

WESTERN CAPE PROVINCIAL PARLIAMENT



ANNUAL REPORT 2021/2022



Annual Report 2021/22

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2022**

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WESTERN CAPE PROVINCIAL PARLIAMENT



PART A GENERAL INFORMATION





The Official Opening and the Premier's State of the Province Address took place in Velddrif in the West Coast District Municipality on 15 February 2022. (Fltr) Mr Elton Jagels, Artist, Hon Deputy Speaker Beverley Schäfer, Hon Premier Alan Winde, Hon Speaker Masizole Mnqasela, Ms Tracy Winde, Secretary Romeo Adams and Ms Singatwa Ntweka, Museum Assistant.



Hon Members Lulama Mvimbi, Pat Lekker and Mesuli Kama and guests at the Official Opening and the State of the Province Address at the satellite venue in Cape Town on 15 February 2022.

PART A: GENERAL INFORMATION

1. GENERAL INFORMATION

Physical address: Provincial Legislature Building
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Cape Town

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8000

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2. ACRONYMS

AC	Audit Committee
ACDP	African Christian Democratic Party
AFS	Annual Financial Statements
AGSA	Auditor-General of South Africa
ANC	African National Congress
APP	Annual Performance Plan
ATC	Announcements, Tablings and Committee Reports
BBBEE	Broad-based Black Economic Empowerment
BCP	Business Continuity Plan
COVID-19	Coronavirus Disease 2019
DA	Democratic Alliance
DIRCO	Department of International Relations and Cooperation
DoCS	Department of Community Safety
DoTP	Department of the Premier
EFF	Economic Freedom Fighters
ERM	Enterprise Risk Management
ERP	Enterprise Resource Planning
ExCo	Executive Committee
FMPPLA	Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act 10 of 2009)
GOVCOM	Governance Committee
GRAP	Generally Recognised Accounting Practice
ICAS	Independent Counselling and Advisory Services
ICT	Information and Communications Technology
LSS	Legislative Sector Support
MOU	Memorandum of Understanding
NKP	National Key Points
OHS	Organisational Health and Safety
POC	Parliamentary Oversight Committee
POPIA	Protection of Personal Information Act
PPE	Personal Protective Equipment
SAPS	South African Police Service
SC&AM	Supply Chain and Asset Management
SOP	Standard Operating Procedure
SOPA	State of the Province Address
SLA	Service Level Agreement
TOR	Terms of Reference
WCPP	Western Cape Provincial Parliament

3. FOREWORD BY THE SPEAKER



Masizole Mngasela
Speaker

I hereby table the annual report of the Western Cape Provincial Parliament for the 2021/22 financial year.

When I took office as the Speaker in 2019, I committed, inter alia, to the following:

1. To uphold and protect the dignity and decorum of the House and to serve all Members equally;
2. To ensure that the WCPP fulfils its constitutional obligation of law-making, oversight and public participation to the full;
3. To create an environment where all Members and staff can participate in the proceedings and procedures of the WCPP to their full potential and thereby strengthen our parliamentary democracy;
4. To represent our institution both locally and abroad in the best interests of the people to the best of my ability; and
5. To create and maintain a stable parliamentary organisation to serve our Members and the people of the province optimally with clear lines of authority and accountability, respecting the different governance structures.

In order to achieve the above, the cooperation of the Secretary and our Senior Management Team was crucial to further strengthening our democracy and take the people of the Western Cape along on this exciting journey.

I acknowledge the role of the Secretary as the Accounting Officer and with my role as the Executive Authority, each having its own accountability structures as provided for in legislation and regulatory frameworks, it was critical that together we enable the WCPP to optimally deliver on its mandate, mindful of possible resource and other limitations we may face.

I am very grateful to report that as an institution we are well on track to achieving all our goals and commitments we have set for ourselves in 2019.

I am still of the firm view that the 6th Parliament presents an opportunity to re-focus our attention in creating a modern, outcomes driven-institution valuing traditional approaches but at the same time embracing the exciting opportunities the new world presents.

The challenge remains to create a modern, sharp, focused and fully integrated organisation. During the year under review, the administration and I analysed key strategic issues affecting the WCPP and did a thorough review of the performance of the WCPP to date. The outcome of the above would be used to inform the 2022/23 Annual Performance Plan.

Detail of the core business interventions, enhanced public involvement and public participation initiatives and the ongoing implementation of our digital transformation strategy will be found in the plan where a number of key strategic areas received attention.

We have also established a Directorate for the management of performance information and thereby improving reporting on our activities.

Key to our performance was the implementation of a new organisational structure approved in December 2021. This process involved the identification of technological enablers and business processes as well as an assessment of future skill requirements.

Our international relations activities also gathered more traction in comparison to the COVID - related constraints experienced during the last two years of reporting and the WCPP was able to participate in all the forums that we are involved in. Importantly, the WCPP was asked to its response to the COVID-19 pandemic at an international professional seminar under the banner of the CPA.

Mention must also be made of the successful launch of our own home grown public outreach and involvement initiative called Thetha Nathi, which was well received by our stakeholders across the province and which will be refined and enhanced going forward.

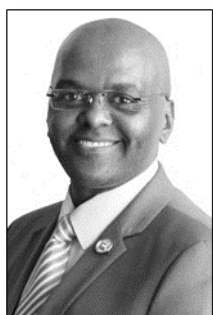
I wish to thank the Deputy Speaker for her support and assistance as well as the Secretary to the Provincial Parliament, Mr Romeo Adams, and the entire administrative staff for providing exceptional support under very trying circumstances.

A special word of thanks is extended to staff in the Speaker's Office under the leadership of Mr Madoda Mahlutshana (uMiya, uGcwanini), who have once again proven their worth under very difficult circumstances.



Masizole Mnqasela
Speaker
31 August 2022

4. REPORT OF THE ACCOUNTING OFFICER



Romeo Adams
Secretary to the Provincial Parliament

4.1. Overview of the operations of the Western Cape Provincial Parliament

The year 2021/22 was once again a year of unpredictability and uncertainty, although not at the level experienced in 2020/21. The WCPP continued to build on its learnings from the previous year and used the available information to enhance its activities and operations during the 2021/22 financial year.

The 2021/22 financial year necessitated an analysis of the key strategic issues as well as an assessment of the WCPP's performance to date, in relation to the implementation of the 2020/21 to 2024/25 Strategic Plan. Emerging issues, including risks, were also identified during the period of the report which was used as a basis for the 2022/23 Annual Performance Plan. The Director Strategy and Institutional Oversight was appointed with effect from 1 July 2021. This appointment allowed for a number of key strategic areas to receive the required attention, for example, leading the further refinement of strategic initiatives, themes and key projects for the remainder of the strategic planning period, support for the development of a digital transformation strategy, and strengthening the alignment between strategy and budgeting by providing input to the WCPP's budget submissions to and engagements with the Provincial Treasury in order to ensure resources are directed to the identified priority areas. With the establishment of the directorate the management of performance information for the purposes of accountability reporting has improved as it provides the necessary expert advice on recognised performance monitoring and reporting good practice, including methodologies and tools.

For the 2021/22 financial year the WCPP achieved 76% of the planned annual programme performance indicators.

The following table lists the number of planned programme performance indicators for the year and whether it was achieved or not. The reasons for the deviations from targets can be found in Part B: Performance Information of this report.

Programme	Number of performance indicators and planned targets according to the APP	Achieved	Not achieved
Programme 1: Governance (Leadership) and Administration	9	7	2
Programme 2: Parliamentary Support Services	11	9	2
Programme 3: Public Engagement	11	7	4
Programme 4: Members' Support	2	2	-
Total	33	25	8

The following significant events took place during the period under review:

During the period under review, the WCPP's new organisational structure which was implemented from 1 April 2019 was further refined and approved in December 2021. This process of refinement involved a relook at the coherence of positions, the required technological enablers, improvement of business processes and the assessment of future skill requirements for the WCPP. The refined organisational structure was discussed with the recognised Union at the WCPP. The planned implementation date was 1 April 2022. At the start of the 2021/22 reporting period, the WCPP had 117 positions on the establishment of which 103 positions were filled. At the end of the 2021/22 reporting period 107 positions were filled which equates to a vacancy rate of 9.32 percent, 2.65 percent less than the previous reporting period. As at 31 March 2022, all vacant Director and Manager positions were filled.

The WCPP once again hosted a successful hybrid 2022 official opening and State of the Province Address on 15 February 2022 at two venues, namely, the Velddrif Town hall in Velddrif and at the WCPP's Chamber in the Legislature Building, Cape Town. Due to COVID -19 regulations, the number of guests that attended the event had to be limited.

During the period under review, activities with regards to international relations also picked up in comparison with the previous reporting period and WCPP participated in virtual engagements and in-person meetings. Key international relations activities include WCPP's participation in the National Conference of State Legislatures Base camp from 3-5 August 2021; Virtual Commonwealth Youth Parliament; SoCATT Professional Development Seminar, 21-25 October 2021; 51st Conference of the Commonwealth Parliamentary Association, Africa Region and SoCATT Annual General Meeting, 8-14 November 2021. At the Annual General Meeting of SoCATT which took place on 12 November 2021, the Secretary to the Provincial Parliament accepted a three-year term to serve as the Southern-Africa Regional representative for SoCATT. The WCPP was also given an opportunity to present on its response to the COVID-19 pandemic at the Professional Development Seminar. Details of international engagements undertaken by the WCPP can be found in Part B: Performance Information of this report.

The Thetha Nathi Programme was successfully launched in the Garden Route during September 2021 and rolled out in the West Coast District during February 2022 and Cape Metropolitan area during March 2022.

4.2. Overview of the financial results of the Western Cape Provincial Parliament

4.2.1. WCPP receipts

Receipts	2021/22			2020/21		
	Estimate	Actual Amount	(Over) or under	Estimate	Actual Amount	(Over) or under
	R'000	R'000	R'000	R'000	R'000	R'000
Sale of goods and services other than capital assets	7	22	-15	7	(4)	3
Fines, penalties, and forfeits	-	-	-	-	-	-
Interest, dividends and rent on land	68	250	-182	64	294	-230
Sale of capital assets	-	16	-16	-	8	-8
Financial transactions in assets and liabilities	-	138	-138	-	115	-115
Total	75	425	-350	71	413	-342

During the 2021/22 financial year WCPP collected revenue from the payments received for parking, the sale of meals to Members, sales of corporate gifts, commission on insurance, interest on bank account and the sale of old or redundant assets.

The tariff charged for parking is based on a policy and is below market value. The WCPP retains a portion of parking fees as revenue after paying over an agreed tariff to the Department of Transport and Public Works.

Members of the WCPP pay for meals prepared by a catering service, which is a further source of revenue. The Members' meals are charged in accordance with the Members' Facilities Guide.

4.2.2. Programme expenditure

Programme name	2021/22			2020/21		
	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
Governance (Leadership) and Administration	74 126	65 196	8 930	64 205	59 336	4 869
Parliamentary Support Services	22 841	22 107	734	19 269	18 044	1 225
Public Engagement	13 629	12 608	1 021	12 966	10 076	2 890
Members Support	59 115	57 518	1 597	55 488	55 488	-
Total	169 711	157 425	12 282	151 928	142 944	8 984

Rollovers

For the 2021/22 financial year, an amount of R12,282 million (in respect of the underspending on voted funds) and an amount of R350 000 (in respect of over collected own revenue) were approved to be rolled over.

Virements

There were no Virements during the 2021/22 financial year.

Irregular, fruitless and wasteful and unauthorised expenditure

There were three cases of irregular expenditure with a total value of R693 791 and two new cases of fruitless and wasteful expenditure with a total value of R2 160 reported during the 2021/22 financial year. All three cases of irregular expenditure were condoned (R693 791).

4.2.3. Supply Chain and Asset Management (SC&AM)

No unsolicited bid proposals were received or concluded in the 2021/22 financial year.

Within the context of Covid-19, SC&AM has continued to operate partly remotely and the unit, specifically in terms of procurement process is able to function remotely. In the instance of asset management, assets are received onsite and the asset counts in the main have to be effected at the precinct of the WCPP, with the exception of the assets for personal use and the Disaster Recovery server housed at the premises of the service provider charged with Wide Area Network (WAN) services.

A further impact towards quarter 4 of the fiscal year was the court ruling of the Constitutional Court, finding that clauses 3(b), 4 and 9 of the Preferential Procurement Policy Framework Act (PPPFA) Regulations promulgated in 2017 to be unlawful, and the inter-relatedness of the unlawful sections' impact on the rest of the Regulations required that the Regulations in full, were invalid. Guidance and direction in the form of an advisory note was provided by the National Treasury indicating that procurement above the threshold of R30 000,00 should be kept in abeyance, or alternatively that organs of state exercise a request for an exemption of using the PPPFA Regulations in terms of Section 3 of the PPPFA. Correspondence in this regard was prepared for approval of National Treasury.

A further interim arrangement in terms of Section 2(1) of the PPPFA was that each organ of state must determine its own preferential procurement policy and implement it. To this end, the WCPP will amend its Supply Chain Management Manual, indicating the adoption of the 2017 PPPFA Regulations with the exception of the above identified unlawful regulations.

The role of SC&AM extends from assisting with the specification of the goods or services required, through the tendering and bidding process, to the receipt and delivery of the goods and services at the right time, the right quantity, the right place and the right price for consumption and the furtherance of the WCPP's strategic objectives.

The contractual administration function resides with SC&AM. The section manages and monitors contracts for compliance and performance. In this regard SC&AM provides a written Section 41 report (a FMPPLA requirement) to the executive authority quarterly.

SC&AM further facilitates the management of public assets and its subsequent disposal, if required, while maintaining norms and standards as prescribed. All assets are valued in terms of their cost (or deemed cost where historical costs were not available) less depreciation and impairments in preparation of a GRAP-compliant asset register and financial statement disclosures.

4.2.4. Gift and donations received in kind from non-related parties

During the 2021/22 financial year there were two material donations received in kind from non-related parties to the total value of R520 100. No material gifts were received.

4.2.5. Exemptions and deviations received from the National Treasury

None.

4.2.6. Events after the reporting date

After reporting date, Members remuneration increases as from 01 April 2021 was implemented, and the Annual Financial Statements were adjusted to the value of R1 161 435.

4.2.7. Compliance with the 30-day payments

During 2021/22 fourteen invoices with an accumulated value of R108 326 were settled in more than 30 days. The reasons related to the breakdown of internal controls in submitting the invoices timeously for payment.

The root causes for cases were investigated and identified, and remedial steps and additional controls (where needed) were implemented to eliminate the recurrence of such cases.

4.2.8. Acknowledgement and appreciation

I wish to express my gratitude to Speaker Masizole Mngqasela, Deputy Speaker Beverly Schäfer, the Rules Committee, the Shared Audit Committee, the Parliamentary Oversight Committee, Members and employees for their support over the past year. I also wish to thank all the employees for their continued commitment to enabling Members to fulfil their functions as public representatives optimally.



Romeo Adams
Accounting Officer
31 August 2022

5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF THE ACCURACY OF 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 free from any omissions;
- The Annual Report has been prepared, where applicable to the WCPP, in accordance with the guidelines on the annual reports as issued by National Treasury;
- The annual financial statements (Part E) have been prepared in accordance with the Standards of Generally Recognised Accounting Practice as prescribed by section 56(1) of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act 10 of 2009);
- 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; and
- 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 WCPP for the financial year ended 31 March 2022.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'R Adams', with a stylized flourish at the end.

Romeo Adams
Accounting Officer
31 August 2022

6. STRATEGIC OVERVIEW

6.1. Vision

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

6.2. Mission

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

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

6.3. Core values

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

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

7. LEGISLATIVE AND OTHER MANDATES

7.1. Constitutional mandates

The core objectives of the Western Cape Provincial Parliament are based on the following constitutional mandates:

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

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

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

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

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

(ii) Constitution of the Western Cape, 1997

The Western Cape is the only province with its own Constitution. Together with the Constitution of the Republic of South Africa, 1996, it is the highest law in the Western Cape.

The Provincial Constitution provides for certain distinct legislative and executive structures that differ from certain structures in the Constitution. For example:

- (a) Section 9(1) of the Provincial Constitution refers to the Western Cape’s provincial legislature as the Western Cape Provincial Parliament, and section 13 provides that the Provincial Parliament consists of 42 members;
- (b) Where section 111(1) of the Constitution provides that a provincial legislature must elect a

Deputy Speaker, section 20(3) of the Provincial Constitution makes the election of a Deputy Speaker by the Provincial Parliament discretionary; and

- (c) Section 42 of the Provincial Constitution refers to Provincial Ministers whereas section 132 of the Constitution refers to members of the Executive Council.

7.2. Statutory mandates

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

This Act regulates the financial management of Parliament and the provincial legislatures, as well as oversight of the financial management of Parliament and the provincial legislatures.

- (ii) **Money Bills Amendment Procedure and Related Matters Act, 2009**

This Act provides for the amendment of money Bills in Parliament, and for norms and standards for the amendment of money Bills in provincial legislatures.

- (iii) **Mandating Procedures of Provinces Act, 2008**

This Act provides for a uniform procedure for provincial legislatures to confer authority on their delegations to cast votes on their behalf in the National Council of Provinces.

- (iv) **Western Cape Witnesses Act, 2006**

This Act sets out the procedure for summoning witnesses to appear before committees or the House.

- (v) **Western Cape Law on the Powers and Privileges of the Provincial Legislature, 1995**

This Act, as amended, deals with the appointment of staff and the fixing of remuneration by the Speaker.

- (vi) **Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004**

This Act delineates the parliamentary precincts of Parliament and the provincial legislatures, and articulates the powers, privileges and immunities of Parliament and the provincial legislatures.

- (vii) **Members of the Western Cape Provincial Parliament Code of Conduct Act, 2002**

This Act gives effect to section 27 of the provincial Constitution by providing for a code of conduct governing the conduct of Members of Provincial Parliament. The *Code of Conduct for Members of the Western Cape Provincial Parliament* is premised on this Act.

- (viii) **Western Cape Provincial Languages Act, 1998**

This Act provides for the use of the three official languages of the province, Afrikaans, English and Xhosa, by the Provincial Parliament.

- (ix) **Remuneration of Public Office Bearers Act, 1998**

This Act provides a framework for the determination of salaries and allowances of public office-bearers.

- (x) **Determination of Delegates (National Council of Provinces) Act, 1998**

This Act provides for the determination of permanent and special delegates to the National Council of Provinces.

- (xi) **Electoral Act, 1998**
This Act provides for the election of the National Assembly, provincial legislatures and municipal councils.
- (xii) **Independent Commission for the Remuneration of Public Office-bearers Act, 1997**
This Act provides for the establishment of a Commission to make recommendations concerning the salaries, allowances and benefits of public office-bearers.
- (xiii) **National Council of Provinces (Permanent Delegates Vacancies) Act, 1997**
This Act makes provision for the filling of vacancies among permanent delegates to the National Council of Provinces.
- (xiv) **Critical Infrastructure Protection Act, 2019**
This Act provides for the identification and declaration of infrastructure as critical infrastructure and to provide for the repeal of the National Key Points Act, 1980.

7.3. Relevant court rulings

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

- (i) **Certification of the Constitution of the Western Cape 1997 [1997] ZACC 8, and Certification of the Amended Text of the Constitution of the Western Cape, 1997 [1997] ZACC 15**
These judgments culminated in the certification of the provincial Constitution by the Constitutional Court.
- (ii) **Doctors for Life International v The Speaker of the National Assembly and Others (CCT 12/05)**
This judgment dealt with the interpretation of section 118(1)(a) of the Constitution and a provincial legislature's duty to facilitate public involvement in the legislative and other processes of the provincial legislature.
- (iii) **Ex parte President of the Republic of South Africa: In re Constitutionality of the Liquor Bill 2000 SA 732 CC**
This judgment dealt with the domain of Schedule 5 exclusive provincial legislative competences in the context of the Constitution's distribution of legislative power.
- (iv) **Lindiwe Mazibuko, MP, Leader of the Opposition in the National Assembly v Max Vuyisile Sisulu, MP, Speaker of the National Assembly and Another [2013] ZACC 28**
In this case the Constitutional Court held that the rules of a legislature must give effect to the rights and obligations imposed by the Constitution and must provide for the vindication of members' constitutional rights in a legislature.
- (v) **Mario Gaspare Oriani-Ambrosini, MP v Maxwell Vuyisile Sisulu, Speaker of the National Assembly ZACC 27 [2012]**
In this judgment the Constitutional Court held that a legislature cannot restrict the power of an individual (private) member of that legislature to introduce legislation in that legislature.

(vi) Mosiuoa Lekota and Another v The Speaker, National Assembly and Another (Western Cape High Court) case no: 14641/12

This judgment was concerned, in the first instance, with restrictions placed on Members' freedom of speech by the rules of a legislature and, in the second instance, with the limits of judicial oversight over legislatures.

(vii) Premier: Limpopo Province v Speaker: Limpopo Provincial Legislature and Others ZACC 25 [2011]

This judgment dealt with section 104 of the Constitution in the context of the provincial legislatures' capacity to legislate on the management of their own financial affairs.

(viii) Stephen Segopotso Tongoane and Others v Minister for Agriculture and Land Affairs and Others CCT 100/09 [2010] ZACC 10

The judgment confirmed that any Bill that substantially affects the interests of the provinces must be enacted in accordance with the procedure stipulated in section 76 of the Constitution.

(ix) Premier of the Province of the Western Cape and Another v Electoral Commission and Another 1999 (11) BCLR 1209 CC

In this judgment the Constitutional Court held that the Province may determine the number of members in its provincial legislature in the provincial Constitution.

(x) The Speaker of the National Assembly v Patricia de Lille, MP and Another (Supreme Court of Appeal) case no: 297/98

The court held that freedom of speech in a legislature may be limited by the rules and orders of a legislature, provided that the limitation has due regard to representative and participatory democracy, accountability and public involvement.

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

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

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

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

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

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

(xiv) UDM v Speaker of the National Assembly and Others (Constitutional Court) case no: CCT 89/17

In this case the court considered the use of open or secret ballots to record a vote in Parliament.

(xv) Primedia Broadcasting (Pty) Ltd and Others v Speaker of the National Assembly and Others (Supreme Court of Appeal) case no: 784/2015

In this case the court considered the principles and values underpinning the public's right to an open Parliament.

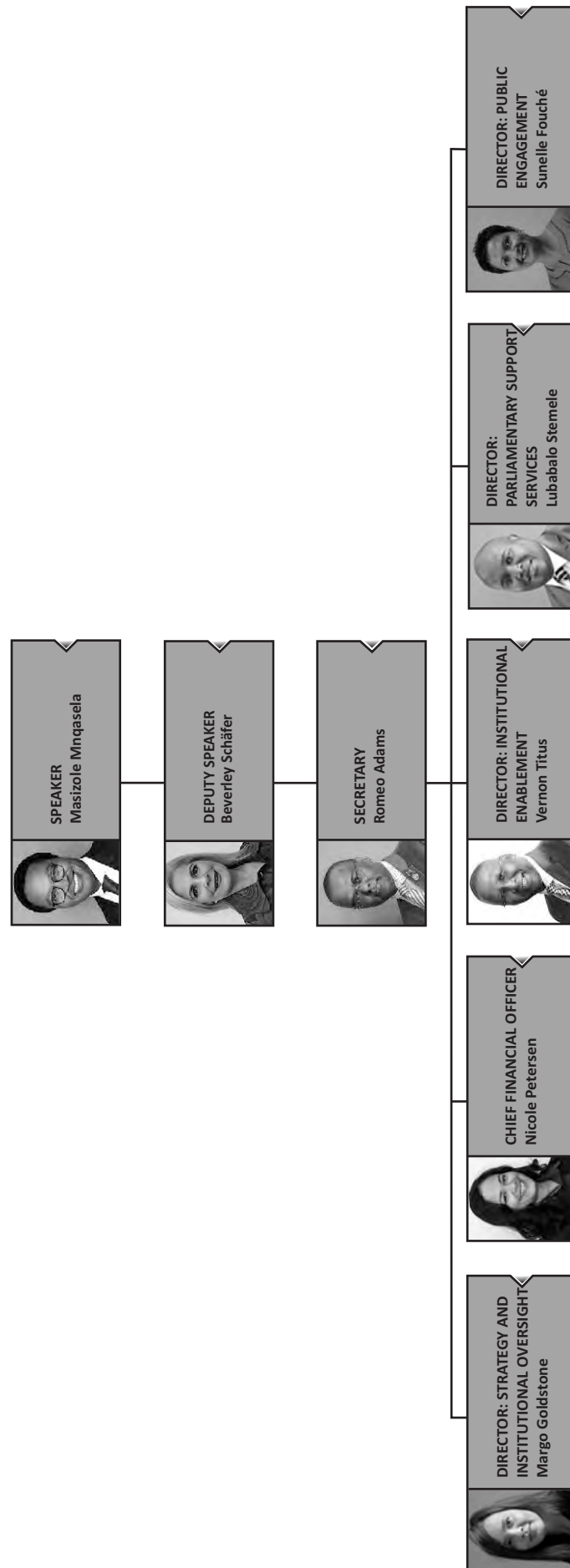
(xvi) Land Access Movement of South Africa and Others v Chairperson of the National Council of Provinces and Others (Constitutional Court) case no: CCT 40/15

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

(xvii) Marius Llewellyn Fransman v Speaker of the Western Cape Provincial Parliament and Another (Western Cape High Court) case no: 13097/2014

In this case the court found that it is not for the judiciary to determine the internal arrangements, proceedings and procedures of legislatures but that these matters are reserved by the Constitution for determination by the legislatures themselves. The court also found that the proceedings of a parliamentary committee is not administrative action reviewable under the Promotion of Administrative Justice Act, 2000.

