PILEDIWA E A LWELWA

NORTH WEST PROVINCIAL LEGISLATURE

ANNUAL REPORT

2020/21

STAY SAFE,
BE SAFE

COVID-19

MY MASK PROTECTS YOU.
YOUR MASK PROTECTS ME.

CREDIT NICD

www.nicd.ac.za
www.sacoronavirus.co.za

NICD Hotline Number : 0800 029 999
Whatsapp 'Hi' : 0600 12 3456

STAY SAFE
PROTECT SOUTH AFRICA
TOGETHER WE CAN BEAT CORONAVIRUS

COVID-19
Online Resource & News Portal
SAcoronavirus.co.za

CONTENT

CONTENT

PART C: GOVERNANCE 52

PART D: HUMAN RESOURCE MANAGEMENT 64

PART E: FINANCIAL INFORMATION 93

PART A

GENERAL INFORMATION

NWPL GENERAL INFORMATION

NORTH WEST PROVINCIAL LEGISLATURE

PHYSICAL ADDRESS:

Dr James Moroka Drive
Legislature Building
Mmabatho
2735

POSTAL ADDRESS:

Private Bag X2018
MMABATHO
2735

CONTACT DETAILS

Telephone Number:	(018) 392 7063
Fax Number:	(018) 392 7108
Email Address:	oagengm@nwpl.org.za
Website Address:	www.nwpl.gov.za

LIST OF ABBREVIATIONS / ACRONYMS

ABBREVIATION / ACRONYM	MEANING
AC	*Audit Committee*
AEPRE	*Adjusted Estimates of Provincial Revenue and Expenditure*
AFS	*Annual Financial Statements*
AGSA	*Auditor-General of South Africa*
ANC	*African National Congress*
APP	*Annual Performance Plan*
AR	*Annual Report*
B. Com	*Bachelor of Commerce*
CA	*Chartered Accountant*
CA (SA)	*Chartered Accountant South Africa*
CD (SA)	*Chartered Director South Africa*
CFO	*Chief Financial Officer*
CISA	*Certified Information Security Auditor*
CISM	*Certified Information Security Management*
CGEIT	*Certified in Governance of Enterprise Information Technology*
CMAC	*Consequence Management Advisory Committee*
CoE	*Compensation of Employees*
COVID-19	*Coronavirus Disease 2019*
CRM-Prac	*Certified Risk Management Practitioner*
DA	*Democratic Alliance*
DTI	*Department of Trade and Industry*
EFF	*Economic Freedom Fighters*
EPRE	*Estimates of Provincial Revenue and Expenditure*
ERP	*Enterprise Resource Plan*
FMPPLA	*Financial Management of Parliament and Provincial Legislatures Act 2009, (Act No. 10 of 2009) as amended*
GRAP	*Generally Recognised Accounting Practices*
HOA	*Home Owners Allowance*
Hon.	*Honourable*
HR	*Human Resource*
IAA	*Internal Audit Activity*
ICT	*Information, Communication and Technology*
IEHW	*Integrated Employment Health Wellness*
IFW	*Irregular, Fruitless and Wasteful*

LIST OF ABBREVIATIONS / ACRONYMS

ABBREVIATION / ACRONYM	MEANING
IRMSA	*Institute of Risk Management of South Africa*
IT	*Information Technology*
M.Com	*Master of Commerce*
MBA	*Master of Business Administration*
MEC	*Member of Executive Council*
MOU	*Memorundum of Understanding*
MP	*Member of Parliament*
MPL	*Member of Provincial Legislature*
MTEF	*Medium Term Expenditure Framework*
N/A	*Not Applicable*
NA	*National Assembly*
NCOP	*National Council of Provinces*
NDP	*National Development Plan*
No.	*Number*
NWPL	*North West Provincial Legislature*
PAAP	*Post Audit Action Plan*
PFMA	*Public Finance Management Act*
PPAC	*Provincial Public Accounts Committee*
PI	*Performance Information*
PSETA	*Public Service Sector Education and Training Authority*
R	*Rand*
RMC	*Risk Management Committee*
SA	*South Africa*
SADCOPAC	*Southern Africa Development Community Organisation of Public Accounts Committee*
SCM	*Supply Chain Management*
SCOPA	*Standing Committee on Public Accounts Committee*
SDIP	*Service Delivery Improvement Plan*
SMS	*Senior Management Service*
SOM	*Sector Oversight Model*
SOPA	*State of the Province Address*
TIDs	*Technical Indicator Descriptions*
TR	*Treasury Regulations*
VF+	*Vryheids Front Plus*
WHO	*World Health Organisation*


Together
Celebrating
Democracy
Renewal & Growth
for a
Better
South Africa

FOREWORD BY THE HON. SPEAKER

HON S.R. DANTJIE
SPEAKER OF THE
NORTH WEST
PROVINCIAL LEGISLATURE

Honourable Members, I am pleased to present the Annual Report for the North West Provincial Legislature for the 2020/21 financial year. This financial year has been characterised by a number of setbacks as a result of the Covid-19 pandemic. Not withstanding our commitment, we had to respond to the national disaster to protect the lives and livelihood of our people thereby exploring new ways in executing our constitutional mandate.

This Annual Report highlights the key achievements that we have attained during the period under review. In response to the pandemic, the Rules Committee had to move with speed and adopted Rules for virtual meetings.

One must also appreciate a series of engagements within the Legislative Sector, where various methods were explored to fulfill our constitutional mandate. We made great strides and came up with innovative ways to better utilise our time and improve efficiencies.

Through reprioritisation of the budget due to COVID-19, the Legislature had to review the implementation of the refurbishment of the Chamber infrastructure. This project was put on hold and new timelines will be determined once the consultation and feasibility study have been concluded.

As part of our endeavours to improve delivery of better services to the Members to improve on oversight, law making and public participation, we implemented our new Organisational Structure particularly focusing on supporting the core business of the Legislature. We believe that the new structure will add so much value once it is fully implemented and adequate funding has been secured.

We hosted very successful Sectoral Parliaments through our online platform, which started with the Youth Sectoral Parliament. We must appreciate the response and active participation of the citizens of the North West on all platforms that have been created by the Legislature to ensure that people are part of Legislature activities.

The FMPPLA provides for the Executive Authority to continuously engage the MEC of Finance on budget processes. I am pleased with the cooperation that we continously received from the MEC of Finance during the tough times of the pandemic. We will continuously engage Treasury to ensure that the Legislature is adequately funded being cognisant of the current need to protect the lives and livelihood through reprioritising the budget.

We appreciate the effort and support the Auditor-General continues to give to the Legislature in executing our mandate and all other government departments. In our attempt for an improved audit, we continued strengthening governance structures and ensured that they remain functional. In acknowledging the need to address irregular expenditure that has accumulated over the years, we have the Irregular, Fruitless and Wasteful Expenditure Committee that reports its findings to the Consequence Management Advisory Committee, which in turn looks into the appropriate actions for the implicated officials.

After investigating the irregular, fruitless and wasteful expenditure, an amount of R85 million was submitted for condonation. We however need to accelerate the pace at which we deal with irregular, fruitless and wasteful expenditure.

The Legislature has consistently obtained an unqualified audit opinion with matters of emphasis. This was attained through the hard work at the administration and the political leadership that held the institution accountable, particularly the Oversight Committee.

Part of our priorities going forward in addressing the audit findings, is to strengthen internal control and ensure that we all share a common goal. We are not far in addressing the audit findings, however we need to work very hard as a team to realise our mission.

Each division that received an audit finding will develop a turn around plan that will be monitored on a monthly basis by both management and the political leadership. Building capacity in the Finance unit will be part of the turnaround plan and remains our priority in addressing the reliance placed on consultants.

We remain committed and accountable to the Oversight Committee of the

Legislature on financial matters as required by FMPPLA.

I therefore wish to acknowledge and appreciate the inputs and recommendations of the Oversight Committee on Legislature Affairs on a wide range of issues that were attended and responded to by the Legislature. Together, the work of the Legislature has been continously and substantially improved.

I also wish to acknowledge the sterling work of the Audit Committee supported by the Internal Audit Division for the sound and professional advice given to the Legislature.

I wish to particularly thank the late Chairperson, Ms Nkomo, for her sterling leadership, commitment and great sense of humour. Her untimely death shocked us, however we will continue to build on the legacy and strong foundation laid by her collective leadership.

My appreciation also goes out to the Legislature staff, led by Mr Mosiane for their tireless effort, dedication, professionalism and support during the term.

Together, we continue to build a better workplace and a vibrant Legislature for the people of the North West.

Thank you!

____

Hon SR Dantjie
Speaker: North West Provincial Legislature

MANDATE

Law Making; Oversight and to promote public participation

VISION

Building a united prosperous society in the North West Province.

MISSION

The North West Provincial Legislature aims to provide services to the people of the North West province by ensuring:

- A vibrant Legislature that is responsive to and addresses the challenges of development facing our people:
- An Accountable Executive by strengthening oversight on the promises made to our people by government;
- Promotion of efficient and healthy co-operative governance between the three spheres of government; and
- A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.

ORGANISATIONAL VALUES

- Integrity;
- Responsiveness;
- Transparency;
- Trustworthy;
- Professionalism; and
- Teamwork.

REPORT OF THE ACCOUNTING OFFICER

MR. O.S. MOSIANE

SECRETARY TO THE
NORTH WEST
PROVINCIAL LEGISLATURE

It is my greatest pleasure to present the North West Provincial Legislature's (NWPL) Annual Report for the 2020/2021 financial year. This financial year posed some critical challenges for the Legislature regarding the successful implementation of the Institution's constitutional mandate.

The COVID-19 pandemic continues to impact negatively on the quality of services provided by government institutions, thereby crippling the quality of life for all across the world.

The Legislature was not exempted. While efforts were made to adjust the activities leading to the successful attainment of the Institution's mandate, the implementation proved more challenging than we had anticipated when we tabled the addendum to the APP in July 2020.

As a result, we saw some undesirable outcomes of drastic decline in the performance outcomes for the Legislature Mandate. For the year under review, the Institution planned to implement a total of 638 performance targets, however only 69% (namely 441 targets) was successfully attained.

The National State of Disaster and the nationwide lockdown continues to have a negative impact on the successful performance of the North West Provincial Legislature.

However, the Institution still managed to achieve certain milestones despite the challenges it faced. These include:

1. Implementation of the newly approved organisational structure;
2. Commenced with the implementation of Phase 2 of the Oracle System Stabilisation. This will ensure sound financial management systems and improve the corporate and financial governance of the Institution;
3. Condonation of Irregular Expenditure of R 85 million; and
4. Fundamentally, the institution received an unqualified audit outcome with a few matters of emphasis.

Furthermore, we managed to strengthen the internal control environment by developing the Post Audit Action Plan (PAAP). The plan was monitored and it has assisted in addressing the audit queries as raised by the Auditor-General South Africa (AGSA) emanating from the previous financial years.

The NWPL remains positive that discovering a way forward from the COVID-19 experience will be the common ground traversed by our generation. This common journey begins with a choice: to make the pandemic the tipping point that leads to transformation for all of our people in the North West Province, South Africa and the world.

I would like to express my appreciation to the Management Team and the staff members for their unconditional support. We will continue intensifying our support to the Members of the Legislature to enable them to do their political work in order to strengthen their oversight role over the Executive and in this way to ensure service delivery and a better life for the North West communities.

My greatest gratitude goes to the Honourable Speaker, Mme S.R. Dantjie, for her leadership, support and guidance. My sincere thanks goes out to the Standing Committee on Oversight of Legislature Affairs for their robust engagement and holding the Legislature accountable for the resources allocated.

My humble word of acknowledgement goes to all Members of the North West Legislature, Management and Staff for their support and advice.

"Tsela kgopo ga e latse nageng".

Mr. O.S. Mosiane
Secretary to the NWPL

NWPL MACE

DISSECTION OF THE MACE

THE PICK AND THE SPADE

The Pick and the Spade denote dependency on labour and hardwork.
The Mine shaft represents the mining industry in the North West Province.The platinum coating represents the enormous platinum resources in the Province.

THE CATTLE

The cattle heads depict the pastoral farming of the North West Province.

SUNFLOWERS AND MAIZE

The Sunflowers represent the crop and the sunny climate of the Province
The maize crop denote the outstanding maize production of the Province which lies within the maize triangle.

NATIONAL FLAG

The National Flag Colours also forms part of the mace

THE GOLDEN RINGS

The Golden rings around the mace represent the gold mining industry

OVERALL PERFORMANCE OF THE INSTITUTION IN RELATION TO ITS ANNUAL PERFORMANCE PLAN 2020/2021

OVERVIEW OF THE FINANCIAL RESULTS

Departmental Receipts	2020/2021			2019/2020		
	Estimate	Actual Amount Collected	(Over)/ Under Collection	Estimate	Actual Amount Collected	(Over)/ Under Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Transfers received	452 160	370 693	81 467	500 341	502 744	(2 403)
Interest, dividends and rent on land	1 649	3 364	(1 715)	1 563	2 165	(602)
Total	**453 809**	**374 057**	**79 752**	**501 904**	**504 909**	**(3 005)**

PROGRAMME EXPENDITURE

Programme Name	2020/2021			2019/2020		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appro priation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
1. Administration	230 953	195 717	35 236	284 379	232 010	52 370
2. Member's Salaries	43 302	36 631	6 671	44 837	32 094	12 743
3. Legislature Operations	177 905	138 345	39 560	173 528	168 980	4 547
Total	**452 160**	**370 293**	**81 467**	**502 744**	**433 084**	**69 660**

The above appropriation relates to actual cash payments and does not include GRAP accruals and non-cash transactions.

VIREMENTS / ROLL OVERS

In terms of Section 23 of the FMPPLA, the Provincial Legislature is not required to surrender unspent funds, hence the Legislature does not apply for roll-overs. However, Section 18 of the FMPPLA states that the Legislature must set apart any monies that were appropriated but not spent in the previous year. As a result, the Legislature appropriated the 2020/21 unspent funds during the adjustment budget based on the budgetary pressures identified during the financial year. The Legislature has re-appropriated an unspent amount of R7.7 million for the disbursement of pension gratuities, through the 2020/21 Second adjustment budget. The amounts could not be disbursed by the end of the 2019/20 financial year due to delays by the Pension fund to finalise computation of pay-outs.

OVERALL PERFORMANCE OF THE INSTITUTION IN RELATION TO ITS ANNUAL PERFORMANCE PLAN 2020/2021

UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE

Unauthorised Expenditure

The NWPL did not incur any unauthorised expenditure for the 2020/21 financial year. A request for the condonation of the unauthorised expenditure for the prior periods has already been submitted to the Provincial Treasury for consideration.

Irregular Expenditure

The NWPL had an opening balance of R348 million at the beginning of the 2020/21 financial year. During the 2020/21 financial year, irregular expenditure of R4.8 million was incurred. This irregular expenditure is mainly due to the contractual obligations from prior years, which continued into the current financial year. An amount of R85.3 million of the irregular expenditure incurred in the prior years was investigated and condoned, while an amount of R181 194 was derecognised.

Fruitless and Wasteful Expenditure

The NWPL incurred an amount of R1.152 million in the prior years (closing balance for the 2019/20). In the 2020/21 financial period, the NWPL incurred Fruitless and Wasteful Expenditure of R149 871, R55 984.00 for traffic fines, cancellations and repairs of damaged rental vehicles, R3 669.00 interest on the late payments of the rental offices of the National Council of Province (NCOP) in Cape Town, R66 784.00 as a result of damages to the labour-saving equipment and the R11 277.00 as a result of interest charged on an overdue account relating to the procurement of Library books.

The NWPL has recovered a total of R103 861.00 during the financial year. The amount above consists of R66 784 recovered as a refund for the damages on the labour-saving devices (high volume printers), and R27 599.00 recovered through the deductions from MPLs pension gratuity pay outs.

R9 478.00 has been recovered through the acknowledgement of debt by the relevant officials.

The balance amounted to R1.2 million at the end of the financial year.

FUTURE PLANS OF THE INSTITUTION

- To strengthen and improve the control environment by further strengthening internal policies, processes and systems; and
- The implementation of the NWPL approved organisational structure in the 2021/22 financial year.

PUBLIC PRIVATE PARTNERSHIPS

N/A

DISCONTINUED ACTIVITIES / ACTIVITIES TO BE DISCONTINUED

N/A

OVERALL PERFORMANCE OF THE INSTITUTION IN RELATION TO ITS ANNUAL PERFORMANCE PLAN 2020/2021

NEW OR PROPOSED ACTIVITIES

N/A

SUPPLY CHAIN MANAGEMENT

- A supply chain management checklist has been implemented and conducted a workshop on the detection; identification and treatment of irregular expenditure has been conducted.
- All deviations from the SCM processes have been approved by the Accounting Officer in accordance with the relevant sections for exemptions, exceptional and emergency circumstances.

IMPLEMENTATION OF GRAP STANDARDS

- In the process of compiling the AFS, an audit file is prepared with all the supporting documentation to substantiate the AFS and the disclosure notes. All parties that are responsible for reviewing the AFS are provided with a duplicate audit file;
- The 2020/21 AFS are in full compliance with the GRAP statements;
- The AFS are presented to management and the Audit Committee for review and inputs; and
- The AFS are also submitted to the Office of the Accountant General in the Provincial Treasury and Internal Audit for an independent review.

GIFTS AND DONATIONS RECEIVED IN KIND FROM NON-RELATED PARTIES

N/A

EXCEPTIONS AND DEVIATIONS RECEIVED FROM NATIONAL TREASURY

None

EVENTS AFTER THE REPORTING DATE

- None

Mr. O. S. Mosiane **Date: 31 August 2021**

Secretary to the NWPL

STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

To the best of my knowledge and belief, I confirm the following:

- All information and amounts disclosed throughout the annual report are consistent.
- The annual report is complete, accurate and is free from any omissions.
- The annual report has been prepared in accordance with the guidelines on the annual report as issued by the National Treasury.
- The Annual Financial Statements (Part E) have been prepared in accordance with the Generally Recognised Accounting Practices (GRAP) and the relevant frameworks and guidelines issued by the National Treasury.
- The Accounting Officer is responsible for the preparation of the annual financial statements and for the judgements made in this information.
- The Accounting Officer is responsible for establishing and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.
- The external auditors are engaged to express an independent opinion on the annual financial statements.
- In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the institution for the financial year ended 31 March 2021.

Yours faithfully

Mr. O. Mosiane
Secretary to the NWPL

Date: 31 August 2021

STRATEGIC OVERVIEW

6. STRATEGIC OVERVIEW

6.1. VISION

Building a united prosperous society in the North West Province.

6.2. MISSION

The North West Provincial Legislature aims to provide services to the people of the North West Province by ensuring:

- A vibrant Legislature that is responsive to and addresses the challenges of development facing our people;
- An Accountable Executive and other Organs of state by strengthening oversight on the promises made to our people by Government;
- Promotion of efficient and healthy inter-governmental relations between the three spheres of government; and
- A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.

6.3. ORGANISATIONAL VALUES

- Integrity;
- Responsiveness;
- Transparency;
- Trustworthy;
- Professionalism; and
- Teamwork.

LEGISLATIVE & OTHER MANDATES

7. LEGISLATIVE AND OTHER MANDATES

7.1. MANDATE OF THE LEGISLATURE

The North West Provincial Legislature's mandate is derived from the Constitution of the Republic of South Africa (Section 104).

The core functions of the Provincial Legislature are:

- To pass laws for the North West Province;
- To conduct oversight over the Executive and other Organs of State; and
- To promote public participation.

Listed here under, are the main Acts, Regulations, Frameworks, Guidelines and Best Practices that the Legislature is bound to adhere to.

Legislative Mandates

- The Constitution of the Republic of South Africa;
- The Financial Management of Parliament and Provincial Legislatures Act 2009, (Act No. 10 of 2009) as amended;
- Amendments to the Financial Management of Parliament and Provincial Legislatures Act, 2009, (inclusive of Supply Chain Management and other Section 65 regulations);
- Formalising the Legislative Sector through legislation (Draft Legislative Sector Service Bill);
- The Independent Commission for the Remuneration of Public Office Bearers Act, 1997 (Act 92 of 1977);
- Division of Revenue Act;
- North West Appropriation Act;
- North West Adjustment Appropriation Act;
- The Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000);
- The Broad-Based Black Economic Empowerment Act, 2004 (Act No.53 of 2004);
- Government Immovable Assets Management Act, 2007 (Act No 19 of 2007);
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);
- Employment Equity Act, 1998 (Act No.55 of 1998);
- Labour Relations Act, 1995 (Act No.66 of 1995);

LEGISLATIVE & OTHER MANDATES

- Promotion of Access to Information Act, 2000 (Act No. 3 of 2000);
- Promotion of Administrative Justice Act, 2000 (Act No. 2 of 2000);
- Critical Infrastructure Protection Act 8 of 2019;
- Political Party Funding Policy;
- Ministerial Handbook;
- Mandating Procedures Act, 2008 (Act No.52 of 2008);
- The National Archives of South Africa Act, 1996 (Act No.43 of 1996);
- Skills Development Act, 1998 (Act No.97 of 1998);
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 1993);
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); and
- National Strategic Intelligence Act, 2002 (Act No.67 of 2002).

Best Practices

- Treasury Framework for Annual Report;
- King IV Report on Governance for South Africa 2016;
- International Standards for the Professional Practice of Internal Auditing; and
- COBIT 5.

Policy Mandates

- North-West Provincial Legislature Standing Rules (9th Edition);
- North West Medium-Term Strategic Framework;
- North West Tabling Guide;
- Legislative Sector Oversight Model;
- Legislative Sector Public Participation Model;
- North West Oversight Model;
- North West Members Enabling Facilities Policy; and
- North West Member's Code of Conduct.

The institution adhered to Legislature policies that were adopted and approved.

MEMBERS OF THE NWPL

8. ORGANISATIONAL STRUCTURE

Hon. Sussana Dantjie
(ANC)
Speaker of the North West Provincial Legislature

Hon. Viola Motsumi
(ANC)

Deputy Speaker of the
North West Provincial Legislature

Hon. Tinah Priscilla Williams
(ANC)

Chairperson of Chairpersons &
Chairperson:
Legislative Review & Implementation
of Resolution of the House

Hon. Paul Sebegoe
(ANC)

Chief Whip of the
North West Provincial Legislature

Hon. Job Dliso
(ANC Whip)

Chairperson:
Standing Committee on
Provincial Public Accounts

Hon. Onica Medupi
(ANC)

Chairperson:
Community Safety and Transport
Management & Public Works, Roads

Hon. Bitsa Lenkopane
(ANC)

Chairperson: Economic Development,
Environment & Tourism, Agriculture &
Rural Development

MEMBERS OF THE NWPL

Hon. Kabelo Mataboge (ANC)

Chairperson:
Education, Arts, Culture and Sports Development

Hon. Aron Motswana (ANC)

Chairperson: Premier, Finance, Cooperative Governance, Human Settlements & Traditional Affairs

Hon. Linah Miga (ANC)

Member of the NWPL

Hon. Matshidiso Botswe (EFF)

EFF Leader

Hon. Papiki Babuile (EFF)

EFF Whip

Hon. Kelebogile Kerileng (EFF)

Member of the NWPL

Hon. Lebogang Xaba (EFF)

Member of the NWPL

Hon. Betty Diale (EFF)

Member of the NWPL

Hon.Modiegi Dikolomela (EFF)

Member of the NWPL

MEMBERS OF THE NWPL

Hon. Winston Rabotapi (DA)

DA Leader

Hon. Freddy Sonakile (DA)

DA Whip

Hon. Gavin Edwards (DA)

Chairperson:
Health and Social Development

Hon. Jacqueline Theologo (DA)

Chairperson:
Standing Committee on Oversight of the Legislature

Hon. De Wet Nel (FF Plus)

FF Plus Leader

Hon. Erns Kleynhans (FF Plus)

FF PLus Whip

MEMBERS OF THE NCOP

Hon. Eric Riaan Landsman

North West Provincial Whip

Hon. Simon China Dodovu

Chairperson of Select Committee on Cooperative Governance & Traditional Affairs, Water & Sanitation and Human Settlements

Hon. Tebogo Constance Modise

Chairperson of Select Committee on Land Reform, Environment, Mineral Resources & Energy

Hon. Carin Visser

Member of Parliament

Hon. Betta Lehihi

Member of Parliament

Hon. Stephanus Du Toit

Member of Parliament

MEMBERS OF THE EXECUTIVE COUNCIL

MEC Motlalepule Rosho (ANC)

Leader of Government Business & MEC for Department of Provincial Treasury

Premier Job Mokgoro (ANC)

Premier of the North West Province

MEC Mmoloki Cwaile

Department of Cooperate Governnace, Human Settlements and Traditional Affairs

MEC Desbo Mohono (ANC)

MEC for Department of Agriculture & Rural Development

MEC Gaoage Molapisi (ANC)

MEC for Department of Public Works and Roads

MEC Keneetswe Mosenogi (ANC)

MEC for Department of Economic Development, Environment Conservation & Tourism

MEC Madoda Sambatha (ANC)

MEC for Department of Health

MEC Boitumelo Moiloa (ANC)

MEC for Department of Social Development

MEC Tsotso Tlhapi (ANC)

MEC for Department of Sports, Arts & Culture

MEMBERS OF THE EXECUTIVE COUNCIL

MEC Wendy Matsemela (ANC)

MEC for Department Education

MEC Sello Lehari (ANC)

MEC for Department of Community Safety and Transport Management

ORGANISATIONAL STRUCTURE

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY

NWPL SPEAKER

OFFICE OF THE SPEAKER NWPL

Purpose: To provide political leadership to the North West Provincial Legislature.

Functions:
1. Provide the Executing Authority services for Legislature
2. Ensure the attainment of the Constitutional Mandate of the Legislature

1 x Speaker of the NWPL

PRIVATE OFFICE STAFF

Purpose: To provide Administrative Support Services to the Speaker and Members of the Legislature

Functions:
1. Provide support to the Speaker to attain the constitutional operation of the Legislature
2. Provide protocol Services in the Events of the Speaker/ Deputy
3. Provide Cleaning Services at the Speaker's residence

1 x Head of Office -E
1X Private Secretary-C5
1 x Secretary / Receptionist- C1
1x Community Outreach Officer-C5
1x Protocol Officer-C1
1 x Driver Messenger-B3
2 x Domestic Worker -A

ADMINISTRATIVE SUPPORT

Purpose: To provide Administratiove Support Services to the Speaker and Members of the Legislature

Functions:
1. Provide overall administrative Support for the Legislature.
2. Provide treasury function for the Legislature

1 x Manager Treasury-D5
1 x Technical Specialist-D5
1 x Managger Strategic Support-D5
1 x Integrity Officer- C3
1 x Personal Assistant: Manager -C1
1 x Registry Clerk-C1
1 x Driver Messenger-B3

OFFICE OF THE SECRETARY TO THE LEGISLATURE

Purpose : To provide Corporate Governance and Strategic Support to the North West Provincial Legislature

Functions :
1. Provide corporate support
2. Provide sound Financial Management Services
3. Provide Legislature support
4. Provide Risk Management and Internal Control Services
5. Provide Internal Auditing
6. Provide Corporate Governance, Policy and Legal
7. Provide Strategic Planning, Monitoring and Evaluation.

1 x Secretary to the NWPL-FU
1x Office Manager-D5
1x Personal Assitant-C3

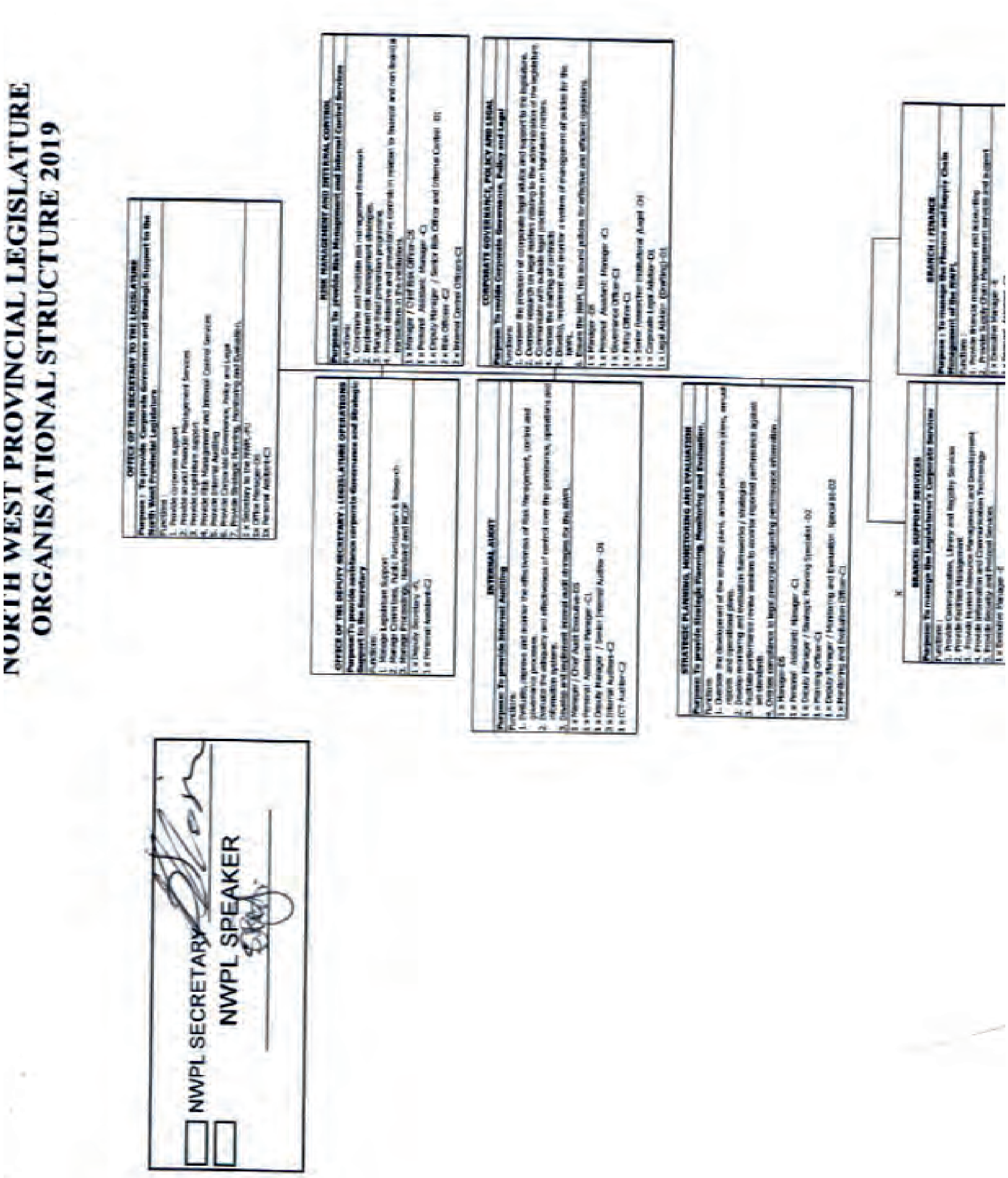
OFFICE OF THE DEPUTY SPEAKER

Purpose : To assist the Speaker to preside over the meetings of the Legislature.

