---------------------------------|--|
| <b>Assumptions</b>              | Resolution tracking will harness the WCPP's mechanisms to ensure reporting and conclusions on responses by the Executive on resolutions adopted by House and to ensure effective reporting to Plenary from Committees assigned to attend to resolutions of the House |
| <b>Calculation type</b>         | Non-cumulative   |
| <b>Reporting cycle</b>          | Quarterly  |
| <b>Indicator responsibility</b> | Director: Parliamentary Support Services   |

|  |   |
|--|---|
| <b>Programme performance indicator</b> | <b>2.2.4. % of Executive undertakings tracked</b>   |
| <b>Definition</b>                      | Tracking Executive Undertakings made by the Members of the Executive during House Sittings.   |
| <b>Source of data</b>                  | Register of Executive undertakings tracked  |
| <b>Method of calculation</b>           | Quantitative. Number of Executive undertakings tracked, divided by the total number of Executive undertakings, multiplied by 100.   |
| <b>Means of verification</b>           | SOP<br>Minutes of the House or Hansard<br>Letter to Executive and response<br>ATCs (dependent on response received from Executive)  |
| <b>Assumptions</b>                     | Undertakings made become binding to the Members of the Executive and shall be tracked, so as to enhance the ability of the WCPP to strengthen its oversight role over the executive and harness the accountability of the provincial executive to the WCPP. |
| <b>Calculation type</b>                | Non-cumulative  |
| <b>Reporting cycle</b>                 | Quarterly   |
| <b>Indicator responsibility</b>        | Director: Parliamentary Support Services  |

|  |   |
|--|---|
| <b>Programme performance indicator</b> | <b>2.2.5. % of house papers electronically available</b>  |
| <b>Definition</b>                      | House papers available electronically (website or email). House papers include Order Papers, Question Papers and ATCs.  |
| <b>Source of data</b>                  | One register of all House Papers published  |
| <b>Method of calculation</b>           | Quantitative. Number of house papers available electronically, divided total number of house papers, multiplied by 100. |
| <b>Means of verification</b>           | Published House papers (WCPP website or email)  |
| <b>Assumptions</b>                     | House papers published meets the required format and applicable procedures  |
| <b>Calculation type</b>                | Non-cumulative  |
| <b>Reporting cycle</b>                 | Quarterly   |
| <b>Indicator responsibility</b>        | Director: Parliamentary Support Services  |

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|--|--|
| <b>Programme performance indicator</b> | <b>2.2.6. % completion of the review of the Rules in legislative processes</b>   |
| <b>Definition</b>                      | Revision of rules in relation to legislative processes submitted to the Rules Committee for consideration.                                   |
| <b>Source of data</b>                  | Draft revised Rules as submitted   |
| <b>Method of calculation</b>           | Quantitative. Number of completed activities (review of the Rules), divided by number planned activities (reviewed Rules), multiplied by 100 |
| <b>Means of verification</b>           | Memo confirming changes to the Rules   |
| <b>Assumptions</b>                     | Regular feedback received from the Rules Committee.  |
| <b>Calculation type</b>                | Non-cumulative   |
| <b>Reporting cycle</b>                 | Annual   |
| <b>Indicator responsibility</b>        | Director: Parliamentary Support Services   |

### Subprogramme 2.3: Committee Support

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| <b>Programme performance indicator</b> | <b>2.3.1. % of draft committee reports produced in accordance with the standard operating procedures (SOPs)</b>  |
| <b>Definition</b>                      | To provide for procedural support to committees in the form of good-quality draft reports within the agreed SOP deadlines. A draft committee report is administratively vetted, but not yet adopted by the Standing Committee. |
| <b>Source of data</b>                  | Quarterly Committee Support Section Report<br><br>Monthly Registers (list) of all draft reports finalised  |
| <b>Method of calculation</b>           | Quantitative. Number of draft committee reports produced in accordance with the standard operating procedures (SOPs) divided total number of reports produced, multiplied by 100.  |
| <b>Means of verification</b>           | Monthly cluster vetting table document of committee reports and decision tacking documents   |
| <b>Assumptions</b>                     | Dependent on committee activities having been undertaken.<br><br>*Note that services are demand-driven   |
| <b>Calculation type</b>                | Non-cumulative   |
| <b>Reporting cycle</b>                 | Quarterly  |
| <b>Indicator responsibility</b>        | Director: Parliamentary Support Services   |