8. ORGANISATIONAL STRUCTURE: EXECUTIVE AUTHORITY AND TOP MANAGEMENT AS AT 31 MARCH 2022



WESTERN CAPE PROVINCIAL PARLIAMENT



PART B PERFORMANCE INFORMATION





The official launch of the Theta Nathi programme took place in Oudtshoorn on 21 September 2021.



On 2 February 2022, as part of the roll-out of the Theta Nathi programme in the West Coast District, an event was hosted in Malmesbury.

PART B: PERFORMANCE INFORMATION

9. AUDITOR-GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The Auditor-General of South Africa (AGSA) currently performs certain audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance measured against predetermined objectives is included in the report to management, with material findings being reported under the heading "Report" on the audit of the annual performance report.

Refer to page 122 of the Report of the Auditor-General published as Part E: Financial Information.

10. OVERVIEW OF THE WCPP'S PERFORMANCE

The 2021/22 financial year was the second year of the WCPP's Strategic Plan 2020/21–2024/25. In pursuit of its vision to be the leading regional parliament, rooted in Africa, and innovative, relevant, forward-looking and in touch with all its people, the WCPP has set three strategic outcome-oriented goals and seven strategic objectives, namely:

10.1. STRATEGIC OUTCOME-ORIENTED GOAL 1

To provide effective procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement.

This strategic outcome-oriented goal is linked to Programme 2: Parliamentary Support Services, Programme 3: Public Engagement and Programme 4: Members Support.

10.1.1. Strategic objective 3

Enhanced professional and timely procedural and related support.

10.2. STRATEGIC OUTCOME-ORIENTED GOAL 2

To support the promotion of meaningful stakeholder and inter/intra-parliamentary relations. This strategic outcome-oriented goal is linked to Programme 3: Public Engagement.

10.2.1. Strategic objective 5

Increased engagement with international role players.

10.2.2. Strategic objective 6

Improved relationship building with stakeholders using various platforms, including technology.

10.2.3. Strategic objective 7

To provide enhanced processes to facilitate meaningful public involvement in the legislative process.

10.3. STRATEGIC OUTCOME-ORIENTED GOAL 3

To provide strategic, governance and institutional support services.

This strategic objective outcome-oriented goal is linked to Programme 1: Governance (Leadership) and Administration and Programme 2: Parliamentary Support Services.

10.3.1. Strategic objective 1

Demonstrable good governance by continuously improving governance processes and practices.

10.3.2. Strategic objective 2

Modernised and continuously improved institutional procedures and processes towards supporting the functions of parliament.

10.3.3. Strategic objective 4

To provide for and maintain conducive facilities and to ensure a safe working environment for Members and staff.

10.4. SERVICE-DELIVERY ENVIRONMENT

The WCPP is mandated by the Constitution to perform oversight over the executive, make laws and facilitate public involvement in its activities. In this regard the Administration provided procedural and related support to Members, committees and the House.

The WCPP's stakeholders are as follows:

- Members;
- Staff;
- Speaker and the Office of the Speaker;
- Office of the Premier (Internal Audit);
- Government departments;
- People of the Western Cape;
- Vendors;
- Parliament and other legislatures;
- South African Police Service;
- Political parties;
- Auditor-General of South Africa;
- Parliamentary Oversight Committee; and
- Shared Audit Committee.

10.5. ORGANISATIONAL ENVIRONMENT

The Secretary and employees of the WCPP are appointed in terms of the Western Cape Law on the Powers and Privileges of the Provincial Legislature Act, 1995 (Act 3 of 1995).

The organisational structure as at 31 March 2022 is depicted on page 102.

10.6. In-year changes to the 2021/22 APP

Programme	Subprogramme	Original Programme Performance Indicators	Revised Programme Performance Indicator	Reasons for revisions to the Programme Performance Indicators, outputs or annual targets
Programme 1: Governance (Leadership) and Administration	9.2.2 Office of the Secretary	Percentage compliance with the FMPPLA's reporting requirements	Percentage compliance by the Accounting Officer with the prescribed FMPPLA's reporting requirements Compliance to the following sections of FMPPLA: 8, 14, 15, 16, 22, 23, 37, 41, 42, 43, 51 , 52, 53, 54, 56, 57, 59, 61, 62, 63 and 64	The FMPPLA prescribes reporting requirements for both the Executive Authority as well as the Accounting Officer. The 2021/22 Annual Performance Plan included indicators on the compliance with FMPPLA for both subprogramme: Office of the Speaker and subprogramme: Office of the Secretary. The indicator under subprogramme: Office of the Speaker explicitly referred to the Executive Authority as being responsible for FMPPLA compliance, whereas the indicator under subprogramme: Office of the Secretary did not. This was raised as an apparent duplication by the Shared Audit Committee. To address this apparent duplication the indicator under subprogramme: Office of the Secretary was revised to include explicit reference to the Accounting Officer.
Programme	Subprogramme	Programme Performance Indicators	Revision to Technical Indicator Descriptions	Reasons for revision to the Technical Indicator Descriptions
Programme 1: Governance (Leadership) and Administration	9.2.2 Office of the Secretary	Percentage of Members' satisfaction with administration support services	Revision to the means of verification .	The 2020/21 APP indicator on the Annual Members Survey established the ideal level of participation. Based on the participation level as established the indicator was revised to remove the specification in relation to the percentage of responses that must be received in order for the survey to be considered valid and accurate.
Programme 2: Parliamentary Support Services	10.2.2 Plenary Support	Number of procedural-related capacity-building sessions with Members and/or	Revision to the definition .	As per Audit Finding of the AGSA communicated to WCPP in their Communication 1 of 2021, the indicator was found to be unclear and lacking in specificity in that it did not indicate whether both formal and informal capacity-building sessions would be considered when reporting on the number of

Programme	Subprogramme	Original Programme Performance Indicators	Revised Programme Performance indicator	Reasons for revisions to the Programme Performance Indicators, outputs or annual targets
		staff		procedural-related capacity-building sessions held. The AGSA recommended that management improve the definition of what a procedural-related capacity building session is to specify whether it include both formal and informal sessions held. The Technical Indicator Description was revised in line with the recommendation.
	10.2.3 Committee Support	Number of capacity building sessions with staff	Revision to the definition .	As per Audit Finding of the AGSA communicated to WCPCP in their Communication 1 of 2021, the indicator was also found to be unclear and lacking in specificity in that it did not indicate whether both formal and informal capacity-building sessions would be considered when reporting on the number of capacity-building sessions held. The AGSA recommended that management improve the definition of what a capacity-building session is, to specify whether it includes both formal and informal sessions and to provide criteria for such sessions. The Technical Indicator Description was revised in line with the recommendation.

11. PERFORMANCE INFORMATION BY PROGRAMME

11.1. Programme 1: Governance (Leadership) and Administration

11.1.1. Purpose

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

11.1.2. Subprogrammes

- Office of the Speaker;
- Office of the Secretary;
- Financial Management; and
- Institutional Enablement.

11.1.3. Main functional areas

- Exercise strategic and institutional oversight;
- Develop and coordinate parliamentary procedures and systems;
- Ensure effective institutional support;
- Provide effective and compliant financial management services;
- Provide legal support;
- Maintain effective institutional governance;
- Perform functions in terms of relevant statutory provisions;
- Render secretarial and office support services to presiding officers;
- Formulate and execute policy and operational policies; and
- Establish norms and standards in compliance with relevant legislation and practices.

11.1.4. Strategic outcome-oriented goals, subprogrammes, strategic objectives and strategic objective performance indicators

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

11.1.5. Summary of achievements: Governance (Leadership) and Administration

SUBPROGRAMME: OFFICE OF THE SECRETARY

During the period under review the WCPP implemented various activities in line with its current Governance Framework. Regular monthly and quarterly meetings took place virtually on various levels from the Executive Committee, Senior Management Team, Governance Committee and other committees in terms of the Framework. The Extended Management team also convened quarterly from August 2020. Through these structures the WCPP was able to respond effectively and appropriately to the COVID-19 pandemic so that its operations could continue.

During the period under review the WCPP maintained its good relationship with its external assurance providers. Regular interaction took place with the Audit Committee and Internal Audit as well as the legislative oversight body the Parliamentary Oversight Committee.

The fixed-term retainership agreement of the Registrar of Members Interests came to an end on 31 August 2020. After a formal recruitment process the Registrar of Members Interest was reappointed for the period 1 December 2020 to 30 November 2023.

The Registrar reports to the Conduct Committee in respect of the implementation of the provisions of the Code of Conduct that is the Registrar's "professional" responsibility. The Accounting Officer, in terms of the imperatives of section 7 of the FMPPLA, has to put measures and mechanisms in place to "ensure" that the Registrar, as contracted, performs in terms of agreed contractual terms and provisions. To this end the Registrar provides a quarterly report to the Accounting Officer.

Legal Services

For the year under review, the Legal Support Unit provided advisory support to the administration in respect of the review and drafting of various agreements between the legislature and others. Among others, these agreements were for: a stakeholder database; alternative venues in case of disaster; maintenance of the precincts; various information-technology-related matters; a memorandum of understanding with the Commission for Gender Equality; recruitment; a memorandum of understanding with the South African Police Service; corporate videos; printers; short-term insurance for the State of the Province Address; usage of the database of the Companies and Intellectual Property Commission; and for a memorandum of understanding with the University of Cape Town.

Legal Support Unit continued its advisory support to standing committees in respect of law-making. These laws included provincial Bills and Bills referred to the legislature in accordance with section 76 of the Constitution. Among other things, these laws concerned: land tenure rights; land use planning; amendment of the provincial constitution and the Constitution; environmental management; biodiversity; transport infrastructure; housing consumer protection; municipal systems; forests management; and veld and forest fires management.

Legal Support Unit also provided advisory support to committees on issues such as: drafting a Bill for the amendment of money Bills; nominations to vacancies on hospital boards; non-commencement of the Western Cape Petitions Act, 2006; the constitutional status of the Western Cape Commissioner

for Children; public involvement; repeal of the Sea Shore Act, 1935; and disclosure of an investigation report into the alleged conduct of a provincial Minister.

Legal Support Unit provided advisory support to the administration and the Office of the Speaker in respect of matters such as: review of a Presiding Officers Manual concerning enabling allowances; an investigation regarding allegations of fruitless and wasteful expenditure; reporting requirements; compliance with the Protection of Personal Information Act, 2013; electoral laws amendments; the Political Parties Funding Act, 2021; oversight of local government; a proposed draft Legislative Sector Bill; constitutionality of certain aspects of the Financial Management of Parliament and Provincial Legislatures Act, 2009; the filling of vacancies in the legislature; protocols for engagement with the national executive, and the issue of oversight; interpretation of the standing rules; the legislature's policy framework; support in respect of investigations by other line functions; compliance with the Promotion of Access to Information Act, 2000; the identification of essential services for purposes of implementation of regulations regarding the COVID-19 pandemic; a policy to deal with conflict of interests; conflict of laws; the Occupational Health and Safety Act, 1993; the Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004; CCMA conciliations and arbitrations, and other labour matters; the Protection of Information Act, 1982; de-proclamation of a nature reserve; a policy to allow for paid social media; various risk management matters; amendment of the administration's recruitment and selection policy; the candidacy of staff members for elections; a payment dispute with a service provider; random searches by the South African Police Service; retrospective amendment of policy provisions; implementation of party lists; support in respect of an ongoing investigation by the South African Police Service in respect of alleged fraudulent enabling allowances claims by a former member; a draft Legal Compliance Framework for the administration; and liability assessments in respect of lost assets.

As far as litigation is concerned, the Unit provided advisory support in respect of: an ongoing application pending in the Labour Court for review of a CCMA arbitration award; an application filed in the Constitutional Court concerning the adequacy of public involvement in respect of the Traditional and Khoi-San Leadership Act, 2019; and an application filed in the Western Cape High Court concerning the adequacy of public involvement in respect of the Western Cape Racing and Gambling Nineteenth Amendment Act, 2019.

The Unit was also involved with the work of the Procedural Hub. The Hub seeks to bring various line functions of the administration together to discuss and make recommendations on procedural matters and rules review. In this regard, the Unit provided advisory support in respect of various proposed amendments to the legislature's standing rules, and matters such as introduction of ordinary members Bills.

Risk Management

The WCPP has been able to implement the ERM Strategy and Plan 2021/22 successfully in the context of the restrictions brought about by the COVID-19 pandemic. The ERM Strategy and Plan was reported on at the WCPP Governance Committee (GOVCOM) and the Governance and Administration Cluster Shared Audit Committee on a quarterly basis.

The annual risk maturity assessment was conducted with the GOVCOM to inform the ERM Strategy and Plan for the 2022/23 financial year. In addition to the internal assessment by the GOVCOM, an

external stakeholder assessment was conducted by the Audit Committee, Chief Audit Executive and Director of the Internal Audit function of the Department of the Premier (DoTP) servicing the WCPP. The outcome of both assessments provided a basis for developmental actions that would assist in the continuous improvement of the risk management process and its integration into the decision-making process of the WCPP. This was formalised in the ERM Strategy and Plan for the 2022/23 financial year.

The risk registers that were produced during the reporting period were used to inform management decisions and provided the internal audit function of DoTP with a basis to develop a risk-based audit plan in order to evaluate the effectiveness of the risk treatments independently.

The WCPP continued to utilise the services of the Department of the Premier with regard to its internal audit function.

Strategy and Organisational Performance

On 26 November 2020 the Office of the Deputy Secretary was abolished and a new Directorate: Strategy and Institutional Oversight was created and approved by the Speaker as the Executive Authority. The main role of the directorate is to manage and oversee the development of institutional strategy, performance monitoring and evaluation and oversight. The Director: Strategy and Institutional Oversight was subsequently appointed with effect from 1 July 2021. During the period under review all reporting requirements in terms of the FMPPLA to the Parliamentary Oversight Committee were complied with. The WCPP also responded timeously to requests for information that emanated from these quarterly meetings with the oversight body and assurance providers.

SUBPROGRAMME: FINANCIAL MANAGEMENT

Financial Compliance and Internal Control

Management of the audit process

Financial Compliance and Internal Control plays an important liaison role between the WCPP and the office of the Auditor-General of South Africa (AGSA). The section routes and facilitates and follows up on all audit queries and findings, ensuring a smooth audit process for both the WCPP and the AGSA.

Declaration of Interest Policy

Financial Compliance and Internal Control facilitated the roll-out and completion of declarations of interests by all WCPP employees. As at 31 August 2021, all employees had completed their declarations as required by the policy and no exceptions were identified during the verification process. This is testament to WCPP's commitment to fair dealing and integrity in conducting its business.

Supply Chain and Asset Management (SC&AM)

For the fiscal period 2021/22, SC&AM and the entire Financial Management Directorate mostly conducted the AG audit while under lockdown. SC&AM had a limited office presence for quarters 1 to 3 and in the main met its operational requirements virtually. In Q1 SC&AM had conducted

procurement training with the Committee Section and during Q3 SC&AM had asset specific training with the Finance Directorate.

In terms of asset management the unit conducted an asset count from August to December 2021 and has conducted a second asset count that commenced in February 2022, concluding in March 2022.

During Q4 the outcome of the Constitutional Court case had a negative impact on WCPP's ability to procure above the R30 000,00 given the advisory notes provided by the National Treasury.

During the period under review a tender for a WCPP Corporate Video was approved and the SLA agreement in respect thereof is currently being concluded. It is envisaged that the video will be concluded in approximately 6 months after signing the SLA.

SUBPROGRAMME: INSTITUTIONAL ENABLEMENT

Human Resources

Enterprise Resource Planning (ERP) system

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

Employee Wellness Programme

In 2021/22 the Employee Wellness Programme focused on supporting the physical and mental wellbeing of employees. There were three on-site Primary Health Clinics held during the period under review. Additionally, employees attended webinars on Healthy Relationships, Personal Wellness, Financial Wellbeing, Care and Support of the Elderly and Teen suicide. Through Independent Counselling and Advisory Services employees continue to have access to a range of counselling services and/or professionals.

Employee Training and Development

Eighty five (85) WCPP employees attended various skills development interventions to enhance their competencies, ability and effectiveness. This included professional seminars, short courses and accredited skills programmes.

During the year under review eight employees were beneficiaries of the WCPP's Study Assistance Programme. The study programmes undertaken by these employees were Law (2), Information Technology (2), Public Administration (1), Professional Competency course for Chartered Accountants (1), Business Administration (1) and Communication Science (1). With the Study Assistance Policy review, the intention is to increase the number of beneficiaries and to encourage the ongoing professional development of employees.

Internships

The WCPP internship programme is part of the HR strategic trajectory to ensure that the organisation is established as a hub for continuous learning and opportunity for unemployed graduates. The WCPP is exploring a three-pronged approach to internships, viz., to recruit interns for assignment to the Legal and Research sections within WCPP to enable the provision of proactive support to Committees in these disciplines as well as to explore the possibility of augmentation of the Secretarial Allowance to provide additional support to political parties for their Legal and/or Research needs. In addition to these options, the WCPP is looking to leverage off its partnerships with Institutions of Higher Learning so that we are able to expand on the pool of researchers who could provide direct and in-depth research and analysis to the various portfolio committees, utilising the acumen of post graduate students. The suggested three-pronged approach coupled with the broader capability input / feedback from Chairpersons will assist in achieving service satisfaction and meeting client expectations.

Information Technology and Digital Services (ITDS)

Enterprise Resource Planning (Technical Support to various projects)

ITDS provided support for the SAGE 300 project. In this regard, it facilitated the service procurement, the technical scope of the “as-is” and “to-be” processes, as well as the technical input to the Project Initiation Document (PID).

ITDS further provided critical support for the Procurement Requisition Module Project. This project provides line of sight on the status of procurement. The final solution is intended to track invoices and associated payments timeously and provide alerts pertaining to payment timeframes and processing. At the end of the period under review, the project was at the User Acceptance and testing (UAT) phase.

A Document Management Solution linking the financial transactions in the ERP database with unstructured electronic documents, Docuvision, was launched during the year. The business value will be derived from improved oversight of structured and unstructured financial data. The enabling of workflow with line functions and search functionality will simplify the discovery of document packs for audit purposes. The project will be completed in the 2022/23 financial year.

Custom Application Development included Organisational Performance Tracking and Measurement System (OPTaMes version 1.6.8): The Manager ITDS provided further enhancement to the in-house performance management system. This included the automation of the manual Quarterly Performance Reports, senior management signatures and a monitoring dashboard.

Management of House Papers App

An internal prototype was developed for the management of the papers of the house. The system allows for improved document automation using the SharePoint mobile application. This enables Members to access various key documents. Further enhancements are planned once the prototype is adopted and historical data capturing is completed.

Invoice Management Mobile APP

An invoice management prototype was developed to illustrate the benefits and agility of Microsoft Office 365 PowerApps technology. The application handles complexities with respect to 3rd party invoices for translation services. A pilot will be implemented during 2022 to assess the functionality and effectiveness of the application.

Cybersecurity

ITDS developed a Cybersecurity Strategy and investigated the various technologies and processes required to enable the Strategy. Ongoing security awareness training for staff was implemented. The aim has been to focus on the improvement of behaviours and practices amongst employees. Further to this, the unit sent out phishing emails to bait users to understand the risks associated with phishing in the WCPP. The implementation of the strategy has been mapped and operationalised. Work has also started on the drafting of the Cybersecurity Tender.

Knowledge Management and Information Services

Language Services

Translation services

Translation Services is primarily responsible for ensuring that all House papers, such as ATCs, are translated into all three official languages of the province. During the period under review Translation Services translated a total of 251 documents, including the following:

- 147 ATCs
- 24 Order Papers
- 24 Minutes of House Sitzings
- 44 Written Question Papers
- 10 Oral Question Papers

Interpreting Services

Interpreting Services, which includes sign language interpreting, is provided by independent contractors. Language interpreters ensure that all House sittings, and where requested, committee meetings, are conducted in all three official languages of the Western Cape. WCPP also offers interpreting services for hybrid and virtual meetings via Microsoft Teams. Interpreting, for these type of meetings, is accessed remotely through a secondary electronic device. Interpreting Services continue to ensure a maximum of six interpreters for each House Sitzings.

Language Services ensured that the terms and conditions contained in the SLA are followed consistently, as well as that hourly and daily rates offered by WCPP, were consistent with industry norms and standards. Attendance registers are completed for each House Sitting as well as Standing Committee meetings as an integral part of the internal monitoring and control measures. Interpreters alternate after every 30-40 minutes during House Sitzings to ensure accurate and simultaneous interpreting is continuously provided.

ITDS has developed a digital application for processing interpreter invoices due to the ongoing challenges experienced such as incorrect calculations or invoice numbers. The application will not only reduce these errors but also ensure that invoices are processed and paid within 30 days.

Sign language interpreting has also become a permanent feature of House Sitzings. This is in keeping with current practice to ensure accessibility to important debates and deliberations for all citizens of the province. Sign language interpreters, similar to language interpreters, alternate every 30 mins to ensure accurate and simultaneous interpreting is continuously provided. WCPP has also extended sign language interpreting services to Committee meetings. The service is being increasingly requested by more committees; particularly when there is broader public participation and engagement.

Knowledge Management (KM)

KM at WCPP is regarded as being vital in supporting the WCPP modernisation strategy. KM initiatives will aim to enhance and facilitate learning across the institution as well as achieve operational efficiencies by making critical knowledge and information available and easily accessible.

The WCPP Knowledge Management Methodology and Governance Framework was approved and adopted during the period under review. This framework documents provides proposed guidelines of how the WCPP KM strategic Framework will be implemented. The appointment of the Senior Officer: KM Services in February 2022 further demonstrates WCPP's commitment to ensuring KM implementation is adequately supported.

Records Management

Records management is primarily responsible for ensuring the safe-keeping and accessibility of all official WCPP records.

A comprehensive audit was conducted by Corporate Assurance Services: Internal Audit division at the Department of the Premier during the period under review.

Records Management has subsequently updated its Records Management Policy based on these findings. This includes making provision for records management practices to accommodate requirements of the POPI Act.

A number of awareness sessions and internal records inspections were conducted during the period under review. Ongoing challenges within Records Management included maintenance of WCPP's E-filing system; storage space for registry; and messenger services for registry. These will, however, be addressed to ensure compliance with WCPP Records Management policy framework and Western Cape Archival and Records Management Services requirements. Other related activities include revising and updating the WCPP File Plan, Records Control Schedule as well as the Registry Procedure Manual to be consistent with current regulations and practice.

Information Services

Research Services

Research Services continued to provide traditional research support to committees, individual Members as well as ExCo. The following are some of the research outputs produced during the period under review:

- Papers on Gender Based Budgeting; Gender Pay Gap and Women in Science, Technology, Engineering and Mathematics for the WCPP Women's Parliament
- Procedures and Timelines for Public Participation during a Money Bills Amendment Process
- Land Invasion & Prevention of Illegal Eviction from and Unlawful Occupation of Land Act
- Case Studies on Agricultural Sector Responses to Climate Change
- Housing Policy in California
- Fact Sheets
- Stakeholder Lists
- Profiles for Cluster Visit Weeks

Library Services

The library continued its operations remotely during all COVID-19 lockdown levels. The quarterly book acquisitions included some exciting titles, but the highlight must be the 25th edition of the Erskine May's Treatise on law, privileges, proceedings and usage of Parliament – a guide to parliamentary practice and procedure, specifically for parliaments following the Westminster system. For the very first time since its publication from 1844, this guide is available online at: <https://erskinemay.parliament.uk/>. The library still has one reference hardcopy available for those who prefer to turn the pages.

A Library drop box has been acquired for library books to be returned when the library is not physically accessible. It is situated opposite the entrance to the library.

The online news service was changed from Newsbank to PressReader. PressReader provides access to over 70 000 newspapers and magazines from around the world and was preferred for its image editions of publications. Articles are available for downloads and can be read while offline on various devices. The hardcopy, local daily and weekend newspapers are still available on request from the librarian.

The library continues to provide reference request services to Members of Provincial Parliament, Exco and staff as well as individualised training on any of the electronic databases available. The library was also called upon to present its activities and changes to services during the COVID-19 pandemic, at the first collaborative conference of The International Federation of Library Associations & Institutions (IFLA) and the Inter-Parliamentary Union (IPU). Notably, WCPP was the only regional/provincial parliament represented and only one of two African parliaments.

Logistical Services

Logistical Services has proved to be an enabler and continues to provide its full range of services offered by the section even during the COVID-19 pandemic. The unit has safely transported Members and staff to offsite events and oversight visits with no incidents during the past year. In addition, Logistical Services have been engaging with DTPW and external parties in order to upgrade and improve the condition of offices and open plan spaces.

Extensive research was conducted on vehicle hire in order to determine if the WCPP was paying the best possible rates for the range of services offered by the Government Motor Transport (GMT). This exercise proved that the GMT provides the best services and rates.

Vehicle Trip Authority and Parking Application forms have been digitalized to enable applicants and approvers to complete and sign electronically using computers and cellphones from any location. This has ensured that documents can be easily signed without the need to be printed, scanned, and physically delivered to the WCPP, thereby improving efficiencies and cost saving on fuel.