Functions :
1. Responsible for any delegated task given by the speaker.
2. Responsible for Sectoral Parliament, Committees and Oversihgt.
3. Responsible for members interest and capacity building.
4. Preside over JPC Meetings.

1 x Deputy Speaker.
1x Private Secretary-C3
1 x Driver Messenger-B3

ORGANISATIONAL STRUCTURE



9. ENTITIES REPORTING TO THE SPEAKER

No entities report to the Executive Authority.

PART B

PERFORMANCE INFORMATION

1. AUDITOR GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The AGSA currently performs the necessary audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance against predetermined objectives will be included in the report to management, with findings if any, being reported under the Predetermined Objectives heading in the Report on other legal and regulatory requirements section of the auditor's report.

Refer to page 94 of the Report of the Auditor-General, published as Part E: Financial Information.

2. OVERVIEW OF INSTITUTIONAL PERFORMANCE

2.1. SERVICE DELIVERY ENVIRONMENT

The North West Provincial Legislature is a legislative arm of the state charged with the responsibilities of Law-making, Oversight and Public Participation.

2.2. SERVICE DELIVERY IMPROVEMENT PLAN

The NWPL does not have a Service Delivery Improvement Plan.

2.3. ORGANISATIONAL ENVIRONMENT

The Legislature houses the political representatives of the people and its mandate is to conduct oversight over the Provincial Government, other Organs of the State, and to promote public participation and law-making. The Legislature has thirty-three (33) elected public representatives from the following political parties:

Name of Political Party	Number of Public Representatives
ANC	21
EFF	06
DA	04
VF +	02
Total	33

2.3.1. Organisational Review Process

The newly approved Medium Term Expenditure Framework (MTEF) Human Resource Management (HRM) Plan has assessed and analyzed all Functional areas of HRM and developed steps to close the identified gaps. It is expected that addressing the identified gaps will assist the Legislature to have the right number of people with the relevant skills at the right time.

The new NWPL Organizational Structure was implemented as of the 1st of July 2020 with the following notable achievements:

a) The Institution has implemented the Patterson Grading System, which is utilized in the Legislative Sector (Patterson Evaluation System);

b) All positions now have generic Job Descriptions;

c) Grades attached to Positions are justified; and

d) Functions with similar outputs have been grouped together to improve efficiency.

2.3.2. Oracle ERP System

The 2nd Phase of the Oracle Stabilization Project has commenced during the 4th quarter of the year under review. This is a continuation from Phase 1, which was concluded in the previous financial year (2019/2020). The 2nd Phase of the Oracle Stabilization Project is a phase in which prioritised unlicensed modules will be procured and implemented. Moreover, the selected/ prioritised licensed modules will be configured and implemented. This phase in the Stabilisation Project intends to optimise efficiencies on governance and to ensure seamless and integrated reporting, eliminating manual processing and introducing a more automated processing of data.

2.3.3. GRAP Implementation

The NWPL is fully compliant with GRAP.

Annual Financial Statements (AFS):

The Annual Financial Statements (AFS) 2020/2021 have been prepared in terms of the Standard of Generally Recognised Accounting Practices (GRAP).

Accounting Policies

The financial statements have been prepared in accordance with the GRAP, issued by the Accounting Standard Board and in accordance with Section 56 of the FMPPLA. These financial statements have been prepared in terms of the accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement. Assets, Liabilities, Revenue and Expenses were not offset, except where offsetting was either required or permitted by the Standard of GRAP.

A summary of the significant accounting policies, which have been consistently applied in the preparation of these financial statements are disclosed. These accounting policies are consistent with the previous financial statements.

AFS Disclosure Notes:

All Receivable, Payables and Provisions are accounted for in terms of the GRAP standards and will be disclosed in the AFS.

Additional disclosures such as the Key Management Personnel, Contingent Assets / Liabilities, Property Plant and Equipment, Commitments and other applicable information are disclosed in the AFS in compliance with GRAP.

2.3.4. Implemented recommendations of the Standing Committee on the Oversight of the NWPL

The Standing Committee on the Oversight of the Legislature is the Committee tasked with conducting oversight over the North West Provincial Legislature. During the year under review, the Legislature presented its non-financial and financial performance reports for the 2020/21 financial year to the Committee. This was done on a quarterly basis and, with the recommendations received from the Committee, the Legislature maintained its progress towards achieving planned targets and accomplished this within the allocated budget.

The Institution also presented its Draft Annual Performance plans, the Final Annual Performance plan and the 2019/2020 Annual Performance Report to the Standing Oversight Committee.

The following reports were submitted to the Oversight Committee:

a) Implementation plan and the Detailed Expenditure Report on COVID-19;

b) Report on the Auditor-General's Report for the 2018/2019 Financial Year;

c) Report on allegations raised by the Public Protector and Special Investigative Unit (SIU);

d) Concern raised by the Chairpersons of Portfolio Committees;

e) Functionality of the Committee on Oversight of the Legislature;

f) Detailed report on the disposal of vehicles;

g) Report on the suspension of the NWPL Chamber Refurbishment; and

h) Committee resolution were subsequently implemented.

2.3.5. Strengthening Governance

The Consequence Management Advisory Committee

The Consequence Management Advisory Committee (CMAC) reviewed the irregular expenditure investigation reports and recommended R85 293 731 for condonation and R181 194 to be derecognised as irregular expenditure.

The Information and Communication Technology (ICT) Steering Committee:

The institution has appointed the ICT Steering Committee which has three external members and is chaired by an external member. The Committee was able to convene two meetings. The institution was able to adjust to a virtual working environment and install a firewall analyser.

The Irregular, Fruitless and Wasteful Expenditure (IFW) Governance Assurance Committee

The Irregular, Fruitless and Wasteful (IFW) Expenditure Governance and Assurance Committee was established to consider and evaluate submissions received from division i.t.o. potential IFW expenditure and to recommend to the Secretary to the NWPL how the IFW expenditure should be treated. The Committee can recommend that the IFW expenditure:

- be further investigated;

- be recovered from officials; and
- be submitted for condonation.

The Committee also submits proposals/ recommendations regarding the strengthening of internal controls and corrective/ preventative measures to mitigate and prevent IFW expenditure.

During the 2020/2021 financial year, the IFW Committee held several meetings to investigate prior years' irregular expenditure, for consideration to condone. A total of R85 293 731 was recommended for condonement and R181 194 recommended to be derecognized from the irregular expenditure listing, thereby reducing the total opening balance of the irregular expenditure from R 347 995 894 to R 268 116 811.

2.3.6. 2020/2021 Members Gratuity Fund

During the 2020/21 financial year the NWPL reallocated an earmarked allocation of R7.7 million in respect of Pension Gratuity to non-returning MPLs. The Pension Gratuity is given effect by Proclamation No. 40182 of 2016.

2.4. KEY POLICY DEVELOPMENTS AND LEGISLATIVE CHANGES

2.4.1. Amendment of the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA)

The FMPPLA is currently under review. This was necessitated by identified short- comings on matters of governance and a need to adequately streamline the roles of functionaries established under the Act.

3. ACHIEVEMENT OF INSTITUTIONAL IMPACTS AND OUTCOMES

The Legislature's performance was mainly based on the four strategic goals as highlighted:

- To provide a sound provincial law-making framework;
- To promote public participation in legislative processes;
- To exercise an oversight function; and
- To ensure business excellence within the Legislature.

The first year of implementation of the 2020-2025 strategic plan, the Institution focused on developing strategies, frameworks and business processes to support the successful attainment of the strategic goals. These include the Public Participation Framework, review of the Oversight Model and business processes for the Legislature operations.

As a result, the Institution performed at an output level, fairly progressing towards the attainment of the desired impact of informed citizenry through public involvement in the legislative processes for enhanced service delivery. However, not all planned targets were attained on the public involvement and oversight due to COVID-19 Regulations and Restrictions.

4. INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

4.1. PROGRAMME 1: ADMINISTRATION

4.1.1. Purpose of the Programme

To enable the administration to render support services that will enable members of the Provincial Legislature and its employees to fulfil their constitutional obligations.

4.1.2 List of Programme 1: Sub- Programme

Programme 1: Administration consists of eight (8) sub-programmes, namely:

- Sub-programme: Office of the Speaker;
- Sub-programme: Office of the Secretary;
- Sub-programme: Legal and Labour;
- Sub-Programme: Financial Management;
- Sub-programme: Corporate Services,
- Sub-programme: Internal Audit;
- Sub-programme: Risk Management; and
- Sub-programme: Infrastructure and Maintenance

4.1.3 Outcomes, Outputs, Output Indicators and Targets and Actual Achievements 2020/2021

Summary of Achievements

The following are the major achievements for the period under review:

- The new organisational structure was implemented as of 1st of July 2020 with the following notable achievements:
    - The structure aligned and regrouped human capital support to serve the institutional mandate best;
    - Patterson evaluation system was used to promote fairness and enhance uniformity with other institutions within the Legislative Sector;
    - Job descriptions of all posts were revised to ensure adequate alignment of roles and responsibilities across branches and divisions.
- The Institution approved the Human Resource Plan as a strategic document that focuses on assessing all functional areas of human resource management, identifying gaps and developing remedial actions thereof.
- The Institution successfully implemented the business continuity strategies during the COVID-19 lockdown period.

- Establishment of COVID-19 Committee to regularly monitor the institutions' implementation and adherence to COVID-19 regulations in the workplace.
- Adoption of new Standing Rules of the Legislature to accommodate hybrid/virtual oversight and sitting and public participation activities.
- The Legislature hosted a successful State of the Province Address on the 25th February 2021 within the parameters of the lockdown alert level 3 restrictions. The SOPA allows government to set its annual priorities and agenda for departmental service delivery target and the Legislatures policy and oversight planning.
- The Institution continues to strengthen workplace governance and compliance, and the following policies were approved in the year under review:
  - i. Performance Management Development System (PMDS);
  - ii. Overtime policy;
  - iii. Bursary;
  - iv. Supply Chain Management;
  - v. Policy on Policies;
  - vi. Relocation;
  - vii. Staff Funeral; and
  - viii. Succession Planning & Career Pathing.
- The Institution investigated Irregular, Fruitless and Wasteful Expenditure (IFW) worth R85 million and R181 thousand which have been submitted to the Executive Authority for condonation and derecognition through the relevant governance structures namely IFW Committee and the CMAC.

Table 1.1 Output Indicators Programme 1: Administration

	Outcome	Output	Output Indicators	Audited Actual Perfor mance	Audited Actual Perfor mance	Planned Annual Target	Actual Achieve ment	Deviation from Planned Target to Actual Achieve ment	Comment on Deviation
				2018/19	2019/20	2020/21	2020/21	2020/21	2020/21
1.	Effective and efficient administration support	1. Legislature Programmes	Number of Legislature Programmes produced.	4	4	4	4	-	None
		2. FMPPLA Compliance reports.	Number of compliance reports produced in line with the FMPPLA requirements.	29	24	24	24	24	None
		3. Reliable Systems in place.	E – Parliament Strategy approved.	New PI	New PI	1	-	1	E-Parliament draft strategy currently being revised to incorporate inputs from the ICT Steering Committee.

Legend: New performance Indicator: Audited figures from previous financial years are not available because the Performance Indicator was created in the subsequent year(s)

*Legend *Legislature tabled an Addendum 2020/2021 to its APP in July 2020. Consequently, all Quarterly Performance Information Reports were reported against the revised APP.*

4.1.4. Strategy to overcome areas of underperformance

Revised E-Parliament Strategy will be submitted to the ICT Steering Committee in the 1st quarter of the 2021/2022 financial year for approval.

4.1.5. Performance in relation to Standardised Output and Output Indicators for Sector with Concurrent Function.

The Legislative Sector is currently in the process of developing a Standardized output and output indicators for sector.

Reporting on Institutional Responses to the COVID 19 Pandemic

Table 1.2: Progress on Institutional Responses to the COVID -19 Pandemic

Budget Programme	Inter vention	Geo graphic location / Province	No. of Benefi ciaries	Disaggre gation of benefits	Total budget allocated per inter vention	Budget allocation spent per inter vention	Contribution to the Outputs in the APP	Immediate Outcomes
Programme 1: Administration	Ensuring compliance with the National Disaster Regulations to combat the spread of COVID-19.	NW	All staff and MPLs	N/A	R 5 000 000.00	R 2 451 130.44	Ensuring business continuity.	Uninterrupted Effective and efficient operations of the Legislature.

4.1.6. Linking performance with budgets

Details per Sub-Programme		2020/2021			2019/2020		
		Final Appro priation	Actual Expend iture	(Over)/ Under Ex-penditure	Final Appro priation	Actual Expend iture	(Over)/ Under Expenditure Variance
		R'000	R'000	R'000	R'000	R'000	R'000
1.1	Office of The Speaker	19 839	9 860	9 979	17 950	15 294	2 656
1.2	Office of The Secretary	66 115	64 673	1 442	55 444	54 251	1 193
1.3	Financial Management	75 622	66 480	9 142	152 800	107 389	45 411
1.4	Corporate Services	62 360	48 423	13 937	50 895	48 216	2 679
1.5	Internal Audit	7 017	6 281	736	7 291	6 860	431
	Total	**230 953**	**195 717**	**35 236**	**284 380**	**232 010**	**52 370**

The table above shows that the programme has spent R195.7 million or 85 per cent of the allocated budget. This level of expenditure is 15 percentage points below the 100 per cent threshold. Spending in this Programme is mainly driven by Compensation of Employees (COE), as well as payments for contractual obligations i.e. provision of financial consultancy services, provision of high-volume photocopiers, management fees for Audio-Visual equipment as well as monthly maintenance fees for the Electronic Security System. The under expenditure is also attributed to the reduced procurement of travel and catering because of the COVID-19 regulations.

Moreover, the NWPL did not register any expenditure relating to the R10 million that was set aside for the Oracle Stabilization Project – Phase 2 as the project was delayed due to the process of vetting Oracle SA staff. The unspent funds for committed projects will be re-allocated in the new financial year through the AEPRE.

4.2. PROGRAMME 2: MEMBERS' SALARIES

4.2.1. Purpose of the Programme

The purpose of the Programme is to provide for the payment of Members' Salaries, Political Party Allowances and Provision of Tools of Trade to Members in terms of the prescripts of the law relating to the remuneration of public office bearers.

Programme: 2 Members' Salaries (Statutory) consist of the following sub-programmes, namely:

- Sub Programme: Logistics Members; and
- Sub Programme: Members Exposure.

4.2.2. Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

Summary of Achievement

The programme was able to process financial allocations to political parties which allowed parties to continue with oversight work at the NWPL.

Programme 2

Table 2.3 Output Indicators Programme 2: Members' Salaries

	Outcome	Output	Output Indicators	Audited Actual Perfor mance	Audited Actual Perfor mance	Planned Annual Target	Actual Achieve ment	Deviation from Planned Target to Actual Achieve ment	Reason for Deviations
				2018/19	2019/20	2020/21	2020/21	2020/21	2020/21
1.	Accountable and transparent governance	Exposure and Academic programmes Attended.	Number of capacity building programmes facilitated for MPLs.	3	4	3	-	3	Institution relied on international sponsored exposure programmes, due to COVID-19 regulations, exposure programmes were suspended.

Legend: Legislature tabled an Addendum 2020/2021 to its APP in July 2020. Consequently, all Quarterly Performance Information Reports were reported against the revised APP.

4.2.3. Strategy to overcome areas of under performance

The institution to develop Members Capacity Building Strategy instead of relying on external capacity building programme.

4.2.4. Changes to planned targets

No changes to planned targets.

4.2.5. Sub – Programme with expenditure

Direct Charge	2020/2021			2019/2020		
	Final Appropriation	Actual Expenditure	(Over) Under Expenditure	Final Appropriation	Actual Expenditure	(Over) Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Member's Salaries	43 302	36 631	6 671	44 837	32 094	12 743
Total	**43 302**	**36 631**	**6 671**	**44 837**	**32 094**	**12 743**

Programme 2: Members' Salaries (Statutory)

The programme's allocation is for the payment of MPLs salaries. The Programme has spent R37 million or 85 per cent of the annual allocation and the spending level is 15 percentage points below the 100 per cent threshold. The underspending is attributable to non-implementation of the annual increment for MPLs as it was not promulgated by the President for the period under review.

4.3. PROGRAMME 3: LEGISLATURE OPERATIONS

4.3.1 Purpose of the Programme

To enhance strategic management support in relation to parliamentary services.

Programme 3 Legislature Operations consists of five (5) sub Programmes, namely:

- Sub-Programme: House Proceedings;
- Sub-Programme: Committees Services;
- Sub-Programme: NCOP Liaison Services;
- Sub-Programme: Public Participation; and
- Sub-Programme: Research, Library and Information Services.

4.3.2 Outcomes, Outputs, Outputs Indicators, Targets and Actual Achievements

Summary of Achievements

- Standing and Portfolio Committees exercised policy oversight and ensured Departments develop service delivery responsive plans aligned to the 2020-2025 strategic plans. All Departments' strategic plans were adopted as per policy prescripts.
- The NWPL Standing and Portfolio Committees held the Executive accountable for the implementation of the approved Government Programmes by exercising the Oversight Week programme held in the four districts. During the oversight activities, the Committees visited projects and identified challenges were referred to the Departments for intervention.
- Processed four Provincial Bills that allowed Departments and the Legislature to provide services to the citizens of the North-West:

    i. NW Appropriation Act 2020,

    ii. NW Adjustment Appropriation Act 2020;

    iii. NW Second Adjustment Appropriation Act 2020; and

    iv. NW Third Adjustment Appropriation Act 2020.

Table 3.3 Output Indicators Programme 3: Legislature Operations

	Outcome	Output	Output Indicators	Audited Actual Perfor mance	Audited Actual Perfor mance	Planned Annual Target	Actual Achieve ment	Deviation from Planned Target to Actual Achieve ment	Reason for Deviations
				2018/19	2019/20	2020/21	2020/21	2020/21	2020/21
1.	Participatory Democracy	Public participation Programmes.	Number of public participation programmes conducted.	156	44	44	32	12	12 Public participation programmes were cancelled due to the COVID-19 regulations National Disaster.
2.	Accountable and transparent Governance.	Strategic Documents tabled.	Number of Strategic Documents tabled.	76	88	81	101	(20)	• 12 Strategic Plans and 12 Annual Performance Plans were revised due to the COVID-19 Pandemic. • The following planned strategic documents were not submitted for tabling: o 1 Consolidated Municipal Annual Performance Report o 1 Departmental Consolidated Expenditure Report o 2 Municipal Quarterly Consolidated Reports

	Outcome	Output	Output Indicators	Audited Actual Perfor mance	Audited Actual Perfor mance	Planned Annual Target	Actual Achieve ment	Deviation from Planned Target to Actual Achieve ment	Reason for Deviations
				2018/19	2019/20	2020/21	2020/21	2020/21	2020/21
		SOM imperative studies conducted.	Number of SOM imperative studies conducted.	42	140	81	24	57	SOM imperative studies relate to studies conducted by the Research division and requires travelling. The Indicator was removed from the APP due to the travelling restrictions and other COVID-19 regulations.
		Committees' Reports tabled.	Number of Committees' Reports tabled.	227	117	261	187	74	There were changes to the Legislature programmes due to COVID –19 interruptions which resulted in reports not tabled.
		House Resolutions	Number of House Resolutions monitored.	99	54	130	61	69	• Committee Reports were not adopted due to COVID-19 interruptions, resulting in changes to the Legislature programme. • Of the 69 deviations, 20 resolutions were issued at the end of March 2021 and can only be monitored in the new financial year.

	Outcome	Output	Output Indicators	Audited Actual Perfor mance	Audited Actual Perfor mance	Planned Annual Target	Actual Achieve ment	Deviation from Planned Target to Actual Achieve ment	Reason for Deviations
				2018/19	2019/20	2020/21	2020/21	2020/21	2020/21
3	Transformational Laws.	NCOP Mandates Adopted.	Number of mandates on NCOP Bills Adopted.	11	11	5	4	1	The actual NCOP Bills mandates adopted were 9, but only 4 were within 90 days, 5 were not processed within 90 days.
		Provincial Bills Passed	Number of Provincial Bills passed in the House.	6	3	4	4	-	None

*Legend *Legislature tabled an Addendum 2020/2021 to its APP in July 2020. Consequently, all Quarterly Performance Information Reports were reported against the revised APP.*

4.3.3. Strategies to overcome areas of under-performance

The NWPL will develop and implement guidelines for continuous business processes amid National Disaster from the lessons learnt during the COVID-19 pandemic.

4.3.4. Changes to planned targets

Due to the COVID–19 Pandemic performance indicators and targets were reviewed and realigned to the budget priorities.

4.3.5. Linking performance with budgets

Details per Sub-Programme		2020/2021			2019/2020		
		Final Appropriation	Actual Expenditure	(Over)/ Under Actual Expenditure	Final Appropria-tion	Actual Expenditure	(Over)/ Under Actual Expenditure
		R'000	R'000	R'000	R'000	R'000	R'000
1.1	Logistics Members	58 763	54 642	4 121	52 903	53 133	230
1.2	Exposure to Parlia-mentary Services	2 467	509	1 958	6 689	2 378	4 311
1.3	House Proceedings	20 223	13 535	6 688	20 833	21 403	(520)
1.4	Committee Services	37 008	27 614	9 394	31 123	32 232	(1 109)
1.5	NCOP Liaison	5 899	4 435	1 464	4 644	4 624	20
1.6	Public Participation	35 842	20 798	15 044	40 909	39 114	1 795
1.7	Library, Research and Information Services	17 703	16 812	891	16 427	16 455	28
	Total	**177 905**	**138 345**	**39 560**	**173 528**	**169 339**	**4 755**

Programme 3: Legislature Operations

The expenditure of R138 million or 78 per cent of the 2020/2021 budget is registered under this core programme. This level of expenditure is 22 percentage points below the 100 per cent spending threshold. The cumulative underspending is mainly under the spending items that are directly affected by the restriction as per National lockdown regulations. The non-implementation of activities in the Legislature programme due to COVID-19 is evidenced by the low spending on Goods and Services, which stands at 49 per cent. The main cost drivers under the core programme namely, catering, travel and subsistence as well as transport provided by the institution have spent 21 per cent, 51 per cent and 44 per cent respectively.

5. TRANSFER PAYMENTS

5.1. TRANSFER PAYMENTS TO PUBLIC ENTITIES

No transfer payments were made to public entities.

5.2. TRANSFER PAYMENTS TO ALL ORGANISATIONS OTHER THAN PUBLIC ENTITIES

Name of trans-feree	Type of organisa-tion	Purpose for which the funds were used	Did the NWPL. comply with s 35 (1) (a) of the FMPPLA	Amount trans-ferred (R'000)	Amount spent by the entity (R'000)	Reasons for the funds unspent by the entity
ANC	Political Party	Political Party Fund-ing,Constituency Allowance,Research Allowance, and Secretarial Allowance	Yes	R 30 361 204	R 28 694 528	R 1 666 676 Funds not transferred due to non-submission of prerequisite information, timeously.
EFF	Political Party	Political Party Fund-ing,Constituency Allowance,Research Allowance, and Secretarial Allowance.	Yes	R 9 094 190	R 8 192 027	R 902 163 One quarterly transfer not processed on time.
DA	Political Party	Political Party Fund-ing,Constituency Allowance,Research Allowance, and Secretarial Allowance.	Yes	R 6 039 841	R 6 039 841	-
VF+	Political Party	Political Party Fund-ing,Constituency Allowance,Research Allowance, and Secretarial Allowance.	Yes	R 3 641 741	R 3 547 241	R 94 500 Upon reconciliation it was realised that one quarterly transfer was not processed

6. CONDITIONAL GRANTS

6.1. CONDITIONAL GRANTS AND EARMARKED FUNDS PAID

None

6.2. CONDITIONAL GRANTS AND EARMARKED FUNDS RECEIVED

None

7. DONOR FUNDS

7.1 DONOR FUNDS RECEIVED

The NWPL has received an amount of R1 458 000.00 from PSETA for the Learnership funding.

8. CAPITAL INVESTMENT

8.1. CAPITAL INVESTMENT, MAINTENANCE AND ASSET MANAGEMENT PLAN

Infrastructure projects	2020/21			2019/20		
	Final Appropriation	Actual Expenditure	(Over) under Expenditure	Final Appropria-tion	Actual Expenditure	(Over) under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
New and replacement assets	-	-	-	-	-	-
Existing infrastructure assets	-	-	-	-	-	-
Upgrades and additions	5 346	-	5 346	7 000	-	7 000
Rehabilitation, renovations and refurbishments	-	-	-	64 854	32 634	32 220
Maintenance and repairs	7 090	1 978	5 112	6 792	5 993	799
Infrastructure transfer	-	-	-	-	-	-
Current	***7 090***	***1 978***	***5 112***	6 792	5 993	799
Capital	-	-	***5 346***	71 854	32 634	39 220
Total	*12 436*	*1 978*	*10 458*	78 646	38 627	40 019

PART C

GOVERNANCE INFORMATION

1. INTRODUCTION

Section 7(c) of the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA, 2009, requires of an Accounting Officer to: "Ensure that the Parliament maintains an effective, efficient and transparent system of financial management, risk management, internal control and internal audit."

The extension of the general responsibilities, in terms of Section 11 of the FMPPLA, to all managers is the cornerstone of institutionalizing risk management within the legislative sector. It establishes the responsibility for risk management at all levels of management, extending it beyond the roles of the Accounting Officers in this regard.

The implementation of risk management is further supported by the Treasury Regulations 3.2.1 whereby:

"The Accounting Officer must ensure that a risk assessment is conducted regularly to identify emerging risks of the institution."

2. RISK MANAGEMENT

For the financial year under review, the Risk Management division managed to have the following policy documents approved by the Secretary (Accounting Officer):

- Risk Management Strategy;
- Risk Management Policy; and
- Risk Management Committee Charter.

Due to COVID-19 restrictions, the institution was unable to conduct the 2020/2021 annual strategic risk assessment. Amidst the challenges experienced by the institution, to migrate from a contact to a virtual environment, a COVID-19 Risk Register was approved by the Accounting Officer in June 2020.

The Accounting Officer has appointed the Risk Management Committee (RMC), which comprises of three members of management and two external members, and chaired by an external member. The Committee was able to convene a meeting, and noted with concern that the 2020/2021 financial year passed with minimal progress registered by the risk management function. Nonetheless, resources should be directed to finalize the 2021/2022 strategic risk register.

The institution has appointed Risk Champions and established the Risk Champions Forum. The forum is intended to support management towards their risk management responsibilities.

The current status of the Oracle ERP remains a concern and the Risk Management Committee shall continue monitoring the usage and functionality of the financial system.

3. FRAUD AND CORRUPTION

The institution has approved an Anti-fraud and Corruption Policy.

4. MINIMISING CONFLICT OF INTEREST

The requirements for the disclosure of interests allows for transparency, by both the Members and employees of the NWPL.

The NWPL developed the Code of Ethics and Conduct Policy to ensure the NWPL guides, regulates and formalises good ethical and professional standards of conduct for both the Members and employees of the Legislature. Furthermore, the Legislature had established the Office of the Integrity Commissioner to process the declaration of interest for Members of the Provincial Legislature.

The Legislature dictates that both MPLs and staff are required to declare their financial interest annually.

5. CODE OF CONDUCT

The Legislature developed the Code of Conduct to ensure that all employees and Members of the Provincial Legislature adhere to sound ethical principles. The Code of Conduct aims to promote good ethical and professional conduct for both Members of the Legislature and staff members and to define the type of behaviour and conduct that the Legislature expects of its Members and staff members.

6. HEALTH SAFETY AND ENVIRONMENTAL ISSUES

Chapter 8 of the Occupational Health and Safety (OHS) Act no 8 of 1993 as amended, requires of each Employer to provide and maintain as far as it is reasonably practical, a working environment that is safe and without risk to the health of its employees.

For the year under review, the country was faced with the COVID-19 pandemic and most of the OHS activities were geared towards ensuring that the Institution complies with the COVID-19 pandemic Protocols and Guidelines. The following activities were conducted:

1. Approved the COVID-19 Protocols and Guidelines for the Institution.
2. Established a COVID-19 Steering Committee led by a Compliance Officer as contemplated in terms of the Regulations issued in terms of the Disaster Management Act; and
3. Contracted the services of a Professional Nurse on a twelve months contract basis through the assistance of the NW Department of Health.