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| <b>Programme performance indicator</b> | <b>2.3.2. % of Committee decisions tracked</b>  |
| <b>Definition</b>                      | To provide for administrative support to committees in the form of a decision tracking document.<br><br>Committee Decisions include: <ul style="list-style-type: none"> <li>• Committee Recommendations</li> <li>• Committee Requests for information</li> <li>• Committee Resolutions</li> </ul> |
| <b>Source of data</b>                  | Quarterly Committee Support Section Report.<br><br>Correspondence to stakeholders confirming the decision.<br><br>Monthly Register (list) of all draft committee decision tracking documents processed.   |
| <b>Method of calculation</b>           | Quantitative. Number of draft committee decision tracking documents processed divided total number of decision tracking documents produced, multiplied by 100   |

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| <b>Means of verification</b>    | Monthly cluster vetting table document of committee reports and decision tacking documents             |
| <b>Assumptions</b>              | Availability of committee output against committee activities<br>*Note that services are demand-driven |
| <b>Calculation type</b>         | Non-cumulative   |
| <b>Reporting cycle</b>          | Quarterly  |
| <b>Indicator responsibility</b> | Director: Parliamentary Support Services   |

## Subprogramme 2.4: Hansard Services

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## Subprogramme 2.5: Serjeant-at-Arms

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| <b>Programme performance indicator</b> | <b>2.5.1. Percentage compliance with applicable regulations of the Critical Infrastructure and Protection Act, 2019</b>   |
| <b>Definition</b>                      | Compliance with the CIP Act, 2019.<br>Signifies compliance of the WCPP with the legislative framework.<br>Move towards 100% compliance.   |
| <b>Source of data</b>                  | Annual CIP Act Assessment Report  |
| <b>Method of calculation</b>           | Quantitative.<br>Number of compliance actions implemented in accordance with the Critical Infrastructure and Protection Act, 2019 divided total number of compliance actions requirements, multiplied by 100. |
| <b>Means of verification</b>           | Supporting documentation of external assessment conducted   |
| <b>Assumptions</b>                     | External service provider appointed to conduct the assessment   |
| <b>Calculation type</b>                | Non-cumulative  |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Serjeant-at-Arms  |

### 4.3. PROGRAMME 3: PUBLIC ENGAGEMENT

| Strategic objective performance indicator | Improved presence in inter/intra-parliamentary sphere  |
|---|--|
| Definition                                | Inter/intra-parliamentary interaction and participation.<br>Position WCPP as leading role player in inter/intra-parliamentary environment. |
| Source of data                            | Reports on international travel and reports on CPA and NCSL activities   |
| Method of calculation                     | Qualitative and quantitative<br>Simple count, check verification<br>Implementation of the International Relations Policy                   |
| Means of verification                     | Reports<br>All reports are substantiated by evidence (documents, reports) and checked and verified by the relevant senior manager          |
| Assumptions                               | Available budget. No restrictions on travel and engagement.  |
| Calculation type                          | Cumulative   |
| Reporting cycle                           | Biannual (end of September and end of March)   |
| Indicator responsibility                  | Directorate: Public Engagement   |

| Strategic objective performance indicator | Improved relationship building with stakeholders aimed at meaningful engagement   |
|---|---|
| Definition                                | Improved relationship-building with stakeholders  |
| Source of data                            | Statistics – year-on-year improvement in website and social media<br>Stakeholder database and digital platform procured<br>Feedback from stakeholders |
| Method of calculation                     | Quantitative and qualitative  |
| Means of verification                     | All reports are substantiated by evidence (documents, statistical reports) and checked and verified by the relevant senior manager.                   |
| Assumptions                               | Continued interest from the public and access to the internet.  |
| Calculation type                          | Cumulative  |
| Reporting cycle                           | Annual  |
| Indicator responsibility                  | Director: Public Engagement   |

| Strategic objective performance indicator | Increased opportunities for the public to participate in legislative activities   |
|---|---|
| Definition                                | Improved relationship-building in accordance with the legislative mandate.  |
| Source of data                            | Reports on the implementation of the annual programme<br>Year-on-year expansion on partnerships, sectoral events and the stakeholder database |
| Method of calculation                     | Quantitative and qualitative  |
| Means of verification                     | All reports are substantiated by evidence (documents, statistical reports) and checked and verified by the relevant senior manager.           |