11.1.6. Annual performance

11.1.6.1. Strategic objectives performance indicators, planned targets and actual achievements

Strategic objective performance indicators	Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Subprogramme: Office of the Speaker					
Establish mechanisms year-on-year to continuously improve governance processes and practices	Achieved: One mechanism has been established (implementation of an electronic register to track and monitor documentation, which includes the FMPPLA reporting requirements) within the Office of the Speaker	Establish mechanisms year-on-year to continuously improve governance processes and practices	Achieved: An additional mechanism was put in place, namely an SOP for managing compliance in the Speaker's Office.	- -	
Subprogramme: Office of the Secretary					
Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	Achieved: Baseline established: 91% of Members, who completed the survey questionnaire, were satisfied with the support services they receive from the administration	Year-on-year improvement in administrative efficiency	Not achieved: The level of satisfaction declined by 3%, from 91% in 2020/21 to 88% in 2021/22.	-3%	Areas that contributed to the decline include: • Public engagement and participation (overall): There was a need expressed for Public Engagement to provide more support to committees than what was being provided; • Support for public hearings and other committee activities (in

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Strategic objective performance indicators	Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
					terms of public education and outreach, social media and media alerts): There was a specific need expressed for social media advertising, which could not be addressed in the year under review; and • Training and capacity-building for Members (in terms of coordination and relevance): Most of the MPP training has been linked to LSS funded training. In this regard all LSS training was delayed as a result of the force majeure placed on it during lockdown. The force majeure was only lifted after the end of the financial year. In addition, changes to the Members Guide in 2021/22 allowed Members to access personally-initiated training via the enabling allowance. However, some MPPs raised concerns that this could not be applied retrospectively.

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Strategic objective performance indicators	Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Subprogramme: Financial Management					
Establish mechanisms year-on-year to continuously improve governance processes and practices	Achieved: Measuring repeat findings in AGSA, IA and IC findings	Establish mechanisms year-on-year to continuously improve governance processes and practices	Not achieved: Repeat findings in AGSA, IA and IC measured.	Late implementation of recommendations. Inadequate review processes to prevent repeat findings.	Delay in implementation of management action plans.
Subprogramme: Institutional Enablement					
Percentage of resource efficiency measures implemented	Achieved: Digitalisation Strategic Improvement Plan approved; Human Resources Strategy approved; and Knowledge Management Strategic Framework approved	20% implemented 30% implemented 20% implemented	Achieved: 20% of the Digitalisation Strategic Improvement Plan implemented 30% of the Human Resources Strategy implemented 20% of the Knowledge Management Strategic Framework implemented	-	-
<u>Strategy to address underperformance:</u> Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions: Action plans will be developed to address areas of weakness identified by Members through the Members Survey. Establish mechanisms year-on-year to continuously improve governance processes and practices: Continued communication and awareness re: AG, IA and FCIC processes and internal control mechanisms.					

11.1.6.2. Programme performance Indicators, planned targets and actual achievement

Subprogramme: Office of the Speaker

The purpose of this subprogramme is as follows:

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

Programme performance indicator		Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1	Percentage compliance by the Executive Authority with the prescribed legislative obligations in terms of the FMPPLA by the required due dates <i>Compliance with the following sections of FMPPLA: 8, 13, 17(1) and (2), 37, 54(1) and (2), 60 and 62</i>	Not achieved: 86% 6 out of 7 compliance actions achieved	100%	Not achieved: 89%	-11%	1 IYM was not tabled within 5 days as per Section 54(1) of FMPPLA, due to administrative oversight.
<u>Strategy to address underperformance:</u> 1. Percentage compliance by the Executive Authority with the prescribed legislative obligations in terms of the FMPPLA by the required due dates: Management oversight to be strengthened.						

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Office of the Speaker	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under
	R'000	R'000	R'000	R'000	R'000	R'000
Office of the Speaker	7 752	7 465	288	6 487	6 295	192
Total	7 752	7 465	288	6 487	6 295	192

Subprogramme: Office of the Secretary

The purpose of this subprogramme is as follows:

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

Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1 Percentage of Members' satisfaction with administration support services 2020/21 Baseline: Estimated performance will be affected by the actual outcome of the 2020/21 survey	Achieved: 91% 12 Members completed the survey	80%	Achieved: 88%	8%	Areas of weakness identified in the previous survey were addressed through action plans, which resulted in a significant improvement in the level of satisfaction in some areas.
2 Percentage compliance by the Accounting Officer with the prescribed FMPPLA's reporting requirements <i>Compliance to the following sections of FMPPLA: 8, 14, 15, 16, 22, 23,</i>	Not Achieved: 94% compliance with legislative obligations and relevant transitional arrangements, in terms of the FMPPLA (Accounting Officer) by required due date	100%	Achieved: 100%	-	-

Programme performance indicator		Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
	37, 41, 42, 43, 51, 52, 53, 54, 56, 57, 59, 61, 62, 63 and 64					
3	Percentage of planned APP programme performance indicators achieved Numerator: 49 (number of planned annual programme performance indicators achieved) Denominator: 63 (total number of planned annual programme performance indicators)	Not achieved: 74% Of the total of 38 planned APP targets, 28 were achieved	96%	Not achieved: 76% Of the total of 33 planned APP targets, 25 were achieved.	-20%	Refer to individual sub-programmes for reasons for deviations and strategies to address underperformance.

Strategy to address underperformance:

3. Percentage of planned APP programme performance indicators achieved:

Operational Planning and monitoring to be strengthened in 2022/23.

Reason for revisions to the Programme Performance Indicators, outputs or annual targets

Programme performance indicator 2. Percentage compliance by the Accounting Officer with the prescribed FMPPLA's reporting requirements:

The FMPPLA prescribes reporting requirements for both the Executive Authority as well as the Accounting Officer. The 2021/22 Annual Performance Plan included indicators on the compliance with FMPPLA for both subprogramme: Office of the Speaker and subprogramme: Office of the Secretary.

The indicator under subprogramme: Office of the Speaker explicitly referred to the Executive Authority as being responsible for FMPPLA compliance, whereas the indicator under subprogramme: Office of the Secretary did not. This was raised as an apparent duplication by the Shared Audit Committee.

To address this apparent duplication the indicator under subprogramme: Office of the Secretary was revised to include explicit reference to the Accounting Officer.

Revisions to the Programme Performance Indicators, outputs or annual targets

Refer to Subprogramme: Office of the Secretary.

Changes were made to Programme Performance Indicator 2. Reason disclosed above.

Subprogramme expenditure

Office of the Secretary	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Programme Management: Governance (Leadership) and Administration	10 217	9 747	470	9 527	9 418	109
Legal Services	3 314	2 737	578	2 694	2 183	511
Risk Management	908	907	1	865	865	
Strategy and Organisational Performance	1 131	813	318	1 332	1 154	178
Total	15 571	14 204	1 367	14 418	13 620	798

Subprogramme: Financial Management

The purpose of this subprogramme is as follows:

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

Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1 Number of progress reports against the Financial Management Improvement Plan (FMIP)	Achieved: 2 progress reports against the Financial Management Improvement Plan	2	Achieved: 2	-	-
2 Number of inspection reports issued identifying control gaps in processes	Achieved: 4 inspection reports issued identifying control gaps in processes	4	Achieved: 4	-	-

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Financial Management	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Supply Chain and Asset Management	5 624	5 611	13	5 411	5 266	145
Financial Management and Accounting	4 697	4 676	21	4 511	4 485	22
Financial Compliance and Internal Control	7 313	7 310	3	6 402	6 402	
Total	17 634	17 596	38	16 324	16 153	171

Subprogramme: Institutional Enablement

The purpose of this subprogramme is as follows:

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

Programme performance indicators		Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1	Digitalisation Strategic Improvement Plan developed and percentage implemented	Achieved: Approved Digitalisation Strategic Improvement Plan	20% implemented	Achieved: 20% implemented	-	-
2	Human Resource Strategy developed and percentage implemented	Achieved: Approved Human Resource Strategy	30% implemented	Achieved: 30% implemented	-	-
3	Knowledge Management Strategic Framework developed and percentage implemented	Achieved: Approved Knowledge Management Strategic Framework	20% implemented	Achieved: 20% implemented	-	-

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Institutional Enablement	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Human Resources	6 526	5 954	572	6 095	4 708	1 387
Information Technology and Digital Services	14 713	8 725	5 988	10 574	9 053	1 521
Knowledge Management and Information Services	8 913	8 683	230	7 759	7 375	384
Logistical Services	3 015	2 568	447	2 549	2 224	324
Total	33 167	25 930	7 237	26 976	23 360	3 616

11.2. Programme 2: Parliamentary Support Services

11.2.1. Purpose

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

11.2.2. Subprogrammes

- Programme Management (Parliamentary Support Services);
- Plenary Support;
- Committee Support;
- Hansard Services; and
- Serjeant-at-Arms.

11.2.3. Main functional areas

- Provide committee support;
- Provide plenary support;
- Provide security and precinct-management services; and
- Manage Hansard services.

11.2.4. Strategic outcome-oriented goals, subprogrammes, strategic objectives and strategic objective performance indicators

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

11.2.5. Summary of achievements: Parliamentary Support Services

SUBPROGRAMME: PLENARY SUPPORT

During the period under review Plenary Support embarked on a process of digitisation of Questions and Replies. All Questions and replies for the 6th Parliament are electronically available on the website. The Procedural Hub commenced the process of reviewing the Standard Rules for the Subcommittee on Rules Review.

Procedural advice was provided to presiding officers and Members according to the standard requirement or in response to requests received. These included recorded advice on procedural matters provided routinely to presiding officers and advice and guidance on procedural matters provided routinely to Members or in meetings of internal committees.

The table below reflects various activities of the House and statistical information on certain outputs related to Plenary Support Services:

Activity	Total
Interpellations debated	22
Questions for oral reply processed	68
Questions for written reply processed	618
Speaker's debates	1
Opportunities for questions to the Premier without notice	6
Subjects for discussion put through debate	5
Matters of urgent public importance debated	1
Minutes of proceedings	24
Published Announcements, Tablings and Committee Reports (ATCs)	147
Extraordinary gazettes published	10

The table below reflects the Bills and Acts that were introduced, processed and/or passed during the period 1 April 2021 to 31 March 2022:

Bills	Acts
Western Cape Biodiversity Bill [B 2B-2021].	Western Cape Nineteenth Gambling and Racing Amendment Act, Act 3 of 2021 (Assented to 17 June 2021).
Western Cape Provincial Transport Infrastructure Bill [B 5-2021].	Western Cape Land Use Planning Amendment Act, Act 4 of 2021 (Assented to 17 June 2021).
Western Cape Adjustments Appropriation Bill [B 6-2021].	Western Cape Appropriation Act, Act 5 of 2021 (Assented to 9 July 2021).
Western Cape Additional Adjustment Appropriation Bill (2021/22 Financial Year) [B 1-2022].	Western Cape Biodiversity Act, Act 6 of 2021 (Assented 9 December 2021).
Western Cape Appropriation Bill [B 2-2022].	Western Cape Adjustments Appropriation Act, Act 7 of 2021 (Assented to 14 December 2021).
	Western Cape Additional Adjustment Appropriation Act (2021/22 Financial Year), Act 1 of 2022 (Assented to 29 March 2022).
TOTAL:5	TOTAL: 6

SUBPROGRAMME: COMMITTEE SUPPORT

Due to the continuous surge of COVID-19 throughout the year, as well as the short notice of the date of the Local Government Elections, the programmes of the Committees have been significantly impacted during 2021/22. Several meetings, workshops and other committee activities had to be cancelled or postponed due to these programme changes. Despite these setbacks, the work of committees in the WCPP which has continued, has been effectively and successfully executed, in terms of procedural and administrative support to Chairperson and the committees.

The ability of the Committees to continue operating successfully via remote access for hybrid, virtual and in-person formats, has proven to be a game-changer, together with continuously improving oversight and accountability over the Executive and its departments, under the COVID-19 situation. Where the programmes of committees were not impacted and followed, the support from the WCPP administration was well provided to allow successful continuity.

Two Chairperson's Forum meetings were held during the reporting period, where chairpersons raised matters pertaining to consultations and engagements in an attempt to seek a common understanding of the challenges that committees are experiencing and how such challenges could be addressed.

The Ad-hoc Committee on COVID-19 met as and when required to deal with related matters in the province pertaining to compliance of protocols, planning, effect and impact on the respective parliamentary committees and its oversight and accountability over the executive and its Western Cape provincial departments during the period under review, particularly the Department of Health.

The table below describes the activities achieved by the committees in the 2021/22 financial year (excludes the following committees: Rules Committee, Conduct Committee, Disciplinary Committee and any subcommittees):

Number of committee activities	Total
Committee activities held	204
Public hearings held	58
Oversight visits undertaken	21
Cluster visit weeks	2
Provincial Bills considered	5
National Council of Provinces' Bills considered	5

SUBPROGRAMME: HANSARD SERVICES

Hansard Services for this period included the recording, transcription and publication of the unrevised and final revised record of proceedings of all 24 sittings of the House within the stipulated time frame and in accordance with the SLA.

SUBPROGRAMME: SERJEANT-AT-ARMS

Precinct Management

The SLA between the WCPP and Department of Transport and Public Works (DTPW) was signed on 12 October 2021. This was signed after months of deliberations between the WCPP and DTPW. The Serjeant-at-Arms unit is now responsible to ensure that the timeframes and applicable clauses are reached by due date. For this purpose a maintenance schedule forms part of the SLA for tracking purposes.

The MoU with the Department of Community Safety (DoCS) makes provision for providing comprehensive security support at parliamentary activities, including at public education and outreach activities. During the period under review, the DoCS provided security support at a number of external visits and public hearings, including the State of the Province Address, which was held in Velddrif during February 2022.

Occupational health and safety

During the period under review the Occupational Health and Safety Committee was responsible for the issuance of Personal Protective Equipment and also continued to do regular OHS Inspections in the building.

National Key Point (NKP) matters

The new entrance design for 7 Wale Street was completed in January 2022. The new entrance provides for a smoother transition into the building, whilst still maintaining the requisite entrance control procedures. Security in the Queen Victoria Garage entrance was also improved with a new baggage scanner, X-ray machine and metal detector installed.

11.2.6. Annual performance

11.2.6.1. Strategic objectives performance indicators, planned targets and actual achievements

Programme 2: Parliamentary Support Services					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Subprogramme: Plenary Support					
Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	Not applicable: Baseline was established 2020/21 survey outcome: Of the Members that completed the survey 91% were satisfied with the overall support services received from the administration	Improving timelines and quality of procedural and related support.	Not achieved: Based on the results of the Members Survey 2021/22 there was a slight decline from the 2020/21 baseline in terms of the quality of House papers (from 100% to 88%) and in their availability (from 92% to 88%). However, there was a sustained level of satisfaction with the procedural advice provided before, during and after House sittings. This was sustained at 100% in both years.	No improvement in satisfaction with the timeline and quality of House papers (Minutes, Order Papers, ATCs and Question Papers).	The dissatisfaction with the availability of house papers relates to the down-time experienced during the period when the papers were being uploaded to the website and Mobile Application as a result of some technical challenges.

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Programme 2: Parliamentary Support Services					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Subprogramme: Committee Support					
Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	Not applicable: Baseline was established 2020/21 survey outcome: Of the Members that completed the survey 91% were satisfied with the overall support services received from the administration	Improving timelines and quality of procedural and related support.	Not achieved: Based on the results of the Members Survey 2021/22 there was a slight decline from the 2020/21 baseline in terms of the timely provision of committee minutes and reports (from 92% to 86%). However, there was a sustained level of satisfaction with the quality of committee reports. This was sustained at 100% in both years.	No improvement in satisfaction with the timelines of committee reports.	The dissatisfaction relating to the timelines of committee minutes and reports is due to a perceived lag between committee activities and the production of a draft committee report and minutes.
Subprogramme: Hansard Services					
Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	Not applicable: Baseline was established 2020/21 survey outcome: Of the Members that completed the survey 91% were satisfied with the overall support services received from the administration	Improving timelines and quality of procedural and related support.	Achieved: There was a sustained level of satisfaction with the timelines and quality of Hansard services. This was sustained at 100% in both years.	-	-

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Programme 2: Parliamentary Support Services					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Subprogramme: Serjeant-at-Arms					
Appropriate, well-maintained conducive facilities and safe working environment to support the functions of Parliament	Achieved: U-AMP submitted based on alternative premises assessment; 98% compliance with the requirement of the NKP Act, 1980	U-AMP submitted in terms of GIAMA	Achieved: U-AMP submitted in terms of GIAMA	-	-
		100% compliance with the requirement of the CIP Act, 2019	Not achieved: 97% compliance with the requirement of the CIP Act, 2019	-3%	An evaluation of the WCPP's compliance with the CIP Act was conducted by the National Key Points office. The reasons for non-compliance with the identified areas of weakness include: • Larger room needed for a Joint Operations Centre (JOC): the JOC that was built was assessed to be unsuitable in terms of size. Space constraints in the building had contributed to this. • Risk at walk-through: The walkthrough entrance was assessed as posing a

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Programme 2: Parliamentary Support Services					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
					security risk due to its configuration. The entrance was modernized in January 2022 to ensure the risk is minimized. The new entrance is operational now but will only be assessed at the next evaluation. • NKP boards needed at each entrance: The National Key Points boards or signage were not placed at the entrances, pending further confirmation. The matter was referred to Legal Services for a reply on whether to use NKP or CIPA legislation.

Programme 2: Parliamentary Support Services					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Strategy to address underperformance: Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions: Implementation of Parliamentary Support Services Standard Operating Procedures and action plans to address areas of weakness identified in the Members Survey. Appropriate, well-maintained conducive facilities and safe working environment to support the functions of Parliament: The weaknesses identified by the National Key Points office will be addressed in 2022/23.					

11.2.6.2. Programme performance indicators, planned targets and actual achievements

Subprogramme: Plenary Support

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

Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1 Percentage of ATCs published within the agreed time frame in accordance with the SOP 2019/20 baseline (audited) Numerator: 95 Denominator: 95	Achieved: 100% of ATCs published within the agreed time frame in accordance with the SOP	100%	Achieved: 100%	-	-
2 Number of procedural-related capacity-building sessions with Members and/or staff	Achieved: 3 procedural related capacity-building sessions with Members and/or staff	3	Achieved: 3	-	-
3 Compile and distribute the Digest of Rulings	Not achieved	Digest of Rulings compiled and distributed	Not achieved: Digest of Rulings partially compiled and distributed	Digest of Rulings partially compiled and distributed	Q1 rulings were not included in the consolidated Digest of

Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
					Rulings that was distributed to Members in Q4. This was an administrative oversight.
Strategy to address underperformance: 3. Compile and distribute the Digest of Rulings: Management oversight to be strengthened.					

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Plenary Support	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	3 467	3 116	351	2 728	2 485	243

Subprogramme: Committee Support

The purpose of this sub-subprogramme is:

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

Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1 Percentage of committee support provided in accordance with the approved standard operating procedures (SOPs) for committees to	Achieved: 100% of committee support provided in accordance with the approved standard operating procedures (SOPs) for	100%	Achieved: 100%	-	-

Programme performance indicator		Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
	all programmed committee meetings according to the approved parliamentary programme *Services are demand-driven 2019/20 Numerator: 81 (number of committee support provided in accordance with the approved SOP) Denominator: 82 (total number of committee support)	committees to all programmed committee meetings according to the approved parliamentary programme				
2	Number of capacity building sessions with staff	Achieved: 3 capacity-building sessions with staff	3	Achieved: 3	-	-

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Committee Support	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	12 810	12 521	289	12 308	11 795	513

Subprogramme: Hansard Services

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

Programme performance indicator		Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1	Number of contact meetings held with the service provider to ensure that Hansard services provided are in accordance with the service level agreement and that deviations are addressed	Achieved: 12 contact meetings held with the service provider to ensure that Hansard services provided are in accordance with the service level agreement and that deviations are addressed	12	Achieved: 12	-	-

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Hansard Services	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	620	620	-	690	589	101

Subprogramme: Serjeant-at-Arms

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

Programme performance indicator		Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1	Percentage compliance with applicable regulations of the Critical Infrastructure and Protection Act, 2019	Achieved: 98% compliance with the requirements of the National Key Points Act, 1980 (Act 102 of 1980)	100%	Not achieved: 97%	-3%	An evaluation of the WCPP's compliance with the CIP Act was conducted by the National Key Points office. The reasons for non-compliance with the identified areas of weakness include: • Larger room needed for a Joint Operations Centre (JOC): the JOC that was built was assessed to be unsuitable in terms of size. Space constraints

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Programme performance indicator		Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
						in the building had contributed to this. • Risk at walk-through: The walkthrough entrance was assessed as posing a security risk due to its configuration. The entrance was modernized in January 2022 to ensure the risk is minimized. The new entrance is operational now but will only be assessed at the next evaluation. • NKP boards needed at each entrance: The National Key Points boards or signage

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Programme performance indicator		Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
						were not placed at the entrances, pending further confirmation. The matter was referred to Legal Services for a reply on whether to use NKP or CIPA legislation.
2	Percentage security support provided for standing committees during oversight visits in line with approved standard operating procedures for oversight visits Numerator: 7 Number of security support provided to oversight visits Denominator: 7 Total number of oversight visits	Achieved: 100% security support provided for standing committees during oversight visits in line with the approved standard operating procedure for oversight visits (11 events)	100%	Achieved: 100%	-	-
3	Register the WCPP's accommodation requirements on U-AMP by the specified due date	Achieved: WCPP's accommodation requirements registered on U-AMP by the specified due	Accommodation requirements registered on U-AMP	Achieved: Accommodation requirements registered on U-AMP	-	-

Programme performance indicator		Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
		date				
4	Number of actions implemented to address findings as per the HIRA report	New programme performance indicator	3	Achieved: 3	-	-
5	Number of contact sessions with the Department of Transport and Public Works in respect of management of the service level agreement	Achieved: 4 contact sessions with the Department of Transport and Public Works in respect of management of the service level agreement	4	Achieved: 4	-	-

Strategy to address underperformance:

1. Percentage compliance with applicable regulations of the Critical Infrastructure and Protection Act, 2019:
The weaknesses identified by the National Key Points office will be addressed in 2022/23.

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Serjeant-At-Arms	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	3 712	3 618	94	2 447	2 445	2

11.3. Programme 3: Public Engagement

11.3.1. Purpose

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

11.3.2. Subprogrammes

- Programme Management;
- Stakeholder Management and Communication Services; and
- Public Education and Outreach.

11.3.3. Main functional areas

- Ensure effective public engagement;
- Provides stakeholder management and communication services;
- Facilitate and enhance public involvement in the law-making process; and
- Facilitate public education and outreach programmes and initiatives.

11.3.4. Strategic outcome-oriented goals, subprogrammes, strategic objectives and strategic objective performance indicators

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

11.3.5. Summary of achievements: Public Engagement

SUBPROGRAMME: STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES

International relations (IR)

The WCPP participated in the international legislative arena through international events and undertaking and receiving international study visits. This year, despite the COVID-19 pandemic, the WCPP continued to do so by participating in virtual engagements and in-person meetings, where required.

Cape Town Consular Corp Engagements

On Wednesday 19 May 2021, the Speaker, Honourable Masizole Mngqasela and Deputy Speaker Honourable Beverley Schäfer were introduced to the newly appointed Consul General of India, Mr PK Ashok Babu.

On Wednesday 4 August 2021, the Deputy Speaker, Honourable Beverley Schäfer met virtually with the newly appointed Consul General of Germany, Ms Tanja Werheit.

On Friday 17 September 2021, the Deputy Speaker, Honourable Beverley Schäfer met virtually with the newly appointed Consul General of Spain, Mr Jesus Silva Fernandez.

On Wednesday 15 December 2021, the Speaker Honourable Masizole Mngqasela had a courtesy meeting with the newly appointed Consul General of Germany, Ms Tanja Werheit.

On Thursday 17 February 2022, the WCPP hosted the Consular Corp cocktail event in Hermanus, and the event was attended by members of the Diplomatic Corp, Cape Town Consular Corp, Members of the WCPP, Mayors, Deputy Mayors and councillors.

Incoming visits

Courtesy visit by officials from the Nigerian Ministry of Foreign Affairs

A high-level delegation from the Nigerian Ministry of Foreign Affairs visited the WCPP on Thursday, 6 May 2021. They were participating in an immersive Executive Leadership Development Programme with the University Of Cape Town Graduate School Of Business for three months. The group was sponsored by the Nigerian Foreign Ministry. Besides the academic content, the delegation was also keen to better understand the South African environment of policies and politics.

Outgoing visits and international virtual conferences and webinars

Post-Election Seminar, National Assembly of Belize

Following the elections in Belize and the swearing in of their Presiding Officer and Members, the CPA conducted a workshop with the National Assembly as part of their orientation programme for Members on 3, 5 and 7 May 2021. During this workshop, the Deputy Speaker formed part of the panel and presented on "Technology Innovation and the Committee System".

NCSL Base Camp

From 3-5 August 2021, the National Conference of State Legislatures held their second virtual Base Camp. The WCPP has been a regular participant of the annual Legislative Summit, however, due to the impact of COVID-19, the WCPP participated in their virtual programme.

The Speaker, Deputy Speaker, Secretary to Provincial Parliament and the Stakeholder Management Officer participated in the three-day event and as part of the international programme. Speaker Masizole Mngqasela joined the Consul General of Canada and the former Ambassador of Israel to the USA in a panel discussion on the impact of COVID-19 within their respective countries.

Virtual Commonwealth Youth Parliament

For the second consecutive year, the CPA organised a Virtual Commonwealth Youth Parliament (CYP). The Virtual CYP is designed to demonstrate to potential future parliamentarians the role and purpose of parliaments as paramount institutions for democracy and good governance. The programme took place from 18-22 October 2021.