The Institution led by the Human Resource division continues to offer wellness support to its employees.

7. STANDING COMMITTEE ON THE OVERSIGHT OF THE NWPL

The Standing Committee on the Oversight of the NWPL conducted oversight over the Legislature for the year under review.

The table below reflects the number of meetings held and the outcomes thereof.

Table A: Meetings with the Standing Committee on the Oversight of the NWPL

	Date of Meeting	Purpose of the Meeting	Outcome of the Meeting
1.	24th June 2020	4th NWPL Quarter Performance Information Report 2019/2020	Committee *Adopted* the 4th NWPL Quarter Performance Information Report with recommendations.
2.	9th September 2020	1st NWPL Quarter Performance Information Report 2020/2021	Committee *Adopted* the 1st NWPL Quarter Performance Information Report 2020/2021 with recommendations.
3.	29th September 2020	NWPL Annual Performance Plan and Addendum 2020/2021	Committee *Adopted* the NWPL Annual Performance Plan and Addendum 2020/2021 with recommendations.
4.	21st October 2020	Update report on the COVID 19: Implementation plan	Committee *Adopted* the report on COVID 19: Implementation plan.
5.	18th November 2020	NWPL Annual Report 2019/2020	Committee *Adopted* the NWPL Annual Report 2019/2020 report with recommendations.

Table B: Resolutions issued by the Standing Committee on the Oversight of the NWPL

Resolution No.	Resolutions	Management Action	Status
1.	Detailed Expenditure Report on COVID-19	Management presented and submitted the detailed COVID-19 Expenditure Report to the Committee.	Completed
2.	Report on the Auditor General's Report for the 2018/19 Financial Year	Management submitted a written report to the Committee on the outcome of Auditor General's Report.	Awaiting Committee's response.
3.	Report on allegations raised by the Public Protector and Special Investigative Unit (SIU)	Management submitted a written report to the Committee on the status of the investigations on those allegations.	Awaiting Committee's response.

Resolution No.	Resolutions	Management Action	Status
4.	• Concern raised by the Chairpersons' of Portfolio Committees and; • Functionality of Committee on Oversight of the Legislature	Management submitted written report to the Committee on the concerns of the Committee.	Awaiting Committee's response
5.	Detailed report on the disposal of vehicles	Management is currently compiling the report.	Outstanding
6.	Report on the suspension of the NWPL refurbishment of the Chamber	Management is currently compiling the report.	Outstanding

8. SCOPA / PPAC RESOLUTIONS

The North West Provincial does not report its financial performance to the PPAC as an oversight mechanism but to the Standing Committee on the Oversight to the NWPL. The Standing Committee is established in line with the NWPL Standing Rules.

9. PRIOR MODIFICATIONS TO AUDIT REPORTS

Not Applicable

10. INTERNAL CONTROL UNIT

Internal controls are rule based activities that safeguard and provide reasonable assurance that processes and functions are working as planned. The institution has recently established an Internal Control function that shall oversee and assess the internal control environment to ensure that measures are in place to continuously improve the control environment of the NWPL.

Although some measures are already in place to ensure that the internal control environment is stabilized, the NWPL continues to enhance internal control measures to reduce the reoccurrence of irregular expenditure and fruitless expenditure.

Management reports the status of implementation of the Post Audit Action Plan (PAAP) as at 31 March 2021 as presented in Table below:

Table: Progress on PAAP

Status/Action plans	Number	Percentage
Implemented	48	50%
Not Implemented	23	24%
In Progress	21	23%
Not yet due	3	12%
Total	**96**	**100%**

11. INTERNAL AUDIT AND AUDIT COMMITTEES

Internal Audit Activity (IAA) is a resourceful tool available to management and the Audit Committee. It assists the NWPL in accomplishing their objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organisations control, risk management and governance processes.

Internal Audit implemented its annual risk-based audit plan for the 2020/2021 financial year as part of the three-year rolling plan, after consultation with management and approval by the NWPL's Audit Committee. Seventeen (17) Audits were planned for the 2020/2021 financial year. Of the seventeen (17) planned audits, eleven (11) were completed, six (6) were not completed and rolled over to 2021/2022 financial year.

These audits could not be finalized due to the COVID-19 pandemic crisis and the NWPL labour unrest. The Audit Committee approved all the changes to planned audits. This resulted in a 65 per cent completion of the approved 2020/2021 internal audit annual plan.

The Audit Committee (AC) is established as a statutory committee in terms of Section 48 of FMPPLA as amended. The Committee performs an oversight and advisory role to the NWPL and is accountable to the Executive Authority and the public to properly consider and evaluate all matters as per its terms of reference.

The purpose of the Committee is to assist the Executive Authority to fulfill its oversight responsibilities and the Accounting Officer to fulfil its responsibilities regarding: Financial Reporting process, Management of risk, System of internal control, Audit process, and the Legislature's process for monitoring compliance with laws, regulations and code of conduct.

The Committee has a primary responsibility to the public to form an opinion on the effectiveness of the issues within its ambit, and communicates this in the annual report of the NWPL.

12. AUDIT COMMITTEE REPORT

The North West Provincial Legislature Audit Committee (the Committee) is pleased to present its report for the year ended 31 March 2021. The report has been prepared in line with the requirements of the Financial Management of Parliament and Provincial Legislatures Act 2009 (Act No.10 of 2009), as amended (FMPPLA).

Membership and Attendance

The Committee comprises five (5) independent non-executive members who are appointed by the Executive Authority. In terms of the FMPPLA and the Committee charter, the Committee is required to meet at least four (4) times per annum. During the financial year, six (6) meetings were held. This included special meetings to consider the financial statements and the report on non-financial performance information. Meeting attendance per member is also outlined in the table below:

Name	Qualifications	Internal or external member	Date appointed	Terminations/ Date Resigned	No. of Meetings attended
Ms. M Nkomo	- B. Com - B. Com (Hon.) - M. Com	External Member	Initial appointment Contract extended 01 Nov 2019	Contract ended 31 Oct 2019 Service terminated**	5 out of 6*
Mr. F. Docrat	- MBA - CISM - CISA - CGEIT - CRM-Prac - IRMSA - CD (SA) IoD - COPE	External Member	Initial appointment 01 Jan 2018 Contract extended 01 Jan 2021	Contract ended 31 Dec 2020	6 out of 6
Mr. M Mokgobinyane	- B. Com - B.Com (Hon) (Accounting) - CA (SA)	External Member	Initial appointment 01 Jan 2018 Contract extended 01 Jan 2021	Contract ended 31 Dec 2020	6 out of 6
Ms. P Mangoma	- B. Compt (Acc) - B. Com (Hon) - Internal Auditing	External Member	01 Nov 2019		6 out of 6

Name	Qualifications	Internal or external member	Date appointed	Terminations/ Date Resigned	No. of Meetings attended
Mr. K Maja	- B. Com (Acc) - B. Compt (Hons) - Master of Business Leadership (MBL) - CIA	External Member	01 Nov 2019		6 out of 6

* Member tendered an apology

** The Chairperson (Ms Nkomo) passed away on the 05 July 2021

*** Mr. F Docrat was appointed as Chairperson in July 2021

AUDIT COMMITTEE RESPONSIBILITY

The Committee has complied with its responsibilities arising from Section 48 of the FMPPLA. The Committee has also regulated its affairs in compliance with its Charter and has discharged all its responsibilities as contained therein.

THE EFFECTIVENESS OF INTERNAL CONTROL

The Committee reviewed the reports of management and internal and external auditors on the design and implementation of the systems of control. Based on the assurance provided by management, internal auditors, and the Auditor-General of South Africa (AGSA), no material breakdown in the system of internal control was reported.

Due to design deficiencies in the accounting system, management utilised an alternative general ledger on the Pastel Accounting System for the preparation of the 2020/21 Annual Financial Statements as the integrity and completeness of the Oracle Accounting System was questionable.

The Accounting Officer has initiated an Oracle stabilisation project to ensure the proper configuration of the system. Phase 2 started in the 2020/21 financial year, and is expected to be finalised in the 2021/22 financial year.

Although some measures are in place to ensure that the internal control environment is stabilised, the ongoing efforts to enhance internal control measures are commendable. Significant improvement of the internal controls around Information Technology (IT), Supply Chain Management, and Human Resources Management are strongly encouraged. There is however a need to urgently implement and realise outcomes from the consequence management processes to prevent deterioration of the internal control environment.

EFFECTIVENESS OF INTERNAL AUDIT

The NWPL has established an Internal Audit unit which is an independent function from management, as required in terms of Section 50 of the FMPPLA. During the financial year, the Internal Audit unit operated in terms of the approved Internal Audit Charter, developed a risk-based internal audit annual plan, and reported quarterly to the Committee against the plan.

Internal Audit has reviewed the system of internal controls, performance information, and risk management during the period under review. Notwithstanding the ongoing capacity constraints within the unit, the Internal Audit Activity (IAA) operated effectively and addressed some of the pertinent risk areas in its audits.

However, some of the recommendations emanating from Internal Audit were not implemented by management, and in some instances, there were no management responses on the Internal Audit reports. The Committee has continuously urged management to implement the Internal Audit findings to ensure an improved internal control environment.

The capacity constraints experienced by Internal Audit reduced the reliance the Committee places on the IAA in terms of the combined assurance framework. The Audit Committee's concerns were highlighted and reported to the Honourable Speaker of the Legislature.

COMBINED ASSURANCE

The responsibility to oversee combined assurance was delegated to the Committee in terms of its Charter.

Combined assurance is still at the infancy stage within the NWPL. During the financial year the Committee worked with management to improve this area. A fully integrated and streamlined assurance provision across all lines of assurance is expected in the near future.

PERFORMANCE INFORMATION

The Committee monitored the implementation of the NWPL's Annual Performance Plan (APP) to eventually achieve its strategic objectives and deliver on its mandate. The performance information was not always timeously submitted nor validated against a portfolio of evidence. This has resulted in management not timeously implementing some of Internal Audit's and AGSA's recommendations related to performance information.

Notwithstanding the above deficiency, the Committee is satisfied that the reports on performance information are a fair reflection of the operational status of the Legislature as set out in the Strategic Plan.

RISK MANAGEMENT

The NWPL Risk Management Committee (RMC) has an external independent Chairman. The RMC provided oversight on the development and implementation of the risk management policies, the risk assessment process, and the development of the strategic risk register. Management is ultimately responsible for maintaining an effective set of risk management processes.

The Committee has assessed the adequacy of the NWPL's risk management processes, which are guided by a risk management framework. The Committee has noted slow progress made by management to implement the RMC's recommendations.

The risk management processes within the NWPL require significant effort to reach an acceptable level of maturity. The Committee is partially satisfied with the effectiveness of the risk management posture. The Committee recommended that certain interventions be implemented to improve the NWPL risk maturity level. Management was advised to specifically improve capacity within the Risk Management unit.

IN-YEAR MANAGEMENT AND QUARTERLY REPORTS

The NWPL has submitted, in terms of Sections 51 to 53 of the FMPPLA, quarterly and mid-term reports to the Executive Authority. Although the integrity of the accounting system was questionable, mitigating processes were implemented to ensure that the periodic financial reports were of acceptable quality, and compliant with the accounting standards.

The Committee is satisfied with the content and quality of quarterly and in-year management reports issued during the year under review.

EVALUATION OF THE FINANCIAL STATEMENTS

The Committee has reviewed and discussed the following:

- Audited Annual Financial Statements for the year ended 31 March 2021 to be included in the annual report, and discuss same with the Auditor-General South Africa and the NWPL Management;
- Information of the audited pre-determined objectives to be included in the 2020/21 annual report;
- Changes in accounting policies and practices; and
- NWPL's compliance with legal and regulatory provisions.

The Committee concurs with and accepts the conclusion of the AGSA report on the Annual Financial Statements and is of the opinion that the Annual Financial Statements be accepted and read together with the report of the AGSA.

AUDITOR-GENERAL SOUTH AFRICA

The Committee liaised with the AGSA during the period under review and have reviewed the Legislature's implementation plan for audit findings raised in the previous year. The Committee is satisfied that the matters have been, to a fair extent, adequately resolved.

COMPLIANCE

The Committee has reviewed the Legislature's compliance universe and checklist that was developed by management.

Implementation of the planned activities will ensure that the NWPL reaches its target of timeously complying with all the requisite statutory and regulatory requirements.

CONCLUSION

The Committee would like to thank the Executive Authority, the Secretary to the NWPL, and management for their support throughout the year. The Committee is confident that through the guidance it provides, and the cooperation by management, internal controls, and good governance practices would be enhanced.

Special appreciation also goes to the AGSA and the Internal Audit teams for their support and professionalism in the performance of their mandates.

....

Mr. F. Docrat

Chairperson: Audit Committee

Date: 31 July 2021

13. B–BBEE COMPLIANCE PERFROMANCE INFORMATION

CODE OF GOOD PACTRICE (B- BBEE CERTIFICATE LEVEL 1 – 8)		
Criterion	**Responses Yes/ No**	**Discussion**
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law?	No	
Developing and implementing a preferential procurement policy?	Yes	The NWPL implements the PPPFA and PPPR. An institutional SCM policy is in place
Determining qualification criteria for the sale of state-owned enterprises?	No	
Developing criteria for entering into partnerships with the private sector?	No	
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment?	No	

PART D

HUMAN RESOURCE MANAGEMENT

1. INTRODUCTION

The NWPL houses 204 staff members and 22 Members of the Legislature. This section of the report relates to all areas within Human Resources. This includes, but is not limited to sick leave, annual performance bonuses and employment equity but to name a few.

2. OVERVIEW OF HUMAN RESOURCE

The newly approved organisational structure was implemented from the 1st July 2020 with a total of 317 positions. There are 70 vacant positions and this includes both funded and unfunded positions. Filling of posts will be split over the MTEF period, linking same to budget availability. For the Year under review, 29 positions were prioritised and funded as informed by the Budget availability.

Priority posts for the first year of implementing the new organisational structure (2020/2021) were advertised during October/ November 2021 and the profiling of applications has been completed. Shortlisting and Interviews were however affected by the NEHAWU strike that commenced during November 2020.

The process of loading the new organisational Structure has commenced by creating new information on the Oracle System. There is a team of NWPL HR team members working with HR experts from Oracle SA in this regard. Once the new data has been created, all staff members will be migrated to the new Structure after the official sign-off by the NWPL Management representatives. Amongst other things, this exercise is meant to enhance HR data on the System which is crucial for planning and timeous reporting.

The newly approved MTEF HR Plan has assessed and analysed all functional areas of HRM and developed steps to close the identified gaps. It is expected that the achievement of the identified gaps will assist the Legislature to have the right number of people with the right skills at the right time.

The Institution, has during the year under review, commenced with the process of capacitating the Integrated Employee and Health Wellness (IEHW) unit. This includes advertising the Manager's post in that Unit as well an advertisement for the appointment of external professionals in this field to have partnership with the NWPL. However, all cases that required IEHW were attended to in the Office of the HRM and where required, external assistance was provided.

A professional Nurse was appointed on a twelve months contract with the assistance from the Department of Health to screen staff members upon return to the Institution after months of lockdown.

The institution endured an unprotected strike returning from the NEHAWU Members from the 16th November to 15th December 2020. No work no pay was implemented from the 15th December 2020 to all affected staff members.

Moderations for 2019/20 Performance cycle was concluded during March 2021 and payments to qualifying officials will be processed in the new Financial Year.

3. HUMAN RESOURCE OVERSIGHT STATISTICS

3.1. PERSONNEL RELATED EXPENDITURE

The following tables summarises the final audited personnel related expenditure by programme and by salary bands. In particular, it provides an indication of the following:

- amount spent on personnel
- amount spent on salaries, overtime, homeowner's allowances and medical aid.

Table 3.1.1 Personnel expenditure by programme for the period 1 April 2020 and 31 March 2021

Programme	Total Expenditure	Personnel Expenditure	Training Expenditure	Professional and Special Services Expenditure	Personnel Expenditure as a % of total expenditure	Average personnel cost per employee
	(R'000)	(R'000)	(R'000)	(R'000)	(%)	(R'000)
Staff	185 532	184 061	1 471	-	83%	887.71
Members (MPLs)	36 988	36 988	-	-	17%	1687.27
TOTAL	**222 520**	**221 049**	**1 471**	**-**	**100%**	**984.6**

Table 3.1.2 Personnel costs by salary band for the period 1 April 2020 and 31 March 2021

Salary band	Personnel expenditure (R'000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)			-	
Skilled (level 3-5)	**8 366**	**5%**	37	**380.27**
Highly skilled production (levels 6-8)	**44 063**	**24%**	75	**647.99**
Highly skilled supervision (levels 9-12)	**96 587**	**52%**	72	**1027.52**
Senior and Top management (levels 13-16)	**35 045**	**19%**	20	**1752.25**
TOTAL	**184 061**	**100%**	**204**	**3808.03**

The above table does not include the 22 MPLs.

Table 3.1.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by programme for the period 1 April 2020 and 31 March 2021

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs (%)	Amount (R'000)	Overtime as a % of personnel costs (%)	Amount (R'000)	HOA as a % of personnel costs (%)	Amount (R'000)	Medical aid as a % of personnel costs (%)
Staff	165 133	75%	152	0.07	8 074	3.7%	10 702	4.8%
Members (MPLs)	35 010	16%	-	-	-	-	1 978	0.9%
Total	**200 143**	**91%**	**152**	**0.07**	**8 074**	**3.7%**	**12 680**	**5.7%**

Table 3.1.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by salary band for the period 1 April 2020 and 31 March 2021

Salary band	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount	Salaries as a % of personnel costs	Amount	Overtime as a % of personnel costs	Amount	HOA as a % of personnel costs	Amount	Medical aid as a % of personnel
	(R'000)	(%)	(R'000)	(%)	(R'000)	(%)	(R'000)	(%)
Skilled (level 1-2)								
Skilled (level 3-5)	6 345	3.45%	90	0.03%	838	0.46%	1 113	0.60%
Highly skilled production (levels 6-8)	37 129	20.17%	82	0.04%	3 133	1.70%	3 719	2.02%
Highly skilled supervision (levels 9-12	87 848	47.73%	-	-	3 754	2.04%	4 985	2.71%
Senior management (level 13-16)	33 811	18.37%	-	-	349	0.19%	885	0.48%
Total	**165 133**	**89.72%**	**152**	**0.07%**	**8 074**	**4.39%**	**10 702**	**5.81%**

The above table does not include the 22 MPLs

3.2. EMPLOYMENT AND VACANCIES

- Programme
- Salary band
- Critical occupations (see definition in notes below).

Table 3.2.1 Employment and vacancies by programme as on 31 March 2021

	Programme	Number of posts on approved establishment	Number of posts filled	Vacancy Rate (%)	Number of employees additional to the establishment
1	Administration	152	136	12%	N/A
2	Legislature Operations	81	68	19%	N/A
	Total	**233**	**204**	**14,21**	**N/A**

The above table does not include the 22 MPLs.

Table 3.2.2 Employment and vacancies by salary band as on 31 March 2021

Salary band	Number of posts on approved establishment	Number of posts filled	Vacancy Rate (%)	Number of employees additional to the establishment
Lower skilled (1-2)	-	-	-	-
Skilled (3-5)	37	37	0%	N/A
Highly skilled production (6-8)	88	75	17.33%	N/A
Highly skilled supervision (9-12)	86	72	19.44%	N/A
Senior management (13-16)	22	20	10%	N/A
Total	**233**	**204**	**14.21%**	**N/A**

The above table does not include the 22 MPLs.

Table 3.2.3 Employment and vacancies by critical occupations as on 31 March 2021

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate (%)	Number of employees additional to the establishment
-	-	-	-	-
-	-	-	-	-

3.3. FILLING OF SMS POSTS

The tables in this section provide information on employment and vacancies as it relates to members of the Senior Management Service (SMS) by salary level. It also provides information on advertising and filling of SMS posts, reasons for not complying with prescribed timeframes and disciplinary steps taken.

Table 3.3.1 SMS post information as on 31 March 2021

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled (%)	Total number of SMS posts vacant	% of SMS posts vacant (%)
Director-General/ Head of Department	-	-	-	-	-
Salary Level 16	01	01	100%	-	-
Salary Level 15	01	-	0%	01	100%
Salary Level 14	03	03	100%	-	100%
Salary Level 13	17	16	84%	01	6%
Total	**22**	**20**	**90%**	**02**	**9%**

The above table does not include the 22 MPLs.

Table 3.3.2 SMS post information as on 30 September 2020

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Director-General/ Head of Department	-	-	-	-	-
Salary Level 16	01	01	100%	-	-
Salary Level 15	01	-	0%	01	100%
Salary Level 14	03	03	100%	-	100%
Salary Level 13	17	16	84%	01	6%
Total	**22**	**20**	**90%**	**02**	**9%**

The above table does not include the 22 MPLs.

Table 3.3.3 Advertising and filling of SMS posts for the period 1 April 2020 and 31 March 2021

SMS Level	Advertising	Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months of becoming vacant	Number of vacancies per level not filled in 6 months but filled in 12 months
Director-General/ Head of Department	-	-	-
Salary Level 16	-	-	-
Salary Level 15	01	01	01
Salary Level 14	-	-	-
Salary Level 13	01	01	01
Total	02	02	02

The above table does not include the 22 MPLs.

Table 3.3.4 Reasons for not having complied with the filling of funded vacant SMS - Advertised within 6 months and filled within 12 months after becoming vacant for the period 1 April 2020 and 31 March 2021

Reasons for vacancies not advertised within six months
Not applicable – the new structure was implemented during July 2020 and positions were advertised during September 2020, which is within the six months period

Reasons for vacancies not filled within twelve months
Not Applicable

Table 3.3.5 Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months for the period 1 April 2020 and 31 March 2021

Reasons for vacancies not advertised within six months
Not applicable – the new structure was implemented during July 2020 and positions were advertised during September 2020 which is within the six months period

Reasons for vacancies not advertised within six months
Not applicable

3.4. JOB EVALUATION

Table 3.4.1 Job Evaluation by Salary band for the period 1 April 2020 and 31 March 2021

Salary band	Number of posts on approved establish-ment	Number of Jobs Evalu-ated	% of posts evalu-ated by salary bands	Posts Upgraded		Posts downgraded	
				No.	% of posts evaluat-ed	No.	% of posts evalu-ated
Lower skilled (L1-2)	-	-	-	-	-	-	-
Skilled (L3-5)	37	04	11%	-	0%	-	75%
Highly skilled production (L6-8)	88	16	18%	-	50%	04	25%
Highly skilled supervision (L9-12)	86	13	15%	11	84%	01	7,7%
Senior Management Service Bands A-13	17	-	-	-	-	-	-
Senior Management Service Bands B-14	03	-	-	-	-	-	-
Senior Management Service Bands C-15	01	-	-	-	-	-	-
Senior Management Service Bands D-16	01	-	-	-	-	-	-

The above table does not include the 22 MPLs

Table 3.4.2 Profile of employees whose positions were upgraded due to their posts being upgraded for the period 1 April 2020 and 31 March 2021

Gender	African	Asian	Coloured	White	Total
Female	63	01	01	01	66
Male	37	01	-	01	39
Total	**100**	**02**	**01**	**02**	**105**
Employees with disabilities					02

Table 3.4.3 Employees with salary levels higher than those determined by job evaluation by occupation for the period 1 April 2020 to 31 March 2021

Occupational Band	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
Top Management	-	N/A	N/A	N/A
Senior Management	-	N/A	N/A	N/A
Professionally qualified and experienced specialists and mid-management	08	11(4)	-	-
		12(4)	13	-
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	04	9(2)	11	Non-compliance to PMDS Policy by awarding salary notch above the approved salary range of the Employee concerned
		11(1)	12	
		9(1)	10	
Semi-skilled and discretionary decision making	29	7(2)	11	Non-compliance to PMDS Policy by awarding salary notch above the approved salary range of the Employee concerned
		7(7)	8	
		7(4)	10	
		7(8)	9	
		8(7)	9	
		8(1)	11	
Unskilled and defined decision making	24	5(1)	8	Non-compliance to PMDS Policy by awarding salary notch above the approved salary range of the Employee concerned
		4(2)	7	
		4(10)	5	
		4(11)	6	
Total number of employees whose salaries exceeded the level determined by job evaluation				**65**
Percentage of total employed				**32%**

The above table does not include the 22 MPLs

Table 3.4.4 Profile of employees who have salary levels higher than those determined by job evaluation for the period 1 April 2020 and 31 March 2021

Gender	African	Asian	Coloured	White	Total
Female	41	01	02	01	44
Male	20	-	-	01	21
Total	**61**	**01**	**02**	**02**	**65**
Employees with disabilities					-

Total number of Employees whose salaries exceeded the grades determine by job evaluation	None

3.5. EMPLOYMENT CHANGES

Table 3.5.1 Annual turnover rates by salary band for the period 1 April 2020 and 31 March 2021

Salary band	Number of employees at beginning of period -- 1 April 2020	Appointments and transfers in the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (L1-2)	-	-	-	-
Skilled (L3-5)	39	-	2	5.2%
Highly skilled production (L6-8)	78	-	3	4.1%
Highly skilled supervision (L9-12)	73	-	1	1.4%
Senior Management Service Bands A-13	16	-	-	-
Senior Management Service Bands B-14	3	-	-	
Senior Management Service Bands C-15	1	-	1	1.4%
Senior Management Service Bands D-16	-	-	-	-
Contracts	-	1	1	1.4%
Total	**210**	**1**	**8**	**3.9%**

The above table does not include the 22 MPLs

Table 3.5.2 Annual turnover rates by critical occupation for the period 1 April 2020 to 31 March 2021

Critical occupation	Number of employees at beginning of period- April 2020	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Administrative related	-	-	-	-
Legislature Operations	-	-	-	-
Total	**-**	**-**	**-**	**-**

The above table does not include the 22 MPLs

Table 3.5.3 Reasons why staff left the department for the period 1 April 2020 and 31 March 2021

Reasons	Number	% of Total Resignations
Death	04	50%
Resignation	-	-
Expiry of contract	01	12.5%
Dismissal – operational changes	-	-
Dismissal – misconduct	-	-
Dismissal – inefficiency	-	-
Discharged due to ill-health	-	-
Retirement	03	37.5%
Transfer to other Public Service Departments	-	-
Other	-	-
Total	**08**	**100%**
Total number of employees who left as a % of total employment		**3.9%**

The above table does not include the 22 MPLs.

Table 3.5.4 Promotions by critical occupation for the period 1 April 2020 to 31 March 2021

Occupation	Employees 1 April 2020	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
N/A	-	-	-	-	-
	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	

The above table does not include the 22 MPLs

Table 3.5.5 Promotions by salary band for the period 1 April 2020 to 31 March 2021

Occupation	Employees 1 April 2020	Promotions to another salary level	Salary level promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employ-ees by salary bands
Lower skilled (1-2)	-	-	-	-	-
Skilled (3-5)	-	-	-	-	-
Highly skilled production (6-8)	-	-	-	-	-
Highly skilled supervision (9-12)	-	-	-	-	-
Senior management (13-16)	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	

3.6. EMPLOYMENT EQUITY

Table 3.6.1 Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2021

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	11	-	-	-	08	-	-	-	19
Professionals	12	-	-	01	15	02	01	-	31
Technicians and associate professionals	15	-	01	-	20	01		02	39
Clerks	25	-	-	-	54	-	-	-	79
Service and sales workers	-	-	-	-	-	-	-	-	-
Skilled agriculture and fishery workers	-	-	-	-	-	-	-	-	-
Craft and related trades workers	-	-	-	-	-	-	-	-	-
Plant & machine operators & assemblers	-	-	-	-	-	-	-	-	-
Elementary occupations	19	-	-	-	17	-	-	-	36
Total	**82**	**-**	**01**	**01**	**114**	**03**	**01**	**02**	**204**
Employees with disabilities	01	-	-	-	01	-	-	-	02

The above table does not include the 22 MPLs.

Table 3.6.2 Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2021

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	03	-	-	-	01	-	-	-	04
Senior Management	09	-	-	-	07	-	-	-	16
Professionally qualified and experienced specialists and mid-management	13	-	-	01	18	02	01	-	35
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	14	-	-	-	19	02	-	01	36
Semi-skilled and discretionary decision making	27	-	01	-	46	01	-	01	76
Total	**86**	**-**	**01**	**01**	**108**	**05**	**01**	**02**	**204**

The above table does not include the 22 MPLs

Table 3.6.3 Recruitment for the period 1 April 2020 to 31 March 2021

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (L14-L16)	-	-	-	-	-	-	-	-	-
Senior Management (L13)	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management (L9 -12)	-	-	-	-	-	-	-	-	-
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents (L6 – 8)	-	-	-	-	01	-	-	-	01
Semi-skilled and discretionary decision making (L3 -5)	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making (L1-2)	-	-	-	-	-	-	-	-	-
Total					**01**				**01**
Employees with disabilities	-	-	-	-	-	-	-	-	-

The above table does not include the 22 MPLs.

Table 3.6.4 Promotions for the period 1 April 2020 to 31 March 2021

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	-	-	-	-	-	-	-	-	-
Senior Management	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	-	-	-	-	-	-	-	-	-
Semi-skilled and discretionary decision making	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Employees with disabilities	-	-	-	-	-	-	-	-	-

Table 3.6.5 Terminations for the period 1 April 2020 to 31 March 2021

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (L14-L16)	-	-	-	-	01	-	-	-	01
Senior Management (L13)	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management (L9 -12)	01	-	-	-	02	-	-	-	02
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents (L6 – 8)	01	-	-	-	02	-	-	-	03
Semi-skilled and discretionary decision making (L3 -5)	02	-	-	-	-	-	-	-	02
Unskilled and defined decision making (L1-2)	-	-	-	-	-	-	-	-	-
Total	**04**	**-**	**-**	**-**	**04**	**-**	**-**	**-**	**08**
Employees with disabilities		-	-	-	-	-	-	-	-

Table 3.6.6 Disciplinary action for the period 1 April 2020 to 31 March 2021

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary Action Taken	-	-	-	-	-	-	-	-	-

The above table does not include the 22 MPLs

3.7. SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS

All members of the SMS must conclude and sign performance agreements within specific timeframes. Information regarding the signing of performance agreements by SMS members, the reasons for not complying within the prescribed timeframes and disciplinary steps taken is presented here.