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| <b>Assumptions</b>              | Continued interest from public and stakeholders |
| <b>Calculation type</b>         | Cumulative                                      |
| <b>Reporting cycle</b>          | Annual  |
| <b>Indicator responsibility</b> | Director: Public Engagement                     |

### Subprogramme 3.1: Programme management

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### Subprogramme 3.2: Stakeholder Management and Communication Services

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| <b>Programme performance indicator</b> | <b>3.2.1. Number of additional functionality published in order to enhance the information offered to website users</b> |
| <b>Definition</b>                      | Additional functionality added to the WCPP website in order to allow members of the public to access more information.  |
| <b>Source of data</b>                  | WCPP Website  |
| <b>Method of calculation</b>           | Quantitative. Simple count.   |
| <b>Means of verification</b>           | Report on the additional functionality developed and published  |
| <b>Assumptions</b>                     | None  |
| <b>Calculation type</b>                | Cumulative (year-end)   |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: SM&CS  |

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| <b>Programme performance indicator</b> | <b>3.2.2. % year-on-year increase in posts on identified official social media channels</b>                                 |
| <b>Definition</b>                      | The number of posts placed on the social media platforms by the WCPP Administration   |
| <b>Source of data</b>                  | Statistical Report  |
| <b>Method of calculation</b>           | Quantitative.<br>Number of posts in the new reporting period minus baseline figure, divided by baseline, multiplied by 100. |
| <b>Means of verification</b>           | Evidence to substantiate the statistical report   |
| <b>Assumptions</b>                     | Baseline is as at 31 March of the previous year   |
| <b>Calculation type</b>                | Cumulative (year-end)   |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: SM&CS  |

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| <b>Programme performance indicator</b> | <b>3.2.3. % of planned inter-parliamentary engagements for Members implemented</b>   |
| <b>Definition</b>                      | The WCPP has an annual plan for inter-parliamentary engagements which is implemented during the year. This indicator tracks the implementation against the plan. |
| <b>Source of data</b>                  | Report   |
| <b>Method of calculation</b>           | Quantitative. Number of completed activities divided by number of planned activities, multiplied by 100.   |
| <b>Means of verification</b>           | Supporting evidence on activities implemented  |
| <b>Assumptions</b>                     | None   |
| <b>Calculation type</b>                | Cumulative (year-end)  |
| <b>Reporting cycle</b>                 | Annual   |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: SM&CS   |

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| <b>Programme performance indicator</b> | <b>3.2.4. Level of free public access to the WCPP website</b>   |
| <b>Definition</b>                      | The WCPP will enter into a SLA with a service provider to reverse the billing for data cost to access the WCPP's website. |
| <b>Source of data</b>                  | Reports on data used; Invoices on data used   |
| <b>Method of calculation</b>           | Quantitative. Simple count.   |
| <b>Means of verification</b>           | Reports on data used; Invoices on data used   |
| <b>Assumptions</b>                     | WCPP entered into SLA with a service provider   |
| <b>Calculation type</b>                | Non-cumulative  |
| <b>Reporting cycle</b>                 | Quarterly   |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: SM&CS  |

### Subprogramme 3.3: Public Education and Outreach

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| <b>Programme performance indicator</b> | <b>3.3.1. Number of public education initiatives implemented in accordance with the annual programme</b>   |
| <b>Definition</b>                      | The WCPP will facilitate public education initiatives during the year  |
| <b>Source of data</b>                  | Report(s) on public education initiatives implemented as per annual public education programme   |
| <b>Method of calculation</b>           | Quantitative. Simple count.  |
| <b>Means of verification</b>           | Programme or agenda of public education initiatives implemented.<br>Attendance Register of each education initiative implemented.<br>Public Education initiative material. |
| <b>Assumptions</b>                     | None   |
| <b>Calculation type</b>                | Cumulative (year-end)  |
| <b>Reporting cycle</b>                 | Annual   |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: PEO   |