The WCPP nominated Ms Rayahna Isaacs from Bishop Lavis, to participate in the programme. Ms Isaacs was one of six representatives from the Africa Region of the CPA and was elected as the Whip for the independent candidates of the 2021 CYP.

SoCATT Professional Development Seminar

The Society of Clerks at the Table (SoCATT), Africa Region organised a Professional Development Seminar in Nairobi, Kenya, from 21-25 October 2021 for Secretaries and Clerks from the various branch and sub-branch members in the region. The Secretary to the Provincial Parliament and the Director: Parliamentary Support Services participated in the seminar.

51st Conference of the Commonwealth Parliamentary Association, Africa Region, Conference of the Commonwealth Women Parliamentarians, Africa Region, and SoCATT Annual General Meeting

The executive committee of the Commonwealth Parliamentary Association, Africa Region, nominated the Nigerian- CPA Branch to host all these engagements conference from 8-14 November 2021 in Abuja.

The theme of the conference was *African Parliaments and the challenge of the COVID-19 pandemic*. Speaker, Honourable Masizole Mngqasela, Honourable Members Lorraine Botha and Rachel Windvogel, Secretary to the Provincial Parliament and Stakeholder Management Officer participated in the conference.

17th Commonwealth Speakers and Presiding Officers Conference, Africa Region

The Speaker of the Parliament of Rwanda hosted a conference for Speakers and Presiding Officers from branches and sub-branches of the Africa Region in Kigali from 24-27 November 2021. The theme of the conference was *African Parliaments in the 21st Century*. The Speaker participated as an observer at the conference.

SoCATT Steering Committee meeting

During the SoCATT AGM in Abuja, Nigeria, Secretary to the Provincial Parliament, Mr Romeo Adams was nominated to the position of Southern Africa Region Representative for the organisation. The first SoCATT executive meeting was held in Kigali, Rwanda from 16-20 February 2022 in preparation for the SoCATT activities for 2022 calendar year.

Virtual Knowledge Exchange Programme: Parliamentary Practice and Procedure

The WCPP has enjoyed a long-standing relationship with the Overseas Office at the Houses of Parliament in London. Recently, this office was changed to the Interparliamentary Relations Office. They continued with their training programme that was established pre-COVID-19.

The WCPP was requested to nominate two officials to participate in their online programme from 28 February-2 March 2022. The Senior Procedural Officer and the Manager: Plenary Support were nominated and duly participated.

International Relations training

Members of the Provincial Parliament were provided the opportunity to attend a two-day training session on the Introduction to International Relations, Protocol and Etiquette from 17-18 August 2021. The training was presented virtually by the Department of International Relations and Cooperation (DIRCO).

Official opening and State of the Province Address

Following the trend established in 2020, this year's opening and SOPA was held in the West Coast town of Velddrif in the Bergrivier Local Municipality. The Velddrif Town Hall played host to the main event while some Members and guests participated in the proceedings from the WCPP Chamber in Wale Street, Cape Town. Local youths, artists and community representatives participated in the formal proceedings before the start of the event on 15 February. Due to COVID-19 regulations, the number of guests in attendance was limited. The event was livestreamed on the WCPP website and was viewed well over 1 500 times.

Communications

Social media

The WCPP's social media platforms saw consistent growth in during the 2021/22 financial year, specifically as a result of messaging related to the COVID-19 pandemic and supporting the institution's meetings, events and sittings that were mainly hosted virtually or in hybrid format.

The number of posts on identified social media platforms, Twitter and Facebook, increased with 8.7% from the 2020/21 baseline.

The WCPP continued to have a presence on Instagram. Since the start of the COVID-19 pandemic the institution commenced with the livestreaming of all standing committee meetings, all sittings of the House and a number of special events hosted virtually and in hybrid format. This has now become one of the most important links that provide audiences with access to the activities of the provincial parliament.

In the previous financial year 282 events were streamed live, an extraordinarily high figure due to COVID-19 and the various special meetings that focussed on it. In the 2021/22 financial year the presence on YouTube was sustained with 218 events that were livestreamed.

In 2021/22, apart from the institution's regular programme, several special events were streamed live on YouTube. These included the launch of the Theta Nathi programme on 21 September 2021, the Western Cape Women's Parliament on 13 August 2021 and the Western Cape Youth Parliament on 28 June 2021. The Official Opening and State of the Province Address hosted remotely in Velddrif

and in the chamber of the Western Cape Provincial Parliament on 15 February 2022, was particularly popular with 1 622 views.

Website

The WCPP's website remains a central point for sharing information with the public. In 2021 a number of new functionalities were added to ease navigation and to provide even more sources of information to site visitors. A 'Live' button was added to the homepage allowing users to navigate to the videos page more swiftly and, the Questions and Replies functionality was added.

The number of website sessions recorded during the period under review increased by 8.3% from the 2020/21 baseline.

During 2021/22 the image slider on the homepage was updated 26 times, 22 articles were published on the media carousel and 218 video albums were created.

In addition to the above, the calendar, papers of the House, legislation and other information on the website was updated on an ongoing basis in order to ensure the currency of the site.

Internal communication

Communicating with Members and employees through the institution's electronic internal communication channels has always been a priority to keep Members and employees informed. During 2021/22 the WCPP's electronic internal newsletter, *Legis-thetha*, was distributed bi-monthly. IntraComm, the corporate internal communication email service, continued to fulfil an important role in keeping employees informed about corporate matters.

To enhance the effectiveness of internal communication, WhatsApp groups were established to communicate with Members and employees. These WhatsApp groups have since become one of the institution's primary internal communication tools.

Media

The WCPP prides itself on the positive media relationships it has built through the years. The media remains an important vehicle to relay information about the institution, its activities and public participation processes. With the outbreak of COVID-19 and the hosting of meetings and sittings on virtual platforms, it was very important to keep the media abreast of developments and invite media representatives to join and follow these virtual meetings and sittings.

In 2021/22, 219 media alerts were issued. The majority of media alerts issued were to invite the media and the public to view online meetings of the standing committees and the virtual sittings of the House streamed on YouTube.

Publications

During 2021/22, five publications were published, including: 2021/21 Annual Report, 2022/23 Annual Performance Plan, 2022 tent calendar, Public Education Workbook in Afrikaans and Public Education Workbook in Xhosa.

SUBPROGRAMME: PUBLIC EDUCATION AND OUTREACH (PEO)

Education Initiatives

During the 2021/22 financial year a total number of 30 educational initiatives were rolled out across the Western Cape municipal districts, as well as the Cape Metropolitan Area. The workshops engage the public in bringing awareness about the WCPP to the public. Highlights of the education initiatives included the following:

Commemorative events and special stakeholders

Women's commemorative programmes

On 27 August 2021 in collaboration with Saldanha Bay Municipality PEO facilitated a women's commemorative programme under a theme "Generational Equality: Realising Women's Rights for An Equal Future". PEO staff highlighted the significance, history and purpose of women's day and women's month in South Africa and provided feedback on the women's parliament hosted by the WCPP in August 2021. The day's programme also focused on the educational human rights as contemplated in Chapter 2 of the constitution and how the participants can raise human rights violations with the relevant Chapter 9 institutions. Participants were also advised on the mechanism available for public involvement and how they can raise some of the matters through a petitions process in the WCPP. Participants were sourced from Saldanha Bay, Vredenburg, Paternoster, Langebaan and Hopefield.

On 28 October 2021 PEO facilitated another women's commemorative event in Oudtshoorn. The participants were from various community organisations. The programme also focused on educating the participants on their human rights and the mandate of Chapter 9 institutions in as far as the protection of fundamental rights in South Africa is concerned. Participants were introduced to the mandate of the WCPP, various processes of the institution in particular the legislative process and how they can make meaningful inputs through a submission process. The participants that attended were sourced from DeRust, Dysseldorp, and the Greater Oudtshoorn area.

16 Days of Activism Against Abuse of Women and Children

On 26 November 2021, in collaboration with the Commission for Gender Equality (CGE), and in line with the Memorandum of Understanding (MoU) that the CGE and the WCPP signed, PEO facilitated a commemorative day of the 16 Days of Activism against Abuse of Women and Children in Cape Town Metro. The commemoration was an excellent opportunity to implement the MoU. The participants were from various organisations from the people with disabilities sector.

World AIDS Day

On 01 December 2021 in collaboration with the Department of Health and Gertse Foundation, PEO facilitated a commemorative World Aids Day (AIDS) event in Paarl. The commemoration of this event by the three offices offered an opportunity for the offices to share and expand on each other's participants and to also elevate the fight against the HIV/AIDS which had been superseded by the spread of COVID-19. The participants were from various organisations in the Drakenstein Municipality.

Sector Parliaments

Women's Parliament

The Women's Parliament was hosted in collaboration with the Commonwealth Women Parliamentarians and included participants from other Legislatures in South Africa, CPA Member countries in Africa, as well as key note addresses by the Chairperson of CWP Africa Region and a representative from the Washington State Legislature.

Youth Parliament

The WCPP hosted a Youth Parliament on 28 June 2021. The Youth Parliament was virtual as the country was still under COVID-19 Adjusted Lockdown Levels. The participants were sourced from the WCPP Members, Representatives of Council of Learners (RCL) in the province, South African Human Rights Commission (SAHRC), Western Cape Children's Commissioner Office and the Independent Electoral Commission (IEC). The topic for the delegates was "365+ days Youth Lived Experiences under Covid-19 in the Western Cape".

The Youth Parliament was chaired by the WCPP Speaker. The Deputy Speaker made opening remarks. Hon Member Wenger who was a Chairperson on Ad Hoc Committee on COVID-19 gave an update on Parliamentary oversight on COVID-19. Minister of Basic Education Hon Debbie Schäfer gave an update on Traditional Education Disruption as a result of COVID-19. The Youth Parliament played a major role in engaging the youth in the province in matters relating to them.

Thetha Nathi

The WCPP also launched a public engagement initiative, called Thetha Nathi. Thetha Nathi, literally meaning "Let us talk" seeks to introduce the WCPP to the people of the Western Cape. During the year under review three programmes were rolled out as follows:

Thetha Nathi in the Garden Route	21 September 2021 in Oudtshoorn where there was an official launch and in George 22 September 2021 in Mossel Bay and Ladismith
Thetha Nathi in the West Coast District	01 February 2022 in Vredendal 02 February 2022 in Malmesbury 03 February 2022 in Langebaan 04 February 2022 in Porterville
Thetha Nathi in the Cape Metro	17 February 2022 in Bellville 18 February 2022 in Bloubergstrand 22 February 2022 in Mitchell Plain 23 February 2022 in Khayelitsha

The programme was a success in all the districts where facilitated. The WCPP Speaker delivered a keynote address. Some Honourable Members and the Secretary of the WCPP were also in attendance where possible, as were Executive Mayors, Municipal Speakers, Municipal councillors as well as other high profile officials. The Public Education and Outreach team facilitated public education workshops.

11.3.6. Annual performance

11.3.6.1. Strategic objectives performance indicators, planned targets and actual achievements

Programme 3: Public Engagement					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Subprogramme: Stakeholder Management and Communication Services					
Improved presence in inter/intra-parliamentary sphere	Not achieved	Roll-out of implementation plan	Achieved: Implementation plan rolled-out	-	-
Improved relationship building with stakeholders aimed at meaningful engagement	Not achieved: 7.3% year-on-year decrease (website and social media) 70 680 Website sessions; 3 161 tweets and Facebook updates	5% year-on-year increase (website and social media)	Achieved: 8.3% year-on-year increase (website and social media) Total: 79 986 (76 549 Website sessions + 3 437 tweets and Facebook updates)	3.3%	There was a higher than expected increase in traffic to the website and activity on social media platforms due to users accessing specific website content e.g. live-streaming of sittings as well as an increase in WCPP activities being profiled on social media.
Subprogramme: Public Education and Outreach					
Increased opportunities for the public to participate in legislative activities	Achieved: Virtual Climate Change Dialogue with the Speaker on 25 August 2020 with 62 youth participants; MoU with Departments of Local Government; and Stakeholder Database	Year-on-year expansion on partnerships, sectoral events and the stakeholder database	Not achieved	Work was undertaken to establish partnerships. However, no expansion on sectoral events and the stakeholder database.	The stakeholder database could not be completed due to a delay in the SMS integration. The first quarter of this financial year was still quite impacted by the national COVID-19

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Programme 3: Public Engagement					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
	procured				regulations. When the WCPP could commence with outreach programmes, there was a need to catch up on Public Education and Outreach Workshops as well as the Theta Nathi programme. The latter was supposed to have been launched in 2020, but was postponed to 2021. As a result, the expansion of sectoral events was reprioritized.
Improved relationship building with stakeholders aimed at meaningful engagement	Achieved: Procurement of a service provider was finalised and approved by the Director: Public Engagement on 16 March 2021	Launch of stakeholder database and digital platform	Not achieved: Stakeholder database and digital platform not launched	There was a delay in finalizing the stakeholder database SMS integration. There were delays in the procurement process for the digital platform.	The stakeholder database project was completed in 2021/22, but the SMS functionality testing could not be concluded. The launch has thus been postponed. Quotations received for the Digital Online Platform exceeded the ceiling for quotations and a formal tender process

Programme 3: Public Engagement					
Strategic objective performance indicators	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
					has to commence.
<u>Strategy to address underperformance:</u> Improved relationship building with stakeholders aimed at meaningful engagement: The SMS functionality testing and launch will be concluded in 2022/23. The digital platform procurement process will also be expedited. Increased opportunities for the public to participate in legislative activities: SMS integration is being finalised and will result in finalization of the stakeholder database. Additional sectoral event will be planned for the 2022/23 financial year. In terms of expansion on partnerships the strategic shift will be to focus on individual institutions of higher learning.					

11.3.6.2. Programme performance indicators, planned targets and actual achievements

Subprogramme: Stakeholder Management and Communication Services

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

Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1 Percentage year-on-year increase in website statistics in respect of website sessions Baseline: 2019/20 (audited) Total 76 958 website sessions	Not achieved: 0% increase from the Previous year's Baseline in website Statistics in respect of website sessions Actual: 70 680 website sessions recorded	5%	Achieved: 8.3% Actual: 76 549 website sessions recorded	3.3%	There was an increase in the traffic to the website as a result of more users accessing the website for specific content e.g. live streaming of House sittings and committee activities.
2 Percentage year-on-year increase in social media	Achieved: 16% increase from the Previous year's baseline in	5%	Achieved: 8.7% Actual: 3 437 tweets and	3.7%	Increase in WCPP activities being profiled on social media resulted in an

Programme performance indicator		Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
	presence and activities Baseline: 2019/20 (audited) 2723 tweets and Facebook updates	social media presence and activities Actual: 3 161 tweets and Facebook updates		Facebook updates		increased social media presence and activities of the WCPP.
3	Number of international relations or protocol training or briefing sessions held with Members or staff	Achieved: 2 international Relations or protocol Training or briefing Sessions held with Members or staff	1	Achieved: 6	5	Additional protocol briefing sessions were held due to an increase in International Relations activities.
4	Roll-out of International Relations Framework	Not achieved	Roll-out of implementation plan	Achieved: The International Relations Implementation plan was rolled out as planned	-	-

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Stakeholder Management and Communication Services	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	6 908	5 350	748	6 211	4 803	1 408

Subprogramme: Public Education and Outreach

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

Programme performance indicator		Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1	Annual education programme on law-making, oversight, public participation and petitions processes developed by 28 February 2022	Achieved: Annual education programme on law-making, oversight, public participation and petitions processes developed (2021/22)	Annual education programme developed (2022/23)	Achieved: Annual education programme developed (2022/23)	-	-
2	Number of education initiatives rolled out in accordance with the annual programme	Not achieved: 6 education initiatives rolled out	24	Achieved: 30	6	More public education initiatives (public education workshops) were undertaken than planned, due to an expansion in the public outreach programme. The catch up of the Thetha Nathi programme, which was supposed to commence in 2020 lead to more programmes in the 2021/22 financial year.

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Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
3 Stakeholder database and digital platform launched, maintained and used for public participation and involvement	Achieved: Stakeholder database procured Procurement of digital Platform	Launch of stakeholder database and digital platform	Not achieved: Stakeholder database and digital platform not launched	There was a delay in finalizing the stakeholder database SMS integration. There were delays in the procurement process for the digital platform.	The stakeholder database project was completed in 2021/22, but the SMS functionality testing could not be concluded. The launch has thus been postponed. Quotations received for the Digital Online Platform exceeded the ceiling for quotations and a formal tender process has to commence.
4 Number of impact assessments on the implementation of the SOP for processing legislations	Achieved: Standard procedure for proactive preparation for processing legislation approved	1	Not achieved	It was not feasible to assess the impact of the implementation of the SOP in the year under review.	The impact could not be determined due to the technical nature of the legislation processed in 2021/22.
5 Implementation of formalised process for dealing with submissions	Not achieved	Process implemented	Not achieved: Formalised process for dealing with public submissions not implemented.	Formalised process for dealing with submissions not implemented	The formalised process for dealing with submissions must be considered by the Rules Committee prior to approval. However, there was no meeting of the Rules committee convened at which the process could be tabled.

Programme performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
6 Number of strategic partnerships established to enhance effectiveness	Not achieved	1 MOU (CHE)	Not achieved: 0 MOU (CHE)	MOU with the CHE not established.	The CHE did not agree to enter into a formal partnership with the WCPP.
7 Number of reports on the implementation of the approved Theta nathi Programme	Achieved: WCPP Engage Programme to establish relationship between Members and their constituents approved	4 reports on the implementation of the approved Theta nathi Programme	Achieved: 4 reports on the implementation of the approved Theta nathi Programme completed	-	-

Strategy to address underperformance:

3. Stakeholder database and digital platform launched, maintained and used for public participation and involvement:

The SMS functionality testing and launch will be concluded in 2022/23. The digital platform procurement process will be expedited.

4. Number of impact assessments on the implementation of the SOP for processing legislations:

The process will be reviewed in 2022/23.

5. Develop improved and formalised processes for dealing with submissions:

The matter will be pursued in the 2022/23 financial year.

6. Number of strategic partnerships established to enhance effectiveness:

The strategic shift will be to focus on individual institutions of higher learning.

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Public Education and Outreach	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	5 370	5 098	272	4 692	3 212	1 480

11.4. Programme 4: Members Support

11.4.1. Purpose

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

11.4.2. Subprogrammes

- Members Administration;
- Enabling Allowance; and
- Political Parties Support.

11.4.3. Main functional areas

- Manage enabling allowance; and
- Manage constituency and secretarial allowance.

11.4.4. Summary of achievements: Members Support

For the period under review, nine (9) Members successfully completed the WITS - Graduate Certificate in Governance and Leadership (NQF level 7). Two Members are currently registered for the WITS Masters programme. In recognition of the need to expand on enabling access to bespoke training, the training budget for MPPs was re-looked at so that training would be in line with individual Members' development needs. Similarly, their individual training requirements was addressed by means of partnership agreements with CPA. Currently there are nine (9) Members registered for online CPA programmes.

11.4.5. Strategic outcome-oriented goals, subprogrammes, strategic objectives and strategic objective performance indicators

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

11.4.6. Annual performance

11.4.6.1. Strategic objectives performance indicators, planned targets and actual achievements

Strategic objective performance indicator	Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
Subprogramme: Enabling Allowance					
Enhancing capacity building and support to Members	Achieved: 5 capacity-building and support initiatives implemented	4 capacity-building and support initiatives implemented	Achieved: 4 capacity-building and support initiatives implemented	-	-

Subprogramme expenditure

Members Administration	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	2 218	2 215	3	1 357	1 357	-

11.4.6.2. Programme performance indicators, planned targets and actual achievements

Subprogramme: Enabling Allowance

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

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

Subprogramme: Enabling Allowance						
Programme performance indicator		Actual achievement 2020/21	Planned targets 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1	Number of capacity-building and support initiatives implemented	Achieved: 5 capacity-building and support initiatives implemented	4	Achieved: 4	-	-

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Enabling Allowance	2020/21			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	6 902	6 079	823	5 533	5 533	-

Subprogramme: Political Parties Support

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

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

Subprogramme: Political Parties Support					
Programme performance indicator	Actual achievement 2020/21	Planned target 2021/22	Actual achievement 2021/22	Deviation from planned target to actual achievement for 2021/22	Comment on/reason for deviation
1 Number of working days to process transfer payments in terms of the Members' Guide	Achieved: Transfer payments were processed within 2 working days in terms of the Members' Guide	3	Achieved: 1.5 Quarter 1: 1 Day Quarter 2: 2 Days Quarter 3: Not applicable Quarter 4: Not applicable	1.5	Administrative efficiency resulted in transfer payments being processed faster than the prescribed number of days.

Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

Subprogramme expenditure

Political Parties Support	2021/22			2020/21		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Total	49 995	49 224	771	48 598	48 598	-

WESTERN CAPE PROVINCIAL PARLIAMENT



PART C GOVERNANCE





The WCPP hosted a programme of the Association of Public Accounts Committees from 10 to 11 March 2022 attended by (back fltr) Hon Vuisile Diso, North West Legislature, Hon Maggie Govender, KZN Legislature, Hon Tutani Makaringe, Mpumalanga Legislature, Hon Lulama Mvimbi, WCPP, Mr Simon Magolego, Senior Committee Coordinator at Gauteng Legislature, Hon Gift van Staden, Northern Cape Legislature, Ms Lerato Mofokeng, Researcher at Gauteng Legislature, (front fltr) Hon Limakatso Koloi, Northern Cape Legislature, Hon Lechesa Tsenoli, Deputy Speaker to the National Assembly and Hon Sochayile Khanyile, Gauteng Legislature.



A delegation from the Department of Foreign Affairs of Nigeria was received by Hon Speaker Masizole Mnqasela, Deputy Speaker Beverley Schäfer and Secretary Romeo Adams on 6 May 2021.

PART C: GOVERNANCE

12. INTRODUCTION

The WCPP recognises that proper risk management and effective internal controls are essential for effective governance and good management. Therefore, the WCPP is committed to maintaining the highest standards of governance and considers good governance fundamental to the management of public finances and resources. At the WCPP there are structures in place to utilise its resources, which are funded by the taxpayer, effectively, efficiently and economically.

13. RISK MANAGEMENT

The Secretary of the WCPP takes responsibility for implementing risk management in terms of section 7(c) of the Financial Management of Parliament Act, 2009, or FMPPLA, as amended by Act 34 of 2014. The National Treasury Regulations 3.2.1 governing risk management were adopted to align with best practice in the absence of the South African Legislative Sector (SALS) having developed its own set of regulations for risk management in terms of the FMPPLA. Therefore, other prescribed best practices, such as the Public Sector Risk Management Framework, are used as reference points in developing risk management practices and procedures.

13.1. Governance Committee (GOVCOM) Report

The WCPP herewith presents its annual GOVCOM report for the financial year ended 31 March 2022.

Governance Committee responsibility

The GOVCOM reports that it has complied with its responsibilities arising from section 7(c) of the FMPPLA. The GOVCOM also reports that it has adopted the appropriate formal charter or terms of reference, which was approved on 24 March 2021, to regulate the Committee's affairs and has discharged all its responsibilities as contained therein.

Governance Committee Members

The GOVCOM comprises of the Senior Management Team. In accordance with its terms of reference, the GOVCOM met at least four times (quarterly) during the year under review.

The table below provides information on GOVCOM member's attendance of the scheduled meetings:

Member	Position	Scheduled meetings	Attended	Date appointed
Romeo Adams	Secretary to the Western Cape Provincial Parliament (Chairperson)	4	4	N/A
Nicole Petersen	Chief Financial Officer (CFO)	4	4	31/3/2021
Vernon Titus	Director: Institutional Enablement	4	3	31/3/2021
Sunelle Fouché	Director: Public Engagement	4	4	31/3/2021

Member	Position	Scheduled meetings	Attended	Date appointed
Lubabalo Stemele	Director: Parliamentary Services	4	4	1/4/2021
Margo Goldstone	Director: Strategy and Institutional Oversight	3	3	1/7/2021
Genevieve Accom	Caretaker Manager: Strategy and Institutional Oversight	1	0	Appointed in a caretaker capacity in Mr. Hindley's position as of 21 September 2020 until 30 June 2021.
Carloyn Prakasim	Acting Director Institutional Enablement	1	1	N/A-Acting Director due to the Director: Institutional Enablement being on leave for the meeting dated 24 March 2022
Standing Invitees	Position	Scheduled meetings		Attended
Craig Matthee	Senior Risk Officer	4		4
Coby Skriker	Manager: Information Technology and Digital Services	4		3
Charles Dowman	Serjeant-at-Arms	4		4
Zinzi Nikelo	Manager: Financial Compliance and Internal Control	4		4
Stefan Malan	Director: Internal Audit DoTP	4		3
Liana Adonis	Deputy Director: Internal Audit DoTP	4		4

Key activities of the GOVCOM

The GOVCOM performed the following key activities during the year:

- Reviewed the risk management policy and strategy and recommend for approval by the Accounting Officer/Secretary;
- Reviewed the risk appetite and tolerance and recommend for approval by the Accounting Officer/Secretary;
- Reviewed the institution's risk identification and assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the risk register;
- Evaluated the effectiveness of mitigating strategies to address the material risks of the institution;
- Reviewed all risks outside the agreed tolerance levels for further action/attention;
- Reviewed emerging/new risks tabled at GOVCOM;
- Reviewed the ethics management strategy and plan and the fraud prevention plan and recommended it for approval by the Accounting Officer/Secretary;
- Evaluated the effectiveness of the implementation of the ethics management processes and the fraud-prevention plan;
- Reviewed any material findings and recommendations by assurance providers on the system of risk management and monitored that appropriate action was instituted to address the identified weaknesses;
- Evaluated the extent and effectiveness of integration of risk management within the institution by assessing the risk management system using the South African Legislative Sector (SALS) Risk

Maturity Tool;

- Assessed the implementation of the risk management policy, strategy and implementation plan;
- Evaluated the effectiveness of the combined assurance model in providing assurance to significant risks facing the WCPP;
- Performed ICT governance oversight to assess the implementation of policy on enterprise-wide technology, information management and information-security management, and to ensure the embedding of it into the day-to-day, medium- and long-term decision-making, activities and culture of the WCPP;
- Reviewed the compliance and loss management processes and procedures and its effectiveness; and
- Evaluated the effectiveness of the business continuity management practices of the institution.