Table 3.7.1 Signing of Performance Agreements by SMS members as on 31 May 2020

SMS Level	Total number of funded SMS posts	Total number of SMS members	Total number of signed performance agreements	Signed performance agreements as % of total number of SMS members
Director-General/ Head of Department	-	-	-	-
Salary Level 16	01	01	-	0%
Salary Level 15	01	-	-	0%
Salary Level 14	03	03	-	0%
Salary Level 13	17	16	02	12.5%
Total	**22**	**20**	**02**	**12.5%**

The above table does not include the 22 Members of the Legislature (MPLs).

Table 3.7.2 Reasons for not having concluded Performance agreements for all SMS members as on 31 May 2020

Reasons
The Country was still under lock down and the NWPL re-opened for business during June 2020

Table 3.7.3 Disciplinary steps taken against SMS members for not having concluded Performance agreements as on 31 May 2020

Reasons
Not application in the legislative sector

3.8. PERFORMANCE REWARDS

Table 3.8.1 Performance Rewards by race, gender and disability for the period 1 April 2020 and 31 March 2021

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within group	Cost	Average cost per employee
African					
Male	-	-	-	-	-
Female	-	-	-	-	-
Asian					
Male	-	-	-	-	-
Female	-	-	-	-	-
Coloured					
Male	-	-	-	-	-
Female	-	-	-	-	-
White					
Male	-	-	-	-	-
Female	-	-	-	-	-
Total	-	-	-	-	-

Table 3.8.2 Performance Rewards by salary band for personnel below Senior Management Service for the period 1 April 2020 and 31 March 2021

Salary band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost	Average cost per employee	
Lower Skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (3-5)	-	-	-	-	-	-
Highly skilled production (6-8)	-	-	-	-	-	-
Highly skilled supervision (9-12)	-	-	-	-	-	-
Total	-	-	-	-	-	-

Table 3.8.3 Performance Rewards by critical occupation for the period 1 April 2020 and 31 March 2021

Critical occupation	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
N/A	-	-	-	-	-
Total	-	-	-	-	-

Table 3.8.4 Performance related rewards (cash bonus), by salary band for Senior Management Service for the period 1 April 2020 and 31 March 2021

Salary band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost	Average cost per employee	
Band A	-	-	-	-	-	-
Band B	-	-	-	-	-	-
Band C	-	-	-	-	-	-
Band D	-	-	-	-	-	-
Total	-	-	-	-	-	-

3.9. FOREIGN WORKERS

The tables below summarise the employment of foreign nationals in the department in terms of salary band and major occupation.

Table 3.9.1 Foreign workers by salary band for the period 1 April 2020 and 31 March 2021

Salary band	01 April 2020		31 March 2021		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower skilled	-	-	-	-	-	-
Highly skilled production (Lev. 6-8)	-	-	-	-	-	-
Highly skilled supervision (Lev. 9-12)	-	-	-	-	-	-
Contract (level 9-12)	-	-	-	-	-	-
Contract (level 13-16)						
Total	-	-	-	-	-	-

Table 3.9.2 Foreign workers by major occupation for the period 1 April 2020 and 31 March 2021

Major occupation	01 April 2020		31 March 2021		Change	
	Number	% of total	Number	% of total	Number	% Change
-	-	-	-	-	-	-
-	-	-	-	-	-	-

3.10. LEAVE UTILISATION

Table 3.10.1 Sick leave for the period 1 January 2020 to 31 December 2020

Salary Band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skills (L1-2)	-	-	-	-	-	-
Skilled (L3-5)	17	1%	01	38%	17%	-
Highly skilled production (L6-8)	14	1%	05	15%	3%	-
Highly skilled supervision (L9 -12)	154	1%	14	5%	11%	-
Top and Senior management (levels 13-16)	05	2%	02	10%	3%	-
Total	**190**	**5%**	**22**	**9%**	**9%**	**-**

Table 3.10.2 Disability leave (temporary and permanent) for the period 1 April 2020 to 31 March 2021

Salary Band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skills (L1-2)	-	-	-	-	-	-
Skilled (L3-5)	-	-	-	-	-	-
Highly skilled production (L6-8)	173	1.73%	01	0.5%		R183 271
Highly skilled supervision (L9 -12)	-	-	-	-	-	-
Top and Senior management (levels 13-16)	352	3.52%	02	0.10%	-	R1 246 214
Total	**525**	**5.25%**	**03**	**-**	**-**	**R1 429 485**

Table 3.10.3 Annual Leave for the period 1 January 2020 to 31 December 2020

Salary Band	Total days taken	Number of Employees using annual leave	Average per employee
Lower Skills (L1-2)	-	-	-
Skilled (L3-5)	146	11	13
Highly skilled production (L6-8)	670	33	20
Highly skilled supervision (L9 -12)	991	54	18
Senior management(levels 13-16)	169	10	17
Total	**1967**	**108**	**18**

Table 3.10.4 Capped leave for the period 1 April 2020 to 31 March 2021

Salary Band	Total days of capped leave taken	Number of Employees using capped leave	Average number of days taken per employee	Average capped leave per employee as on 31 March 2021
Lower Skills (L1-2)	-	-	-	-
Skilled (L3-5)	-	-	-	-
Highly skilled production (L6-8)	65	-	-	-
Highly skilled supervision (L9 -12)	171	-	-	-
Senior management(levels 13-16)	44	-	-	-
Total	**280**	**-**	**-**	**-**

Table 3.10.5 Leave pay-outs for the period 1 April 2020 and 31 March 2021

Reason	Total amount (R'000)	Number of employees	Average per employee (R'000)
Leave pay-out for 2020/21 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay-outs on termination of service for 2020/21	0	0	0
Current leave pay-out on termination of service for 2020/21	R354 000	08	0
Total	**R354 000**	**08**	**0**

3.11. HIV/AIDS & HEALTH PROMOTION PROGRAMMES

Table 3.11.1 Steps taken to reduce the risk of occupational exposure

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
N/A	N/A

Table 3.11.2 Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)

	Question	Yes	No	Details, if yes
1.	Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	x		M.S Tselapedi HR Manager
2.	Does the Institution have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	x		Positions have been advertised, all matters relating to health and well-being of employees are dealt with from the Office of the HRM Manager and the Professional Nurse. This includes using professional services of external specialists
3.	Has the Institution introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.		x	

	Question	Yes	No	Details, if yes
4.	Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.		x	A Covid -19 Committee was established with the following Members: A.J Maphetle T Lehutso T Sebolecwe T Rakate P Gaaname S Tselapedi R Ditse B Mphatswa S Makgetla S Mncwango L Leoko N Luhabe K Loabile I Nakedi B Lesige T Sello
5.	Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.		x	
6.	Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.		x	
7.	Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.		x	
8.	Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.		x	

3.12. LABOUR RELATIONS

Table 3.12.1 Collective agreements for the period 1 April 2020 and 31 March 2021

Subject Matter	Date
Salary Negotiations for the Officials of the SA Legislative Sector	September 2020
Recognition Agreement between NWPL and Public Servants Association (PSA)	March 2021

Notes

- If there were no agreements, keep the heading and replace the table with the following:

Total number of Collective agreements	None

The following table summarises the outcome of disciplinary hearings conducted within the department for the year under review.

Table 3.12.2 Misconduct and disciplinary hearings finalised for the period 1 April 2020 and 31 March 2021

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	-	0%
Verbal warning	-	0%
Written warning	-	0%
Final written warning	-	0%
Suspended without pay	-	0%
Fine	-	0%
Demotion	-	0%
Dismissal	-	0%
Not guilty	-	0%
Case withdrawn	-	0%
Total	**-**	**0%**

Notes

- If there were no agreements, keep the heading and replace the table with the following:

Total number of Disciplinary hearings finalised	None

Table 3.12.3 Types of misconduct addressed at disciplinary hearings for the period 1 April 2020 and 31 March 2021

Type of misconduct	Number	% of total
N/A	-	-
Total	**-**	**-**

Table 3.12.4 Grievances logged for the period 1 April 2020 and 31 March 2021

	Number	% of Total
Number of grievances resolved	00	0%
Number of grievances not resolved	02	100%
Total number of grievances lodged	**02**	**100%**

Table 3.12.5 Disputes logged with Councils for the period 1 April 2020 and 31 March 2021

Disputes	Number	% of Total
Number of disputes upheld	00	0%
Number of disputes dismissed	02	40%
Total number of disputes lodged	**05***	**100%**

*Number of disputes outstanding 03

Table 3.12.6 Strike actions for the period 1 April 2020 and 31 March 2021

Total number of persons working days lost	30
Total costs working days lost	
Amount recovered as a result of no work no pay (R'000)	**R655 304**

NB: The other remaining days were not yet fully recovered at the end of the Financial Year hence total costs not yet known

Table 3.12.7 Precautionary suspensions for the period 1 April 2020 and 31 March 2021

Number of people suspended	-
Number of people whose suspension exceeded 30 days	-
Average number of days suspended	-
Cost of suspension (R'000)	-

3.13. SKILLS DEVELOPMENT

This section highlights the efforts of the department with regard to skills development.

Table 3.13.1 Training needs identified for the period 1 April 2020 and 31 March 2021

Occupational Category	Gender	Number of employees as at 1 April 2021	Training needs identified at start of the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	08	-	02	-	02
	Male	12	-		-	-
Professionals	Female	35	-	15	-	15
	Male	29	-	16	-	16
Technicians and associate professionals	Female	16	-	12	-	12
	Male	19	-	06	-	06
Clerks	Female	43	26	08	-	34
	Male	07	24	04	-	28
Service and sales workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Elementary occupations	Female	18	-	-	-	02
	Male	17	-	-	-	-
Sub Total	**Female**	**120**	**26**	**64**	**-**	**65**
	Male	**84**	**24**	**26**		**50**
Total	**-**	**204**	**50**	**90**	**-**	**115**

Table 3.13.2 Training provided for the period 1 April 2020 and 31 March 2021

Occupational Category	Gender	Number of employees as at 1 April 2021	Training provided within the reporting period			
			Learner-ships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	08	-	08	-	-
	Male	12	-	02	-	-
Professionals	Female	35		04		
	Male	29	-	08	-	-
Technicians and associate professionals	Female	16	-	03	-	-
	Male	19	-	04	-	-
Clerks	Female	43	-	03	-	-
	Male	07	-	00	-	-
Service and sales workers	Female	-	-	01	-	-
	Male	-	-	01	-	-
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Elementary occupations	Female	18	-	-	-	-
	Male	17	-	-	-	-
Sub Total	**Female**	**120**	**26**	**19**	**-**	**-**
	Male	**84**	**23**	**15**	**-**	**-**
Total		**204**	**49**	**34**	**-**	**-**

3.14. INJURY ON DUTY

Nature of injury on duty	Number	% of total
Required basic medical attention only	01	0.49%
Temporary Total Disablement	00	0%
Permanent Disablement	00	0%
Fatal	00	0%
Total	**01**	**0.49%**

3.15. UTILISATION OF CONSULTANTS

Table 3.15.1 Report on consultant appointments using appropriated funds for the period 1 April 2020 and 31 March 2021

Project title	Total number of consultants that worked on project	Duration (work days)	Contract value in Rand
Financial Services Consultants	12	252	R 16 177 325.00
Oracle ERP System Support	4	132	R 3 396 827.00

Total number of projects	Total individual consultants	Total duration Work days	Total Contract value in Rand
02	16	384	R19 574 152 .00

Table 3.15.2 Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs) for the period 1 April 2020 and 31 March 2021

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
Financial Services Consultants	100%	100%	92%
Oracle ERP System Support	100%	100%	100%

Table 3.15.3 Report on consultant appointments using Donor funds for the period 1 April 2020 and 31 March 2021

Project title	Total number of consultants that worked on project	Duration (work days)	Donor and contract value in Rand
N/A	N/A	N/A	N/A

Table 3.15.4 Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs) for the period 1 April 2020 and 31 March 2021

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
N/A	N/A	N/A	N/A

3.16. Severance Packages

Table 3.16.1 Granting of employee-initiated severance packages for the period 1 April 2020 and 31 March 2021

Salary Band	Number of applications received	Number of applications referred to the MPSA	Number of applications supported by MPSA	Number of packages approved by department
Lower Skills (L1-2)	-	-	-	-
Skilled (L3-5)	-	-	-	-
Highly skilled production (L6-8)	-	-	-	-
Highly skilled supervision (L9 -12)	-	-	-	-
Senior management(levels 13-16)	-	-	-	-
Total	**-**	**-**	**-**	**-**

PART E

FINANCIAL INFORMATION

Report of the auditor-general to the North West provincial legislature on vote no. 2: Provincial Legislature

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Provincial Legislature set out on pages 101 to 152, which comprise the statement of financial position as at 31 March 2021, the statement of financial performance, statement of changes in net assets, statement of cash flow and the statement of comparison of budget and actual amounts for the year then ended, as well as the notes to the financial statements, including a summary of significant accounting policies

2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Provincial Legislature as at 31 March 2021, and its financial performance and cash flows for the year then ended in accordance with the Standards of Generally Recognised Accounting Practice (Standards of GRAP) and the requirements of the Financial Management of Parliament and Provincial Legislatures Act 10 of 2009 (FMPPLA).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of this auditor's report

4. I am independent of the legistature in accordance with the International Ethics Standards Board for Accountants' *International code of ethics for professional accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matters

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Unauthorised, irregular and fruitless and wasteful expenditure

7. As disclosed in note 32 to the financial statements, unauthorised expenditure of R 18 743 000 in respect of prior years had not yet been resolved.

8. As disclosed in note 31 to the financial statements, irregular expenditure of R4 870 031 was not incurred in the current year and irregular expenditure of R262 520 696 from prior years had not yet been resolved.

9. As disclosed in note 30 to the financial statements, fruitless and wasteful expenditure of R137 714 was incurred in the current year and fruitless and wasteful expenditure of R1 151 694 from prior years had not yet been resolved.

Responsibilities of the accounting officer for the financial statements

10. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the Standards of GRAP and the requirements of the FMPPLA and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

11. In preparing the financial statements, the accounting officer is responsible for assessing the Provincial Legislature's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the legislature or to cease operations, or there is no realistic alternative but to do so.

Auditor-general's responsibilities for the audit of the financial statements

12. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

13. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

14. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I have a responsibility to report on the usefulness and reliability of the reported performance information against predetermined objectives for selected programmes presented in the annual performance report. I performed procedures to identify findings but not to gather evidence to express assurance.

15. My procedures address the usefulness and reliability of the reported performance information, which must be based on the legislature's approved performance planning documents . I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures do not examine whether the actions taken by the legislature enabled service delivery. My procedures also do not extend to any disclosures or assertions relating to the extent of achievements in the current year or planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

16. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected programme presented in the legislature's annual performance report for the year ended 31 March 2021:

Programmes	Pages in the annual performance report
Programme 3 - Legislature operations	44 - 49

17. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved performance planning documents. I performed further procedures assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
18. I did not identify any material findings on the usefulness and reliability of the reported performance information for this programme.
    - Programme 3 — legislature operations

Other matters

19. I draw attention to the matters below.

Achievement of planned targets

20. Refer to the annual performance report on pages 46 to 48 for information on the achievement of planned targets for the year.

Adjustment of material misstatements

21. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were on the reported performance information of Legislature operations. As management subsequently corrected the misstatements, I did not report any material findings on the usefulness and reliability of the reported performance information.

Report on audit of compliance with legislation

Introduction and scope

22. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the compliance of the legislature's compliance with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.
23. The material findings on compliance with specific matters in key legislation are as follows:

Expenditure management

24. Appropriate steps were not taken to prevent irregular expenditure of R400 089 included in the R4 870 031 as disclosed in note 31 to the annual financial statements, as required by section 7(e) of the FMPPLA The majority of the irregular expenditure was caused by procurement without inviting at least the minimum prescribed number of written price quotations from prospective suppliers and the deviation was not approved by a properly delegated official,

25. Payments were not made within 30 days after receipt of invoices or statements, as required by section 33(2)(e) of the FMPPLA.

Other information

26. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report. The other information does not include the financial statements, the auditor's report thereon and those selected programme presented in the annual performance report that have been specifically reported on in this auditor's report.

27. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion on it.
28. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected programme presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
29. If, based on the work I have performed, I conclude that there is a material misstatement in this other information; I am required to report that fact. I have nothing to report in this regard.

Internal control deficiencies

30. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance thereon. The matters reported below are limited to the significant internal control deficiencies that resulted in the findings on compliance with legislation.

- The leadership did not adequately exercise appropriate oversight over compliance with laws and regulations and related internal controls. In addition, the implementation and monitoring of action plans to address internal control deficiencies has not resulted in the non-compliance being prevented.

- A lack of awareness, understanding and exposure by employees to the supply chain management regulations resulted in the non-compliance on irregular expenditure. Furthermore, the standard operating procedures for payment to suppliers are not streamlined to ensure that the invoices from suppliers are paid within the legislated 30 days.

- Although the audit committee fulfilled their functions they had limited impact due to lack of adequate implementation of their recommendations on the identified non-compliance matters.

Auditor-General

Rustenburg
31 July 2021

AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure – Auditor-general's responsibility for the audit

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements, and the procedures performed on reported performance information for selected programme and on the legislature's compliance with respect to the selected subject matters.

Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in the auditor's report, I also:

   - identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
   - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the legislature's internal control.
   - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accounting officer.
   - conclude on the appropriateness of the accounting officer's use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Provincial Legislature's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify the opinion on the financial statements. My conclusions are based on the information available to me at the date of the auditor's report. However, future events or conditions may cause a legislature to cease to continue as a going concern.
   - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Communication with those charged with governance

3. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.
4. I also confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and where applicable, related safeguards.

P
A
R
T
E

FINANCIAL STATEMENTS

AS AT 31ST MARCH 2021

General Information

Country of incorporation and domicile	South Africa
Nature of the operations	North West Provincial Legislature's (NWPL) vision is to build an united, non-racial, non-sexist, democratic and prosperous society in the North West province. The North West Provincial Legislature aims to provide services to the people of North West province by ensuring: - A vibrant Legislature that is responsive to and addresses the challenges of development facing our people; - An accountable executive by strengthening oversight on the promises made to our people by government; - Promotion of efficient and healthy co-operative governance between the three spheres of government; and - A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.
Business address	Dr James Moroka Drive New Parliament Building Mmabatho 2735
Postal address	Private Bag X2018 Mmabatho 2735
Bankers	ABSA Bank Limited
Auditors	Auditor General of South Africa
Secretary	Mr O.S. Mosiane
Jurisdiction	North West Province
Governing Legislation	Financial Management of Parliament and Provincial Legislature Act, 2009 (Act No. 10 of 2009)

Index

The reports and statements set out below comprise the financial statements presented by the provincial legislature:

GRAP	Generally Recognised Accounting Practice
SCONWPL	Standing Committee on Oversight of the NWPL
NWPL	North West Provincial Legislature
MPL	Member of the Legislature
NWPT	North West Provincial Treasury

Accounting Officer's Responsibilities and Approval

The Accounting Officer is required by the Financial Management of Parliament and Provincial Legislature Act, 2009 (Act No. 10 of 2009), to maintain adequate accounting records and is responsible for the content and integrity of the financial statements and related financial information included in this report. It is the responsibility of the Accounting Officer to ensure that the financial statements fairly present the state of affairs of the Legislature as at the end of the financial year and the results of its operations and cash flows for the period then ended. The external auditors are engaged to express an independent opinion on the financial statements and were given unrestricted access to all financial records and related data.

The financial statements have been prepared in accordance with Standards of Generally Recognised Accounting Practice (GRAP) including any interpretations, guidelines and directives issued by the Accounting Standards Board.

The financial statements are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

The Accounting Officer acknowledges that he is ultimately responsible for the system of internal financial control established by the Legislature and places considerable importance on maintaining a strong control environment which includes the safeguarding of assets and compliance with relevant legislation. To enable the Accounting Officer to meet these responsibilities, he sets standards for internal control aimed at reducing the risk of error or deficit in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the Legislature and all employees are required to maintain the highest ethical standards in ensuring the Legislature's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the Legislature is on identifying, assessing, managing and monitoring all known forms of risk across the Legislature. While operating risk cannot be fully eliminated, the Legislature endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The Accounting Officer is of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the financial statements and that the financial statements are free from material misstatement. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement.

The Accounting Officer has reviewed the Legislature's cash flow forecast for the year to 31 March 2022 and, in the light of this review and the current financial position, he is satisfied that the Legislature has or has access to adequate resources to continue in operational existence for the foreseeable future.

The financial statements set out on pages 105 to 151, which have been prepared on the going concern basis, were approved by the Accounting Officer on 31 May 2021 and were signed on its behalf by:

Secretary of the North West Provincial Legislature

Mmabatho

Monday, 31 May 2021

Accounting Officer's Report

The Accounting Officer submits his report for the period ended 31 March 2021.

1. Legal form of the Legislature

North West Provincial Legislature was established in terms of Chapter 6 of the Constitution of South Africa.

2. Review of activities

Main business and operations

North West Provincial Legislature's vision is to build a united, non-racial, non-sexist, democratic and prosperous society in the North West Province.

- The North West Provincial Legislature aims to provide services to the people of North West Province by ensuring:
- A vibrant Legislature that is responsive to and addresses the challenges of development facing our people;
- An accountable executive by strengthening oversight on the promises made to our people by government;
- Promotion of efficient and healthy co-operative governance between the three spheres of government; and
- A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.

3. Going concern

We draw attention to the fact that at 31 March 2021, the Legislature had an accumulated surplus of R533 651 988 and that the Legislature's total assets exceed its liabilities by R533 651 988.

The financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

The ability of the entity to continue as a going concern is dependent on the fact that the entity would receive appropriation from the North West Provincial Treasury for its ongoing operations.

4. Events after reporting date

The Accounting Officer is not aware of any matter or circumstance arising since the end of the financial year which have not been-disclosed in the financial statements.

5. Accounting policies

The accounting policies have been applied consistently with the prior year.

6. Bankers

ABSA serves as the banker for the North West Provincial Legislature.

7. SCONWPL resolution

There were no material SCONWPL (Standing Committee on Oversight of the NWPL) resolutions relating to the Legislature during this financial year.

8. Auditors

Auditor General of South Africa will continue in office for the next financial period.

Accounting Officer's Report

9. Members and Executives of North West Provincial Legislature

The members and executives of the North West Provincial Legislature during the year and to the date of this report are as follows:

Members	
- Hon. Dantjie	Speaker
- Hon. Motsumi	Deputy Speaker
- Hon. Sebegoe	Chief Whip of Majority Party
- Hon. Motswana	Member
- Hon. Mataboge	Member
- Hon. Williams	Member
- Hon. Dliso	Member
- Hon. Lenkopane	Member
- Hon. Medupe	Member
- Hon. Miga	Member (appointed 28 September 2020)
- Hon. Diale	Member
- Hon. Babuile	Member
- Hon. Xaba	Member
- Hon. Dikomela	Member
- Hon. Botswe	Member
- Hon. Kerileng	Member
- Hon. Sonakile	Member
- Hon. Theologo	Member
- Hon. Edwards	Member
- Hon. Rabotapi	Member
- Hon. Nel	Member
- Hon. Kleynhans	Member
Members of the Executive	
- Hon. Mokgoro	Premier of North West Province
- Hon. Kegakilwe	Executive Member (deceased 6 July 2020)
- Hon. Mosenogi	Executive Member
- Hon. Lehari	Executive Member
- Hon. Mohono	Executive Member
- Hon. Sambatha	Executive Member
- Hon. Molapisi	Executive Member
- Hon. Matsemela	Executive Member
- Hon. Rosho	Executive Member
- Hon. Tlhapi	Executive Member
- Hon. Moiloa	Executive Member
- Hon. Cwaile	Executive Member (appointed 21 November 2020)

Refer to note 25 to the annual financial statements for information on remuneration of members and to note 27 for information on remuneration of management.

Statement of Financial Position as at 31 March 2021

Figures in Rand	Note(s)	2021	2020 Restated*
Assets			
Current Assets			
Receivables from exchange transactions	3	4 666 667	3 614 433
Receivables from non-exchange transactions	4	1 272 258	2 662 258
Cash and cash equivalents	5	174 026 660	76 820 650
		179 965 585	**83 097 341**
Non-Current Assets			
Property, plant and equipment	6	416 117 942	430 223 621
Intangible assets	7	2 386 061	2 865 060
		418 504 003	**433 088 681**
Total Assets		**598 469 588**	**516 186 022**
Liabilities			
Current Liabilities			
Finance lease obligation	8	693 975	781 851
Provisions	9	6 162 318	5 653 503
Payables from exchange transactions	10	46 688 889	26 004 817
Payable from non-exchange transactions	11	2 638 680	2 403 000
Employee benefit obligation	12	377 211	8 448 506
		56 561 073	**43 291 677**
Non-Current Liabilities			
Finance lease obligation	8	169 389	432 274
Employee benefit obligation	12	8 087 138	7 014 522
		8 256 527	**7 446 796**
Total Liabilities		**64 817 600**	**50 738 473**
Net Assets		**533 651 988**	**465 447 549**
Accumulated surplus		533 651 988	465 447 549

*see note 29

Statement of Financial Performance

Figures in Rand	Note(s)	2021	2020 Restated*
Revenue			
Revenue from exchange transactions			
Commissions received		105 145	96 259
Interest revenue	13	3 429 937	2 404 163
Total revenue from exchange transactions		**3 535 082**	**2 500 422**
Revenue from non-exchange transactions			
Other revenue			
Donated funds	14	1 458 000	840 000
Transfer revenue			
Appropriation	15	450 511 000	500 301 000
Total revenue from non-exchange transactions		**451 969 000**	**501 141 000**
Total revenue	14	**455 504 082**	**503 641 422**
Expenditure			
Remuneration cost	16	(225 301 687)	(208 575 391)
Depreciation and amortisation		(20 420 071)	(21 227 369)
Finance costs	17	(1 891 334)	(1 959 338)
Transfers and Subsidies	18	(50 411 953)	(38 487 914)
Goods & services	19	(89 337 988)	(139 161 550)
Total expenditure		**(387 363 033)**	**(409 411 562)**
Operating surplus	20	**68 141 049**	**94 229 860**
Loss on disposal of assets		(36 342)	(123 482)
Actuarial gains	12	99 734	4 959 892
		63 392	**4 836 410**
Surplus for the period		**68 204 441**	**99 066 270**

*see note 29

Statement of Changes in Net Assets

Figures in Rand		Accumulated surplus	Total net assets
Opening accumulated surplus 2019		366 032 553	366 032 553
Adjustments			
Prior year adjustments	29	348 726	348 726
Opening Accumulated surplus restated 2019		**366 381 279**	**366 381 279**
Changes in net assets			
Surplus for the period		99 066 270	99 066 270
Total changes		99 066 270	99 066 270
Opening balance as previously reported		465 260 297	465 260 297
Correction of errors	29	187 250	187 250
Total Opening Accumulated surplus as restated 2020		**465 447 547**	**465 447 547**
Changes in net assets	15	450 511 000	500 301 000
Surplus for the period		68 204 441	68 204 441
Total changes		68 204 441	68 204 441
Balance at 31 March 2021		**533 651 988**	**533 651 988**

*see note 29

Statement of Cash Flows

Figures in Rand	Note(s)	2021	2020 Restated*
Cash flows from operating activities			
Receipts			
Appropriation		450 511 000	502 744 000
Interest income		3 359 693	2 165 490
Other receipts		1 458 000	840 000
		455 328 693	505 749 490
Payments			
Remuneration costs		(221 091 916)	(208 197 228)
Suppliers		(86 989 167)	(144 627 349)
Transfers an subsidiaries		(46 473 273)	(38 577 914)
		(354 554 356)	(391 402 491)
Net cash flows from operating activities	22	**100 774 337**	**114 346 999**
Cash flows from investing activities			
Purchase of property, plant and equipment	6	(1 940 990)	(41 681 172)
Net cash flows from investing activities		**(1 940 990)**	**(41 681 172)**
Cash flows from financing activities			
Finance lease payments		(350 761)	(339 619)
Finance costs		(1 276 576)	(485 495)
Net cash flows from financing activities		**(1 627 337)**	**(825 114)**
Net increase/(decrease) in cash and cash equivalents		**97 206 010**	**71 840 713**
Cash and cash equivalents at the beginning of the year		76 820 650	4 979 937
Cash and cash equivalents at the end of the year	5	**174 026 660**	**76 820 650**

*see note 29

North West Provincial Legislature
Financial Statements for the year ended 31 March 2021

Statement of Comparison of Budget and Actual Amounts

Budget on Cash Basis								
Figures in Rand	Per Approved Budget	Adjust-ments	Per Final Budget	Amount as per AFS	Adjustment to comparable basis	Amounts on comparable basis	Variance	Refer-ence
Statement of Financial Performance								
Revenue								
Revenue from exchange transactions								
Commissions received	-	-	-	105 145	**(105 145)**	-	**-**	
Interest income	1 649 000	-	1 649 000	3 429 937	**(70 243)**	3 359 693	**1 710 693**	33.1
Total revenue from exchange transactions	**1 649 000**	**-**	**1 649 000**	**3 535 082**	**(175 388)**	**3 359 693**	**1 710 693**	
Revenue from non-exchange transactions								
Transfer revenue								
Appropriation	450 511 000	-	450 511 000	450 511 000	**-**	450 511 000	**-**	33.2
Other income	-	-	-	1 458 000	-	1 458 000	1 458 000	33.2
Total revenue from non-exchange transactions	**450 511 000**	**-**	**450 511 000**	**451 969 000**	**-**	**451 969 000**	**1 458 000**	
Total revenue	**452 160 000**	**-**	**452 160 000**	**455 504 082**	**(175 388)**	**455 328 693**	**3 168 693**	
Expenditure								
Remuneration cost	(242 169 000)	-	(242 169 000)	(225 301 687)	**4 209 771**	(221 091 916)	**21 077 084**	33.3
Depreciation and amortisation	-	-	-	(20 420 071)	**20 420 071**	-	-	-
Finance costs	-	-	-	(1 891 334)	**263 997**	(1 627 337)	(1 627 337)	33.3
Transfers and Subsidies	(51 794 000)	-	(51 794 000)	(50 411 953)	**3 938 680**	(46 473 273)	**5 320 727**	33.3
Goods and services	(144 741 000)	-	(144 741 000)	(89 337 988)	**2 348 821**	(86 989 167)	**57 751 833**	33.3
Total expenditure	**(438 704 000)**	**-**	**(438 704 000)**	**(387 363 033)**	**31 181 340**	**(356 181 693)**	**82 522 307**	
Operating surplus	**13 456 000**	**-**	**13 456 000**	**68 141 049**	**31 005 952**	**99 147 000**	**85 691 000**	
Capital Assets capitalised	(13 456 000)	-	(13 456 000)	(5 893 942)	3 952 952	(1 940 990)	11 515 010	33.4
Loss on disposal of assets	-	-	-	(36 342)	**36 342**	**-**	-	
Actuarial gains/losses	-	-	-	99 734	**(99 734)**	**-**	-	
Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement	**-**	**-**	**-**	**62 310 499**	**34 895 511**	**97 206 010**	**97 206 010**	

COVID-19
PRACTICE GOOD HYGIENE; STAY SAFE

ANNUAL REPORT 2020/21

Accounting Policies

1. Presentation of Financial Statements

The financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP), issued by the Accounting Standards Board and in accordance with Section 56 of the Financial Management of Parliament and Provincial Legislature Act, 2009 (Act No. 10 of 2009) (FMPPLA).