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| <b>Programme performance indicator</b> | <b>3.3.2. Number of strategic partnerships established</b>                                    |
| <b>Definition</b>                      | The WCPP will establish strategic partnership(s) in the view to enhance the work of the WCPP. |
| <b>Source of data</b>                  | MOU   |
| <b>Method of calculation</b>           | Quantitative. Simple count.   |
| <b>Means of verification</b>           | MOU   |
| <b>Assumptions</b>                     | None  |
| <b>Calculation type</b>                | Non-cumulative  |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: PEO  |

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| <b>Programme performance indicator</b> | <b>3.3.3. Number of public engagement initiatives implemented in accordance with the annual programme</b>  |
| <b>Definition</b>                      | The WCPP will establish facilitate two public engagement initiatives during the year under review.   |
| <b>Source of data</b>                  | Report(s)  |
| <b>Method of calculation</b>           | Quantitative. Simple count.  |
| <b>Means of verification</b>           | Programme or agenda of public engagement initiatives implemented<br>Attendance Register of each engagement initiative implemented<br>Public engagement material/presentation |
| <b>Assumptions</b>                     | None   |
| <b>Calculation type</b>                | Cumulative (year-end)  |
| <b>Reporting cycle</b>                 | Bi-annual  |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: PEO   |



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| <b>Programme performance indicator</b> | <b>3.3.4. % of planned activities completed as per the Revised Public Engagement strategy</b>         |
| <b>Definition</b>                      | The WCPP will implement the revised Public Engagement Strategy as per the implementation Plan.        |
| <b>Source of data</b>                  | Quarterly reports against implementation plan   |
| <b>Method of calculation</b>           | Quantitative. Number of completed activities, divided by number planned activities, multiplied by 100 |
| <b>Means of verification</b>           | Supporting documents to substantiate implementation of the strategy                                   |
| <b>Assumptions</b>                     | None  |
| <b>Calculation type</b>                | Cumulative (year-end)   |
| <b>Reporting cycle</b>                 | Quarterly   |
| <b>Indicator responsibility</b>        | Director: Public Engagement and Manager: PEO  |

#### 4.4. PROGRAMME 4: MEMBERS SUPPORT

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| <b>Strategic objective performance indicator</b> | <b>Enhancing capacity building and support to Members</b>   |
| <b>Definition</b>                                | Training, development and support initiatives assist Members in performing their oversight and law-making role and contribute to improved governance    |
| <b>Source of data</b>                            | Number of planned capacity building and support initiatives implemented   |
| <b>Method of calculation</b>                     | Quantitative.<br>Simple count of required initiatives completed against required initiatives planned<br>Feedback from Members.                          |
| <b>Means of verification</b>                     | All reports are substantiated by evidence (documents, attendance registers, payment schedules) and checked and verified by the relevant senior manager. |
| <b>Assumptions</b>                               | Interest, availability and need expressed by Members.   |
| <b>Calculation type</b>                          | Cumulative  |
| <b>Reporting cycle</b>                           | Annual  |
| <b>Indicator responsibility</b>                  | Director: Institutional Enablement  |

##### Subprogramme 4.1: Members Administration

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##### Subprogramme 4.2: Enabling Allowances

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|--|---|
| <b>Programme performance indicator</b> | <b>4.2.1. Number of training and development initiatives implemented for Members</b>                      |
| <b>Definition</b>                      | Training and development initiatives to assist Members in performing their oversight and law-making role. |
| <b>Source of data</b>                  | Report on training and development initiatives implemented  |
| <b>Method of calculation</b>           | Quantitative. Simple count.   |
| <b>Means of verification</b>           | Supporting evidence for each training and development initiative implemented                              |
| <b>Assumptions</b>                     | Interest, availability and need expressed by Members and staff  |
| <b>Calculation type</b>                | Cumulative (year-end)   |
| <b>Reporting cycle</b>                 | Annual  |
| <b>Indicator responsibility</b>        | Director: Institutional Enablement  |

##### Subprogramme 4.3: Political Parties Support

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