Key strategic risks considered and addressed during the year

The following strategic risks were considered and addressed:

- Continuous resurgence of COVID-19 that may result in business discontinuity, mass absenteeism and the loss of life;
- Inadequate Information Security Management system resulting in cyber-attacks, data theft and data fraud;
- Significant interruptions to the service delivery of Parliament that may result in extended business discontinuity;
- Uncertainty in respect of the budget envelope that may result in institutional performance stagnation;
- Sub-optimal investment in establishing and managing an agile future focussed IT strategy;
- Inability to embed and enforce a technology culture at the institution;
- Inadequate public participation in the law-making process resulting in possible unconstitutional laws and ineffective legislative oversight;
- Ineffective social media presence due to lack of skills and resources to ensure active engagement with stakeholders;
- Security breaches at the legislature building;
- Inadequate procedural advice and support to Committees;
- Delayed procedural advice to the Presiding Officers, causing inadequacy on the execution of standing rules and rulings in the House;
- Inadequately skilled and trained Members of parliament potentially comprising effective law-making and oversight; and
- Inappropriate skills set of staff to adjust to the requirements of a modernised parliament.

Each programme's key risks are deliberated upon and debated at the quarterly GOVCOM meetings. Programme managers or directors are required to provide feedback on progress with the implementation of action plans to reduce the likelihood of risks materialising and/or their impact, if they should materialise. The GOVCOM also referred risks back that should be analysed more extensively and recommended additional mitigations or actions to manage risks.

The Governance and Administration Cluster Audit Committee, provided independent oversight of the WCPP's system of risk management. The Audit Committee was furnished with quarterly ERM progress reports and risk registers to execute their independent oversight role.

Key emerging risk for the year under review

The following are the key emerging risks that needs to be considered in the next financial year:

- Unlawful intrusion on the WCPP's autonomy by existing or prospective legislation (impact of the Legislative Sector Bill and FMPPLA regulations)
- The inability to deliver critical services, irregular expenditure and potential supplier litigation due to the PPPFA regulations being declared unlawful

Conclusion

The GOVCOM remains an important forum within the WCPP's governance architecture. It engages in strategic level discussions on a range of matters that pose or could pose risks to the operations of the WCPP. During the period under review the GOVCOM focused on a number of critical risks that either influenced or could potentially influence the operations of the WCPP. Due to the deliberations at the GOVCOM, the mitigation measures put in place and the tracking of the implementation of these measures allowed the WCPP to minimise the risks within its control and to achieve its goals and objectives as set out in its Annual Performance Plan.



ROMEO ADAMS
SECRETARY TO THE PROVINCIAL PARLIAMENT
DATE: 31 August 2022

14. FRAUD AND CORRUPTION

The WCPP's Fraud Prevention Policy maintains a stance of not tolerating corrupt or fraudulent activities, whether internal or external, and commits to pursuing and prosecuting any parties vigorously, by all legal means available, who engage or attempt to engage in such practices. The Fraud Prevention Policy was distributed to all employees and was made available on the document management system.

The WCPP's Whistle-blowing Policy was distributed to all employees. This policy provides guidelines to employees and workers on how to raise concerns with the appropriate line management, specific designated persons in the WCPP or external institutions where they have reasonable grounds for believing that offences or improprieties have been or are being perpetrated in the WCPP.

The WCPP also approved a Conflict of Interest Policy for the period under review, which was distributed and communicated to staff. The policy outlines the responsibilities and processes for identifying, disclosing and managing any conflict of interest at the WCPP.

The Ethics Management Strategy and Plan were implemented and covered both the proactive and reactive activities. These activities included fraud reporting, fraud governance (identification of fraud risk and management of identified existing fraud risk, awareness programme in respect of ethics management, fraud control and corruption prevention), Code of Conduct declaration, declaration of business interests, declaration of gifts and donations, declaration of authorised private work conducted by employees, vetting employees, screening of prospective employees and service providers. Feedback was then provided to the GOVCOM, the ExCo and the Audit Committee in respect of progress against the plan.

The fraud health check survey was completed by the WCPP employees in the third quarter of the 2021/22 financial year. As in the previous financial year, this assisted in gaining a high-level understanding of the extent of employee awareness of fraud control. The results were used to inform the Ethics Management Strategy and Plan and Fraud Prevention Strategy and Implementation Plan for the 2022/23 financial year.

15. MINIMISING CONFLICT OF INTEREST

No conflict of interest was identified in the period under review.

16. CODE OF CONDUCT

Meetings

During the period under review the Conduct Committee met four times.

Registrar of Members' Interest

On 26 November 2020 the House took the following resolution, on a motion of the Deputy Chief Whip of the Majority Party, Honourable DG Mitchell: That the appointment of Advocate P Burgers as

Registrar of Members' Interests, in terms of section 3 of the Members of the Western Cape Provincial Parliament Code of Conduct Act, 2002 (Act 3 of 2002), from 1 December 2020 to 30 November 2023, in accordance with the conditions in the advertisement, be confirmed. That the House further confirms that, in the event that Advocate Burgers does not accept the appointment or if the position of Registrar becomes vacant within six (6) months of the appointment, the recommendations of the interviewing panel be implemented.

Disclosure of Members' interests

The closing date for the disclosure of Members' interests was 30 April 2021. All Members submitted their completed forms by the due date.

Complaints in terms of the Provincial Code of Conduct

The Committee, during the period under review, dealt with an alleged breach of the code by a Member.

Advice to Members on the Code of Conduct

The Registrar provided advice and assistance to nine Members on the proper completion of their disclosure forms.

Access to the public part of the disclosure forms

Three requests for access to the public section of disclosure forms were received.

17. HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

17.1. Occupational Health and Safety (OHS)

The Serjeant-at-Arms was appointed as the 16.2 in terms of the Occupational Health and Safety Act.

The OHS Committee held four meetings in the period under review. The meetings focussed on the checklists and incident reports provided by the OHS representatives. The meetings also kept track of the progress with the Hazard Identification and Risk Assessment (HIRA) report, all three actions for 2021/22 was achieved.

The annual Members survey for 2021/22 showed a remarkable improvement in the area of OHS, specifically with the issue of issuing of personal protective equipment (PPE) and OHS in general.

17.2. COVID-19

The Serjeant-at-Arms was appointed as the Chairperson of the COVID-19 Task Team. The task team held quarterly meetings in response to the COVID-19 pandemic. The task team consists of representatives from the various directorates, a representative from labour and a representative from the stakeholders. A COVID-19 Compliance Officer was appointed to inter alia, ensure that all venues, offices and meetings rooms complied with the regulations.

A number of public hearing and oversight visits took place during the year under review and the Compliance Officer was responsible for the sign-off of the in-person engagement forms. This

ensured that all health and safety protocols were in place at each event and that it was safe for all Members of Parliament and employees to travel to these locations.

PPE was issued to all employees and Members of Parliament. Social distancing measures at the office and the wearing of masks was compulsory. The COVID-19 cases that were reported were dealt with swiftly and were reported to the Department of Health, as well as the Department of Employment and Labour.

17.3. Planned building evacuation drill

The Serjeant-at-Arms was responsible for coordinating a building evacuation drill. After obtaining written approval from the Accounting Officer for the building evacuation drill, meetings were scheduled with various stakeholders including the Integrated Safety and Security Forum. The forum agreed on a specific date, namely 31 March 2022, whereby all role-players, including the Department of Community Safety and the South African Police Service could participate.

The fire drill was executed successfully however improvements in the area of the assembly area and time to evacuate the building will be improved upon. A debriefing session was held after the drill whereby the above shortcomings were discussed.

18. RULES COMMITTEE

The Rules Committee did not meet in the period under review.

18.1. Subcommittees of Rules Committee

- (a) *Subcommittee on the Review of the Rules*
During the period under review the Subcommittee did not meet.
- (b) *Subcommittee on Physical Infrastructure and Internal Related Arrangements*
The Subcommittee did not meet in the period under review.
- (c) *Subcommittee on Sexual Harassment Policy and Leave of Absence for Members*
The Subcommittee did not meet in the period under review.
- (d) *Appointment of whips*
The whips of the DA and ANC were subsequently finalised as follows:

DA:

Chief Whip – Ms M M Wenger (Chairperson)
Deputy Chief Whip – Mr D G Mitchell (Until 24 May 2021)
Whip – Ms D M Baartman (w.e.f 3 June 2021)
Whip – Ms L J Botha
Whip – Ms W F Philander
Whip – Mr A P Van der Westhuizen

ANC:

Chief Whip - Ms P Z Lekker
Deputy Chief Whip - Mr M K Sayed

EFF:

Whip – Xego, M

SMALLER PARTIES:

Whip – Mr P J Marais (FF Plus)

(e) Programming Authority

The membership of the Programming Authority would therefore be: DA - 6; ANC - 2; EFF - 1; and one further Member for the other smaller parties jointly, on an annual rotational basis.

During the period under review the Programme Authority held 19 meetings.

19. PARLIAMENTARY OVERSIGHT COMMITTEE (POC)

During the financial year under review the Parliamentary Oversight Committee conducted oversight mainly over the following information:

- The quarterly performance reports of the WCPP;
- The financial statement reports of the WCPP; and
- The Annual Report of the WCPP for the 2020/21 financial year.

19.1. The report of the POC on the 2020/21 Annual Report is printed below:

**REPORT OF THE PARLIAMENTARY OVERSIGHT COMMITTEE ON THE ANNUAL REPORT OF THE
WESTERN CAPE PROVINCIAL PARLIAMENT FOR THE YEAR ENDED 31 MARCH 2021, DATED 16
NOVEMBER 2021**

1. Introduction

The Annual Report of the Western Cape Provincial Parliament (WCPP) was tabled for the 2020/21 financial year in terms of section 60(1) of the Financial Management of Parliament and Provincial Legislatures Act [Act No.10 of 2009], (FMPPLA) and referred to the Parliamentary Oversight Committee (POC) on Thursday, 2 September 2020 (refer to “ATC 100 -2021”). The Annual Report (AR) of WCPP serves to provide a record of the activities and performance of the administration of WCPP and to promote accountability for decisions made during the financial year under review. The performance of WCPP is measured against the performance targets and budget outlined in the WCPP 2020/21– 2024/25 Strategic Plan; including the Annual Performance Plan of WCPP for the 2020/21 financial year.

The purpose of FMPPLA is to regulate the performance and financial management of the legislatures in South Africa in a manner consistent with its status in terms of the Constitution; to ensure that all revenue, expenditure, assets and liabilities of Parliament and provincial legislatures are managed efficiently, effectively and transparently; to provide for the responsibilities of persons entrusted with financial management; and to provide for matters connected therewith. In compliance with the spirit of Section 4 of the Act, the Committee considered the AR of the WCPP to maintain oversight of the performance indicators and financial management of the WCPP for the specific financial year under review. In addition to regulating the financial management of WCPP, the FMPPLA mandates the POC to conduct oversight over the performance information, governance and human resource functions of the Institution through its annual reports. Section 4(1)(b) of the FMPPLA provides the Committee with this mandate.

The members of POC deliberated on the various sections of the Annual Report of the WCPP for the 2020/21 financial year, as follows:

- 1.1. Part A: General Information,
- 1.2. Part B: Performance Information,
- 1.3. Part C: Governance,
- 1.4. Part D: Human Resource Management, and
- 1.5. Part E: Financial Information.

The Annual Report of the WCPP 2020/21 was tabled on time, according to Treasury and other prescripts. The Annual Report programme for the 2020/21 financial year was advertised in the three official languages of the Western Cape in various newspapers, inviting stakeholders and members of the public to attend and participate in the discussions.

2. Overview

The Committee met on 16 November 2021 at 08:30 where it was briefed by the Auditor-General of South Africa (AGSA) on the audit outcomes of the 2020/21 financial year for WCPP. After the briefing by the AGSA, the Committee was briefed by the Audit Committee (AC) whose role is to ensure that WCPP functions according to good governance principles, complies with accounting and audit standards and monitors that appropriate risk management arrangements are in place. The AC also monitors the adequacy and reliability of the financial information provided by WCPP.

The methodology of the Committee was to meet with these stakeholders to benefit from their findings and possible concerns with the aim of assisting the Committee to have a constructive oversight engagement with WCPP.

Thereafter, the Committee met with the WCPP beginning with introductory comments made by the Speaker, Deputy Speaker and the Secretary of the WCPP.

A section by section oversight discussion ensued with the management of WCPP on the aforementioned parts which comprise the AR of the Institution.

3. Audit Opinion

The Committee noted the audit opinion of the AGSA regarding the annual financial statements for the 2020/21 financial year of the Institution, having obtained clean audit report. This audit opinion remains unchanged from the 2019/20 financial year.

The AGSA raised no findings with the Institution on compliance with laws and regulations, predetermined objectives nor internal control deficiencies.

4. Impact of COVID-19 on WCPP

On 27 March 2020 a hard lockdown was announced by President Ramaphosa to contain the spread of the COVID-19 virus. The lockdown was implemented country wide. This had an immediate impact on the annual performance plan of the WCPP, leading the Institution to revise two strategic priorities, namely Inter/Intra-parliamentary and stakeholder relations and conducive and enabling facilities.

The pandemic also impacted on the public engagement activities of the Institution, which resulted in fewer public education workshops, fewer visitors being received at the WCPP and no tours were conducted.

However, the pandemic positively impacted the social media platforms in terms of viewer growth in terms of the activities of WCPP. Moreover, the WCPP's activity on Instagram has also seen increased growth, and the Youtube channel of the Institution.

From April 2020, all standing committee meetings and House sittings were moved to virtual platforms. These activities were also live-streamed on the WCPP's official YouTube channel, providing a platform for uninterrupted public engagement. Furthermore, although all meetings and sittings were all held on the MS Teams platform, the WCPP moved to a hybrid model where a limited number of Members attended plenary sittings in the Chamber at the WCPP, while the other Members joined the plenary sittings on the MS Teams platform as the risk adjusted levels were amended.

In relation to financial management, an amount of R283 729 was shifted (vired) from savings in Programme 1 to cover for the overspending in Programme 4. This refers to the under-projection for Members' travel expenditure during the COVID-19 lockdown period. Members have travelled more than what was initially anticipated.

Regarding governance maintenance, the Institution has been able to implement the Enterprise Risk Management (ERM) Strategy and Plan, thereby successfully planning for the 2020/21 financial year in the context of the restrictions brought about by the COVID-19 pandemic. The ERM Strategy and Plan was reported on at the WCPP Governance Committee (GOVCOM).

During the financial year under review, provision has been made for the procurement of personal protective equipment (PPE) for members and employees. An assessment was conducted on all personal protective equipment transactions up until 30 September 2020. It was found that WCPP did not transact with any of the companies declared by WCPP employees in their declaration of interest forms.

5. Corporate Governance

Corporate Governance regulates the exercise of power within an Institution with the aim to ensure that the Institution's purpose is achieved, which encompasses:

- the creation and ongoing monitoring of an appropriate and dynamic system of checks and balances to ensure the balanced exercise of power within a company;
- the implementation of a system to ensure compliance with legal and regulatory obligations;
- the implementation of a process to identify and manage risks to the sustainability of the company's business; and
- the development of practices which make and keep the company accountable to the company's identified stakeholders and the broader society in which it operates.

During the 2020/21 financial year, the Audit Committee completed the following assurance engagements, as follows:

- Enterprise Risk Management (Assurance)
- Contract Management (Assurance)
- Transfer Payments (Assurance)
- Stakeholder engagements (Assurance)
- Business Continuity and DRP (Assurance)
- Human Resources (Assurance)
- Plenary Support (Assurance)

During the 2020/21 financial year under review, seven invoices with an accumulated value of R168 571,77 were settled in excess of the 30 day payment regulation. The reasons related to the breakdown of internal controls in submitting the invoices timeously for payment. However, the Institution investigated and identified the root causes which caused the internal control breakdown and implemented remedial mechanisms with the aim to avoid a future recurrence of such internal control weaknesses. Notes 34 and 35 of the Annual Financial Statements refers to the fruitless and wasteful-, as well as the irregular expenditures during the year under review.

No fraud and corruption activities were detected or reported during the 2020/21 financial year.

6. Performance Information

In terms of the performance indicators for the year under review, the Institution achieved 28 indicators, compared to the 38 predetermined indicators that were set at the beginning of the 2020/21 financial year. This resulted in 10 performance indicators not being met, primarily from Programme 1: Governance, Leadership and Administration; and Programme 3: Public Engagement. A synopsis of the overall performance indicators, can be summarised as follows:

Programme	Performance Indicators/ Planned targets	Achieved	Not/ Partially achieved
Programme 1: Governance, Leadership and Administration	9	6	3
Programme 2: Parliamentary Support Services	13	12	1
Programme 3: Public Engagement	12	7	5
Programme 4: Members' Support	4	3	1
Total	38	28	10

7. Financial Management

During the 2020/21 financial year, the Western Cape Provincial Parliament spent R143,036 million of an appropriated budget of R151,928 million, which resulted in an underspending of R8,892 million (94,1% budget spend). For the 2019/20 financial year, the Institution spent R145,713 million of an appropriated budget of R158,463 million, which resulted in an under-expenditure of R12,750 million (91,9% budget spend).

The under-expenditure of R8,892 million occurred under the following programmes:

- Programme 1: Governance, Leadership & Administration (R4,777 million);
- Programme 2: Parliamentary Support Services (R1,225 million);
- Programme 3: Public Engagement (R2,890 million); and
- Programme 4: Members Support (R0,00).

In addition, the Institution's total estimated revenue budget of R71 000 was over-collected by R342 000, which resulted in a departmental receipt of R413 000. The over-collection on revenue occurred under the following line items:

- Sale of goods and services other than capital assets (R4 000 under-collection);
- Interest, dividends and rent on land (R230 000 over-collection);
- Sale of Capital Assets (R8 000 over-collection); and
- Financial Transactions in assets and liabilities (R115 000 over-collection).

During the 2020/21 financial year the Institution recorded eight cases of irregular expenditure with a total value of R4,187 million, as well as one case of fruitless and wasteful expenditure with a total value of R158 289 reported. Of the eight cases, five cases of irregular expenditure were condoned to the value of R3,493 million, while three cases are in the process to be condoned which total R693 791. The fruitless and wasteful expenditure case still remains under investigation.

8. Emerging Risks

8.1. New pronouncements

8.1.1. The Committee notes the inputs of the AGSA that a new pronouncement was issued by the Accounting Standard Board which might be considered as an emerging risk to the standards of GRAP, as follow:

GRAP pronouncements	Effective date
GRAP 104 on <i>Financial instruments</i> (revised)	To be determined

The Committee indicated that it will monitor the implementation of GRAP pronouncements within the Institution once an effective date has been confirmed and communicated.

9. Recommendations by the Committee

Reference	Resolution	Action date
Page: 28 Heading: <i>“Strategy and Institutional Oversight”</i> Matter: The Committee notes that on 26 November 2020, the Office of the Deputy Secretary was abolished and a new Directorate: Strategy and Institutional Oversight was created and approved by the Speaker. The main role of the Directorate is to manage and oversee the development of institutional strategy, performance monitoring and evaluation and oversight. As at 31 March 2021, the recruitment process for the filling of the Director’s position commenced and as an interim arrangement, a caretaker manager was appointed with effect from 26 September 2020.	9.1 That the Institution brief the Committee (as an update) on the establishment and function of the new Directorate.	Briefing to be scheduled during the 4 th Quarter of the 2021/22 financial year.
Pages: 54-55 Heading: <i>“Programme 3: Public Engagement”</i> Matter: The Committee notes that one of the strategic objectives of the Programme include <i>“increased opportunities for the public to participate in legislative activities”</i>.	9.2. That the Institution brief the Committee on how it conducts its public tours, including the process for inviting relevant stakeholders to participate in the in the business of the Legislature.	Briefing to be scheduled during the 4 th Quarter of the 2021/22 financial year.
Page: 80 (paragraph 1) Matter: The Committee notes that the Institution supported nine of its employees to further their studies in various fields which is assumed to benefit the strategic	9.3. That the Institution formulate and submit a plan to the Committee on how it will support members who wish to pursue academic studies.	To be submitted to the Committee by the end of the 2 nd quarter of the 2022/23 financial year.

<u>Reference</u>	<u>Resolution</u>	<u>Action date</u>
objectives of the Institution. However, raised a concern on how the Institution plans to support its members who wants to pursue postgraduate studies in various fields which would enhance their parliamentary skills.		(30 September 2022)

10. Information requested from WCPP

10.1. The Committee REQUESTED that WCPP provides the Committee with the following information by 28 February 2022:

10.1.1. A breakdown of the 8 cases of irregular expenditure which were incurred by the Institution, including the remedial plan that was implemented to avoid a future recurrence, as indicated on page 14 of the Annual Report.

10.1.2. A report on the Institution's plan to digitise the recordings, transcriptions and publications of Hansard Services, as indicated on pages 42, 43 and 46 of the Annual Report.

10.1.3. A breakdown of the demographic profile between male and female employees in relation to the occupational bands of the Institution, indicated in Table 28.2.2 on page 84 of the Annual Report.

11. Inputs received from the public

Members of the public were provided an opportunity to pose questions or make oral submissions, based on the contents of the 2020/21 Annual Report of WCPP. However, no members of the public were present in the meeting to pose questions or to make oral submissions.

12. Conclusion

The Committee commends WCPP for maintaining an unqualified audit with no findings on predetermined objectives or compliance with laws and regulations.

The Committee will continue to engage with the Institution on its budget, performance indicators and the implementation of legal requirements, including any outstanding matters that were identified in the aforementioned sections, which contains the Committee's request for information.

13. Acknowledgments

The Chairperson expressed the appreciation of the Committee for the inputs of the various role-players, such as the Auditor-General of South Africa and the Audit Committee, to enhance the oversight work of the Committee which relates to the Annual Report of WCPP for the year ending 31 March 2021. In addition, the Committee thanked the presiding officers and the WCPP administration for their efforts and contributions in this regard.



MS M WENGER

CHAIRPERSON: PARLIAMENTARY OVERSIGHT COMMITTEE

DATE: 8/12/21

19.2. Information requested by POC

The WCPP submitted all the information requested by the POC in accordance with paragraphs 10.1 of the report.

19.3. WCPP response to the POC recommendations

The WCPP responded to the recommendations in accordance with paragraph 9 of the report as follows:

Recommendations		Response by the WCPP	Resolved Yes/No
9.1	That the Institution brief the Committee (as an update) on the establishment and function of the new Directorate.	Response and/or information was provided to the POC on 4 March 2022	Yes
9.2	That the Institution brief the Committee on how it conducts its public tours, including the process for inviting relevant stakeholders to participate in the in the business of the Legislature.	Response and/or information was provided to the POC on 4 March 2022	Yes
9.3	That the Institution formulate and submit a plan to the Committee on how it will support members who wish to pursue academic studies.	Response and/or information due date – September 2022	No

20. PRIOR MODIFICATION TO AUDIT REPORTS

There were no prior modifications to the audit report during the 2021/22 period.

21. COMPLIANCE WITH THE 30 DAY PERIOD

During 2021/22 fourteen invoices with an accumulated value of R108 326 were settled in more than 30 days. The reasons related to the breakdown of internal controls in submitting the invoices timeously for payment.

The root causes for cases were investigated and identified, and remedial steps and additional controls (where needed) were implemented to eliminate the recurrence of such cases.

22. FINANCIAL COMPLIANCE AND INTERNAL CONTROL

The Financial Compliance and Internal Control Unit focused on identifying control gaps through inspections and assisting in audit preparation through post-auditing all transactional documentation.

The following areas were completed during the year under review:

- Supply Chain Management manuals and Finance manuals
- Interim financial statement accounting policies
- Performance Information
- Annual Vacation leave

Follow-up inspections were conducted on the previous year's findings to ensure progress and implementation where there were management action plans.

The unit also regularly followed up on management action plans stemming from the AGSA's findings in the previous year, as well as on internal-audit reports issued.

Loss control investigations are also dealt with by Financial Compliance and Internal Control. Once a thorough investigation is completed, recommendations are made to the Accounting Officer to write off or recoup a loss.

23. INTERNAL AUDIT AND AUDIT COMMITTEES

Internal Audit provides management with independent, objective assurance and consulting services designed to add value and to continuously improve the operations of the Provincial Parliament. It should assist the Provincial Parliament to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of Governance, Risk Management and Control processes. The following key activities are performed in this regard:

- Assess and make appropriate recommendations for improving the governance processes in achieving the Provincial Parliament's objectives;
- Evaluate the adequacy and effectiveness and contribute to the improvement of the risk management process;
- Assist the Accounting Officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement.

Internal Audit work completed during the year under review for the Provincial Parliament included five assurance engagements and eight follow-up areas. The details of these engagements are included in the Audit Committee report.