These financial statements have been prepared on an accrual basis of accounting and are in accordance with the historical cost convention as the basis of measurement, unless specified otherwise.

Assets, liabilities, revenues and expenses were not offset, except where offsetting is either required or permitted by a Standard of GRAP.

A summary of the significant accounting policies, which have been consistently applied in the preparation of these financial statements, are disclosed below.

These accounting policies are consistent with the previous period.

1.1 Presentation currency

These financial statements are presented in South African Rand, which is the functional currency of the Legislature.

1.2 Going concern assumption

These financial statements have been prepared based on the expectation that the Legislature will continue to operate as a going concern for at least the next 12 months.

1.3 Significant judgements and sources of estimation uncertainty

In preparing the financial statements, management is required to make estimates and assumptions that affect the amounts represented in the financial statements and related disclosures. Use of available information and the application of judgement is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the financial statements. Significant judgements include:

Receivables from exchange transactions

The Legislature assesses its trade receivables for impairment at the end of each reporting period. In determining whether an impairment loss should be recorded in surplus or deficit. Judgements are made as to whether there is observable data indicating a measurable decrease in the estimated future cash flows from a financial asset.

Impairment testing

The impairment loss is the amount by which the carrying amount of an asset exceeds its recoverable service amount which is the higher of its fair value less costs to sell and its value in use. These calculations require the use of estimates and assumptions. It is reasonably possible that assumptions may change, which may then impact our estimations and may then require a material adjustment to the carrying value of tangible assets.

Provisions

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 9 - Provisions.

1.3 Significant judgements and sources of estimation uncertainty (continued)

Finance lease assets (Cellphones & tablets)

The net book value of finance leases for cellphones and tablets were calculated with certain judgements & assumptions, as follows:

- Prime interest rate was used as the incremental borrowing rate at the inception of each agreement.
- The fair value of the physical devices could not be determined therefore we calculated it as the difference in the fair value of the total contract payments and the fair value of the free data, talk-time and SMS's.
- The fair value of the data, talk-time and SMS's could also not be determined as at the inception of the agreements there forewe calculated using the current market related value. The price of a single SMS was calculated at 35c (2020: 35c) per SMS and 1,000 (2020: 1,000) minutes of talk-time and 50 (2020: 50) SMS's per month were used for contracts with unlimit ed free minutes & messages. The market related value varies, based on different packages.
- No asset was capitalised where the present value of the data, talk-time and SMS's exceeds the present value of the total contract payment. These are mostly where no devices apart from a USB dongle was provided.
- If an agreement commenced mid-way through a month, we assumed payment took place on a pro-rata basis, similarly at the end of the agreement.

Useful lives and residual value of intangible assets & property, plant & equipment

The NWPL's management determines the estimated useful lives and related depreciation and amortisation charges for property, plant and equipment, and intangible assets. This estimate is based on the pattern in which an asset's future economic benefits or service potential are expected to be consumed by the entity.

The NWPL's management determines the estimated residual value as the estimated amount that the legislature would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset was already of the age and in the condition expected at the end of its useful life.

Long term employee benefits

The present value of long term employee benefits (i.e. post-employment and other long term employee benefits) depends on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumptions used in determining the net cost (income) include the discount rate. Any changes in these assumptions will impact on the carrying amount of the obligation

Other key assumptions for pension obligations are based on current market conditions. Additional information is disclosed in Note 12.

Impairment of receivables

An impairment loss on receivables is recognised in surplus and deficit when there is objective evidence that they are impaired. The impairment is measured as the difference between the receivables' carrying amount and the present value of estimated future cash flows discounted at the effective interest rate, computed at initial recognition.

1.4 Property, plant and equipment

Property, plant and equipment are tangible non-current assets (including infrastructure assets) that are held for use in the production or supply of goods or services, rental to other, or for administrative purposes, and are expected to be used during more than one period.

The cost of an item of property, plant and equipment is recognised as an asset when:

- it is probable that future economic benefits or service potential associated with the item will flow to the Legislature; and
- the cost of the item can be measured reliably.

Property, plant and equipment is initially measured at cost.

The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Trade discounts and rebates are deducted in arriving at the cost.

Where an asset is acquired through a non-exchange transaction, its cost is its fair value as at date of acquisition.

Accounting Policies

1.4 Property, plant and equipment (continued)

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

The costs includes costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

Recognition of costs in the carrying amount of an item of property, plant and equipment ceases when the item is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Buildings comprises of constructed buildings.

Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses.

Any decrease in an asset's carrying amount, as a result of a revaluation, is recognised in surplus or deficit in the current period. The decrease is debited in revaluation surplus to the extent of any credit balance existing in the revaluation surplus in respect of that asset.

Minor assets with a value of R 2,000 or less are not capitalised as property, plant and equipment but expensed to the Statement of Financial Performance. This policy does not apply to library books.

Property, plant and equipment are depreciated on the straight line basis over their expected useful lives to their estimated residual value.

The useful lives of items of property, plant and equipment have been assessed as follows:

Item	Depreciation method	Average useful life
Furniture and fixtures	Straight line	15 Years
Motor vehicles	Straight line	7 - 12 Years
Office equipment	Straight line	10 - 17 Years
Computer equipment	Straight line	6 - 14 Years
Audio visual equipment	Straight line	12 - 15 Years
Artwork	Straight line	25 Years
Library books	Straight line	25 - 50 Years
Finance Lease assets	Straight line	Shorter of lease term and useful life
Building	Straight line	30 Years
Porta Cabins	Straight line	10 Years
Generator	Straight line	8 Years
CCTV System	Straight line	8 Years
Public Address and Evauation System	Straight line	8 Years
Access Control System	Straight line	8 Years
Fire Detection and Automation Fire and Supression System	Straight line	8 Years
Asset Control Equipment System	Straight line	8 Years
Voice and Data System	Straight line	8 Years
Building Management System	Straight line	8 Years
Air Conditioning	Straight line	10 Years
Boundary Wall	Straight line	30 Years
Clearview fence	Straight line	15 Years
Car Ports	Straight line	15 Years
Artworks	Straight line	10 Years
Freestanding Electric Fence 2,4m	Straight line	15 Years
Lift	Straight line	20 Years

The residual value, the useful life and depreciation method of each asset are reviewed at least at the end of each reporting date.

Reviewing the useful life of an asset on an annual basis does not require the entity to amend the previous estimates unless expectations differ from the previous estimate.

1.4 Property, plant and equipment (continued)

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation charge for each period is recognised in surplus or deficit unless it is included in the carrying amount of another asset.

Repairs and maintenance relating to items of property, plant and equipment are recognised as an expense when they are incurred.

Items of property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item.

1.5 Intangible assets

An intangible asset is an identifiable non-monetary asset without physical substance.

An asset is identifiable if it either:

- is separable, i.e. is capable of being separated or divided from an entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, identifiable assets or liability, regardless of whether the Legislature intends to do so; or
- arises from binding arrangements (including rights from contracts), regardless of whether those rights are transferable or separable from the Legislature or from other rights and obligations.

A binding arrangement describes an arrangement that confers similar rights and obligations on the parties to it as if it were in the form of a contract.

An intangible asset is recognised when:

- it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the Legislature; and
- the cost or fair value of the asset can be measured reliably.

Intangible assets are initially measured at cost.

The Legislature assesses the probability of expected future economic benefits or service potential using reasonable and supportable assumptions that represent management's best estimate of the set of economic conditions that will exist over the useful life of the asset.

Where an intangible asset is acquired through a non-exchange transaction, its initial cost at the date of acquisition is measured at its fair value as at that date.

Intangible assets are carried at cost less any accumulated amortisation and any impairment losses.

The depreciable amount of an intangible asset with a finite useful life is allocated on a systematic basis over its useful life. Amortisation begins when the asset is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

The amortisation charge for each period is recognised in surplus or deficit.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting date.

Accounting Policies

1.5 Intangible assets (continued)

Amortisation is provided to write down the intangible assets, on a straight line basis, to their residual values as follows:

Item	Depreciation Method	Average Useful Tips
Computer software	Straight line	8- 15 years

Intangible assets are derecognised:

- on disposal; or
- when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of intangible assets is included in surplus or deficit when the asset is derecognised (unless the Standard of GRAP on leases requires otherwise on a sale and leaseback).

1.6 Financial instruments

A financial instrument is any contract that gives rise to a financial asset of one Legislature and a financial liability or a residual interest of another Legislature.

The amortised cost of a financial asset or financial liability is the amount at which the financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortisation using the effective interest method of any difference between that initial amount and the maturity amount, and minus any reduction (directly or through the use of an allowance account) for impairment or uncollectibility.

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

Derecognition is the removal of a previously recognised financial asset or financial liability from an Legislature's statement of financial position.

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability (or group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability. When calculating the effective interest rate, an Legislature shall estimate cash flows considering all contractual terms of the financial instrument (for example, prepayment, call and similar options) but shall not consider future credit losses. The calculation includes all fees and points paid or received between parties to the contract that are an integral part of the effective interest rate (see the Standard of GRAP on Revenue from Exchange Transactions), transaction costs, and all other premiums or discounts. There is a presumption that the cash flows and the expected life of a group of similar financial instruments can be estimated reliably. However, in those rare cases when it is not possible to reliably estimate the cash flows or the expected life of a financial instrument (or group of financial instruments), the Legislature shall use the contractual cash flows over the full contractual term of the financial instrument (or group of financial instruments).

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arm's length transaction.

A financial asset is:

- cash;
- a residual interest of another Legislature; or
- a contractual right to:
  - receive cash or another financial asset from another Legislature; or
  - exchange financial assets or financial liabilities with another Legislature under conditions that are potentially favourable to the Legislature.

A financial liability is any liability that is a contractual obligation to:

- deliver cash or another financial asset to another Legislature; or
- exchange financial assets or financial liabilities under conditions that are potentially unfavourable to the Legislature.

1.6 Financial Instruments (continued)

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

Liquidity risk is the risk encountered by an Legislature in the event of difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

Loans payable are financial liabilities, other than short-term payables on normal credit terms.

A financial asset is past due when a counterparty has failed to make a payment when contractually due.

Transaction costs are incremental costs that are directly attributable to the acquisition, issue or disposal of a financial asset or financial liability. An incremental cost is one that would not have been incurred if the Legislature had not acquired, issued or disposed of the financial instrument.

Financial instruments at cost are investments in residual interests that do not have a quoted market price in an active market, and whose fair value cannot be reliably measured.

Financial instruments at fair value comprise financial assets or financial liabilities that are:

- derivatives;
- combined instruments that are designated at fair value;
- instruments held for trading. A financial instrument is held for trading if:
  - it is acquired or incurred principally for the purpose of selling or repurchasing it in the near-term; or
  - on initial recognition it is part of a portfolio of identified financial instruments that are managed together and for which there is evidence of a recent actual pattern of short term profit-taking;
  - non-derivative financial assets or financial liabilities with fixed or determinable payments that are designated at fair value at initial recognition; and
  - financial instruments that do not meet the definition of financial instruments at amortised cost or financial instruments at cost.

Classification

The Legislature has the following types of financial assets (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Class	Category
Receivables from exchange and non-exchange transactions	Financial asset measured at amortised cost
Cash and cash equivalents	Financial asset measured at amortised cost

The Legislature has the following types of financial liabilities (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Class	Category
Payables from exchange and non-exchange transactions	Financial liability measured at amortised cost
Finance lease obligations	Financial liability measured at fair value

Initial recognition

The Legislature recognises a financial asset or a financial liability in its statement of financial position when the Legislature becomes a party to the contractual provisions of the instrument.

The Legislature recognises financial assets using trade date accounting.

Accounting Policies

1.6 Financial instruments (continued)

Initial measurement of financial assets and financial liabilities

The Legislature measures a financial asset and financial liability initially at its fair value plus transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

The Legislature measures a financial asset and financial liability initially at its fair value [if subsequently measured at fair value].

Subsequent measurement of financial assets and financial liabilities

The Legislature measures all financial assets and financial liabilities after initial recognition using the following categories:

- Financial instruments at fair value.
- Financial instruments at amortised cost.
- Financial instruments at cost.

All financial assets measured at amortised cost, or cost, are subject to an impairment review.

Reclassification

The Legislature does not reclassify a financial instrument while it is issued or held unless it is:

- combined instrument that is required to be measured at fair value; or
- an investment in a residual interest that meets the requirements for reclassification.

Gains and losses

A gain or loss arising from a change in the fair value of a financial asset or financial liability measured at fair value is recognised in surplus or deficit.

For financial assets and financial liabilities measured at amortised cost or cost, a gain or loss is recognised in surplus or deficit when the financial asset or financial liability is derecognised or impaired, or through the amortisation process.

Impairment and uncollectibility of financial assets

The Legislature assesses at the end of each reporting period whether there is any objective evidence that a financial asset or group of financial assets is impaired.

Financial assets measured at amortised cost:

If there is objective evidence that an impairment loss on financial assets measured at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced directly OR through the use of an allowance account. The amount of the loss is recognised in surplus or deficit.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed directly OR by adjusting an allowance account. The reversal does not result in a carrying amount of the financial asset that exceeds what the amortised cost would have been had the impairment not been recognised at the date the impairment is reversed. The amount of the reversal is recognised in surplus or deficit.

Financial assets measured at cost:

If there is objective evidence that an impairment loss has been incurred on an investment in a residual interest that is not measured at fair value because its fair value cannot be measured reliably, the amount of the impairment loss is measured as the difference between the carrying amount of the financial asset and the present value of estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment losses are not reversed.

Accounting Policies

1.6 Financial instruments (continued)

Derecognition

Financial assets

The Legislature derecognises financial assets using trade date accounting.

The Legislature derecognises a financial asset only when:

- the contractual rights to the cash flows from the financial asset expire, are settled or waived;
- the Legislature transfers to another party substantially all of the risks and rewards of ownership of the financial asset; or
- the Legislature, despite having retained some significant risks and rewards of ownership of the financial asset, has transferred control of the asset to another party and the other party has the practical ability to sell the asset in its entirety to an unrelated third party, and is able to exercise that ability unilaterally and without needing to impose additional restrictions on the transfer. In this case, the entity :

- derecognise the asset; and
- recognise separately any rights and obligations created or retained in the transfer.

On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received is recognised in surplus or deficit.

Financial liabilities

The Legislature removes a financial liability (or a part of a financial liability) from its statement of financial position when it is extinguished — i.e. when the obligation specified in the contract is discharged, cancelled, expires or waived.

The difference between the carrying amount of a financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in surplus or deficit. Any liabilities that are waived, forgiven or assumed by another entity by way of a non-exchange transaction are accounted for in accordance with the Standard of GRAP on Revenue from Non-exchange Transactions (Taxes and Transfers).

Presentation

Interest relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

Losses and gains relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

A financial asset and a financial liability are only offset and the net amount presented in the statement of financial position when the Legislature currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

1.7 Leases

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

1.7 Leases (continued)

Finance leases - lessee

Initial recognition
Finance leases are recognised as assets and liabilities in the statement of financial position at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding liability to the lessor is included in the statement of financial position as a finance lease obligation.

The discount rate used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease.

The total future minimum lease payments within a year is disclosed under current liability and the future minimum lease payments later than one year is disclosed under non-current liability.

Subsequent recognition
Minimum lease payments are apportioned between the finance charge and reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of on the remaining balance of the liability.

A finance lease gives rise to a depreciation expense for depreciable assets as well as finance expense for each accounting period. The depreciation policy for depreciable leased assets shall be consistent with that for depreciable assets that are owned and the useful lives are stipulated in note 1.4. If there is no reasonable certainty that the lessee will obtain ownership by the end of the lease term, the asset shall be fully depreciated over the shorter of the lease term and its useful life.

Operating leases - lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability.

1.8 Impairment of non-cash-generating assets

Cash-generating assets are assets used with the objective of generating a commercial return. Commercial return means that positive cash flows are expected to be significantly higher than the cost of the asset.

Non-cash-generating assets are assets other than cash-generating assets.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortisation).

Carrying amount is the amount at which an asset is recognised in the statement of financial position after deducting any accumulated depreciation and accumulated impairment losses thereon.

A cash-generating unit is the smallest identifiable group of assets managed with the objective of generating a commercial return that generates cash inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets.

Costs of disposal are incremental costs directly attributable to the disposal of an asset, excluding finance costs and income tax expense.

Depreciation (Amortisation) is the systematic allocation of the depreciable amount of an asset over its useful life.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Recoverable service amount is the higher of a non-cash-generating asset's fair value less costs to sell and its value in use.

Useful life is either:

- The period of time over which an asset is expected to be used by the Legislature; or
- the number of production or similar units expected to be obtained from the asset by the Legislature.

1.9 Employee benefits

Short-term employee benefits

The cost of short-term employee benefits, (those payable within 12 months after the service is rendered, such as paid vacation leave and sick leave, bonuses, and non-monetary benefits such as medical care), are recognised in the period in which the service is rendered and are not discounted.

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs.

Defined contribution plans

Payments to defined contribution retirement benefit plans are charged as an expense as they fall due.

Payments made to industry-managed (or state plans) retirement benefit schemes are dealt with as defined contribution plans where the entity's obligation under the schemes is equivalent to those arising in a defined contribution retirement benefit plan.

Defined benefit plans
For defined benefit plans the cost of providing the benefits is determined using the projected credit method.

Actuarial valuations are conducted on an annual basis by independent actuaries separately for each plan.

Past service costs are recognised immediately to the extent that the benefits are already vested, and are otherwise amortised on a straight line basis over the average period until the amended benefits become vested.

Gains or losses on the curtailment or settlement of a defined benefit plan is recognised when the Legislature is demonstrably committed to curtailment or settlement.

When it is virtually certain that another party will reimburse some or all of the expenditure required to settle a defined benefit obligation, the right to reimbursement is recognised as a separate asset. The asset is measured at fair value. In all other respects, the asset is treated in the same way as plan assets. In surplus or deficit, the expense relating to a defined benefit plan is presented as the net of the amount recognised for a reimbursement.

The amount recognised in the statement of financial position represents the present value of the defined benefit obligation as adjusted for unrecognised actuarial gains and losses and unrecognised past service costs, and reduces by the fair value of plan assets.

Other long term employee benefits
The long service awards and exit gratuity benefit provided by the Legislature fall under the definition of other long term employee benefits as defined in GRAP 25.

Other long-term benefits are not usually subject to the same degree of uncertainty as the measurement of post-employments benefits and are therefore not as complex to measure. Notwithstanding above, the method used to account for long-term benefits is similar to the method used to account for defined benefit plans.

The NWPL used an adaptation of the disclosure requirements for post-employment benefits to devise the disclosure of the other long term employee benefit obligation, as the Standard does not require specific disclosures about other long-term employee benefits.

1.10 Provisions and contingencies

Provisions are recognised when:

- the Legislature has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

The amount of a provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date.

1.10 Provisions and contingencies (continued)

Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate. Provisions are reversed if it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required, to settle the obligation.

Contingent assets and contingent liabilities are not recognised. Contingencies are disclosed in note 24.

1.11 Commitments

Items are classified as commitments when the Legislature has committed itself to future transactions that will normally result in the outflow of cash.

The total minimum lease payments under non-cancellable operating leases for each of the following periods are disclosed in the financial statements:

- Not later than one year;
- Later than one year and not later than five years, and
- Later than five years.

Commitments for which disclosure is necessary to achieve a fair presentation should be disclosed in a note to the financial statements, if both the following criteria are met:

- Contracts should be non-cancellable or only cancellable at significant cost (for example, contracts for computer or building maintenance services); and
- Contracts should relate to something other than the routine, steady, state business of the Legislature – therefore salary commitments relating to employment contracts or social security benefit commitments are excluded.

1.12 Revenue from exchange transactions

Revenue is the gross inflow of economic benefits or service potential during the reporting period when those inflows result in an increase in net assets, other than increases relating to contributions from owners.

An exchange transaction is one in which the Legislature receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services or use of assets) to the other party in exchange.

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Measurement
Revenue from exchange transactions is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

Interest income
Revenue arising from the use by others of the Legislature's assets yielding interest, royalties and dividends or similar distributions is recognised when:

- It is probable that the economic benefits or service potential associated with the transaction will flow to the Legislature, and
- The amount of the revenue can be measured reliably.

Interest is recognised, in surplus or deficit, using the effective interest rate method.

Commission income
Commission income is recognised as revenue when it becomes receivable.

1.13 Revenue from non-exchange transactions

Revenue comprises gross inflows of economic benefits or service potential received and receivable by the Legislature, which represents an increase in net assets, other than increases relating to contributions from owners.

1.13 Revenue from non-exchange transactions (continued)

Exchange transactions are transactions in which one Legislature receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of cash, goods, services, or use of assets) to another Legislature in exchange.

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, the Legislature either receives value from another Legislature without directly giving approximately equal value in exchange, or gives value to another Legislature without directly receiving approximately equal value in exchange.

Transfers are inflows of future economic benefits or service potential from non-exchange transactions, other than taxes.

Transfer payments are expensed.

Recognition

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

Measurement

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by the Legislature.

Appropriation revenue

Appropriation revenue is transfers received from the North West Provincial Treasury in terms of the Appropriation Act, 2018 (Act No. 2 of 2018).

1.14 Borrowing costs

Borrowing costs are interest and other expenses incurred by the Legislature in connection with the borrowing of funds.

1.15 Comparative figures and prior period errors

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated. The nature and reason for the reclassification is disclosed. Where accounting errors have been identified in the current period, the correction is made retrospectively as far as is practicable, and the prior period comparatives are restated accordingly. Where there has been a change in accounting policy in the current period, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

1.16 Unauthorised expenditure

Unauthorised expenditure means:

- overspending by the Legislature or a main division within the legislature;
- any expenditure of donor funds for a purpose not specified in the agreement with the donor; and
- any expenditure from the Legislature's approved budget or a main division within that budget for a purpose unrelated to the approved budget or main division, subject to section 22 of the FMPPLA.

All expenditure relating to unauthorised expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and when recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.17 Fruitless and wasteful expenditure

Fruitless expenditure means expenditure which was made in vain and would have been avoided had reasonable care been exercised.

All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.18 Irregular expenditure

Irregular expenditure as defined in paragraph 63 of the FMPPLA Act is expenditure, other than unauthorised expenditure, incurred in contravention of, or that is not in accordance with, a requirement of this Act or any other applicable legislation, including -

(a) this Act; or

(b) the State Tender Board Act, 1968 (Act No. 86 of 1968), or any regulations made in terms of the Act; or

(c) any provincial legislation providing for procurement procedures in that provincial government.

Irregular expenditure that was incurred and identified during the current financial year and which was condoned before year end and/or before finalisation of the financial statements is recorded appropriately in the irregular expenditure register. In such an instance, no further action is also required with the exception of updating the note to the financial statements.

Irregular expenditure that was incurred and identified during the current financial year and for which condonement is being awaited at year end is recorded in the irregular expenditure register. No further action is required with the exception of updating the note to the financial statements.

Where irregular expenditure was incurred in the previous financial year and is only condoned in the following financial year, the register and the disclosure note to the financial statements is updated with the amount condoned.

Irregular expenditure that was incurred and identified during the current financial year and which was not condoned by the relevant authority is recorded appropriately in the irregular expenditure register. If liability for the irregular expenditure can be attributed to a person, a debt account is created if such a person is liable in law. Immediate steps are thereafter taken to recover the amount from the person concerned. If recovery is not possible, the accounting officer writes off the amount as debt impairment and discloses such in the relevant note to the financial statements. The irregular expenditure register is also updated accordingly. If the irregular expenditure has not been condoned and no person is liable in law, the expenditure related thereto remains against the relevant programme/expenditure item, is disclosed as such in the note to the financial statements and updated accordingly in the irregular expenditure register.

1.19 Services in-kind

Services in-kind are recognised.

The Legislature recognise services in-kind that are significant to its operations and/or service delivery objectives as assets and recognise the related revenue when it is probable that the future economic benefits or service potential will flow to the Legislature and the fair value of the assets can be measured reliably.

Where services in-kind are not significant to the Legislature's operations and/or service delivery objectives and/or do not satisfy the criteria for recognition, the Legislature disclose the nature and type of services in-kind received during the reporting period.

1.20 Budget information

Legislature is typically subject to budgetary limits in the form of appropriations, which are given effect through authorising legislation, appropriation or similar.

The approved budget is prepared on a modified cash basis and presented by economic classification linked to performance outcome objectives.

The financial statements and the budget are not on the same basis of accounting therefore a reconciliation between the statement of financial performance and the budget have been included in the financial statements. Refer to note 33 explanation of budget differences.

A comparison between actual amounts and final appropriation per major classification of expenditure is included in the Budget Statement.

Comparative information is not required

1.21 Related parties

The Legislature operates in an economic sector currently dominated by entities directly or indirectly owned by the South African Government. As a consequence of the constitutional independence of the three spheres of government in South Africa, only entities within the provincial sphere of government are considered to be related parties.

1.21 Related parties (continued)

Management are those persons responsible for planning, directing and controlling the activities of the Legislature, including those charged with the governance of the Legislature in accordance with legislation, in instances where they are required to perform such functions.

Key management is defined as being individuals within the authority that are responsible for planning, directing and controlling the activities of the NWPL, including those charged with the governance of the entity in accordance with legislation, in instances where they are required to perform such functions. The NWPL regards all individuals at executive management as key management per the definition of GRAP 20 - Related parties.

Close members of the family of a person are considered to be those family members who may be expected to influence, or be influenced by, that management in their dealings with the Legislature.

Only transactions with related parties not at arm's length or not in the ordinary course of business are disclosed.

Related party transactions and balances are disclosed in note 25 - Related Parties.

1.22 Events after reporting date

Events after reporting date are those events, both favourable and unfavourable, that occur between the reporting date and the date when the financial statements are authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the reporting date (adjusting events after the reporting date); and
- those that are indicative of conditions that arose after the reporting date (non-adjusting events after the reporting date).

The Legislature adjusts the amount recognised in the financial statements to reflect adjusting events after the reporting date once the event occurred.

The Legislature discloses the nature of the event and an estimate of its financial effect or a statement that such estimate cannot be made in respect of all material non-adjusting events, where non-disclosure could influence the economic decisions of users taken on the basis of the financial statements.

Notes to the Financial Statements

2. New standards and interpretations

2.1 Standards and interpretations issued, but not yet effective

The possible impact of Standards approved, but not yet effective was assessed and none were identified that will be relevant to the Legislature's activities.

3. Receivables from exchange transactions:

Prepayments: Advances paid	1 753 046	960 864
Salary control accounts	60 640	60 640
Other receivables	3 619 181	3 692 482
Staff debt	551 367	221 249
Provisions for bad debt	(1 317 567)	(1 320 802)
	4 666 667	**3 614 433**

Fair value of trade and other receivables

The fair value of trade and other receivables approximates the carrying amounts.

Trade and other receivables past due but not impaired

Trade and other receivables which were past due but not considered to be impaired were R4 666 667 (2020: R 3 614 433).

The ageing of amounts past due but not impaired is as follows:

Current (Within 30 days)	485 363	406 072
60 - 90 days	156 730	-
90+ days	4 024 573	3 208 361

Trade and other receivables impaired

As of 31 March 2021, trade and other receivables of R 1 317 567 (2020: R 1 320 802) were impaired and provided for. The factors considered in determining the impairment were long outstanding debt and the probability of recovering this debt is slight.