The Audit Committee is established as an oversight body, providing independent oversight over governance, risk management and control processes in the Provincial Parliament, which includes oversight and review of the following:

- Internal Audit function;
- External Audit function (Auditor General of South Africa - AGSA);
- Accounting and reporting;
- Accounting Policies;
- AGSA management and audit report;
- In year Monitoring;
- Enterprise Risk Management;
- Internal Control;
- Pre-determined objectives;
- Ethics, Fraud and Corruption

The table below discloses relevant information on the audit committee members:

Name	Qualifications	Internal or external	If internal, position in the WCPP	Date appointed	Date Resigned	No. of Meetings attended
Mr Francois Barnard (Chairperson)	BProc; BCompt (Hons); CTA; Postgrad Diploma Auditing; MCom; CA (SA) MTP (SA)	External	N/A	01 January 2019 (1 st term) 01 January 2022 (2 nd term)	N/A	7
Ms Merle Kinnes	BA; LLB; Higher Certificate in Forensics Examination; Attorney of the High Court	External	N/A	01 January 2016 (1 st term) 01 January 2019 (2 nd term)	31 December 2021 (end of contract)	5
Mr Andrew Davids	BCom; Professional Post-Graduate Qualification: Company Secretarial and Governance Practice, ACG(CS)	External	N/A	01 January 2020 (1 st term)	N/A	7
Ms Crystal Abdoll	BCom; BCompt (Hons); Certificate in the Theory of Accounting; CA (SA); Post-graduate Diploma: Certified Internal Auditing	External	N/A	01 March 2021 (1 st term)	N/A	7
Mr Comfort Bunting	ND: Internal Auditing MBA	External	N/A	01 January 2022 (1 st term)	N/A	2

AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2022.

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 48 of the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA). The Audit Committee also reports that it has adopted an appropriate formal Terms of Reference, has regulated

its affairs in compliance with these Terms and has discharged all its responsibilities as contained therein.

The Effectiveness of Internal Control

In line with the FMPPLA, Internal Audit provides the Audit Committee and Management with reasonable assurance that the internal controls are adequate and effective. The WCG adopted a Combined Assurance Framework which identifies and integrates assurance providers and assurance coverage of risks. The first level of assurance is management assurance, requiring of line management to maintain effective internal controls and execute those procedures on a day-to-day basis by means of supervisory controls and taking remedial action where required. The second level of assurance is internal assurance provided by functions separate from direct line management, entrusted with assessing adherence to policies, procedures, norms, standards and frameworks. The third level of assurance is independent assurance providers that are guided by professional standards requiring the highest levels of independence.

A risk-based Combined Assurance Plan was developed for the WCPP, facilitated by Internal Audit, who is also an independent assurance provider. Internal Audit provides the Audit Committee and Management with reasonable assurance that the internal controls are adequate and effective. This is achieved by an approved risk-based internal audit plan, Internal Audit assessing the adequacy of controls mitigating the risks and the Audit Committee monitoring implementation of corrective actions.

The following engagements were approved by the Audit Committee and completed by Internal Audit during the year under review:

Assurance engagements:

- POPI
- Records Management
- Management of Government Motor Transport
- Regulatory Compliance
- Research Management

The areas for improvement, as noted by internal audit during the performance of their work, were agreed to by management. The Audit Committee monitors the implementation of the agreed actions on a quarterly basis.

In-Year Management and Monthly/Quarterly Report

The Audit Committee is satisfied with the content and the quality of the quarterly in year management and performance reports issued during the year under review by the Accounting Officer of the Western Cape Provincial Parliament (WCPP) in terms of the FMPPLA.

Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the Audited Annual Financial Statements to be included in the Annual Report, with the Auditor-General South Africa (AGSA) and the Accounting Officer;
- reviewed the AGSA's Management Report and Management's responses thereto;
- reviewed changes to accounting policies and practices as reported in the Annual Financial Statements;
- reviewed material adjustments resulting from the audit of the legislature.

Compliance

The Audit Committee has reviewed the WCPP's processes for compliance with legal and regulatory provisions.

Performance Information

The Audit Committee has reviewed the information on predetermined objectives as reported in the Annual Report.

Report of the Auditor-General South Africa

We have on a quarterly basis reviewed the Legislature's implementation plan for audit issues raised in the prior year. The Audit Committee has met with the AGSA to ensure that there are no unresolved issues that emanated from the regulatory audit.

Corrective actions on the detailed findings raised by the AGSA will continue to be monitored by the Audit Committee on a quarterly basis.

The Audit Committee concurs and accepts the Auditor-General of South Africa's opinion regarding the Annual Financial Statements and proposes that these Audited Annual Financial Statements be accepted and read together with their audit report.

The Audit Committee commends the Legislature for maintaining an unqualified audit opinion with no material findings.

The Audit Committee wishes to express their appreciation to the management of the Provincial Parliament, the AGSA and the WCG Corporate Assurance Branch for the information and co-operation that they provided to enable us to compile this report.



Mr Francois Barnard

Chairperson of the Governance and Administration Cluster Audit Committee

Date: 12 August 2022

24. B-BEE COMPLIANCE PERFORMANCE INFORMATION

Has the sphere of government or public entity or organ of state applied any relevant code of good practice (BBBEE certificate levels 1 to 8) with regard to the following:		
Criteria	Circle relevant answer	Attachment
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law	Not applicable	If Yes, please attach Qualification Criteria as well as the compliance report of implementation thereof in the Annual Report
Developing and implementing a preferential procurement policy	WCPP adheres to the requirements of PPPFA Regulations in conjunction with BBBEEA	If Yes, please attach Preferential Procurement Policy as well as the compliance report of implementation thereof in the Annual Report
Determining qualification criteria for the sale of state-owned enterprises	Not applicable	If Yes, please attach Qualification Criteria as well as the compliance report of implementation thereof in the Annual Report
Developing criteria for entering into partnerships with the private sector	Not applicable	If Yes, please attach Qualification Criteria as well as the compliance report of implementation thereof in the Annual Report
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment	Not applicable	If Yes, please attach Qualification Criteria as well as the compliance report of implementation thereof in the Annual Report



ROMEO ADAMS
SECRETARY TO THE PROVINCIAL PARLIAMENT
DATE: 31 August 2022

WESTERN CAPE PROVINCIAL PARLIAMENT

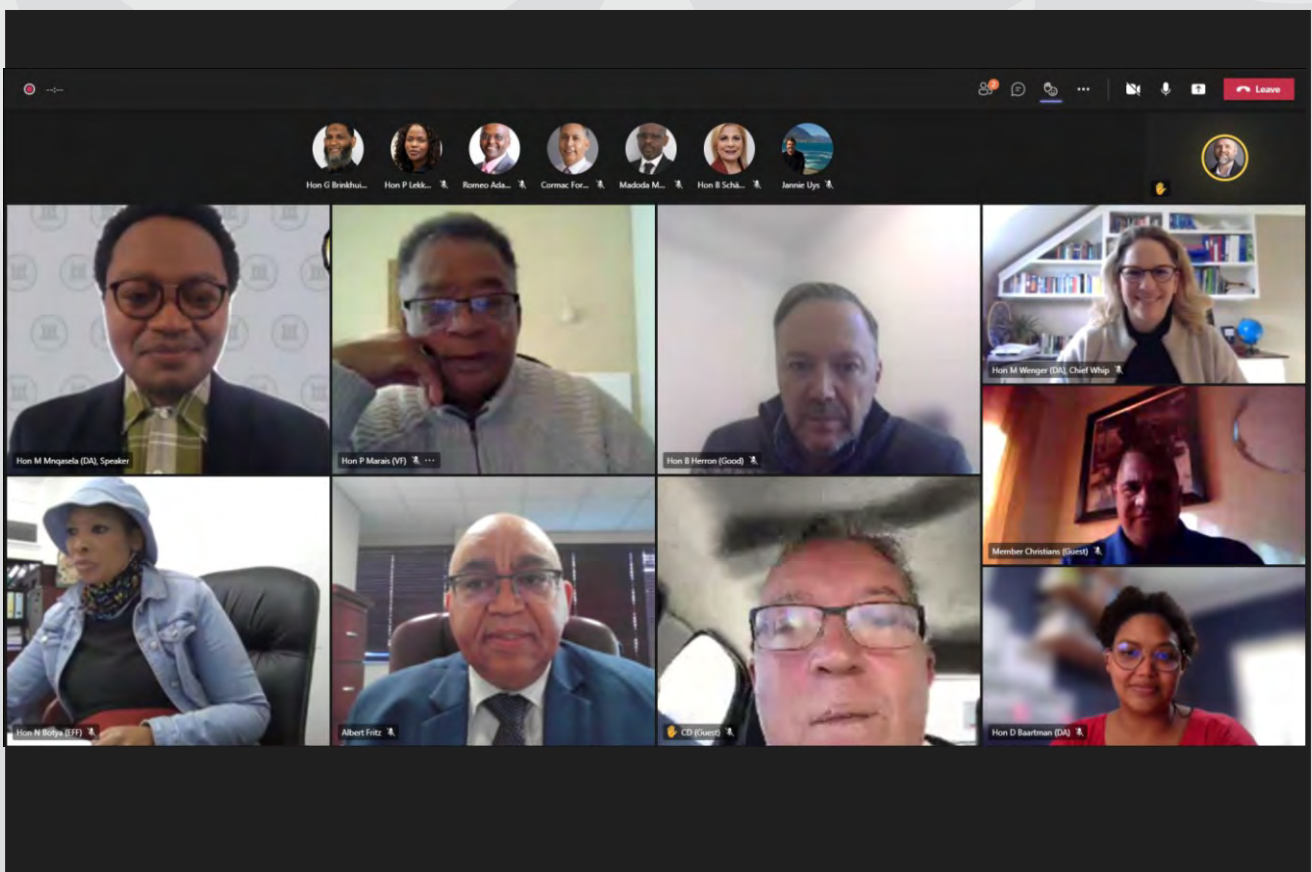


PART D HUMAN RESOURCE MANAGEMENT





The Standing Committee on Health, chaired by Hon Wendy Kaizer-Philander, discusses the annual report of the Department of Health on 17 November 2021.



A virtual meeting of the Speaker's Consultative Political Party Forum on 13 July 2021.

PART D: HUMAN RESOURCE MANAGEMENT

25. INTRODUCTION

The Section: Human Resources of the Annual Report provides in-depth information on the people-related activities of the WCPP for the year under review. While most of the information tends to be statistical, graphs and analyses are included to provide readers with a better sense of the impact or significance of the statistics reflected.

NOTE: Please note that in some statistical information provided the figures will relate to all employees who were employed for the entire financial year. Where it is expressly stated “As at 31 March 2022” or “1 April 2021” the figures will reflect the position on that particular day.

26. HUMAN RESOURCES

The financial year under review, 2021/22, continued to be a year of disruption in the operating environment.

This disruption affected the Human Resources section directly in more than one way:

- Planned employee wellness activities had to be deferred; and
- Training and development initiatives had to be reassessed, since virtual training sessions became a new training requirement.

During 2021/22 the WCPP continued to conduct virtual interviews as part of the recruitment and selection process. This has resulted in ensuring progress continued to be made towards filling vacancies while reducing some of the traditional costs associated with recruitment and selection processes. The filling of some of the vacancies were challenging, especially in the Directorate: Parliamentary Support Services. The number of WCPP staff exits (5) increased marginally from the two (2) in the 2020/21 financial year.

Progress continued to be made towards meeting the new employment-equity numerical goals, which set out a strategy to correct the employment-equity figures for management and senior-management salary levels. This is one of the key focus areas in strategically addressing employment equity in the WCPP. All the numerical goals in the Employment Equity Plan have been approved by the WCPP’s Accounting Officer.

Policies and procedures are a key driver in ensuring long-term professional benefits for the WCPP, as well as for its employees. A task team made up of representatives from the recognised union (NEHAWU), as well as nominated employees and managers from different directorates, reviewed the following policies:

- Overtime Policy
- Leave Policy
- Study Assistance Policy
- Working Hours Policy
- Reward and Incentives Policy
- Cellular and Mobile Internet Policy
- Working-from-home Policy

During the year under review eight employees were beneficiaries of the WCPP's Study Assistance Programme. The study programmes undertaken by these employees were Law (2), Information Technology (2), Public Administration (1), Professional Competency course for Chartered Accountants (1), Business Administration (1) and Communication Science (1). With the Study Assistance Policy review, the intention is to increase the number of beneficiaries and to encourage the ongoing professional development of employees.

The HR Section has noticed an increase in the average number of sick leave days utilised during the 2021/22 period. This can be an indication of increased movement outside the home due to the relaxation of lock down levels and thus increased exposure to ailments.

In 2021/22 the Employee Wellness Program focussed on supporting the physical and mental health wellbeing of employees. There were three on-site Primary Health Clinics held during the period under review. Additionally, employees attended webinars on Healthy Relationships, Personal Wellness, Financial Wellbeing, Care and Support of the Elderly and Teen suicide. Through ICAS employees continue to have access a range of counselling services and/or professionals.

Eighty five (85) WCPP employees attended various skills development interventions to enhance their competencies, ability and effectiveness. This included professional seminars, short courses and accredited skills programmes.

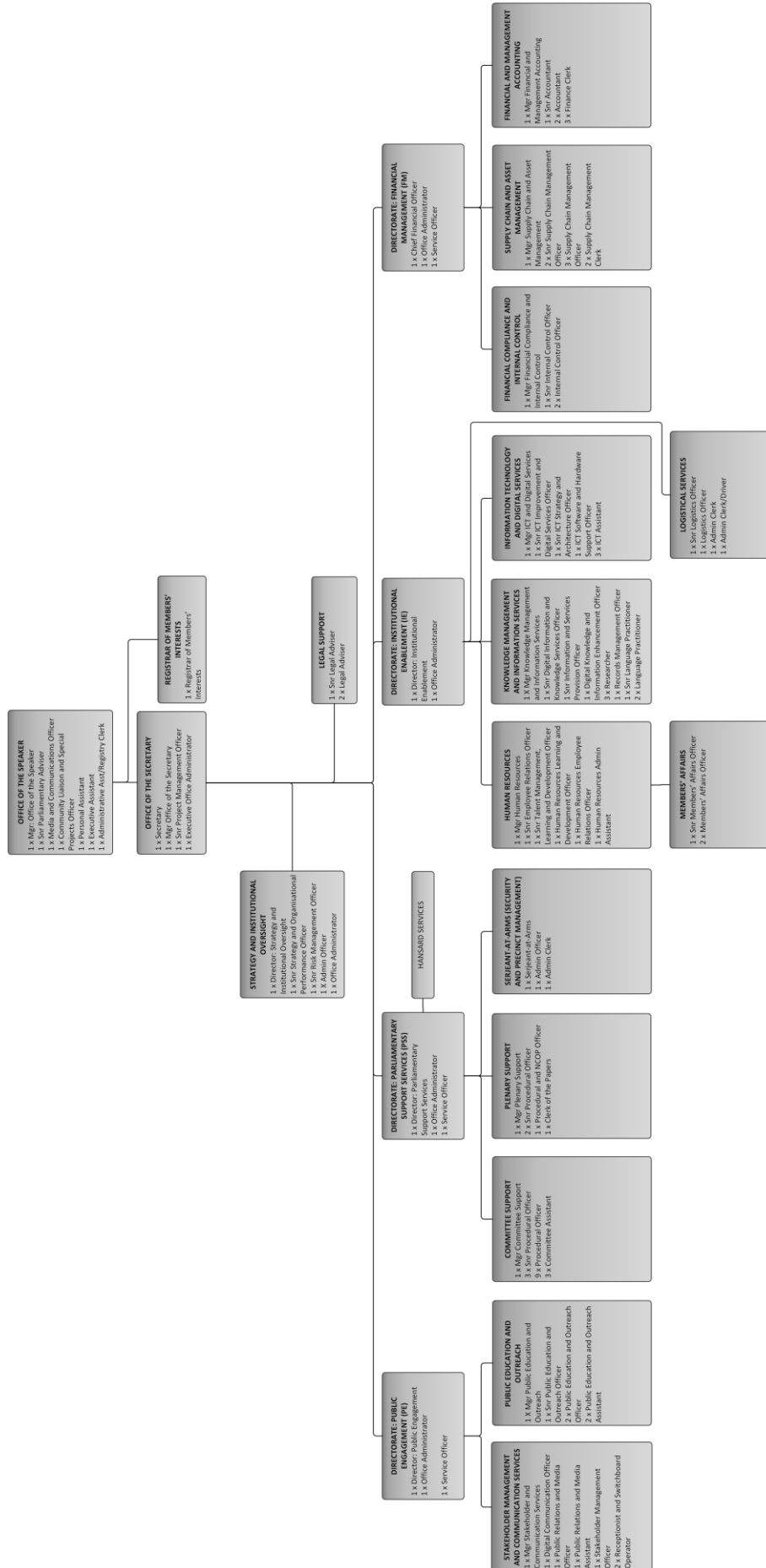
The Section: Human Resources administered and arranged for the long-service awards presentation to employees. These awards serve as a token of appreciation and recognition of employees for their commitment and loyalty to the WCPP and its mandate. The following long-service awards were presented during the financial year under review:

Long-service award category	Number of qualifying employees receiving awards during 2020/21	Nature of award
5 years of service	4	Certificate, additional vacation leave days
10 years of service	3	Certificate, additional vacation leave days, monetary award of R2500,00
15 years of service	-	Certificate, monetary award, corporate gift
20 years of service	-	Certificate, monetary award, corporate gift
25 years of service	-	Certificate, monetary award, corporate gift

Below is a tabular display of some indicators in human resources management and the organisational landscape over the past six years:

Indicator	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Personnel expenditure	53 million	57 million	63 million	67 million	71 million	77.8 million
Vacancy rate	8.6%	3.7%	6.5%	12.82%	11.97%	9.32%
Employee complement (as at 31 March)	96	103	107	102	103	107
Appointments	5	17	4	27	6	12
Exits	9	3	7	10	2	5
Average sick leave (days)	9.2	8.6	7.6	7.65	1.91	2.26
Study assistance (number of employees)	17	11	8	5	9	8

27. ORGANISATIONAL STRUCTURE AS AT 31 MARCH 2022



28. EXPENDITURE

The WCPP budgets in terms of clearly defined programmes. The following tables summarise final audited actual expenditure paid per programme (Table 28.1) and by salary bands (Table 28.2). In particular it provides an indication of the amounts spent on personnel costs in terms of each of the programmes or salary bands.

28.1. Personnel cost by programme, 2021/22

Programme	Personnel expenditure R'000	Total expenditure R'000	Training expenditure R'000	Personnel cost as a % of total expenditure	Average personnel cost per employee R'000	Number of employee per programme
Programme 1 Governance, Leadership and Administration	47 710	651 956	952	7,32%	712	67
Programme 2: Parliamentary Service Support	18 107	22 106	-	81,91%	671	27
Programme 3: Public Engagement	9 728	12 607	-	77,16%	649	15
Programme 4: Members Support	2 269	57 518	-	3,94%	756	3
Total	77 814	744 187	952	10,46%	695	112

Note: This table refers to the number of employees remunerated for the period under review. This includes the Registrar and employees who have exited the institution during the period.

28.2. Personnel cost by salary band, 2021/22

Salary bands	Number of employees	Personnel expenditure R'000	Percentage of total personnel cost	Average personnel cost per employee R'000
Lower skilled (Band A1–B1)	3	855	1,10%	285
Skilled (Band B2–C3)	64	34 870	44,81%	545
Highly skilled production (Band C4–C5)	22	14 737	18,94%	670
Highly skilled supervision (Band D1–D3)	16	16 855	21,66%	1 053
Senior management (Band D4–E2)	7	10 497	13,49%	1 500
Total	112	77 814	100,00%	695

Note: The personnel expenditure in 28.1 and 28.2 corresponds, but due to different groupings and rounding of figures it reflects differently.

28.2.1. Personnel cost by population group, 2021/22

Demographic profile	Number of employees	Personnel cost by race R'000	Percentage of total personnel cost
African	29	17 463	22,44%
Indian	5	4309	5,54%
Coloured	61	43 386	55,76%
White	17	12 656	16,26%
Total	112	77 814	100,00%

28.2.2. Personnel cost by gender, 2021/22

Demographic profile	Number of employees	Personnel cost by gender R'000	Percentage of total personnel cost
Male	51	40 955	52,63%
Female	61	36 859	47,37%
Total	112	77 814	100,00%

The following tables provide a summary per programme and salary bands as a percentage of total personnel cost. The tables further reflect the expenditure as a result of salaries, overtime, home owners' allowance and medical assistance. These tables exclude Interns and expenses such as pension contributions

28.3. Salaries, overtime, home owner's allowance and medical aid by programme, 2021/22

Programme	Salaries		Overtime		Home owner's allowance		Medical assistance	
	Amount R'000	Salaries as a % of personnel cost per programme	Amount R'000	Overtime as a % of personnel cost	Amount R'000	HOA as a % of personnel cost	Amount R'000	Medical assistance as a % of personnel cost
Programme 1	34 863	73,07%	-	-	2 556	5,36%	364	0,76%
Programme 2	12 746	70,39%	-	-	1 464	8,09%	214	1,18%
Programme 3	6 819	70,10%	-	-	628	6,46%	97	1,00%
Programme 4	1 636	72,10%	-	-	211	9,30%	24	1,06%
Total	56 064	72,05%	-	-	4 859	6,24%	699	0.90%

**28.4. Salaries, overtime, home owner's allowance and medical aid by salary bands, 2021/22
(percentage of the total personnel cost)**

Programme	Salaries		Overtime		Home owners allowance		Medical assistance	
	Amount R'000	Salaries as a % of personnel cost per salary band	Amount R'000	Overtime as a % of personnel cost per salary band	Amount R'000	HOA as a % of personnel cost per salary band	R'000	Medical assistance as a % of personnel cost per salary band
Lower skilled (Band A1–B1)	510	59,61%	-	-	174	20,35%	-	-
Skilled (Band B2–C3)	25 099	71,98%	-	-	3 527	10,11%	400	1,15%
Highly skilled production (Band C4–5)	10 838	73,54%	-	-	1 158	7,86%	167	1,13%
Highly skilled supervision (Band D1–D3)	11 868	70,41%	-	-	-	-	85	0,50%
Senior management (Band D4–E2)	7 749	73,82%	-	-	-	-	47	0,44%
Total	56 064	72,05%	-	-	4 859	6,24%	699	0,90%

29. EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts, funded and unfunded, on the establishment, the number of employees and the vacancy rates. The information is presented in terms of three key variables, namely programme (Table 29.1), salary band (Table 29.2) and critical occupations (Table 29.3).

29.1. Employment and vacancies by programme, 31 March 2022

Programme	Number of posts	Number of funded posts	Number of filled posts	Additional to establishment	Vacancy rate	Percentage unfunded posts
Programme 1	72	72	64	-	11,11%	-
Programme 2	27	27	25	-	7,41%	-
Programme 3	16	16	15	-	6,25%	-
Programme 4	3	3	3	-	-	-
Total	118	118	107	-	9,32%	-

Note: Figures are inclusive of the Registrar of Members' Interest.

29.2. Employment and vacancies by salary bands, 31 March 2022

Salary band	Number of posts	Number of funded posts	Number of posts filled	Additional to establishment	Vacancy rate	Percentage unfunded posts
Lower skilled (Band A1–B1)	3	3	3	-	-	-
Skilled (Band B2–C3)	67	67	60	-	10,45%	-
Highly skilled production (Band C4–5)	24	24	21	-	12,50%	-
Highly skilled supervision (Band D1–D3)	18	18	17	-	5,56%	-
Senior management (Band D4–E2)	6	6	6	-	-	-

29.3. Employment and vacancies by critical occupation, 31 March 2022

The critical occupation that was identified at the beginning of the 2021/22 financial year was the Manager: Plenary Support

30. SENIOR MANAGEMENT SERVICE INFORMATION

30.1. Filling of senior management service posts

The tables in this section provide information on employment and vacancies as it relates to senior management by salary level. It also provides information on advertising and filling of senior management posts. The stipulations of the Public Service Regulations do not apply to the WCPP and hence they cannot be reported on.

Senior management service post information as at 31 March 2022:

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
E2	1	1	100%	-	-
D4	5	5	100%	-	-
Total	6	6	100%	-	-

30.2. Advertising and filling of senior management service posts for the period 1 April 2021 and 31 March 2022

Two senior management positions were filled on 1 April 2021 and 1 July 2021 respectively.

31. JOB EVALUATION

Job evaluation refers to the grading of posts based on its complexity, scope of responsibility, independent decision-making, levels of organisational risk and resource responsibility. The WCPP has adopted the Paterson model of job grading. These refer to posts and not individual employees. The following positions were evaluated in the 2021/22 financial year to confirm the correctness of the salary level and grade following the functional refinement process. These refer to posts and not individual employees.

Positions	Approved job grade
Manager: Knowledge Management	D2
Manager: Communication and Stakeholder Engagement	D2

Note: These positions have been identified as part of the new establishment applicable from 1 April 2019. Although this is outside the current reporting period, management proactively graded and advertised these positions with the aim of timeously filling the posts.

31.1. Profile of employees whose positions were upgraded

Occupation	Number of employees	Original level	Job evaluation level
-	-	-	-

The following table summarises the number of cases where remuneration bands exceeded the grade determined by job evaluation. Reasons for the deviation are provided in each case.

31.2. Employees with salary levels higher than those determined by job evaluation by occupation

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
Clerk of the Papers	1	B3	B5	Historical Grade Creep
Percentage of total employed as at 31 March 2022				0,93%

Note: This employee is red-circled and specific principles apply to his/her remuneration.