The ageing of these receivables is as follows:

Provisions (90+ days)	1 317 567	1 320 802

Reconciliation of provision for impairment of trade and other receivables

Opening balance	(1 320 802)	(1 366 195)
Amounts collected	3 235	45 393
	(1 317 567)	**(1 320 802)**

The creation and release of the allowance for credit losses has been included in operating expenses in surplus or deficit. Impairment testing was performed and the impairment amount relates to long outstanding debt with low certainty of recoverability.

The Legislature does not hold any collateral as security.

Notes to the Financial Statements

Figures in Rand	2021	2020

4. Receivables from non-exchange transactions

Other receivables	1 272 258	2 662 258

Other receivables relates to transfer payments to be received after year end.

North West Provincial Legislature does not hold any collateral as security.

Trade and other receivables past due but not impaired

Receivables from non-exchange transactions (90+ days)	1 272 258	2 662 258

The fair values of receivables from non-exchange transactions approximate their carrying amounts. No further adjustment is required.

Receivables from non-exchange transactions impaired

No receivables from non-exchange transactions were impaired in the current or previous financial year.

5. Cash and cash equivalents

Cash and cash equivalents consist of:

ABSA Expense account	127 261 258	65 588 502
ABSA Salary account	46 765 402	11 232 148
	174 026 660	**76 820 650**

The bank balances consist of the following accounts:

Name of account	Type of account	Date opened
- ABSA	Expense account	18 July 2007
- ABSA	Salary account	18 July 2007

Cash at banks earn interest at floating rates based on daily bank deposits rates. The fair value of cash equivalents approximates their carrying value as cash equivalents are readily convertible to cash.

Total facilities for credit cards

The Legislature has the following credit cards with the respective limits. Any amounts utilised during the month is settled in the following month.

Credit Cards

Credit card	75 000	75 000
Fleet card	90 000	90 000
	165 000	**165 000**

Notes to the Financial Statements

Figures in Rand	2021	2020

6. Property, plant and equipment

	2021			2020		
	Cost	Accumulated depreciation and impairment	Carrying value	Cost	Accumulated depreciation and impairment	Carrying value
Work in progress: Buildings	73 197 732	-	73 197 732	69 266 988	-	69 266 988
Building: East Wing	344 853 593	(36 178 437)	308 675 156	344 853 593	(21 840 620)	323 012 973
Furniture and fixtures	10 475 808	(4 639 607)	5 836 201	9 871 257	(4 004 376)	5 866 881
Motor vehicles	7 287 797	(2 407 293)	4 880 504	7 287 797	(1 606 920)	5 680 877
Office equipment	2 263 081	(710 009)	1 553 072	2 179 634	(508 749)	1 670 885
Computer equipment	17 972 285	(8 712 660)	9 259 625	17 414 527	(6 963 391)	10 451 136
Audio visual equipment	16 259 641	(5 062 211)	11 197 430	16 237 608	(3 885 509)	12 352 099
Artwork	287 237	(67 981)	219 256	287 237	(56 504)	230 733
Library books	807 534	(335 913)	471 621	807 534	(306 503)	501 031
Finance lease assets (Cellphones & tablets)	1 765 455	(938 110)	827 345	1 813 081	(623 063)	1 190 018
Total	**475 170 163**	**(59 052 221)**	**416 117 942**	**470 019 256**	**(39 795 635)**	**430 223 621**

Reconciliation of property, plant and equipment - 2021

	Opening balance	Additions	Disposals	Depreciation	Total
Work in progress: Buildings	69 266 988	3 930 744	-	-	73 197 732
Building: East Wing	323 012 973	-	-	(14 337 817)	308 675 156
Furniture and fixtures	5 866 881	630 452	(2 813)	(658 319)	5 836 201
Motor vehicles	5 680 877	-	-	(800 373)	4 880 504
Office equipment	1 670 885	88 200	(11)	(206 002)	1 553 072
Computer equipment	10 451 136	663 550	(43 321)	(1 811 740)	9 259 625
Audio visual equipment	12 352 099	48 990	(12 404)	(1 191 255)	11 197 430
Artwork	230 733	-	-	(11 477)	219 256
Library books	501 031	-	-	(29 410)	471 621
Finance lease assets (Cellphones & tablets)	1 190 018	525 681	-	(888 354)	827 345
	430 223 621	**5 887 617**	**(58 549)**	**(19 934 747)**	**416 117 942**

Notes to the Financial Statements

Figures in Rand	2021	2020

6. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 2020

	Opening balance	Additions	Disposals	Depreciation	Total
Work in progress: Buildings	36 854 548	32 412 440	-	-	69 266 988
Building: East Wing	337 390 072	-	-	(14 377 099)	323 012 973
Furniture and fixtures	4 571 376	1 849 316	(1 367)	(552 444)	5 866 881
Motor vehicles	5 209 435	1 198 285	-	(726 843)	5 680 877
Office equipment	1 392 406	441 611	-	(163 132)	1 670 885
Computer equipment	8 782 664	3 348 177	(92 817)	(1 586 888)	10 451 136
Audio visual equipment	12 882 378	692 124	(65 711)	(1 156 692)	12 352 099
Artwork	242 241	-	-	(11 508)	230 733
Library books	519 689	10 580	-	(29 238)	501 031
Finance lease assets (Cellphones & tablets)	418 204	1 765 052	-	(993 238)	1 190 018
Finance lease assets (Printers & copiers)	966 225	-	-	(966 225)	-
	409 229 238	**41 717 585**	**(159 895)**	**(20 563 307)**	**430 223 621**

Notes to the Financial Statements

Figures in Rand	2021	2020

6. Property, plant and equipment (continued)

Pledged as security

No property, plant and equipment has been pledged as securities for liabilities.

Fully depreciated assets

Fully depreciated assets still in use are included in the office and computer equipment balance. The majority are old assets purchased in 2007-2009 for which the useful lives have already been extended on 2 occasions and management plans to dispose and replace these assets in the near future.

No adjustment in the financial statements were made as these assets are not material. If the useful lives of computer equipment are extended, the net book value will be adjusted by Rnil (2020: R29 199) which is 0% (2020: 0.28%) of the population. The net book value of office equipment, will be adjusted by Rnil (2020: R972) which is 0% (2020: 0.06%) of the population.

Details of building

Extension of the East Wing (Legislature Building)
The NWPL has been allocated funds in the 2016/19 MTEF period for infrastructure development which relates to the extension of the east wing for the building occupied by the Legislature. The capital expenditure incurred for this project were capitalised as work in progress in the prior financial years.

The construction was finalised during the 2018/19 financial period. The building with a cost of R344 853 593 is subject to s42 of the PFMA transfer to the North West Department of Public Works and Roads in the next financial period. The NWPL has already provided required information to conclude the transfer.

Work in progress
Work in progress consists of work already carried out on the refurbishment of the Chamber. To date costs has been capitalised under work in progress as follows:

- Capitalised expenditure	73 197 732	69 266 988

Repairs and maintenance

Repairs and maintenance relating to property, plant and equipment amounting to R7,338,180 (2020: R6,705,282) were incurred.

A fixed asset register containing the information required by section 30 of the FMPPL Act is available for inspection at the Legislature.

7. Intangible assets

	2021			2020		
	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value
Computer software	7 553 669	(5 167 608)	2 386 061	7 547 344	(4 682 284)	2 865 060

Reconciliation of intangible assets - 2021

	Opening balance	Additions	Amortisation	Total
Computer software	2 865 060	6 325	(485 324)	2 386 061

Notes to the Financial Statements

Figures in Rand	2021	2020

7. Intangible assets (continued)

Reconciliation of intangible assets - 2020

	Opening balance	Amortisation	Total
Computer software	3 529 123	(664 063)	2 865 060

Pledged as security

No intangible assets have been pledged as securities for liabilities.

No contractual commitment exists for the acquisition of intangible assets.

8. Finance lease obligation

	2021	2020
Minimum lease payments due		
- within one year	732 817	864 346
- in second to fifth year inclusive	174 360	449 396
	907 177	1 313 742
less: future finance charges	(43 813)	(99 617)
Present value of minimum lease payments	**863 364**	**1 214 125**

	2021	2020
Present value of minimum lease payments due		
- within one year	693 975	781 852
- in second to fifth year inclusive	169 389	432 273
	863 364	**1 214 125**

	2021	2020
Non-current liabilities	169 389	432 273
Current liabilities	693 975	781 852
	863 364	**1 214 125**

It is the Legislature's policy to lease cellphones & tablets for staff members under finance leases.

Contracts relating to cellphones and tablets have an option for renewal after 2 years. No restrictions are imposed by the lease arrangements and no purchase options exist for these assets.

The average lease term for cellphones and tablets are 2 years and 3 years for the photocopiers/printers.

Interest rates are fixed at the inception of the contract date, which was linked to prime.The average effective borrowing rate was 7% (2020: 10,25%).

All leases have fixed repayments and no arrangements have been entered into for contingent rent.

Notes to the Financial Statements

Figures in Rand	2021	2020

9. Provisions

Reconciliation of provisions - 2021

	Opening Balance	Additions	Total
Provision for bonus	5 653 503	508 815	6 162 318

Reconciliation of provisions - 2020

	Opening Balance	Additions	Utilised during the year	Reverse during the year	Total
Provision for bonus	5 186 700	5 653 503	(4 714 352)	(472 348)	5 653 503

The provision represents management's best estimate of the Legislature's liability for performance bonuses. The provision raised, is an estimates of the provision based on the anticipated performance of employees.

This anticipated performance is based on experience and performance by the employees of the Institution, taking into account performance trends in the prior periods. Furthermore, the amount of the performance bonus is determined with reference to the salary scales as at the end of the financial year.

The provision would be forfeited if the staff member resigns, prior to when it becomes due, thus the timing and value of these bonuses are uncertain.

10. Payables from exchange transactions

	2021	2020
Trade and other payables	29 050 078	12 314 456
Accrued leave pay	12 374 445	9 326 613
13th cheque accruals	5 264 366	4 363 748
	46 688 889	**26 004 817**

Fair value of trade and other payables

	2021	2020
Payables from exchange transactions	46 688 889	26 004 817

The fair value of trade and other payables approximates the carrying amount.

Accruals for 13th cheque amounts to one month's salary paid in the month in which the employees celebrate their birthdays. The 13th cheque is calculated on a pro-rated basis of the actual months employed if the employee only worked for part of the year.

Accrual for leave pay relates to employees' entitlement to annual leave that is due as a result of services rendered by employees up to reporting date. The accrual has been calculated based on salary rates effective on the reporting date.

11. Payables from non-exchange transactions

	2021	2020
Amounts payable to Provincial Revenue Fund	-	2 403 000
Amount payable to Political Parties	2 638 680	-
	2 638 680	2 403 000

The amount payable to Provincial Revenue Fund is due to a deposit incorrectly paid from the Provincial Revenue Fund during the 2019/20 period.

Amount payable to Political Parties relates to Constituency and Secretarial allowances due to Political Parties at year end.

The fair value of payables from non-exchange transactions approximates the carrying amount

Notes to the Financial Statements

Figures in Rand	2021	2020

12. Employee benefit obligations

Defined benefit plan

Actuarial valuations were performed to determine the financial obligation to the Legislature. The obligation is determined by calculating the present value of the possible long service award and gratuity benefit payable throughout the employee's service guided by the Legislature's policy.

a) Other long term benefits
Long service award (Employees)

Employees are entitled to a long service award upon attaing a required number of years' service:

- 10 years:	R 10,000
- 20 years:	R 20,000
- 30 years:	R 30,000
- Retirement:	R 10,000

Exit gratuity benefit (Members)

An Office Bearer who has served a minimum of five years and whose service is terminated is entitled to receive a once-off gratuity equal to four times pensionable monthly salary, for each five-year term, or a pro rata share of that for a part thereof, completed by the member. The probability of being re-elected has been assumed to be 33%. This implies a probability of 11% to be re-elected twice, 4% to be re-elected three times, etc.

b) Post employment benefit: Defined benefit plan
Pension fund gratuity (Members)

Political Office Bearer will receive a pension fund benefit upon ceasing to be a political office bearer which is made up of three components:

1. The basic Fund Credit comprising the total ordinary retirement-funding contributions paid by the member or by the employer on her/his behalf (including any transfer value received from another fund), plus net Fund returns.

2. The Additional Service Benefit, of 20% per year of qualifying service (up to a maximum of 10 years) multiplied by the member's Revalued Pensionable Salary as at date of leaving office. Qualifying service is all contributory service except for service as a diplomat.

3. In the case of a member who has completed more than one full term of office (or more than 5 years in office), the Equalisation Amount which is calculated as the accumulated value of deemed employer contributions of 20% of the member's pensionable salary over the member's full period of contributory service (but excluding any service as a diplomat), accumulated with Fund returns, but subject to a maximum of the difference between (a) an amount termed the Maximum Benefit and (b) the sum of (i) the member's basic Fund Credit, being the accumulated value of the member's own ordinary contributions (but excluding any such contributions made after completing 15 years of qualifying service) and the State's ordinary retirementfunding contributions, and (ii) the member's Additional Service Benefit. The Equalisation Amount has a minimum of zero.

The Maximum Benefit, as referred to above, is defined as the deemed capital value, calculated on a specified actuarial basis, of a pension annuity of 92.5% of the member's Revalued Pensionable Salary.

A member whose period of service is too short to qualify for the Equalisation Amount will instead qualify for a Terminal Gratuity benefit (which may be zero). This is the amount (if any) needed to top the member's basic Fund Credit plus Additional Service Benefit up to a total of 45% of the member's annual pensionable salary (as actually earned at the date of exit) for each year of qualifying service, pro-rated for fractions of a year. Again, service as a diplomat is excluded.

Prior to 29 February 2016 this entire benefit was met from the Political Office-Bearers Pension Fund. Following the changes to the Pension Fund Rules, on 29 February 2016, the value of the member's Additional Service Benefit, Equalisation Amount and Terminal Gratuity (as outlined above) were crystallised in the Fund at the lesser of the immediate value of these benefits as at 29 February 2016 and the discounted value of their expected amounts as at 30 June 2019 (i.e. the deemed date of the next election). Within the Fund these crystallised amounts are now pure defined contribution benefits (Fund Credits), increasing with Fund returns and further retirement-funding contributions for periods after 1 March 2016. Upon the earlier of the date of leaving office or 7 May

Notes to the Financial Statements

Figures in Rand	2021	2020

12. Employee benefit obligations (continued)

2019 (or the date of the next National Election if different), the amount held in the Fund (the Fund Credit) will be compared with the benefit that that the member would have received if the Rules had not been amended (as described above). If the Fund Credit is lower than the "old rules" benefit, then a gratuity will be payable outside of the Fund to compensate the member for the loss of Fund benefit(s) up to the member's date of leaving (or the election date, if earlier). This report outlines the cost of the gratuity payable outside of the Fund.

After the next election date, the gratuity amount due in respect of a member who return after the election is increased with price inflation and will ultimately be paid out upon the member's date of ceasing to be a political office bearer.

Overview
Long service awards accrued liability (Employees)
As at 31 March 2021, the total employer's accrued liability is R1,921,158. The total expense for 2020/21 was R413,061 The total recognised accrued liability as at 31 March 2021 is therefore R1,921,158. The total projected expense for 2021/22 is R332,052.

Exit gratuity accrued liability (Members)
As at 31 March 2021, the total employer's accrued liability is R2,060,188. The total expense for 2020/21 was R679,033. The total recognised accrued liability as at 31 March 2021 is therefore R2,060,188. The total projected expense for 2021/22,is R551,466.

Pension fund gratuity (Members)
As at 31 March 2021, the total employer's accrued liability is R4,483,000. The total expense for 2020/21 was R354,000. The total recognised accrued liability as at 31 March 2021 is therefore R4,483,000. The total projected expense for 2020/21 is R529,000.

The total employee benefit obligations recognised in the statement of financial position are as follows:

Carrying value		
Present value of the defined benefit obligation-wholly unfunded	(8 464 349)	(15 463 028)
Present value of the defined benefit obligation-partly or wholly funded	-	-
	-	-
Present value of unfunded obligations	**(8 464 349)**	**(15 463 028)**
Non-current liabilities	(8 087 138)	(7 014 522)
Current liabilities	(377 211)	(8 448 506)
	(8 464 349)	**(15 463 028)**

Notes to the Financial Statements

Figures in Rand	2021	2020

12. Employee benefit obligations (continued)

Changes in the present value of the total long term employee benefit obligations are as follows:

Opening balance	15 463 028	19 680 123
Benefits paid	(8 448 308)	(167 333)
Net transfer between divisions	-	(2 388 000)
Actuarial (gain) / loss	(99 734)	(4 959 892)
Net expense recognised in the statement of financial performance	1 549 360	3 298 130
	8 464 346	**15 463 028**

Net expense recognised in the statement of financial performance

Current service cost (included under employee related costs)	934 602	1 824 287
Interest cost (included under finance cost)	614 758	1 473 843
	1 549 360	**3 298 130**

Calculation of actuarial gains and losses

Discount rate changes	164 022	(171 072)
Changes in the participants to the entitled to the benefits	(87 936)	(112 259)
Miscellaneous	(618 543)	(1 207 523)
Actuarial (gain) and losses due to experience	(106 000)	(1 431 000)
Actuarial (gain) and losses due to assumptions	108 000	(14 000)
Staff changes	213 604	(1 795 287)
Increase in salaries	227 119	(228 751)
	(99 734)	**(4 959 892)**

Key assumptions used

The following main assumptions were used in valuing the obligation at the reporting date:

Long service awards accrued liability (Employees)		
Discount rates used	8.40 %	10.68 %
Consumer price index	4.63 %	5.62 %
Net discount rate	3.60 %	4.79 %
Exit gratuity accrued liability (Members)		
Discount rated used	5.86 %	6.89 %
Medical cost trend rates	3.78 %	4.22 %
Expected increase in salaries	4.78 %	5.22 %
Net discount rate	1.03 %	1.59 %
Pension fund gratuity accrued liability (Members)		
Discount rates used	6.70 %	8.80 %
Asset returns	6.70 %	8.80 %
Price inflation	3.60 %	4.80 %
Salary inflation	3.60 %	4.80 %

Basis of assumptions: Long service award and exit gratuity benefit

Due to guidance received from the auditing profession, the methodology of setting the financial assumptions has been updated to be more duration specific. At the previous valuation date, 31 March 2020 the duration of liabilities was 6.15 years (long service award) and 2.82 years (exit gratuity benefit). At this duration the discount rate determined by using the Bond Exchange Zero Coupon Yield Curve as at 31 March 2021 is 8.4% (long service award) and 5.86% (exit gratuity benefit) per annum. The assumed discount rate used at the previous valuation, 31 March 2020, was 10.68% per annum (long service award).

Notes to the Financial Statements

Figures in Rand	2021	2020

12. Employee benefit obligations (continued)

As mentioned in the paragraph above, the duration of liabilities was estimated to be 6.15 years (long service award) and 2.05 years (exit gratuity benefit) at the previous valuation date of 31 March 2020. At 31 March 2021 the yield on inflation-linked bonds of a similar term was about 3.13% (long service award) and 1.52% (exit gratuity benefit) per annum. This implies an underlying expectation of inflation of 4.63% per annum ([1 + 8.40% - 0.05%] / [1 + 3.13%] - 1) (long service award) and 3.78% per annum ([1 + 5.86% - 0.5%] / [1 + 1.52%] - 1) (exit gratuity benefit).

The CPI was used to determine the level of salary inflation of 4.78%, which was at a 1.0% premium to the CPI (exit gratuity benefit).

However, it is the relative levels of the discount rate and CPI, to one another that are important, rather than the nominal values. We have thus assumed a net discount factor of 3.6% per annum ([1 + 8.40%] / [1 + 4.63%] - 1) (long service award) and 1.59% per annum ([1 + 5.86%] / [1 + 4.78%] - 1) (exit gratuity benefit).

Basis of assumptions: Pension fund gratuity benefit.

Discount rate:

The discount rate of 6.7% proposed for the 2021 year end has been set with reference to the yields obtained from the zero coupon yield curve published by the Johannesburg Stock Exchange at 31 March 2021 at a duration of 4 years.

Due to the "better of" nature of the arrangement, the duration was previously more volatile than that which would normally be observed for a standard gratuity arrangement. As a result of the crystallisation of the benefit at the election date, we would expect the duration of the liability move in a consistent manner going forwards.

Asset returns: We have assumed that members' Fund Credits grow in line with the discount rate used above. We would note that since the benefit is crystallised, this is no longer used.

Price inflation rate: We propose future inflation rates of 3.6% per annum for current year end. This is calculated from the difference between the yield obtained from the zero coupon yield curve published by the Johannesburg Stock Exchange and the yield obtainable on the real yield curve constructed from the available data for inflation linked bonds at points corresponding to that used in calculation of the discount rate. In the derivation of the proposed inflation rates allowance was made for a 0.5% inflation risk premium.

Salary inflation: It has been assumed that salary increases for North West Provincial Legislature members would increase in line with price inflation.

An allowance of 5% per annum is made for members claiming the Gratuity each year with members remaining at the 30 June 2024 election being paid out their full Gratuity. Thereafter, no further gratuity payment is assumed to be payable to members.

Demographic assumptions

Long service awards accrued liability (Employees):

The following demographic assumptions were applicable over the prior and current valuation periods:

Mortality	SA85-90
Normal retirement age	63

Amounts for the current and previous four years are as follows:

	Example at stated age	Female rates	Male rates
Withdrawal from service	20	24 %	16 %
Withdrawal from service	30	15 %	10 %
Withdrawal from service	40	6 %	6 %
Withdrawal from service	50	2 %	2 %
Withdrawal from service	55	1 %	1 %
Withdrawal from service	60	- %	- %

12. Employee benefit obligations (continued)

Effect of mortality on the obligation for long service awards and gratuity benefits

The table that follows shows the impact of a change in the mortality assumption from SA85-90 to SA85-90-2, i.e. a two-year adjustment.

	31 March 2021 Valuation basis-2	*Mortality basis
Employer's accrued liability	3 981 346	4 002 603
Employer's expense cost	762 791	767 201

* Mortality Basis -2 (with a two-year age adjustment) means that, to each beneficiary we assigned a mortality rate of an individual two years younger than that beneficiary. The resulting mortality implies that the individual lives longer than expected in the valuation basis.

The above table highlights the effects of a two-year adjustment to the mortality assumption as at 31 March 2021. The adjustment would result in a 0.60% increase in the long service awards accrued liability and 0.47% increase in the gratuity accrued liability.

Effect of discount rate assumption on the long service award liability (Employees)

The future cashflows emanating from bonuses earned on accrued service are discounted back to present value via the duration specific discount rate. The current discount rate assumption, which forms part of the valuation basis, was 8.4%. The effect of a one percent increase and decrease in the discount rate is as follows:

	One percentage point decrease	**31 March 2021 Valuation basis**	**One percentage point increase**
Employer's accrued liability	2 047 323	1 921 158	1 808 320
Employer's service cost	189 036	176 563	165 463
Employer's interest cost	146 281	155 489	163 434

The above table illustrates that for the 31 March 2021 financial year, a 1% increase in the discount rate assumption will result in roughly a 5.87% decrease in the accrued liability. Similarly, a 1% decrease in the discount rate assumption will result in roughly a 6.57% increase in the accrued liability.

Effect of salary inflation on the exit gratuity payable (Members)

The valuation bases assume that the salary inflation rate (which manifests itself as the annual increase in employees' salaries which determine the Gratuity payable) will be 1.03% less than the corresponding discount rate, in the long term. The effect of a one percent increase and decrease in the salary inflation rates is as follows:

	One percentage point decrease	**31 March 2021 Valuation basis**	**One percentage point increase**
Employer's accrued liability	1 977 401	2 060 188	2 131 266
Employer's expense cost	381 034	430 739	487 449

The above table illustrates that for the 31 March 2021 financial year, a 1% increase in the salary cost inflation assumption will result in roughly a 3.45% increase in the accrued liability. Similarly, a 1% decrease in the salary inflation assumption will result in roughly a 3.05% decrease in the accrued liability.

Effect of discount rate assumption on pension fund gratuity liability

The effect of a one percent increase and decrease in the discount rate is as follows:

	One percentage point decrease	**31 March 2020 Valuation basis**	**One percentage point increase**
Effect on the aggregate of the service cost and interest cost	4 614 000	4 483 000	4 357 000
	-	-	-

The amounts for the current and previous three years were as follows.

	2021	**2020**	**2019**	**2018**
Defined benefit obligation	8 464 346	15 463 028	19 680 123	14 496 607

Notes to the Financial Statements

13. Interest income

Interest income		
Bank	3 429 937	2 404 163

14. Revenue

Commissions received	105 145	96 259
Interest income	3 429 937	2 404 163
Donated funds (SETA)	1 458 000	840 000
Appropriation	450 511 000	500 301 000
	455 504 082	503 641 422

The amount included in revenue arising from exchanges of goods or services are as follows:

Commissions received	105 145	96 259
Interest income	3 429 937	2 404 163
	3 535 082	**2 500 422**

The amount included in revenue arising from non-exchange transactions is as follows:

Other revenue		
Donated funds (SETA)	1 458 000	840 000
Transfer revenue		
Appropriation	450 511 000	500 301 000
	451 969 000	**501 141 000**

15. Appropriation

Operating grants		
Annual appropriation	408 858 000	457 907 000
Statutory appropriation	43 302 000	44 837 000
Less: Overpayment from Provincial Revenue Fund	-	(2 403 000)
Less: Public Works Debt repayment	-	(40 000)
Less: Unfunded portion	(1 649 000)	-
	450 511 000	**500 301 000**

Annual appropriation

Included in above are the following appropriation received:

Final appropriation: Administration Programme	230 953 000	284 379 000
Final appropriation: Legislative Operations Programme	177 905 000	173 528 000
Actual funds received	(407 209 000)	(457 907 000)
	1 649 000	**-**

Statutory appropriation

Member's Remuneration	43 302 000	44 837 000
Actual statutory Appropriation received	(43 302 000)	(44 837 000)
Funds not requested/not received	**-**	**-**

The total Appropriation for the NWPL for the 2020/21 period amounted to R452 160 000 of which R450 511 000 is funded and the balance of R1 649 000 is unfunded (both amounts make up R408 858 000 of the Annual appropriation and R43 302 000 of Statutory funds).

Notes to the Financial Statements

Figures in Rand	2021	2020

15. Appropriation (continued)

Funded portion:

The R450 511 000 is funded by the North West Provincial Treasury.

Unfunded Portion:

The unfunded portion is made up of R1 649 000 which the Provincial Legislature is expected to fund from its own revenue derived from financing activities (interest).

16. Remuneration cost

Remuneration of members	30 132 723	32 888 677
Remuneration of staff	195 168 966	175 686 714
	225 301 689	**208 575 391**

Remuneration of members

13th Cheque	-	65 705
Basic earnings	31 184 348	28 840 014
Car allowance	298 000	139 495
Group life insurance	472 721	453 920
Medical aid company contributions	1 977 519	1 678 018
Pension contributions	3 877 983	3 845 525
Employee benefit obligation	(7 677 848)	(2 134 000)
	30 132 723	**32 888 677**

Remuneration of staff

13th Cheque	10 414 806	9 318 693
Leave pay provision charge	3 510 694	2 994 160
Bonus	5 617 520	5 181 155
Overtime payments	151 588	196 112
Basic earnings	128 768 543	114 263 865
Acting allowance	1 604 856	932 261
Uniform allowance	-	13 990
Housing benefit allowance	8 074 330	7 713 657
Car allowance	7 218 290	7 051 157
Unemployment Insurance Fund	372 544	382 565
Group life insurance	3 018 513	2 682 622
Medical aid company contributions	10 701 616	10 114 824
Pension contributions	15 551 522	13 438 699
Employee benefit obligation	164 146	1 402 954
	195 168 966	**175 686 714**

The Government Employees Pension Fund (GEPF)

Contribution to the GEPF for the reporting period	15 551 522	13 438 699

Notes to the Financial Statements

Figures in Rand	2021	2020

16. Remuneration cost (continued)

Contributions to pension funds

Retirement benefits are provided by membership of the Government Employees Pension Fund which is a defined benefit fund. The North West Provincial Legislature's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees. The obligation of the fund is guaranteed by the National Revenue Fund and not by the individual government departments and entities. This responsibility is governed by the Government Employees Pension Law, Proclamation 21 of 1996.

The Political Office Bearers Pension Fund (POBF)

Contribution to the POBF for the reporting period	3 877 983	3 845 525

Contributions to pension funds

The Political Office Bearers Pension Fund has a defined contribution and a defined benefit section in terms of which the basis of funding of retirement benefits is on a defined benefit basis through additional service and equalisation benefits provided by National Treasury, and on a defined contribution basis through the utilisation of the member credits accumulated. This responsibility is governed by the Members of Parliament and Political Office Bearers Pension Scheme Act, 1984 (Act No. 112 of 1984) as ammended in 1992. The North West Provincial Legislature's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees.

17. Finance costs

Finance cost	1 276 576	485 495
Employee benefit interest cost	614 758	1 473 843
	1 891 334	**1 959 338**

18. Transfers and subsidies

Research allowance	4 158 000	3 960 000
Secretarial allowance	3 060 756	2 915 000
Constituency allowance	31 445 437	20 424 570
Political party funding	11 747 760	11 188 344
	50 411 953	**38 487 914**

Transfers and subsidies relate to non-exchange payments made to Political Parties.