The following table summarises the beneficiaries of the above in terms of race, gender, and disability.

31.3. Profile of employees who have salary levels higher than those determined by job evaluation:

Beneficiary	African	Asian	Coloured	White	Total
Female	-	-	1	-	1
Total	-	-	1	-	1
Employees with a disability	-	-	-	-	-

32. EMPLOYMENT CHANGES

This section provides information on changes in employment during the financial year. Turnover rates provide an indication of trends in the employment profile of the WCPP. The following tables provide a summary of turnover rates by salary band.

32.1. Annual turnover rates by salary band for the period 1 April 2021 to 31 March 2022

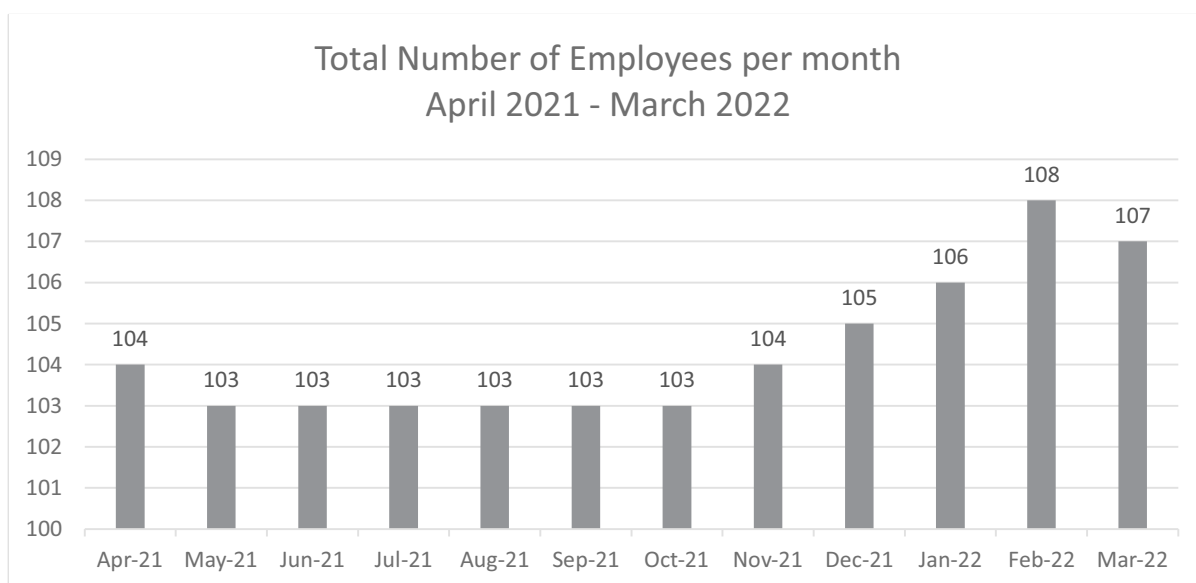
Salary band	Number of employees per band as at 1 April 2021	*Appointments and transfers into the WCPP		Terminations and transfers out of the WCPP	Turnover rate
		Internal	External		
Lower skilled (Band A1–B1)	3	-	-	-	-
Skilled (Band B2–C3)	63	2	2	4	6,35%
Highly skilled production (Band C4–C5)	17	1	4	1	5,88%
Highly skilled Supervision (Band D1–D3)	16	-	1	-	-
Senior management (Band D4–E2)	4	-	2	-	-
Total number of employees	103	3	9	5	4,85%

Note: The three internal appointments advanced the careers of these employees but did not have an impact on the vacancy rate.

32.1.1. WCPP appointment and resignation trends over the past six years

Item description	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Appointments	5	17	4	27	6	12
Resignations	9	3	7	5	0	5
Ratio	0.55:1	5.6:1	0.57:1	5.4:1	6:0	2.4:1

The staff complement of the WCPP increased during this financial year (see employee movement and stability graph). Twelve appointments were made. There were three resignations and two terminations based on end of fixed term contracts of service.



Note: Figures inclusive of the Registrar of Members' Interests

32.2. Annual turnover rates by critical occupation for the period 1 April 2021 to 31 March 2022

None. Although no critical occupations were identified, the WCPP acknowledges that certain positions could be regarded as key positions. These include the Manager: Plenary Support.

32.3. Reasons for staff turnover at WCPP

Termination type	Number	Percentage of total
Resignation	3	60,00%
Expiry of contract	1	20,00%
Dismissal – operational reasons	1	20,00%
Dismissal – misconduct	-	-
Discharged due to ill-health	-	-
Retirement	-	-
Death in service	-	-
Transfers to other public service departments	-	-
Total	5	100,00%
Total number of employees who exited as a percentage of the total employment, using 1 April 2021 as the baseline.		4,81%

32.4. Promotions by salary bands

The WCPP's Recruitment and Selection Policy does not make provision for promotion.

33. EMPLOYMENT EQUITY

33.1. Total number of employees (including employees with disabilities) in each of the following occupational bands as at 31 March 2022

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior management (Bands D4–E2)	1	1	0	0	0	2	0	1	5
Management and professionally qualified (Band D1–D3)	1	6	1	2	2	1	1	0	14
Experienced specialists and middle management (Band C4–C5)	3	5	2	2	3	4	0	2	21
Skilled technical and academically qualified workers, junior management, supervisors (Bands B2–C3)	4	12	1	2	13	24	0	1	57
Semi-skilled and discretionary decision-making (Band A1–B1)	0	3	0	0	0	0	0	0	3
Total	9	27	4	6	18	31	1	4	100
Contract employees (non-permanent employees)	1	2	0	2	0	1	0	1	7
Grand total	10	29	4	8	18	32	1	5	107
People with disabilities <u>included</u> in the statistics above: Experienced specialist and middle management (Band C4- C5)	0	0	0	1	0	0	0	1	2
People with disabilities <u>included</u> in the statistics above: Contract employees (non-permanent employees)	0	0	0	0	0	0	0	1	1

Note: The role of Registrar is not assigned a grade and is accordingly not reflected in the above table.

33.2. Recruitment for the period 1 April 2021 to 31 March 2022

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior management (Band D4–E2)	1	0	0	0	0	1	0	0	2
Occupational Bands	Male				Female				Total
Highly skilled supervision (Band D1–3)	0	0	0	0	1	0	0	0	1
Highly skilled production (Band C4–5)	1	0	0	0	1	3	0	1	6
Skilled (Band B2–C3)	0	1	0	0	0	1	0	1	3
Lower skilled (Band A1–B1)	0	0	0	0	0	0	0	0	0
Total	2	1	0	0	2	5	0	2	12
Employees with disabilities	0	0	0	0	0	0	0	0	0

33.3. Promotions for the period 1 April 2021 to 31 March 2022

The WCPP policies do not make provision for promotions.

33.4. Terminations for the period 1 April 2021 to 31 March 2022

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior management	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	1	0	0	0	1	0	0	2	4
Semi-skilled and discretionary decision-making	0	0	0	0	0	1	0	0	1
Total	1	0	0	0	1	1	0	2	5
Employees with disabilities	0	0	0	0	0	0	0	0	0

33.5. Disciplinary action for the period 1 April 2021 to 31 March 2022

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
	1	-	-	-	-	-	-	-	

33.6. Skills development for the period 1 April 2021 to 31 March 2022

33.6.1. Training recipients

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	8	14	1	4	4	6	1	4	42
Professionals	3	8	1	1	10	-	-	1	24
Technicians and associate professionals	2	3	1	-	2	2	-	1	11
Clerks	-	2	-	-	3	2	-	-	7
Service workers	-	1	-	-	-	-	-	-	1
Total									85
Interns	-	-	-	-	-	-	-	-	-
Employees with disabilities	-	-	-	-	-	-	-	-	-

Note: Please note that this refers to individuals who attended training. Internal training programmes are included.

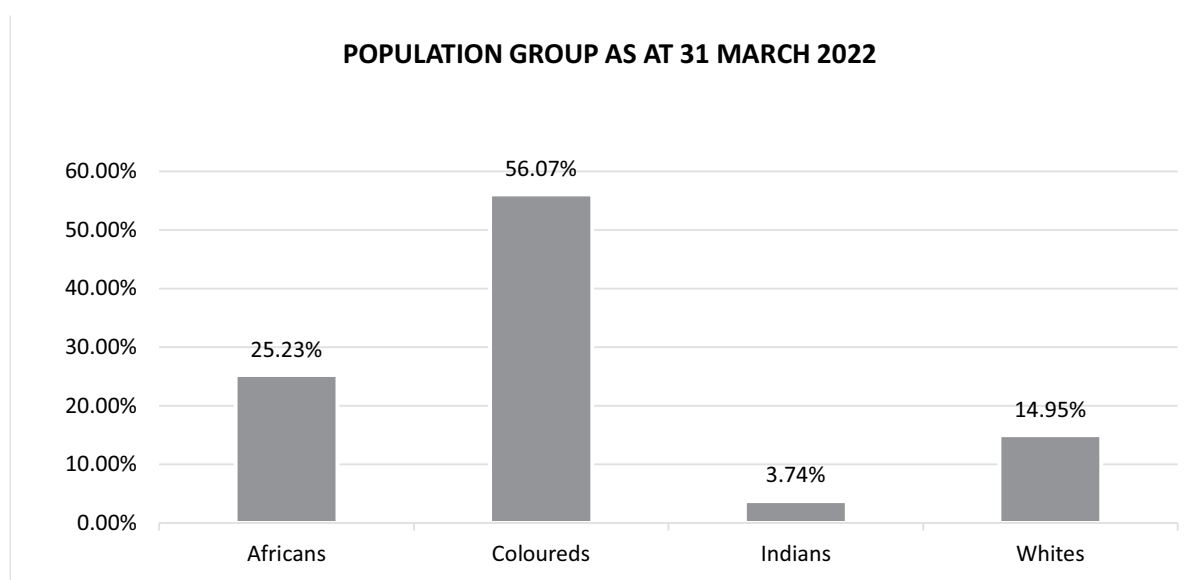
33.6.2. Study assistance provided for formal education

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	-	-	-	-	-	-	-	-	-
Professionals	1	1	-	-	-	-	-	-	2
Technicians and associate professionals	-	-	1	-	-	1	-	-	2
Clerks	1	-	-	1	-	2	-	-	4
Service workers	-	-	-	-	-	-	-	-	-
Total									8
Employees with disabilities	-	-	-	-	-	-	-	-	-

33.6.3. Skills development and capacity building trends for six years

Summary of interventions	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Skills development (training interventions)	339	86	185	79	84	120
Study assistance (number of employees)	17	6	8	5	9	8
Internships	3	3	-	-	-	-

33.7. Population group distribution as at 31 March 2022



Demographic description	Employees as at 31 March 2022	WCPP	Western Cape*
African	27	25,23%	39,50%
Coloured	60	56,07%	43,80%
White	16	14,95%	15,90%
Indian	4	3,74%	0,80%
Total	107	100,00%	100,00%

Note: *Economically active population, Statistics SA

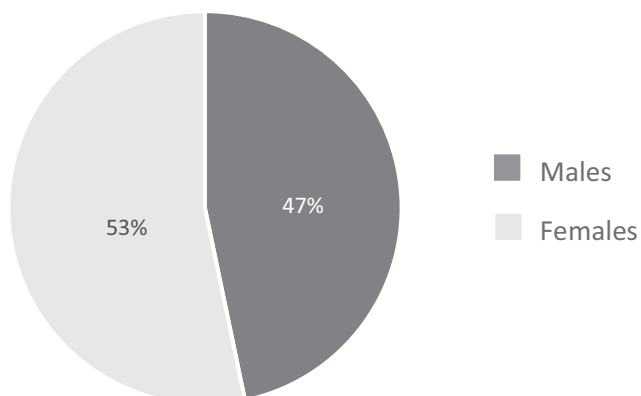
Demographic representation trend for the past six years:

Demographic description	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Coloured	60%	62%	62%	56,86%	56,86%	56,07%
African	21%	19%	21%	22,54%	24,51%	25,23%

Demographic description	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
White	14%	15%	13%	16,67%	13,73%	14,95%
Indian	5%	4%	4%	3,92%	4,90%	3,74%

33.8. Gender composition

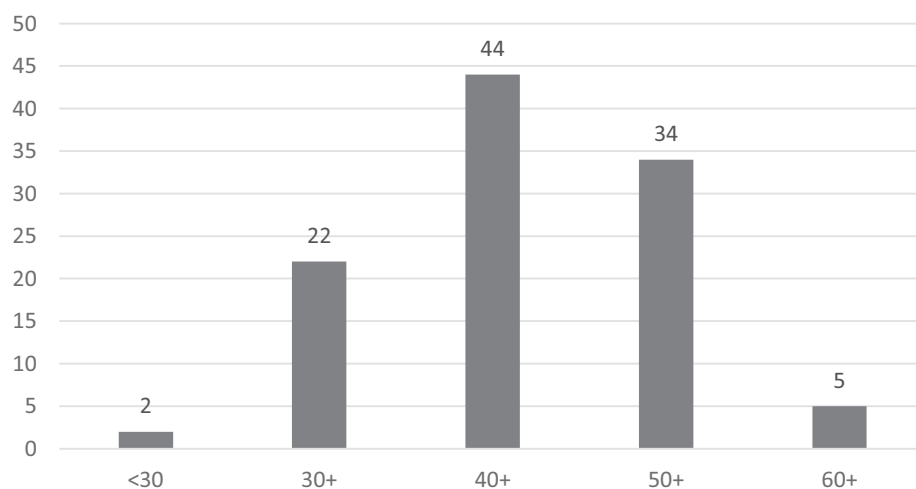
GENDER PROFILE AS AT 31 MARCH 2022



As at 31 March 2022, 50 of the WCPP employees are Males and 57 are Females.

33.9. Age distribution

AGE PROFILE AS AT 31 MARCH 2022



34. PERFORMANCE REWARDS

To encourage good performance the WCPP has granted the following performance rewards during the year under review. The information is presented as population group, gender, disability and salary bands. Please note that these rewards have been granted in respect of performance during the 2020/21 financial year.

34.1.1. Pay progression

76 employees received a 1% pay progression after having achieved a performance rating of at least 60%. (Please note that employees on probation, staff who have not completed a full performance cycle, underperformers and those who are remunerated outside of their salary level, do not qualify for pay progression.)

Salary bands	Number of employees (1 April 2021)	Number of beneficiaries	Africans		Coloured		Indian		White	
			Male	Female	Male	Female	Male	Female	Male	Female
Lower skilled (Band B1)	3	1	-	-	1	-	-	-	-	-
Skilled (Band B2- C3)	61	46	2	11	9	19	-	-	2	3
Highly skilled production (Band C4-5)	18	13	2	1	4	3	-	-	2	1
Highly skilled supervision (Band D1-D3)	14	12	1	1	6	1	1	-	2	-
Senior Management (Band D4-E2)	5	4	-	-	2	1	-	-	-	1
Total	101	76	5	13	22	24	1	-	6	5

34.1.2. Performance bonuses

In accordance with the three-year agreement was reached with NEHAWU to suspend performance bonuses for 2019/20, 2020/21 and 2021/22, there were no performance bonuses paid in the 2021/22 financial year. This will be reviewed for the next MTEF period.

34.2 Performance by critical occupations, 1 April 2021 to 31 March 2022:

The critical occupation that was identified at the beginning of the 2021/22 financial year was the Manager: Plenary Support.

35. FOREIGN WORKERS

35.1. Foreign workers, 1 April 2021 to 31 March 2022, by salary band

No foreign workers were appointed.

35.2. Foreign workers, 1 April 2021 to 31 March 2022, by major occupation

No foreign workers were appointed.

36. LEAVE UTILISATION

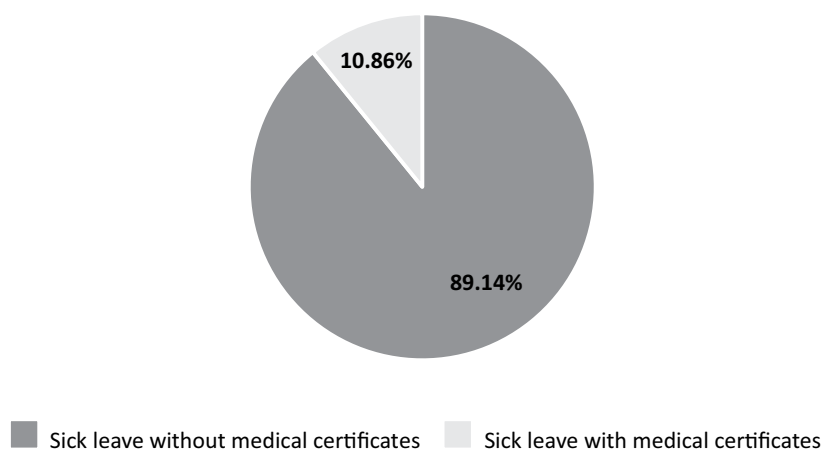
The following tables indicate the use of sick leave, with an estimated cost. The use of annual leave utilisation and payouts are also provided.

36.1. Sick leave, 1 April 2021 to 31 March 2022

Salary band	Total qualifying employees	Total days	% of days with medical certification	Number of employees using sick leave	% of total employees per band using sick leave	Average days per employee*	Estimated cost (R'000) R'000
Lower skilled (Band A1–B1)	3	9	0,00%	1	33,33%	3	9
Skilled (Band B2–C3)	60	175	12,00%	33	55,00%	2,92	374
Highly skilled production (Band C4–5)	21	32	6,25%	9	42,86%	1,52	97
Highly skilled supervision (Band D1–D3)	16	12.5	16,00%	6	37,50%	0,78	54
Senior management (Band D4–E2)	6	11	9,09%	2	16,67%	1,83	62
Total	106	239,50	10,86%	51	48,11%	2,26	596

Note: *Refers to all employees remunerated for the period, excluding the Registrar of Member's Interests

SICK LEAVE - MEDICAL CERTIFICATES



36.2. Employees who were granted additional sick leave from 1 April 2021 to 31 March 2022

During this period no employees were granted additional sick leave.

36.3. Annual leave, 1 April 2021 to 31 March 2022

Salary bands	Total days taken	Average per employee
Lower skilled (Band A1–B1)	73,5	24,5
Skilled (Band B2–C3)	1537	25,62
Highly skilled production (Band C4–5)	433	22,79
Highly skilled supervision (Band D1–D3)	392,32	24,52
Senior management (Band D4–E2)	138,75	23,13
Total	2574,57	24,11

36.4. Leave payouts upon termination of employment for the period 1 April 2021 to 31 March 2022

Band	Total number of employees	Total costs R'000	Average cost per employee R'000
Lower skilled (Band A1–B1)	-	-	-
Skilled (Band B2–C3)	4	87	22
Highly skilled production (Band C4–5)	-	-	-
Highly skilled supervision (Band D1–D3)	-	-	-
Senior management (Band D4–E2)	-	-	-
Total	4	87	22
Interns	-	-	-

36.5. Capped leave, 1 April 2021 to 31 March 2022

No capped leave was utilised during this period.

37. WELLNESS PROMOTION PROGRAMMES

37.1. Steps taken to reduce the risk of occupational exposure to disease

As reported last year, Universal Infection Control measures are maintained.

37.2. Details of health and wellness promotion (1 April 2021 to 31 March 2022)

- Employee wellness activities in 2021/22 focussed on supporting the physical and mental health wellbeing of employees.
- There were three on-site Primary Health Clinics held during the period under review.
- Online information sessions were also conducted. These included webinars on Healthy Relationships, Personal Wellness, Financial Wellbeing, Care and Support of the Elderly and Teen suicide.
- Psycho-social counselling continued to be provided via online platforms.
- To ensure provision of wellness support during the initial stages of the lockdown period, limited face-to-face counselling sessions were able to resume in the third and fourth quarters of the financial year.
- Employees were frequently reminded of the contact details of the 24/7 employee wellness call centre.

38. LABOUR RELATIONS

38.1. Collective agreements, 1 April 2021 to 31 March 2022

Subject matter	Date
Wage agreement 2021/2022	15 April 2021

38.2. Disciplinary hearings, 1 April 2021 to 31 March 2022

Outcomes of disciplinary hearings	Number	% of total
Final written warning	1	11,11%
Suspended without pay	-	-
Fine	-	-
Demotion	-	-
Dismissal	-	-
Not guilty	-	-
Case withdrawn	-	-
Total	1	100,00%

38.3. Types of misconduct addressed, 1 April 2021 to 31 March 2022

Type of misconduct	Number	% of total
Dereliction of duty	2	22,22%
Discriminatory or derogatory remarks	-	-
Inappropriate language	-	-
Poor performance	1	11,11%

Type of misconduct	Number	% of total
Negligently failing to adhere to WCPP procedures	4	44,44%
Absenteeism	1	11,11%
Timekeeping	-	-
Irregular expenditure	1	11,11%
Fraudulently altering official documents	-	-
Insubordination	-	-
Misuse of Parliament's property	-	-
Total	9	100,00%

Note: Employees were issued with the appropriate warning for the above

38.4. Grievances lodged for the period 1 April 2021 to 31 March 2022

There were no formal grievances lodged during the year under review.

38.5. Disputes lodged with councils for the period 1 April 2021 to 31 March 2022

Disputes	Number	% of total
Number of disputes upheld	-	100%
Number of disputes dismissed	-	-
Number of disputes resolved	2	-
Total number of disputes lodged	2	100%

38.6. Strike actions for the period 1 April 2021 to 31 March 2022

No strike action was embarked upon during the period under review.

38.7. Precautionary suspensions for the period 1 April 2021 to 31 March 2022

None.

39. SKILLS DEVELOPMENT

39.1. Training needs identified, 1 April 2021 to 31 March 2022

Occupational categories	Gender	Training needs identified	Total training needs identified
Legislators, senior officials and managers	Female	31	42
	Male	11	
Technicians and associate professionals	Female	24	39
	Male	15	
Administrative workers and clerks	Female	29	44
	Male	15	
Service workers	Female	-	3
	Male	3	
Subtotal	Female	84	128
	Male	44	
Total			128

39.2. Training provided, 1 April 2021 to 31 March 2022

Occupational categories	Gender	Number of employees as at 31 March 2022	Skills programmes (including bursaries) and other short course	Total
Legislators, senior officials and managers (1)	Female	3	15	42
	Male	3	27	
Professionals (2)	Female	3	11	24
	Male	13	13	
Technicians and associate professionals (3)	Female	9	5	11
	Male	12	6	
Clerks (4)	Female	41	5	7
	Male	19	2	
Service workers (5)	Female	-	-	1
	Male	1	1	
Subtotal	Female	56	37	85
	Male	50	48	
Total				85
Interns	Female	-	-	-
	Male	-	-	-

Note: This figure excludes the Registrar of Members' Interests.

40. INJURY ON DUTY

40.1. Injury on duty, 1 April 2021 to 31 March 2022

Nature of injury on duty	Number	% of total
Required basic medical attention only	-	-
Temporary total disablement	-	-
Permanent disablement	-	-
Fatal	-	-
Total	-	-

41. UTILISATION OF CONSULTANTS

41.1. Report on consultant appointments using appropriated funds

Project title	Total number of consultants that worked on the project	BBBEE status	Duration: Work days	Contract value in Rand (R)
Recruitment Assessment	The Assessment toolbox	Level 4	On request	R20 700,00
Recruitment Assessment	Work Dynamics	Level 2	On request	R113 864,32
Work study analysis	HS Business solutions	Level 4	On request	R252 392,50
KMIS Audit	Knowlead consulting and training	Level 4	As per SLA	R460 000,00

Project title	Total number of consultants that worked on the project	BBBEE status	Duration: Work days	Contract value in Rand (R)
Hansard & Transcription	EOH legal service t/a Inlexso	Level 1	As per SLA	R620 411,64
Legal Advice	Webber wentzel	Level 1	On request	R19 787,62
Legal Advice	Department of Justice and constitutional development	None	On request	R452 295,00
Interpreting & Language translation	Interpreting, Translation and sign - language (combined)	None	On request	R766 960,50
Total				R2 706 411,58

41.2. Analysis of consultant appointments using appropriated funds in terms of the Broad Base Black Economic Empowerment Act (BBBEE):

See Table 41.1.

41.3. Report on consultant appointments using donor funds:

None.

41.4. Analysis of consultant appointments using donor funds in terms of the Broad Base Black Economic Empowerment Act (BBBEE):

None.

WESTERN CAPE PROVINCIAL PARLIAMENT



PART E FINANCIAL INFORMATION





Hon Speaker Masizole Mngasela with the Speaker of the Mossel Bay Municipality, Ald Petru Terblanche, at the Thetha Nathi programme in Mossel Bay on 22 September 2021.



The Secretary's Award for Exceptional Team Performance was presented to the Information Technology and Digital Services section for their significant contribution to the WCPP in 2020. The floating trophy was presented by Hon Speaker Masizole Mngasela and Secretary Romeo Adams to the Manager: ITDS, Coby Skriker and his team during a staff meeting on 1 April 2021.

PART E: FINANCIAL INFORMATION

REPORT OF THE AUDITOR-GENERAL TO WESTERN CAPE PROVINCIAL PARLIAMENT ON VOTE NO. 2: WESTERN CAPE PROVINCIAL PARLIAMENT

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Western Cape Provincial Parliament set out on pages 128 to 180, which comprise the statement of financial position as at 31 March 2022, the statement of financial performance, statement of changes in net assets, cash flow statement and 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 Western Cape Provincial Parliament as at 31 March 2022, and its financial performance and cash flows for the year then ended in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Financial Management of Parliament and Provincial Legislature Act 10 of 2009 (FMPPLA).