Notes to the Financial Statements

Figures in Rand		2021	2020

19. Goods and services

Advertising		8 376 179	5 087 545
Assets expensed		342 007	1 174 105
Auditors remuneration	22	2 921 669	4 245 650
Bank charges		108 304	116 515
Catering expense		1 355 105	9 147 669
Committee expenses		1 645 604	1 996 964
Communication expense		5 148 209	4 926 980
Conferences and seminars		-	1 488 008
Consulting and professional fees	24	19 917 588	22 558 151
Consumables		447 004	744 562
Consumables: Diesel		431 508	293 160
Entertainment		-	66 980
Expenditure incurred to repair and maintain assets		7 338 180	6 598 634
Gifts and promotional		155 732	1 982 470
Insurance		560 887	113 866
Learnership & bursaries		2 769 703	2 009 361
Legal cost		3 287 191	693 651
License fees		3 821 779	705 023
Motor vehicle expenses		673 122	2 089 574
Plants and Flowers		6 850	10 080
Postage and courier		-	650
Printing and stationery		2 685 836	7 528 096
Professional bodies, membership and subscription fees		751 437	997 858
Rental & hiring expenses		7 987 807	13 075 137
Security services		4 123 098	3 821 601
Staff welfare		25 251	122 458
Training		386 192	1 228 045
Travel and accommodation		14 032 007	45 852 421
Uniforms		34 739	330 362
Venues and facilities		5 000	155 974
		89 337 988	**139 161 550**

20. Operating surplus

Operating surplus for the period is stated after accounting for the following:

Profit/(Loss) on sale of property, plant and equipment	(36 342)	(123 482)
Amortisation on intangible assets	485 324	664 064
Depreciation on property, plant and equipment	19 934 747	20 563 305
Remuneration costs	225 301 687	208 575 391

Notes to the Financial Statements

Figures in Rand	2021	2020

21. Auditors' remuneration

Fees	2 921 669	4 245 650

22. Cash generated from operations

Surplus	68 204 441	99 066 270
Adjustments for:		
Depreciation and amortisation	20 420 071	21 227 369
(Gain)/Loss on sale of assets and liabilities	36 342	123 482
Finance costs	1 891 334	1 959 338
Interest received basis difference	(70 243)	(238 673)
Movements in employee cost	4 209 771	378 163
Transfers and subsidies	3 938 680	(90 000)
Appropriation	-	2 443 000
Actuarial gains/losses	(99 734)	(4 959 892)
Commission	(105 145)	(96 259)
Changes in working capital:		
Receivables from exchange transactions	(596 140)	(1 321 841)
Receivables from non-exchange transactions	90 000	-
Payables from exchange transactions	5 257 960	(4 143 958)
Payables from non-exchange transactions	(2 403 000)	-
	100 774 337	**114 346 999**

23. Consulting and professional fees

Financial consulting	16 177 325	17 269 885
Information Systems Consultants	3 396 827	4 084 169
Sign language Interpreters	336 000	275 800
Other consultants	7 436	928 296
	19 917 588	**22 558 150**

Notes to the Financial Statements

Figures in Rand	2021	2020

24. Contingencies

Contingent liabilities

Imbizo Office Furniture (Supplier) has filed a civil action against NWPL in 2014 over an appointment letter issued by the NWPL that was not honoured as a result of a tender process. This case is still active according to court records. The potential cost to the Legislature amounts to R14 560 145; 2021 (R14 560 145; 2020).

EFF members have filed a civil action against the NWPL in February 2021 over the alleged unlawful assault on their members during the State of Province address that was held on the 20th of February 2020. This case is still active according to court records. The potential cost to the NWPL amount to R4 500 000.

SA Pulse Media had entered into a written agreement with NWPL during March 2016 where they provide the advertorial services to the NWPL. SA Pulse Media alleges that they performed the services (Banner Weblink and Premium Listing) in terms of their contractual agreement. Invoice PM-229111-SA was issued but never been paid by NWPL. This case is still active according to court records. NWPL disputes that the service was received from the supplier and that the party to contract was not duly authorised to enter any contract on behalf of the NWPL.. The potential cost to the NWPL amount to R683 726,40.

Nature of contingent liabilities

Supplier dispute	14 560 145	14 560 145
EFF Members	4 500 000	-
SA Pulse Media	683 726	-
	19 743 871	**14 560 145**

Contingent assets

The Legislature instituted summons against a member for the recovery of over-expenditure on his private quota. This case was instituted in Mmabatho High Court and the case is pending.

Nature of contingent asset

Staff labour dispute	131 516	131 516

Notes to the Financial Statements

Figures in Rand	2021	2020

25. Related parties

Relationships

Custodian of public resources	The North West Provincial Treasury
Registered owner of the legislature buildings and precinct	North West Department of Public Works and Roads
Close family member of key management	None
Members of key management	
Speaker of the Legislature	Hon SR Dantjie
Deputy Speaker	Hon Motsumi
Secretary of the Legislature	Mr OS Mosiane
Deputy Secretary of the Legislature (Admin)	Ms M Maleme (contract ended 30 April 2020)
Chief Financial Officer	Mr T Lehutso
Executive Manager: Corporate Services	Mr AJ Maphetle
Executive Manager: Policy, Research & Committees	Mr BM Tsenca
Executive Manager: Speaker's Office	Mr TE Chaane
Executive Manager: Infrastructure	Mr MP Malgas (contract ended 31 March 2020)
Executive Manager: Parliamentary Services	Ms A Diutlwileng

Emoluments of key management have been disclosed in note 27.
The members and executives of the North West Provincial Legislature are disclosed in the Accounting Officer’s report, item 9.

Related party balances

Amounts included in Trade receivable (Trade Payable) regarding related parties

	2021	2020
Other receivables from exchange transactions	554 985	656 111
Payables from non-exchange transactions	-	(2 403 000)

Included in other receivables are amounts recoverable from Members due to cell phone use and subsistence and travel expenses. The terms and conditions of the related party balance is interest free, unsecured and the repayment terms is per the discretion of management.

Included in Payables from non-exchange transactions is a deposit incorrectly paid from the Provincial Revenue fund.

Included in Other receivables from exchange transactions are a provision for bad debts for our Members of R197 417: 2021 (R200 652: 2020).

Related party transactions

Revenue received from related parties

	2021	2020
North West Provincial Treasury	450 511 000	500 301 000
Payments to related parties		
Hon Mahlakeng	116 783	923 311
Hon Moiloa	5 358	205 787
Hon Diale	1 120 518	1 204 564
Hon Schutte	415 390	397 467
Hon Motswenyane	639 563	576 099
Hon Theologo	1 144 845	1 178 655
Hon Botswe	1 386 546	1 261 654
Hon Faleni	350 633	339 723
Hon Motsi	340 342	327 693
Hon Sehloho	391 585	111 001
Hon Mosala	500 441	398 039
Hon Ntshangani	765 487	114 914
Hon NL Miga	567 840	-
Hon Maluleke	-	661 686
Hon Tlhapi	5 358	205 787

Notes to the Financial Statements

Figures in Rand	2021	2020

25. Related parties (continued)

Hon Babuile	1 309 316	1 339 701
Hon Visser	3 064	111 344
Hon Elisha	2 035 926	733 412
Hon Galeng	900 852	659 678
Hon Tlhape	3 745	136 102
Hon Masike	1 231 315	558 457
Hon Cwaile	910 295	1 449 213
Hon Dikolomela	1 139 675	1 042 529
Hon Dliso	1 397 162	1 348 241
Hon Edwards	1 129 189	1 048 442
Hon Kegakilwe	1 613	70 105
Hon Kerileng	1 211 565	1 069 776
Hon Kleynhans	1 181 850	1 103 704
Hon Lenkopane	1 403 343	1 260 122
Hon Mataboge	1 379 175	1 267 233
Hon Medupe	1 415 811	1 318 901
Hon Motswana	1 393 452	1 213 104
Hon Mosenogi	1 613	70 105
Hon Nel	1 379 810	1 303 615
Hon Rabotapi	1 303 747	1 211 030
Hon Sebegoe	1 591 694	1 432 424
Hon Sonakile	1 277 735	1 189 306
Hon Williams	1 448 452	1 272 108
Hon Xaba	1 223 162	1 019 024

North West Provincial Revenue Fund

2021
- Revenue received relates to the annual appropriation received from Provincial Revenue Fund in the normal course of business.

2020
- Revenue received relates to the annual appropriation received from Provincial Revenue Fund in the normal course of business

26. Services in kind

South African Police Service (SAPS)

North West Provincial Legislature receives services relating to the safeguarding of the building from SAPS at no cost to the Legislature.

North West Department of Public Works and Roads

North West Provincial Legislature occupies a building owned by the North West Department of Public Works and Roads. No rental or utilities are being paid by the North West Provincial Legislature.

North West Provincial Legislature was not able to determine the above service in kind at year end, as the calculation thereof was impractical. Currently no active market exist to determine the market value of the service in kind

National Parliament

National Parliament paid for training of North West Provincial Legislature members during the financial year. The training amounted to R34,100 per member for the year and 12 MPLs received this training course.

Notes to the Financial Statements

Figures in Rand

27. Management emoluments

Executive

2020

	Basic salary	13th cheque/ Performance bonus	Pension fund-contribution:	Medical aid contribution	Contribution to bargaining council	Contribution Old Mutual	Unemployment Insurance Fund (UIF)	Total
Speaker of the Legislature	1 595 585	-	267 002	115 208	-	34 425	-	2 012 220
Deputy Speaker	1 269 196	-	216 063	130 012	-	27 858	-	1 643 129
Secretary of the Legislature	2 508 431	281 236	241 940	68 827	54	42 407	1 785	3 144 680
2nd Deputy Secretary of the Legislature	220 388	80 417	12 545	4 159	5	2 295	149	319 958
Executive Manager: Corporate Services	1 507 549	114 491	163 954	62 747	-	34 531	1 785	1 885 057
Executive Manager: Policy, Research Acting	426 878	-	37 911	-	14	-	-	464 803
Executive Manager: Parliamentary Services	1 967 439	114 491	218 518	32 269	54	38 391	1 785	2 372 947
Executive Manager: Speaker's Office	1 657 513	206 115	138 184	-	54	29 029	1 785	2 032 680
Executive Manager: Infrastructure	83 735	12 440	-	-	54	-	-	96 229
Executive Manager: Chief Financial Officer	1 570 452	114 491	164 861	-	54	34 860	1 785	1 886 503
	12 807 166	**923 681**	**1 460 978**	**413 222**	**289**	**243 796**	**9 074**	**15 858 206**

Notes to the Financial Statements

Figures in Rand

27. **Management emoluments (continued)**

Executive

2020

	Basic salary	13th cheque/ Performance bonus	Pension fund-contribution:	Medical aid contribution	Contribution to bargaining council	Contribution Old Mutual	Unemployment Insurance Fund (UIF)	Total
Speaker of the Legislature	1 572 314	-	262 726	108 971	-	33 832	-	1 977 843
Deputy Speaker	138 192	-	22 898	8 528	-	2 420	-	172 038
Deputy Speaker	1 144 834	-	191 522	82 323	-	24 418	-	1 443 097
Secretary of the Legislature	2 247 524	290 619	185 335	71 971	54	32 607	1 785	2 829 895
Deputy Secretary	89 551	51 422	-	-	-	-	-	140 973
2nd Deputy Secretary of the Legislature	1 664 059	87 205	150 541	46 365	54	25 910	1 785	1 975 919
Manager: Legal (Acting)	1 081 119	193 322	114 658	37 345	-	23 744	1 487	1 451 675
Executive Manager: Corporate Services	877 679	49 181	75 472	48 004	23	15 703	1 190	1 067 252
Executive Manager: Policy, Research Acting	930 066	116 199	78 920	54 416	36	16 884	1 190	1 197 711
Executive Manager: Parliamentary Services	1 279 237	73 658	116 632	30 152	54	20 520	1 785	1 522 038
Executive Manager: Speaker's Office	1 408 823	137 421	95 253	-	54	20 444	1 785	1 663 780
Executive Manager: Infrastructure	1 243 702	144 476	118 381	80 573	54	25 408	1 785	1 614 379
Executive Manager: Chief Financial Officer	1 313 608	73 658	116 632	-	54	25 032	1 785	1 530 769
Executive Manager: Public, Participation & Petitions	1 045 760	128 882	88 785	34 327	41	19 086	1 338	1 318 219
	16 036 468	**1 346 043**	**1 617 755**	**602 975**	**424**	**286 008**	**15 915**	**19 905 588**

Notes to the Financial Statements

28. Commitments

Authorised capital expenditure

	2021		2020	
Already contracted for	**Within 1 year**	**Within 2 - 5 years**	**Within 1 year**	**Within 2 - 5 years**
Legislature Chamber	5 843 814	8 824 620	5 843 814	8 824 620
NWPL Security Upgrades - National Key Points	12 974 718	9 480 937	-	-
	18 818 532	**18 305 557**	**5 843 814**	**8 824 620**
Total capital commitments				
Already contracted for	18 818 532	18 305 557	5 843 814	8 824 620
Total commitments				
Authorised capital expenditure	18 818 532	18 305 557	5 843 814	8 824 620

The commitments relates to the refurbishment of the North West Provincial Legislature Chamber as well as the Security Upgrade of the National Key Point. The funds budgeted for the refurbishment of the chamber were reprioritized and as such, no expenditure was incurred in the financial period 2020/21. The NWPL incurred an accrual of R3 930 744,27 relating to Security Upgrades.

Notes to the Financial Statements

29. Prior period errors

Property, plant and equipment

a) Computer equipment were acquired by former employees in the previous financial year. Those employees requested that the amount due should be deducted from their leave pay-outs. This resulted in Receivables being understated by R36 412, Computer equipment overstated by R42 825,56 (Cost price: R119 335,21 Accumulated depreciation: R76 509,65), depreciation overstated with R2 486,55 and a loss of disposal of assets of R6 413,55.

b) Library books were purchased in the 2018/19 year and were not accounted for as a result payables and Library books were understated by R26 675,78. Accumulated depreciation was understated by R1 453,86. Depreciation for the 2019/20 period was understated by R1 069 and retained earnings was overstated by R384.

The total net effect on assets and depreciation is a reduction of R15 117 in property plant and equipment, a reduction of R1 417 in depreciation.

Remuneration Cost

c) During the prior year one employee was omitted in the workings which resulted in an understatement of R4 158,18 and one other employee was duplicated which resulted in an overstatement of R14 365,50. As a result remuneration cost and payables were overstated by R10 207,32.

Retained earnings

d) During the 2018/19 Financial period, the NWPL appointed a sheriff of the High court to conduct an auction of old pool vehicles. The costs due to the Sheriff were not paid and no accrual was raised. As a result payables and retained earnings were understated by R37 087,50.

Credit cards

e) The comparative figure for the 2020 financial period for the credit card facilities disclosed in note 5 has been corrected to reflect R75 000 as opposed to R475 000.

Goods and services

f) The following adjustments have been made to correct the allocation of the prior year goods and services in note 19 of the financial statements:

1. Consumables of R230 878,05 have been reallocated from Printing & Stationery line item to the Consumables line item.
2. The Diesel expenses of R293 160,02 from the prior year has been reallocated from Repairs & maintenance to a new lineitem that has been created for Consumables Diesel.

Payables

g) The accruals for the prior period were reassessed and reversed after reconciliation with the supplier. The effects of the reversal resulted in an adjustments:

- an increase of R386 197,03 in the 2018/19 retained earnings and a reduction in payables of R386 197,03.
- an reduction of R182 039,98 in the 2019/20 Goods and Services and payables.

The correction of the error(s) results in adjustments as follows:

Statement of financial position and financial performance

Property, plant and equipment		(15 117)
Receivable from exchange transaction	-	36 412
Payables from exchange transactions	-	514 681
Remuneration employees	-	(10 207)
Depreciation	-	(1 417)
Loss on sale of assets	-	6 414
Goods and services	-	(182 040)
Retained earnings	-	(348 726)

Notes to the Financial Statements

30. Fruitless and wasteful expenditure

Opening balance	1 151 694	850 434
Add : Public Investment Corporation Interest	3 669	4 709
Add: AGSA interest	-	6 937
Add: Traffic fines, cancellations and repair charges	55 984	80 312
Add: Interest Atlantis Corporate	-	379 478
Add: Umbengo (Damage due to negligence)	66 784	-
Add: Interest AMS (Library Books)	11 277	-
Less: Interest written off by the AGSA (prior years)	-	(33 227)
Less: AGSA Interest written off/acknowledged as debt	-	(6 937)
Less: Debt acknowledged and recovered	(27 599)	(87 074)
Less: PIC Interest Acknowledged as debt	(3 669)	(4 709)
Less: Traffic fines, Cancellations and repair charges debt acknowledged as debt	(5 809)	(38 229)
Less: Umbengo (Damage due to negligence) refunded	(66 784)	-
	1 185 547	**1 151 694**

Fruitless and wasteful expenditure comprises of interest on over due accounts and late payments to suppliers, costs for damages due to negligence and traffic fines, cancellation fees and repair charged incurred from travel agencies. The following fruitless and wasteful expenditure has been recovered during the 2020/21 period:

1. An amount of R27 599,14 for fruitless and wasteful expenditure has been recovered from the former MPLs during April 2020 by way of a deduction made from their exit gratuities.

2. Umbengo which is a company that was leasing high volume printers to the Legislature charged the NWPL R66 783, 95 fordamages to the photocopier machines due to negligence. The supplier refunded the NWPL the full amount in March 2021.

3. During the 2020/21 financial period, the CFO acknowledged the total debt of R9 478 that consists of R5 809 from Travelagencies (Traffic Fines, Tyres and Windscreen Damages) and R3 669 for Interest incurred on late payments to the Public Investment Corporation (PIC).

31. Irregular expenditure

Opening balance	347 995 894	310 086 615
Add: Irregular Expenditure - current year	4 870 031	40 688 397
Less: Adjustment	(181 194)	(2 779 118)
Less: Amounts condoned	(85 293 731)	-
	267 391 000	**347 995 894**

Analysis of expenditure awaiting condonation per age classification

Current year	4 870 031	40 688 397
Prior years	262 520 969	307 307 497
	267 391 000	**347 995 894**

Details of irregular expenditure

	Disciplinary steps taken/criminal proceedings		
Irregular expenses	Amounts under investigation but not finalised	15 386 019	18 034 834
Irregular contracts	Amounts under investigation but not finalised	250 641 551	328 597 630
Travel card fraud	Amounts under investigation but not finalised	1 363 430	1 363 430
		267 391 000	**347 995 894**

Notes to the Financial Statements

31. Irregular expenditure (continued)

Details of irregular expenditure

Irregular expenditure of R4 870 031,12 was incurred as at 31 March 2021. During the course of the financial period NWPL under-took a condonation process whereby irregular expenditure to the value of R85 293 730,61 was finalised and condoned. The R85 293 730,61 is made up of irregular expenditure which was incurred on irregular contracts (R82 426 021,74) and quotations (R2 867 708,87). The NWPL has further de-recognised an amount of R181 194 after an investigation into the irregular expenditure was conducted.

32. Unauthorised expenditure

Unauthorised expenditure	18 743 000	18 743 000

The unauthorised expenditure has been investigated and submitted to Provincial Treasury for condonation at 31 March 2020 these expenditure has not yet been approved. The total amount of R18 743 000 is awaiting condonation.

33. Budget differences

Material differences between budget and actual amounts

The budget is approved on a cash basis by functional classification and allocated according to the Expenditure Reporting Frame-work. The Approved budget covers the period from 1 April 2020 to 31 March 2021. The budget and accounting basis differ. The financial statements are prepared on the accrual basis using a classification on the nature of expenses in the statement of financial performance.

The amounts in the financial statements were reconciled from the accrual basis to the cash basis and reclassified by functional classification to be on the same basis as the final approved budget. A reconciliation between the actual amounts on a compara-ble basis as well as the amounts of these adjustments are identified and presented in the statement of comparison of budget and actual amounts and the actual amounts in the cashflow statement for the period 31 March 2021. The financial statements and the budget documents are thus not prepared for the same period. Furthermore, there is a basis difference: the budget is prepared on a cash basis and the financial statements are prepared on the accrual basis.

33.1
Interest received

The year on year increase on the interest received is as a result of the higher credit balances as compared to the prior financial year.

Other Income

Other Income comprises of funds which were received from PSETA for learnerships. The year on year increase on the fund is as a result of the proportional funding of the programme according to its duration across financial years.

33.2
Appropriation

The total Appropriation for the NWPL for the 2020/21 period amounted to R452 160 000 of which R450 511 000 is funded and the balance of R1 649 000 is unfunded (both amounts make up R408 858 000 of the Annual appropriation and R43 302 000 of Statutory funds). The year on year decline is as a result of the budget cut on the 2020/21 allocation to fund the National COVID19 intervention.

Funded portion:

The R450 511 000 is funded by the North West Provincial Treasury.

Unfunded Portion:

The unfunded portion is made up of R1 649 000 which the Provincial Legislature is expected to fund from its own revenue derived from financing activities (interest).

Notes to the Financial Statements

33. Budget differences (continued)

33.3
Employee Cost:

1. During the 2020/21 financial period, the Legislature had advertised and budgeted for various vacancies, however due to the current pandemic the positions could not filled.

2. The underspending is further attributed to non-implementation of the saving on salaries for MPLs as a result of non promulgation of the annual salary increment by the President and the Premier respectively as well as the delayed payment of performance bonuses.

Goods and services:

The Underspending in terms of Goods and services, the underspending is mainly linked to activities that could not be performed and some public participation programmes had to be cancelled as a result of the COVID-19 restrictions.

Transfers and subsidies:

1. Transfers and subsidies were over budgeted for by R1 381 682,64. Following the submission from the office of the Chief Whip of the House, it was anticipated that the Speaker may approve an increase on the transfers to in respect of Political Party Funding to cater for an increase on salaries of the staff in the Chief Whip's Office.

2. Furthermore, during the 2020/21 financial period as at 31 March 2021 the Legislature has not yet made some of the allocated payments to political parties to the value of R2 638 680 due to the delays on payment of quarterly tranches to political parties as a result of non-submission of prerequisite documentation.

3. The African National Congress further repaid a portion of their debt to the value of R1 300 000.

Finance costs:

Finance costs are not budgeted for.

33.4
Due to Covid-19, most of Legislature activities have been delayed. This has also impacted the acquisition of assets.

34. Risk management

Financial risk management

Due to the largely non-trading nature of the activities and the way in which it is financed, the legislature is not exposed to the same degree of financial risk faced by business entities.

The Legislature recognises the need to implement Risk Management. The Accounting Officer accordingly maintains effective, efficient and transparent systems of risk management and internal control. Risk management is an integral part of the institution's activities to reduce risks to acceptable levels. Continued integration of risk management into key decision-making processes of the organisation was also achieved with the explicit inclusion of risk management principles into the department's strategic and business planning processes.

34. Risk management (continued)

Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash and the availability of funding through an adequate amount of committed credit facilities.

The Legislature's risk to liquidity is a result of the funds available to cover future commitments. The Legislature manages liquidity risk through an ongoing review of future commitments and credit facilities.

The table below analyses the Legislature's financial liabilities into relevant maturity groupings based on the remaining period at the statement of financial position to the contractual maturity date. The amounts disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

At 31 March 2021	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Finance lease obligations	693 975	169 389	-	-
Payables from non-exchange transactions	2 638 680	-	-	-
Payables from exchange transactions	46 688 889	-	-	-
At 31 March 2020	**Less than 1 year**	**Between 1 and 2 years**	**Between 2 and 5 years**	**Over 5 years**
Finance lease obligations	1 214 125	-	-	-
Payables from non-exchange transactions	2 403 000	-	-	-
Payables from exchange transactions	26 004 824	-	-	-

Credit risk

Credit risk consists mainly of cash and cash equivalents and trade receivables from exchange - and non-exchange transactions. The entity only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Refer to note 5 in Cash and cash equivalents for the total facilities of credit cards with their respective limits.

Financial assets exposed to credit risk at year end were as follows:

Financial instrument	2021	2020
Cash & cash equivalents	174 026 660	76 820 650
Receivables from exchange transactions	2 913 620	2 653 572
Receivables from non-exchange transactions	1 272 258	2 662 258

Receivables from exchange transactions have been updated to exclude prepayments which does not fall within the definition of financial instruments.

Market risk

Interest rate risk

As the Legislature has no significant interest-bearing assets, the Legislature's income and operating cash flows are substantially independent of changes in market interest rates.

35. Going concern

We draw attention to the fact that at 31 March 2021, the Legislature had an accumulated surplus of R533 651 988 and that the Legislature's total liabilities exceed its assets by R533 651 988.

Notes to the Financial Statements

35. Going concern (continued)

The financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

The ability of the entity to continue as a going concern is dependent on the fact that the entity would receive appropriation from North West Provincial Treasury for its ongoing operations

36. Impact of Covid-19 on the Legislature

The worldwide pandemic, Coronavirus has had a significant impact on Legislature's normal operations for the 1st and the 2nd quarters of the 2020/21 financial year. Public participation and Legislature oversight programmes had to be suspended and where practical, were conducted on virtual platforms.

To ensure business continuity, the NWPL established a Covid-19 Committee pursuing the formulation, implementation and monitoring the adjusted risk management strategies to deal with the emerged risks as well as ensuring compliance with the National Disaster Regulations for COVID-19. The Committee had to ensure business continuity in the institution and productivity was not compromised.

To this end, the Legislature has executed the following mitigation steps:

- A COVID-19 Compliance Officer and COVID-19 Committee has been appointed;
- A COVID-19 risk assessment was also performed;
- COVID-19 guideline has been developed;
- Vulnerable staff were identified and equipped to work from home, where practical;
- Permits were issued for staff travelling to and from work during the stricter lockdown alert levels;
- Awareness of the COVID-19 pandemic, its impact and preventative protocols are continually brought to the attention of allstaff and MPLs via information posters, leaflets, banners and intranet flash notes;
- A rotational work schedule has been implemented to comply with restrictions on the number of personnel at the Legislaturepremises at any one time;
- Reporting template to Department of Health on positive diagnosis of employees is adhered to;
- Screening and registration at entry points is performed for staff, MPLs and other persons;
- All entrances, boardrooms, meeting areas and offices are equipped with sanitisers;
- Offices have been rearranged to observe the minimum requirements of social distancing;
- Boardrooms, meeting areas and other high traffic areas are decontaminated on a daily basis;
- Meeting areas and boardrooms are decontaminated after every meeting;
- The Legislature is decontaminated as and when necessary and said certificates are retained; and- Staff and MPLs are supplied with Personal Protective equipment.

In order to give effect to the above, the NWPL reprioritised its baseline allocations and set aside a budget of R5 million in the 2020/21 financial year. In consultation with the Provincial Treasury, the following significant spending was reported:

Disinfection/ Decontamination of the NWPL premises	R1 716 547.50	76 820 650
Provision of PPE and sanitisers	R 112 850.00	2 653 572
Establishment of a sickbay	R 80 738.00	2 662 258

Despite health mechanisms in place, it is anticipated that the impact of the imminent third wave of the virus, will continue to have negative consequences in the forthcoming months. As a proactive measure, the Legislature continues to explore further preventative measures to minimize the anticipated impact of the third wave on the Legislature staff and MPLs.

PART E

ORGANOGRAM
ANNEXURE A

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

COMMMITEES

Purpose: To provide effective support services to the committees of the legislature.

Functions:
1. Manage the processing and amendments of bills.
2. Organise committee meetings
3. Facilitate the oversight visits
4. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
5. Keep record of procedural issues
6. Manage committees budget
7. Handle committees administrative work.
8. Provide Legal Support to the NWPL legislative processes

1 x Manager-D5
1 x Personal Assistant to Manager -C1

GOVERNANCE CLUSTER

Purpose: To provide effective support services to the governance cluster committees.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator- D1
5 x Committee Administrator-C3
3 x Comitee Assistant -C2

ECONOMIC CLUSTER

Purpose: To provide effective support services to the economic cluster committees.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator-D1
4 x Committee Administrator-C3
3 x Comitee Assistant -C2

SOCIAL CLUSTER

Purpose: To provide effective support services to the social cluster committees.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator -D1
3 x Committee Administrator-C3
3 x Comitee Assistant -C2

PUBLIC ACCOUNTS COMMITTEE

Purpose: To provide effective support services to the public accounts committee.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator-D1
1 x Committee Administrator-D1
1 x Comitee Assistant -C2

LEGAL SUPPORT COMMITTEES

Purpose: To provide Legal Support to the NWPL legislative processes

Functions:
1. Attend committee, public hearings for support to chairpersons on legal implications of bills.
2. Research and draft legal opinions on bills and present at committee meetings
3. Provide legal support on all bills referred to various committes.
4. Provide training to relevant stakeholders on legalities of amendments.

3 x Legal Advisor-D1

SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

page 2 of 17

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

OFFICE OF THE SECRETARY TO THE LEGISLATURE
Purpose : To provide Corporate Governance and Strategic Support to the North West Provincial Legislature
Functions :
1. Provide corporate support
2. Provide sound Financial Management Services
3. Provide Legislature support
4. Provide Risk Management and Internal Control Services
5. Provide Internal Auditing
6. Provide Corporate Governance, Policy and Legal
7. Provide Strategic Planning, Monitoring and Evaluation.

1 x Secretary to the NWPL-FU
1x Office Manager-D5
1x Personal Assistant-C3

OFFICE OF THE DEPUTY SECRETARY : LEGISLATURE OPERATIONS
Purpose:To provide assistance corporate Governance and Strategic Support to the Secretary
Functions:
1. Manage Legislature Support
2. Manage Commitees, Public Participation & Research
3. Manage Proceedings, Handsard and NCOP

1 x Deputy Secretary -FL
1 x Personal Assistant-C2

RISK MANAGEMENT AND INTERNAL CONTROL
Purpose: To provide Risk Management and Internal Control Services
Functions:
1. Coordinate and facilitate risk management framework
2. Implement risk management strategies.
3. Manage fraud prevention programme.
4. Provide detective and preventative controls in relation to financial and non financial transactions in the institutions.

1 x Manager / Chief Risk Officer-D5
1 x Personal Assistant: Manager -C1
1 x Deputy Manager / Senior Risk Officer and Internal Control -D1
2 x Risk Officers -C2
2 x Internal Control Officers-C1

INTERNAL AUDIT
Purpose: To provide Internal Auditing
Functions:
1. Evaluate, improve and monitor the effectiveness of Risk Management, control and governance processes.
2. Evaluate the adequecy and effectiveness of control over the gonernance, operations and information systems.
3. Develop and implement internal audit strategies for the NWPL.

1 x Manager / Chief Audit Executive-D5
1 x Personal Assistant: Manager -C1
1 x Deputy Manager / Senior Internal Auditor -D1
3 x Internal Auditors-C2
1 x ICT Auditor-C2

CORPORATE GOVERNANCE, POLICY AND LEGAL
Purpose: To revide Corporate Governance, Policy and Legal
Functions:
1. Overseer the provision of coorporate legal advice and support to the legislature.
2. Overseer research on legal matters relating to the administration of the legislature.
3. Communicate with outside legal practitioners on legislature matters.
4. Oversee the drafting of contracts
5. Develop, implement and monitor a system of management of policies for the NWPL.
6. Ensure the NWPL has sound policies for effective and efficient operations.

1 x Manager -D5
1 x Personal Assistant: Manager -C1
1 x Governance Officer-C1
1 x Policy Officer-C1
1 x Senior Researcher Institutional /Legal -D1
1 x Corporate Legal Advisor-D1
1 x Legal Advisor (Drafting)-D1

STRATEGIC PLANNING, MONITORING AND EVALUATION
Purpose: To provide Strategic Planning, Monitoring and Evaluation.
Functions:
1. Overseer the development of the strategic plans, annual performance plans, annual reports and operational plans.
2. Develop monitoring and evaluation frameworks / strategies
3. Facilitate performance review sessions to monitor reported performance against set standards
4. Oversee compliance to legal prescripts regarding performance information .

1 x Manager-D5
1 x Personal Assistant: Manager -C1
1 x Deputy Manager / Strategic Planning Specialist -D2
1 x Planning Officer-C1
1 x Deputy Manager / Monitoring and Evaluation Specialist-D2
1 x Monitoring and Evaluation Officer-C1

x

BRANCH: SUPPORT SERVICES
Purpose: To manage the Legislatures's Corporate Services
Functions :
1. Provide Communication, Library and Registry Services
2. Provide Facilities Management
3. Provide Human Resource Management and Development
4. Provide Information and Communication Technology
5. Provide Security and Protocol Services

1 x Executive Manager -E
1 x Personal Assistant -C1

BRANCH : FINANCE
Purpose : To manage the Finance and Supply Chain Management of the NWPL
Functions :
1. Provide financial management and accounting
2. Provide Supply Chain Management services and support

1 x Executive Manager -E
1 x Personal Assistant -C1

NWPL ORGANISATIONAL STRUCTURE -2019/20

page

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY

NWPL SPEAKER

OFFICE OF THE DEPUTY SECRETARY : LEGISLATURE OPERATIONS

Purpose:To provide assistance corporate Governance and Strategic Support to the Secretary

Functions:
1. Manage Legislature Support
2. Manage Commitees, Public Participation & Research
3. Manage Proceedings, Handsard and NCOP

1 x Deputy Secretary -FL
1 x Personal Assistant -C2

BRANCH : COMMITEES, PUBLIC PARTICIPATION & RESEARCH

Purpose: To manage Public Education and Public Participation To manage learning and knowledge management services and comittees.

Functions:
1. Provide Public Education and Public Participation
2. Manage Public Petitioning
3. Manage People's Parliament
4. District Coordination
5. Provide Legislature profesional support
6. Manage intellectual capital and assets
7. Manage Research services

1 xExecutive Manager -E
1 x Personal Assitant -C1

BRANCH: PROCEEDINGS, HANSARD AND NCOP

Purpose : To manage Proceedings, Handsard and NCOP.

Functions :
1. Provision of effective and procedural support services to the House, Hansar Language Services to the House
2. Provision of effective NCOP Support Services and Support to Members

1 x Executive Manager -E
1 x Personal Assistant-C1

NWPL ORGANISATIONAL STRUCTURE -2019/20

page 4 of 17

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

☐ NWPL SECRETARY

☐ NWPL SPEAKER

BRANCH : COMMITEES, PUBLIC PARTICIPATION & RESEARCH

Purpose: To manage Public Education and Public Participation
To manage learning and knowledge management services and comittees.

Functions:
1. Provide Public Education and Public Participation
2. Manage Public Petitioning
3. Manage People's Parliament
4. District Coordination
5. Provide Legislature profesional support
6. Manage intellectual capital and assets
7. Manage Research services

1 xExecutive Manager -E
1 x Personal Assitant -C1

COMMMITEES

Purpose: To provide effective support services to the committees of the legislature.

Functions:
1. Manage the processing and amendments of bills.
2. Organise committee meetings
3. Facilitate the oversight visits
4. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
5. Keep record of procedural issues
6. Manage committees budget
7. Handle committees administrative work.
8. Provide Legal Support to the NWPL legislative processes

1 x Manager-D5
1 x Personal Assistant to Manager -C1

RESEARCH

Purpose: To manage research services

Functions:
1. Develop research strategy and agenda for the NWPL
2. Ensure adherence to the research agenda
3. Provide research related support to members.
4. Ensure proper monitoring and evaluation systems are in place

1 x Manager -D5
1 x Personal Assistant to Manager -C1

PUBLIC PARTICIPATION AND PETITIONS

Purpose: To manage public education, participation and petitions.

Functions:
1. Coordinate the promotion and enhancement of public participation and petitions through public awareness and education campaings.
2. Manage public petitioning and people's parliament
3. Ensure proper application of the petitions process as envisaged by the constitution.
4. Lead benchmark and research initiatives on PPP services best practices.
5. Keep records of all PPP activities.

1 x Manager -D5
1 x Personal Assistant to Manager -C1

D 3R

NWPL ORGANISATIONAL STRUCTURE -2019/20

page 5 of 17

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

COMMMITEES

Purpose: To provide effective support services to the committees of the legislature.

Functions:
1. Manage the processing and amendments of bills.
2. Organise committee meetings
3. Facilitate the oversight visits
4. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
5. Keep record of procedural issues
6. Manage committees budget
7. Handle committees administrative work.
8. Provide Legal Support to the NWPL legislative processes

1 x Manager-D5
1 x Personal Assistant to Manager -C1

GOVERNANCE CLUSTER

Purpose: To provide effective support services to the governance cluster committees.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator- D1
5 x Committee Administrator-C3
3 x Comitee Assistant -C2

ECONOMIC CLUSTER

Purpose: To provide effective support services to the economic cluster committees.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator-D1
4 x Committee Administrator-C3
3 x Comitee Assistant -C2

SOCIAL CLUSTER

Purpose: To provide effective support services to the social cluster committees.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator -D1
3 x Committee Administrator-C3
3 x Comitee Assistant -C2

PUBLIC ACCOUNTS COMMITTEE

Purpose: To provide effective support services to the public accounts committee.

Functions:
1. Organise committee meetings
2. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.
3. Keep record of procedural issues
4. Handle committees administrative work.

1 x Senior Committee Administrator-D1
1 x Committee Administrator-D1
1 x Comitee Assistant -C2

LEGAL SUPPORT COMMITTEES

Purpose: To provide Legal Support to the NWPL legislative processes

Functions:
1. Attend committee, public hearings for support to chairpersons on legal implications of bills.
2. Research and draft legal opinions on bills and present at committee meetings
3. Provide legal support on all bills referred to various committes.
4. Provide training to relevant stakeholders on legalities of amendments.

3 x Legal Advisor-D1

SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

page 6 of 17

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

PUBLIC PARTICIPATION AND PETITIONS

Purpose: To manage public education, participation and petitions.

Functions:
1. Coordinate the promotion and enhancement of public participation and petitions through public awareness and education campaings.
2. Manage public petitioning and people's parliament
3. Ensure proper application of the petitions process as envisaged by the constitution.
4. Lead benchmark and research initiatives on PPP services best practices.
5. Keep records of all PPP activities.

1 x Manager -D5
1 x Personal Assistant to Manager -C1

COMMITTEE SUPPORT, EDUCATION AND PETITIONS

Purpose : To develop education, awareness and petitions solutions as required by committes.

Functions:
1. Develop and implement effective models for PPP liaising with committes.
2. Overseer the petition process and tracking systems.
3. Facilitate the development of PPP solutions in support of committee requirements.
4. Facilitate the submission of solutions to District Coordinators for implementation

1 x Deputy Manager-D1
1 x Senior PP Officer-C4
4 x PP Officer (Com. Liaison) -C1
1 x Senior Public Education Officer-C3
2 x Public Education Officer-C1
1 x Senior Petition Officer-C2
1 x Admin Assistant-B4

DISTRICT COORDINATION

Purpose: To manage public participation at the District

Functions:
1. Operational management of taking parliament to the people programme
2. Provide strategic supportto the Speaker's Forum public participation programme
3. Develop and manage information systems for public participation
4. Mobilisation for PPP interventions

4 x Deputy Manager / District Coordinator (NMM, Dr KK, Bojanala, Dr Ruth Segomotsi Mompati) -D2

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY

NWPL SPEAKER

RESEARCH

Purpose: To manage research services

Functions:
1. Develop research strategy and agenda for the NWPL
2. Ensure adherence to the research agenda
3. Provide research related support to members.
4. Ensure proper monitoring and evaluation systems are in place

1 x Manager -D5
1 x Personal Assistant to Manager -C1

GOVERNANCE CLUSTER

Purpose: To provide research related support service to governance cluster members.

Funtions:
1. Facilitate and coordinate research services to committees
2. Facilitate administration reporting and submission of reports
3. Conduct complex research and write reseach reports for committee.
4. Support institutional researcher in cnducting research to improve the operation of NWPL

1 x Senior Researcher-D2
3x Researcher (1 per Committee)-C4
1 x Researcher: Public Accounts -C4

SOCIAL CLUSTER

Purpose: To provide research related support service to social cluster members.

Funtions:
1. Facilitate and coordinate research services to committees
2. Facilitate administration reporting and submission of reports
3. Conduct complex research and write reseach reports for committee.
4. Support institutional researcher in cnducting research to improve the operation of NWPL

1 x Senior Researcher-D2
4 x Researcher (1 per Committee)-C4

ECONOMIC CLUSTER

Purpose: To provide research related support service to economic cluster members.

Funtions:
1. Facilitate and coordinate research services to committees
2. Facilitate administration reporting and submission of reports
3. Conduct complex research and write reseach reports for committee.
4. Support institutional researcher in cnducting research to improve the operation of NWPL

1 x Senior Researcher-D2
4 x Researcher (1 per Committee)-C4

SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

BRANCH: PROCEEDINGS, HANSARD AND NCOP

Purpose : To manage Proceedings, Handsard and NCOP.

Functions :

1. Provision of effective and procedural support services to the House, Hansard and Language Services to the House
2. Provision of effective NCOP Support Services and Support to Members

1 x Executive Manager -E
1 x Personal Assistant-C1

PROCEEDINGS AND HANSARD

Purpose: To provide effective and procedural support services to the House, Hansard and Language Services to the House

Functions:

1. Manage hansard and language services
2. Manage accurate recording of the debates of the House
3. Manage translation services.
4. Provide procedural advice to the house and office bearers

1 x Manager -D5
1 x Personal Assistant :Manager -C1

NCOP AND MEMBERS SUPPORT

Purpose: To provide effective NCOP Support Services and Support to Members

Function:

1. Promote and facilitate an effective liason between NWPL and the National Parliament.
2. Improve support on law making and oversight processes.
3. Provide administrative / protocol support to NWPL Special delegates and NW NCOP permanent delegates.
4. Render logistical provision to MPL's in the Province.
5. Coordinate parliamentary outreach programmes
6. Facilitate capacity building programmes for members.

1 x Manager-D5
1 x Deputy Manager : NCOP Coordinator - Cape Town - C5
1 x Administrative Assistant -B4
1 x NCOP and Logistics Officer-C2
1 x Members Support Officer-C1

SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

PROCEEDINGS AND HANSARD

Purpose: To provide effective and procedural support services to the House, Hansard and Language Services to the House

Functions:
1. Manage hansard and language services
2. Manage accurate recording of the debates of the House
3. Manage translation services.
4. Provide procedural advice to the house and office bearers

1 x Manager -D5
1 x Personal Assistant :Manager -C1

PROCEEDINGS

Purpose: To manage the provision of procedural advice to the house and office bearers

Functions:
1. Oversee collection of necessary information
2. Prepare and submit house paper / documents for distribution in the house
3. Oversee taking of proceedings minutes and record keeping thereof.
4. Present house papers during meetings

1 x Deputy Manager Proceedings -D1
1 x IGR Coordinator-C4
3 x Tabling Officers-C1

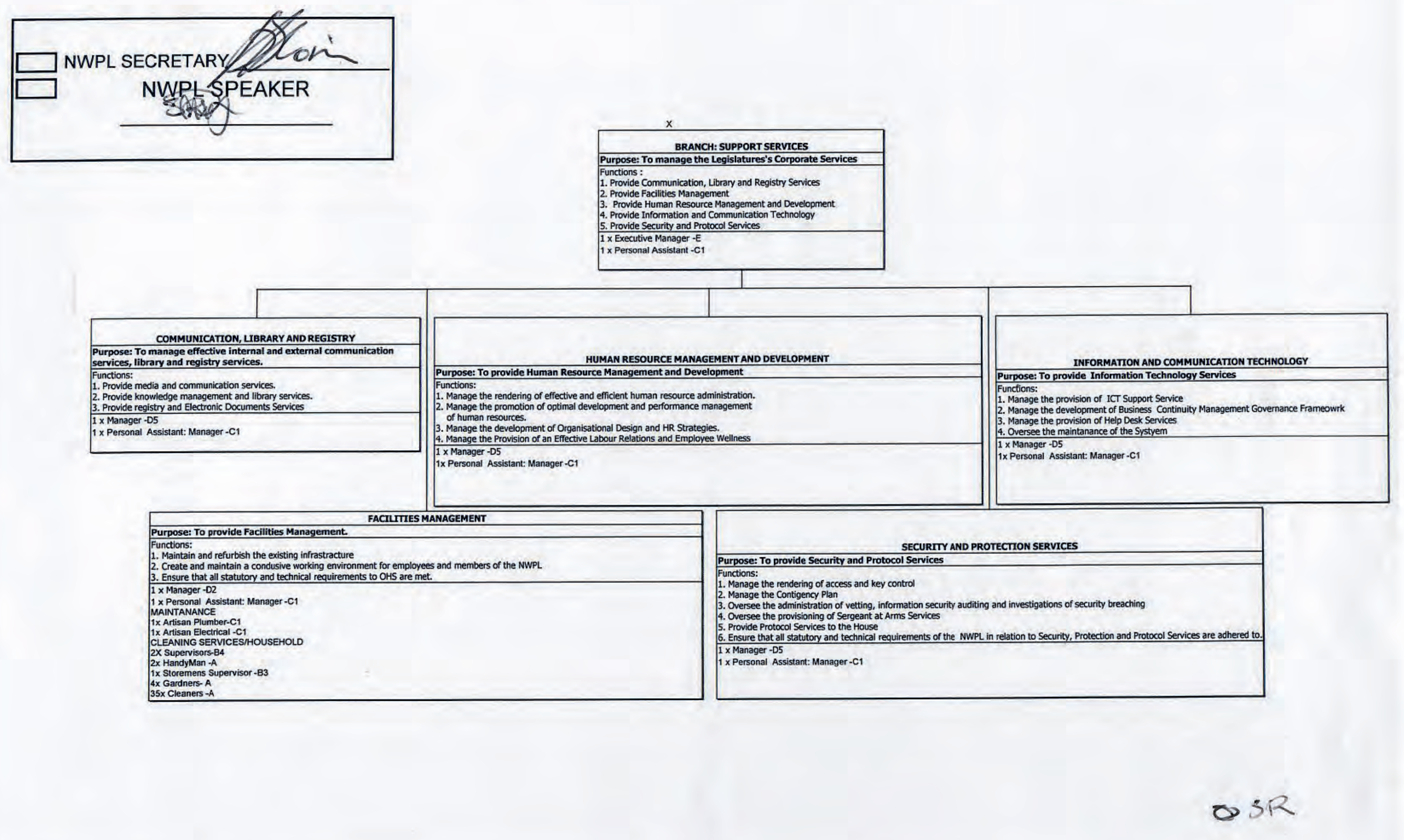
LANGUAGE AND HANSARD

Purpose: To manage the effective Hansard, language and translation Services to the House.

Function:
1. Prepare, edit and publish the official publication of hansard according to policy guideline.
2. Manage contracts in relation to outsourced translation and interpretation services.
3. Avail transcripts timeously to members.

1 x Deputy Manager Language and Hansard (Editor)-D2
4 x Handsard Transcribers-C1
6 x Language Practitioners-C2
1 x Sign Language officer-C1

NWPL ORGANISATIONAL STRUCTURE -2019/20



NWPL ORGANISATIONAL STRUCTURE -2019/20

page 11 of 1

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

COMMUNICATION, LIBRARY AND REGISTRY

Purpose: To manage effective internal and external communication services, library and registry services.

Functions:
1. Provide media and communication services.
2. Provide knowledge management and library services.
3. Provide registry and Electronic Documents Services

1 x Manager -D5
1 x Personal Assistant: Manager -C1

COMMUNICATION AND MARKETING

Purpose: To manage media and communication services.

Functions:
1. Provide Media Liaison Services
2. Provide Communications Services
3. Conduct Media Briefings
4. Compile and Publish Articles of the NWPL
5. Establish and Maintain Corporate Identity

1xDeputy Manager: Communications and Marketting -D2
3x Communication Officers(1 per cluster)-C3
1x Internal Communications Officer -C3
1x Graphic Designer -C1
1x Web Designer -C1

LIBRARY AND KNOWLEDGE MANAGEMENT

Purpose: To manage knowledge management and library services.

Functions:
1. Manage Information Repositories
2. Manage Intellectual Capital and Assets
3. Make available increased knowledge content in the development and provision of products and Services
4. Set up and Manage appropriate Knowledge Management Systems and Strategies

1x Deputy Manager : Library and Knowledge Management-D2
2x Information Officer-C1
1x Assistant Librarian-C1
1x Knowledge Management Specialist-D2

REGISTRY AND ELECTRONIC DOCUMENTS SERVICES

Purpose: To manage registry and Electronic Documents Services

Functions:
1. Provide Registry and Electonic Documenrs Services as per Provisions of NARSA
2. Manage the Call Centre
3. Manage the Provison of Transportation services

1x Deputy Manager : Registry and Electronic Documents Services-D2
3x Document Officer-C1
2x Switchboard Operators-C1
1x Senior Transport Officer-C4
2x Drivers -B3

NWPL ORGANISATIONAL STRUCTURE -2019/20

page 12 of 17

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY

NWPL SPEAKER

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Purpose: To provide Human Resource Management and Development

Functions:
1. Manage the rendering of effective and efficient human resource administration.
2. Manage the promotion of optimal development and performance management of human resources.
3. Manage the development of Organisational Design and HR Strategies.
4. Manage the Provision of an Effective Labour Relations and Employee Wellness

1 x Manager -D5
1x Personal Assistant: Manager -C1

HUMAN RESOURCE ADMINISTRATION

Purpose: Provide effective and efficient human resource administration.

Functions:
1. Provide rectruitment, selection and placement service
2. Manage the Employee Life Cycle in the NWPL
3. Manage the Conditions of Sevice for Members and Employees of the NWPL
4. Manage Personnel Records

1X Deputy Manager - HRA- D2
1X Senior HR Practitioner-C3
2x HR Practitioner-C2
1x Personnel Registry Clerk-B2

STAFF DEVELOPMENT AND PERFORMANCE MANAGEMENT

Purpose: Provide optimal development and performance management of human resources.

Functions:
1. Develop Succession Strategies and Plans
2. Manage training and Development in line with applicable prescripts
3. Manage staff perfromance as per provisions of the PMDS Policy
4. Develop and implement HRD Strategies

1x Deputy Manager - Training and Development(Staff Development &Performance Specilaist)- D2
2x Training and Development Officers-C1
2x Performance Management Practitioners- C2
1 x Career Dev & Succession Planning Officer- C3

ORGANISATIONAL DESIGN AND HR STRATEGIES

Purpose : Provide Organisational Design and HR Strategies.

Functions:
1. Develop Organosational Structure and Change Management Programs
2. Facilitate the development of Job Descriptions
3. Coordinate Job Evaluation Process
4. Develop and Monitor the implementation of Employment Equity Plan
5. Develop and Monitor the implementation of the HR Plan and Strategies

1x Deputy Manager - OD and HR Strategies-(OD Specialist) -D2
1x Senior HR Practiotioner- OD & Change Management- C3
1x HR Practitioner- HR & Employment Equity Planning- C1

EMPLOYEE WELLNESS AND LABOUR RELATIONS

Purpose: Provide effective Labour Relations and Employee Wellness

Functions:
1. Manage and faciliate the provision of sound Labour Relations(including employee Griviences, Misconducts and Disputes)
2 Manage Intergarted Employee Health and Wellness Programs
3. Participate in the Collective Bargaing Processes
4. Provide training on Code of Conduct and Disciplinary procedure

1x Deputy Manager- Employee Wellness and Labour Relations (Employee Wellness and Labour Relations Specialist) -C4
1x Labour Relations Officer-C2
1x Wellness Officer-C2

OD SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY

NWPL SPEAKER

SECURITY AND PROTECTION SERVICES

Purpose: To provide Security and Protocol Services

Functions:
1. Manage the rendering of access and key control
2. Manage the Contigency Plan
3. Oversee the administration of vetting, information security auditing and investigations of security breaching
4. Oversee the provisioning of Sergeant at Arms Services
5. Provide Protocol Services to the House
6. Ensure that all statutory and technical requirements of the NWPL in relation to Security, Protection and Protocol Services are adhered to.

1 x Manager -D5
1 x Personal Assistant: Manager -C1

PROTOCOL

Purpose :To provide Protocol Services , house support and Administration of the Chamber Services

Functions:
1. Plan and Maintain an operational schedule and calender of events and communicate same to Service Officers
2. Manage the Administration of Chamber Services
3. Liase with relevant Managers to ensure synergy of plans to ensure excellent service during the House Sessions
4. Manage the NWPL Protocol Function in consultation with the Office of the Speaker and Secretary

1x Deputy Manager Protocol- D2
5x Service/Protocol Officers -C1

PROTECTION SERVICES

Purpose: To provide Protection Services

Functions:
1. Advisory on Security and Events Security
2. Manage physical and emergency preparednsess to the NWPL Precints and events of the Speaker, Deputy and MPLs
3. Emergency preparedness and response
4. Management of Ceremonial Services

1x Deputy Manager- Protection Services -D2
1x Sergeant at Arms-C2
4x Senior Protection Officers-C2
1x Protection Officer (Technician)-C1
1x Assistant Technician -B1
09x Protection Officers-C1

ø SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

INFORMATION AND COMMUNICATION TECHNOLOGY

Purpose: To provide Information Technology Services

Functions:
1. Manage the provision of ICT Support Service
2. Manage the development of Business Continuity Management Governance Frameowrk
3. Manage the provision of Help Desk Services
4. Oversee the maintanance of the Systyem

1 x Manager -D5
1x Personal Assistant: Manager -C1

ICT INFRASTRUCTURE SUPPORT SERVICES

Purpose : To provide infrastructure maintanace services

Functions:
1. Provide IT Equipment
2. Provide IT Support Services
3. Provide IT Maintenance

1x System Administrator-D1
2x Audio Network Technician-C1
2x IT Technicians-C1

BUSINESS CONTINUITY

Purpose: To provide an effective Business Continuity Management Governance Frameowrk

Functions:
1. Develop Business Continuity Management Strategy
2. Develop wide Business business continuity management program with all stakeholders
3. Monitor and Evaluate the preparedness on the NWPL to ensure business continuity
4. Provide Monthly reports

1x Business Continuity Specialist -C3

BUSINESS SUPPORT SERVICES

Purpose: To provide an effective Business Support Service

Functions:
1. Provide Business Technology Support Service
2. Provide ICT Communication Support
3. Conduct System Design
4. Maintain the website

1x System Administrator-D1
1x BDA Support Officer-C1
1x Website Adminsitrator-C1
1x Oracle Support Officer -C1

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

BRANCH : FINANCE

Purpose : To manage the Finance and Supply Chain Management of the NWPL

Functions :
1. Provide financial management and accounting
2. Provide Supply Chain Management services and support

1 x Executive Manager -E
1x Personal Assistant -C1

BUDGET MONITORING AND REPORTING (FINANCIAL MANAGEMENT AND ACCOUNTING)

Purpose: To provide Financial Management and accounting services

Functions :
1. Manage budget and Planning
2. Manage accounts payable
3. Manage payroll
4. Manage Financial Management Reporting

1 x Manager -D5
1 x Personal Assistant: Manager -C1

SUPPLY CHAIN MANAGEMENT

Purpose: To provide Supply Chain Management services and support.

Functions :
1. Managing Demand and Acquisition services.
2. Manage Contracts
3. Managing the rendering of Departmental Assets Services.
4. Managing Departmental logistical management services.
5. Manage procurement in line with prescripts

1 x Manager-D5
1 x Personal Assistant: Manager -C1

SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

page 16 of 17

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY
NWPL SPEAKER

BUDGET MONITORING AND REPORTING (FINANCIAL MANAGEMENT AND ACCOUNTING)
Purpose: To provide Financial Management and accounting services
Functions :
1. Manage budget and Planning
2. Manage accounts payable
3. Manage payroll
4. Manage Financial Management Reporting

1 x Manager -D5
1 x Personal Assistant Manager -C1

BUDGETTING
Purpose: To provide budegtting services
Functions:
1. Develop and implement budget forecasting methods and tools
2. Manage, review, analyse and quality assure the budget preparation process
3. Manage the roll over, adjustment estimates and virement process

1x Deputy Manager - Budgetting -D2
1x Financial Officer-Budgetting-C4

EXPENDITURE MANAGEMENT & REPORTING
Purpose: To manage NWPL expenditure.
Functions :
1. Monitor Expenditure patterns
2. Compile Expenditure reports
3. Monitor cash Flow and Suspense Account

1 X Deputy Manager- Expenditure and Reporting- D1
1x Financial Officer-Expenditure and Reporting- C1

ACCOUNTS PAYABLE
Purpose: To provide accounting services.
Functions :
1. Manage accounts payable processes
2. Manage payment of Invoices
3. Ensure proper and correct accountability is applied in processing transactions

1 x Deputy Manager -D2
1x Senior Accounts payable Officer- C3
4x Accounts payable Officer -C1
1x Filing Clerk- A

FINANCIAL SYSTEM CONTROLLER
Purpose: To manage Financial System.
Functions :
1. Provide first line support to the Institution on all aspects on the System in relation to Financial Modules
2. Conduct training on the use of the System
3. Manage Access Security

1 X Financial System Controller - C1

FINANCIAL STATEMENTS
Purpose: To manage Financial Statements
Functions :
1. Prepare Financial Systems to comply with set standards
2. Manage General Ledger Reconciliation and Analysis
3. Provision of accounting and bookeeping services
4. Prepare monthly , quartely and Annual Financial reports

1 X Deputy Manager- Accountant -D2

PAYROLL ADMINISTRATION
Purpose: To manage Payroll Services
Functions:
1. Manage payroll guidelines by updating the payroll system
2. Mange the processing of Employee and Members benefits and allowances
3. Instate decutions and allowance as advised
4. Payroll Reconcilliation
5. Maintain sound relations with all stakeholder wrt remuneration matters

1 x Deputy Manager- Payroll -D1
2x Payroll Officers- C2
1x Payroll Assistant- B2

SR

NWPL ORGANISATIONAL STRUCTURE -2019/20

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY

NWPL SPEAKER

SUPPLY CHAIN MANAGEMENT

Purpose: To provide Supply Chain Management services and support.

Functions :
1. Managing Demand and Acquisition services.
2. Manage Contracts
3. Managing the rendering of Departmental Assets Services.
4. Managing Departmental logistical management services.
5. Manage procurement in line with prescripts

1 x Manager-D5
1 x Personal Assistant: Manager -C1

DEMAND AND ACQUISITION MANAGEMENT

Purpose: To provide Demand and Acquisition Services

Functions:
1. Coordinate procurement
2. Manage Acquisition of goods and services
3. Manage the tender processes
4. Rendering Bid administration and secretariat services.
5.Manage NWPL Inventory

1x Deputy Manager- D2
1x SCM Practitioner-Tender Admin- C4
1x Snr SCM Practitioner-Acquisition-C4
1x SCM Practitioners Acquisition -C2
1x Stores Assistant-B2

CONTRACT MANAGEMENT

Purpose: To manage NWPL Contracts in the SCM

Functions:
1. Coordinate and manage contracts between the NWPL and Conracted Services Providers
2. Maintain the contract register and database.
3. Manage Supplier performance according to the signed SLA.
4. Maintain supplier database.

1x Deputy Manager-Contract Management- D1
5 x SCM Practitioners- Bookings - C2
1x SCM Practitioner-Contract Management- C1

ASSET MANAGEMENT

Purpose: To manage the NWPL Assets

Functions:
1. Developing and monitoring the implementation of asset management strategy.
2. Ensuring the safetyguard of asset and implementation of maintenance plan.
3. Reconciling registers and reports from the system.
4. Developing and implementing asset disposal strategy and processes.
5. Identifying and conducting asset physical verification process.

1x Deputy Manager-Assets (Asset Management Officer)- D1
1x Senior SCM Practitioner- Asset Management- C4
1x SCM Practitioner - Asset Management- C1

SR

NORTH WEST PROVINCIAL LEGISLATURE

ANNUAL REPORT

2020/21