Basis for the 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 my report.
4. I am independent of the Western Cape Provincial Parliament 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 matter

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

Material underspending of the budget

7. As disclosed in the statement of comparison of budget and actual amounts, the legislature has materially underspent the budget on a comparable basis to the amount of R21 364 640 (9,8%).

Responsibilities of the accounting officer for the financial statements

8. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with 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.
9. In preparing the financial statements, the accounting officer is responsible for assessing the Western Cape Provincial Parliament'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 Western Cape Provincial Parliament or to cease operations, or has no realistic alternative but to do so.

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

10. 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 the 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
11. 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

12. 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 the selected programme presented in the annual performance report. I performed procedures to identify material findings but not to gather evidence to express assurance.
13. My procedures address the usefulness and reliability of the reported performance information, which must be based on the provincial parliament'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 provincial parliament enabled service delivery. My procedures 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.
14. 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 provincial parliament's annual performance report for the year ended 31 March 2022:

Programme	Pages in the annual performance report
Programme 2 – parliamentary support services	46 – 61

15. 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 to assess the reliability of the reported performance information to determine whether it was valid, accurate and complete.
16. I did not identify any material findings on the usefulness and reliability of the reported performance information for this programme:
 - Programme 2 – parliamentary support services

Report on the audit of compliance with legislation

Introduction and scope

17. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the provincial parliament's compliance with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.
18. I did not identify any material findings on compliance with the specific matters in key legislation set out in the general notice issued in terms of the PAA.

Other information

19. 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 and the selected programme presented in the annual performance report that have been specifically reported in this auditor's report.
20. 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.
21. 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.

22. 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

23. 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 on it. I did not identify any significant deficiencies in internal control.

Other reports

24. I draw attention to the following engagements conducted by various parties which had, or could have, an impact on the matters reported in the provincial parliament's financial statements, reported performance information, compliance with applicable legislation and other related matters. These reports did not form part of my opinion on the financial statements or my findings on the reported performance information or compliance with legislation.
25. Investigations into allegations for fraudulent expense claims were levelled against the speaker to the Western Cape Provincial Parliament. At the date of this report, the investigation was still ongoing.

Auditor General

Cape Town

31 July 2022



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

General Information

Legal form of entity	Provincial Legislature
Nature of business and principal activities	The main services offered by the Western Cape Provincial Parliament are as follows: • Sustain a legislative process that produces good and just laws • Provide support for vigorous oversight of the Executive • Provide an enabling environment for Members to be effective • Effective, efficient and economical management of resources • Ensure good governance • Effective and meaningful public participation, education and awareness.

The Administration of the Provincial Parliament, in support of this, provides an enabling environment for Members to achieve their constitutional objectives.

Speaker	Mnqasela, M
Deputy Speaker	Schäfer, B
Secretary	Adams, R
Chief Financial Officer	Petersen, NL
Director Institutional Enablement	Titus, V
Director Parliamentary Support Services	Stemele, L
Director Public Engagement	Fouche, SIJ
Director Strategy and Institutional Oversight	Goldstone, M
Business address	Provincial Legislature Building 7 Wale Street CAPE TOWN 8001
Postal address	PO Box 648 CAPE TOWN 8000
Bankers	Nedbank
Auditors	Auditor-General of South Africa

INDEX

The reports and statements set out below comprise the annual financial statements:

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Cash Flow Statement	132
Statement of Comparison of Budget and Actual Amounts	133 - 134
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Accounting Officer's Responsibilities and Approval

The accounting officer is required by the Financial Management of Parliament and Provincial Legislators Act No. 10 of 2009, to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is the responsibility of the accounting officer to ensure that the annual 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 annual 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 annual 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. To enable the accounting officer to meet these responsibilities, the accounting officer 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 annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or deficit.

The accounting officer has reviewed the legislature's cash flow forecast for the year to 31 March 2023 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 legislature is wholly dependent on the equitable share for continued funding of operations. The annual financial statements are prepared on the basis that the legislature is a going concern and that Provincial Treasury has neither the intention nor the need to liquidate or materially curtail the scale of the legislature.

The annual financial statements set out on pages 129 to 180, which have been prepared on the going concern basis, were approved by the accounting officer on 31 May 2022.

Vernon Titus

Digitally signed by Vernon Titus
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VERNON TITUS
ACTING SECRETARY TO THE PROVINCIAL PARLIAMENT

Statement of Financial Position as at 31 March 2022

Figures in Rand	Note(s)	2022	2021 Restated*
Assets			
Current Assets			
Cash and cash equivalents	3	21,977,767	14,119,065
Inventories	4	1,479,772	1,514,681
Receivables from non-exchange transactions	5	77,400	73,400
Receivables from exchange transactions	6	73,571	195,042
Prepayments	7	912,770	620,316
		24,521,280	16,522,504
Non-Current Assets			
Long term receivables from non-exchange transactions	8	5,941	8,341
Long term receivables from exchange transactions	9	9,329	10,415
Property, plant and equipment	10	10,085,743	11,839,212
Intangible assets	11	2,353,993	2,625,829
Heritage assets	12	4,588,300	4,588,300
		17,043,306	19,072,097
Total Assets		41,564,586	35,594,601
Liabilities			
Current Liabilities			
Payables from exchange transactions	13	2,661,218	1,240,934
Direct charge liability	14	9,082,728	4,643,843
Finance lease obligation	15	112,228	162,150
Employee benefit obligation	16	9,757,834	8,762,646
		21,614,008	14,809,573
Non-Current Liabilities			
Finance lease obligation	15	861,667	1,374,660
Employee benefit obligation	16	25,956,000	24,318,000
		26,817,667	25,692,660
Total Liabilities		48,431,675	40,502,233
Net Liabilities		(6,867,089)	(4,907,632)
Accumulated deficit		(6,867,089)	(4,907,634)

Statement of Financial Performance

Figures in Rand	Note(s)	2022	2021 Restated*
Revenue			
Revenue from exchange transactions			
Recoveries	17	138,296	115,042
Interest received	18	252,162	367,400
Other income	19	17,329	1,030
Total revenue from exchange transactions		407,787	483,472
Revenue from non-exchange transactions			
Transfer revenue			
Fines, Penalties and Forfeits		250	-
Services in kind: Rental	36	9,583,740	9,195,210
Annual appropriation	20	160,405,721	138,607,053
Statutory appropriation	20	47,997,000	51,748,005
Total revenue from non-exchange transactions		217,986,711	199,550,268
Total revenue		218,394,498	200,033,740
Expenditure			
Employee related costs	21	(79,445,683)	(71,120,936)
Members remuneration	22	(44,515,895)	(50,423,207)
Debt Impairment		(37,062)	-
Depreciation, amortisation and impairments	10&11	(4,978,210)	(4,611,636)
Finance costs	23	(618,107)	(786,693)
Transfer payments	24	(49,224,136)	(48,597,834)
General expenses	25	(24,958,248)	(18,738,176)
Services in kind: Rental	36	(9,583,740)	(9,195,210)
Total expenditure		(213,361,081)	(203,473,692)
Operating surplus (deficit)		5,033,417	(3,439,952)
(Loss)/Gain on the disposal of assets		(31,144)	3,840
Actuarial gain	16	2,121,000	798,892
		2,089,856	802,732
Surplus/(Deficit) before funds surrendered		7,123,273	(2,637,220)
Transfer to direct charge liability		(9,082,728)	(4,643,843)
Deficit for the year		(1,959,455)	(7,281,063)

* See Note 41

Statement of Changes in Net Assets

Figures in Rand	Accumulated deficit	Total net liabilities
Balance at 1 April 2020	3,123,429	3,123,429
Deficit for the year	(7,281,063)	(7,281,063)
Transfer of LSS funding	(750,000)	(750,000)
Restated* Balance at 1 April 2021	(4,907,634)	(4,907,634)
Deficit for the year	(1,959,455)	(1,959,455)
Balance at 31 March 2022	(6,867,089)	(6,867,089)

* See Note 41

Cash Flow Statement

Figures in Rand	Note(s)	2022	2021 Restated*
Cash flows from operating activities			
Receipts			
Cash receipts from services		(56,170)	457,957
Cash receipts from appropriation		208,402,721	190,355,058
Interest income		252,162	367,400
		<u>208,598,713</u>	<u>191,180,415</u>
Payments			
Cash paid to employees and members		(119,207,390)	(118,910,729)
Cash paid to suppliers		(72,727,193)	(67,681,697)
Direct charge surrendered		(4,643,843)	(2,414,018)
Finance costs		(618,107)	(786,693)
		<u>(197,196,533)</u>	<u>(189,793,137)</u>
Net cash flows from operating activities	26	<u>11,402,180</u>	<u>1,387,278</u>
Cash flows from investing activities			
Purchase of property, plant and equipment	10	(1,660,500)	(819,237)
Proceeds from sale of property, plant and equipment	10	15,648	7,742
Purchase of other intangible assets	11	(1,810,102)	(1,620,551)
Decrease/(Increase) in Long term receivables		3,486	(8,015)
Net cash flows from investing activities		<u>(3,451,468)</u>	<u>(2,440,061)</u>
Cash flows from financing activities			
Transfer of LSS funding		-	(750,000)
Finance lease obligation		(92,010)	(136,393)
Net cash flows from financing activities		<u>(92,010)</u>	<u>(886,393)</u>
Net increase/(decrease) in cash and cash equivalents		7,858,702	(1,939,176)
Cash and cash equivalents at the beginning of the year		14,119,065	16,058,241
Cash and cash equivalents at the end of the year	3	<u>21,977,767</u>	<u>14,119,065</u>

* See Note 41

Statement of Comparison of Budget and Actual Amounts

Budget on Cash Basis						
	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
Figures in Rand						
Statement of Financial Performance						
Revenue						
Revenue from exchange transactions						
Recoveries	-	-	-	138,296	138,296	37.1
Other income	7,000	-	7,000	21,609	14,609	37.2
Interest received	68,000	-	68,000	249,490	181,490	37.3
Total revenue from exchange transactions	75,000	-	75,000	409,395	334,395	
Revenue from non-exchange transactions						
Transfer revenue						
Fines, Penalties and Forfeits	-	-	-	250	250	
Annual appropriation	165,784,000	3,852,000	169,636,000	169,711,000	75,000	
Statutory appropriation	47,997,000	-	47,997,000	47,997,000	-	
Total revenue from non-exchange transactions	213,781,000	3,852,000	217,633,000	217,708,250	75,250	
Total revenue	213,856,000	3,852,000	217,708,000	218,117,645	409,645	
Expenditure						
Employee related costs	(86,654,050)	6,129,778	(80,524,272)	(77,813,577)	2,710,695	37.4
Members remuneration	(49,774,646)	281,117	(49,493,529)	(40,194,174)	9,299,355	37.5
Finance costs	(1,006,000)	(43,532)	(1,049,532)	(990,477)	59,055	
Transfer payments	(49,913,280)	(82,108)	(49,995,388)	(49,224,136)	771,252	37.6
General expenses	(26,508,024)	(10,137,255)	(36,645,279)	(28,120,996)	8,524,283	37.7
Total expenditure	(213,856,000)	(3,852,000)	(217,708,000)	(196,343,360)	21,364,640	
Operating surplus	-	-	-	21,774,285	21,774,285	
Gain on disposal of assets and liabilities	-	-	-	15,648	15,648	
Surplus for the year	-	-	-	21,789,933	21,789,933	
Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement	-	-	-	21,789,933	21,789,933	

Statement of Comparison of Budget and Actual Amounts

Budget on Cash Basis

	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
Figures in Rand						
Reconciliation						
Basis difference						
LSS account movements				1,425		
Employee benefits				(2,633,188)		
Payover and revoting of funds				(18,388,007)		
Lease accounting				92,010		
Accrual adjustments				(1,232,319)		
Disposal of assets				(46,792)		
Depreciation, amortisation and impairments				(4,978,210)		
Inventory adjustments				(34,909)		
Capitalising of assets				3,470,602		
Actual Amount in the Statement of Financial Performance				(1,959,455)		

Accounting Policies

1. Presentation of Annual Financial Statements

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

These annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement, unless specified otherwise. They are presented in South African Rand. All figures have been rounded to the nearest Rand.

A summary of the significant accounting policies are disclosed below.

These accounting policies are consistent with the previous period.

1.1 Going concern assumption

These annual 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.

1.2 Significant judgements

In preparing the annual financial statements, management is required to make estimates and assumptions that affect the amounts represented in the annual 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 annual financial statements. Significant judgements include:

Receivables

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

The impairment for receivables is calculated on a portfolio basis, based on historical loss ratios, adjusted for national and industry-specific economic conditions and other indicators present at the reporting date that correlate with defaults on the portfolio. These annual loss ratios are applied to loan balances in the portfolio and scaled to the estimated loss emergence period.

Impairment testing

The recoverable amounts of individual assets have been determined based on the higher of value-in-use calculations and fair values less costs to sell. These calculations require the use of estimates and assumptions.

Value in use of non-cash generating assets:

The legislature reviews and tests the carrying value of assets when events or changes in circumstances suggest that the carrying amount may not be recoverable. If there are indications that impairment may have occurred, the remaining service potential of the asset is determined. The most appropriate approach selected to determine the remaining service potential is dependent on the availability of data and the nature of the impairment.

Useful lives of property, plant and equipment and other assets

The legislature's management determines the estimated useful lives and related depreciation charges for the property, plant and equipment and other assets. This estimate is based on industry norm. Management will increase the depreciation charge where useful lives are less than previously estimated useful lives.

Post retirement benefits

The present value of the post retirement obligation depends on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumptions used in determining the present value include the discount rate, medical inflation and mortality rates. Any changes in these assumptions will impact on the carrying amount of post retirement obligations.

Other key assumptions for pension obligations are based on current market conditions. Additional information is disclosed in Note 16.

Accounting Policies

1.2 Significant judgements (continued)

Effective interest rate

The legislature used the government bond rate to discount future cash flows.

Allowance for impairment

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

1.3 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 others, 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 bring 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.

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.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Costs include 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.

Items such as spare parts, standby equipment and servicing equipment are recognised when they meet the definition of property, plant and equipment.

Major inspection costs which are a condition of continuing use of an item of property, plant and equipment and which meet the recognition criteria above are included as a replacement in the cost of the item of property, plant and equipment. Any remaining inspection costs from the previous inspection are derecognised.

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

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 office equipment	Straight line	2 - 25 years
Other machinery and equipment	Straight line	2 - 23 years
Computer equipment	Straight line	2 - 20 years

Accounting Policies

1.3 Property, plant and equipment (continued)

Finance lease assets - Vehicles	Straight line	4 - 7 years
Finance lease assets - cell phones	Straight line	2 - 5 years

The depreciable amount of an asset is allocated on a systematic basis over its useful life.

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 method used reflects the pattern in which the asset's future economic benefits or service potential are expected to be consumed by the legislature. The depreciation method applied to an asset is reviewed at least at each reporting date and, if there has been a significant change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the method is changed to reflect the changed pattern. Such a change is accounted for as a change in an accounting estimate.

The legislature assesses at each reporting date whether there is any indication that the legislature expectations about the residual value and the useful life of an asset have changed since the preceding reporting date. If any such indication exists, the legislature revises the expected useful life and/or residual value accordingly. The change is accounted for as a change in an accounting estimate.

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

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 when the item is derecognised. 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.

1.4 Intangible assets

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 entity 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.

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.

Intangible assets are initially recognised at cost.

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.

An intangible asset is regarded as having an indefinite useful life when, based on all relevant factors, there is no foreseeable limit to the period over which the asset is expected to generate net cash inflows or service potential. Amortisation is not provided for these intangible assets, but they are tested for impairment annually and whenever there is an indication that the asset may be impaired. For all other intangible assets amortisation is provided on a straight line basis over their useful life.

Accounting Policies

1.4 Intangible assets (continued)

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

Reassessing the useful life of an intangible asset with a finite useful life after it was classified as indefinite is an indicator that the asset may be impaired. As a result the asset is tested for impairment and the remaining carrying amount is amortised over its useful life.

Internally generated brands, mastheads, publishing titles, customer lists and items similar in substance are not recognised as intangible assets.

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 life
Computer software	Straight line	1 - 10 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 determined as the difference between the net disposal proceeds, if any, and the carrying amount of the intangible asset. Such a difference is recognised in surplus or deficit when the intangible asset is derecognised.

1.5 Heritage assets

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

Recognition

The legislature recognises a heritage asset as an asset if it is probable that future economic benefits or service potential associated with the asset will flow to the legislature, and the cost or fair value of the asset can be measured reliably.

Where the legislature holds a heritage asset, but on initial recognition it does not meet the recognition criteria because it cannot be reliably measured, information on such a heritage asset is disclosed in note 12 Heritage assets.

Initial measurement

Heritage assets are measured at cost.

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

Subsequent measurement

After recognition as an asset, a class of heritage assets is carried at its cost less any accumulated impairment losses.

Impairment

The legislature assess at each reporting date whether there is an indication that a heritage asset may be impaired. If any such indication exists, the legislature estimates the recoverable amount or the recoverable service amount of the heritage asset.

Transfers

Transfers from heritage assets are only made when the particular asset no longer meets the definition of a heritage asset.

Transfers to heritage assets are only made when the asset meets the definition of a heritage asset.

Accounting Policies

1.5 Heritage assets (continued)

Derecognition

The legislature derecognises heritage asset 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 a heritage asset is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such a difference is recognised in surplus or deficit when the heritage asset is derecognised.

Accounting Policies

1.6 Financial instruments

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

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 non-exchange transactions	Financial asset measured at amortised cost
Receivables from 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 transactions	Financial liability measured at amortised cost
Finance lease obligation	Financial liability measured at amortised cost
Bank overdraft	Financial liability measured at amortised cost

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.

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.

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 amortised cost.

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

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 in the case of a financial asset.

Impairment and uncollectibility of financial assets

The legislature assess 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.

Accounting Policies

1.6 Financial instruments (continued)

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 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.

Where financial assets are impaired through the use of an allowance account, the amount of the loss is recognised in surplus or deficit within operating expenses. When such financial assets are written off, the write off is made against the relevant allowance account. Subsequent recoveries of amounts previously written off are credited against operating expenses.

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

The carrying amounts of the transferred asset are allocated between the rights or obligations retained and those transferred on the basis of their relative fair values at the transfer date. Newly created rights and obligations are measured at their fair values at that date. Any difference between the consideration received and the amounts recognised and derecognised is recognised in surplus or deficit in the period of 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.

An exchange between an existing borrower and lender of debt instruments with substantially different terms is accounted for as having extinguished the original financial liability and a new financial liability is recognised. Similarly, a substantial modification of the terms of an existing financial liability or a part of it is accounted for as having extinguished the original financial liability and having recognised a new financial liability.

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 legislature 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).

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.

When a lease includes both land and buildings elements, the entity assesses the classification of each element separately.

Accounting Policies

1.7 Leases (continued)

Finance leases - lessee

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.

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.

Any contingent rents are expensed in the period in which they are incurred.

Operating leases - lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

The aggregate benefit of incentives is recognised as a reduction of rental expense over the lease term on a straight-line basis over the lease term.

1.8 Inventories

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, then their costs are their fair value as at the date of acquisition.

Subsequently inventories are measured at the lower of cost and net realisable value.

Inventories are measured at the lower of cost and current replacement cost where they are held for;

- distribution at no charge or for a nominal charge; or
- consumption in the production process of goods to be distributed at no charge or for a nominal charge.

Net realisable value is the estimated selling price in the ordinary course of operations less the estimated costs of completion and the estimated costs necessary to make the sale, exchange or distribution.

Current replacement cost is the cost the legislature incurs to acquire the asset on the reporting date.

The cost of inventories comprises of all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.

The cost of inventories of items that are not ordinarily interchangeable and goods or services produced and segregated for specific projects is assigned using specific identification of the individual costs.

The cost of inventories is assigned using the weighted average cost formula. The same cost formula is used for all inventories having a similar nature and use to the legislature.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. If there is no related revenue, the expenses are recognised when the goods are distributed, or related services are rendered. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

1.9 Impairment of non-cash-generating assets

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

Accounting Policies

1.9 Impairment of non-cash-generating assets (continued)

Identification

When the carrying amount of a non-cash-generating asset exceeds its recoverable service amount, it is impaired.

The legislature assesses at each reporting date whether there is any indication that a non-cash-generating asset may be impaired. If any such indication exists, the legislature estimates the recoverable service amount of the asset.

Irrespective of whether there is any indication of impairment, the entity also tests a non-cash-generating intangible asset with an indefinite useful life or a non-cash-generating intangible asset not yet available for use for impairment annually by comparing its carrying amount with its recoverable service amount. This impairment test is performed at the same time every year. If an intangible asset was initially recognised during the current reporting period, that intangible asset was tested for impairment before the end of the current reporting period.

Value in use

Value in use of non-cash-generating assets is the present value of the non-cash-generating assets remaining service potential.

The present value of the remaining service potential of a non-cash-generating assets is determined using the following approach:

Depreciated replacement cost approach

The present value of the remaining service potential of a non-cash-generating asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

The replacement cost and reproduction cost of an asset is determined on an "optimised" basis. The rationale is that the legislature would not replace or reproduce the asset with a like asset if the asset to be replaced or reproduced is an overdesigned or overcapacity asset. Overdesigned assets contain features which are unnecessary for the goods or services the asset provides. Overcapacity assets are assets that have a greater capacity than is necessary to meet the demand for goods or services the asset provides. The determination of the replacement cost or reproduction cost of an asset on an optimised basis thus reflects the service potential required of the asset.

Recognition and measurement

If the recoverable service amount of a non-cash-generating asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

After the recognition of an impairment loss, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

Accounting Policies

1.9 Impairment of non-cash-generating assets (continued)

Reversal of an impairment loss

The legislature assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a non-cash-generating asset may no longer exist or may have decreased. If any such indication exists, the legislature estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for a non-cash-generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable service amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a non-cash-generating asset is recognised immediately in surplus or deficit.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

1.10 Employee benefits

Short-term employee benefits

Short-term employee benefits are employee benefits (other than termination benefits) that are due to be settled within twelve months after the end of the period in which the members and employees render the related service.

Short-term employee benefits include items such as:

- wages, salaries and social security contributions;
- short-term compensated absences (such as paid annual leave and paid sick leave) where the compensation for the absences are due to be settled within twelve months after the end of the reporting period in which the employees render the related employee service;
- bonus, incentive and performance related payments payable within twelve months after the end of the reporting period in which the members and employees render the related service; and
- non-monetary benefits (for example, medical care, and free or subsidised goods or services such as housing, cars and cell phones) for current members and employees.

When a member and employee has rendered service to the legislature during a reporting period, the legislature recognise the undiscounted amount of short-term employee benefits expected to be paid in exchange for that service:

- as a liability (accrued expense), after deducting any amount already paid. If the amount already paid exceeds the undiscounted amount of the benefits, the legislature recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another Standard requires or permits the inclusion of the benefits in the cost of an asset.

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. The legislature measure the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The legislature recognise the expected cost of bonus, incentive and performance related payments when the legislature has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the legislature has no realistic alternative but to make the payments.

Accounting Policies

1.10 Employee benefits (continued)

Post-employment benefits

Post-employment benefits are employee benefits (other than termination benefits) which are payable after the completion of employment.

Post-employment benefit plans are formal or informal arrangements under which a legislature provides post-employment benefits for one or more members and employees.

Multi-employer plans are defined contribution plans (other than state plans and composite social security programmes) or defined benefit plans (other than state plans) that pool the assets contributed by various entities that are not under common control and use those assets to provide benefits to members and employees of more than one entity, on the basis that contribution and benefit levels are determined without regard to the identity of the entity that employs the members and employees concerned.

Accounting Policies

1.10 Employee benefits (continued)

Post-employment benefits: Defined benefit plans

Defined benefit plans are post-employment benefit plans other than defined contribution plans.

Actuarial gains and losses comprise experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred) and the effects of changes in actuarial assumptions. In measuring its defined benefit liability the legislature recognise actuarial gains and losses in surplus or deficit in the reporting period in which they occur.

Current service cost is the increase in the present value of the defined benefit obligation resulting from member and employee service in the current period.

Interest cost is the increase during a period in the present value of a defined benefit obligation which arises because the benefits are one period closer to settlement.

Past service cost is the change in the present value of the defined benefit obligation for employee service in prior periods, resulting in the current period from the introduction of, or changes to, post-employment benefits or other long-term employee benefits. Past service cost may be either positive (when benefits are introduced or changed so that the present value of the defined benefit obligation increases) or negative (when existing benefits are changed so that the present value of the defined benefit obligation decreases). In measuring its defined benefit liability the entity recognise past service cost as an expense in the reporting period in which the plan is amended.

Plan assets comprise assets held by a long-term employee benefit fund and qualifying insurance policies.

The present value of a defined benefit obligation is the present value, without deducting any plan assets, of expected future payments required to settle the obligation resulting from employee service in the current and prior periods.

The return on plan assets is interest, dividends or similar distributions and other revenue derived from the plan assets, together with realised and unrealised gains or losses on the plan assets, less any costs of administering the plan (other than those included in the actuarial assumptions used to measure the defined benefit obligation) and less any tax payable by the plan itself.

The amount recognised as a defined benefit liability is the net total of the following amounts:

- the present value of the defined benefit obligation at the reporting date;
- minus the fair value at the reporting date of plan assets (if any) out of which the obligations are to be settled directly;
- plus any liability that may arise as a result of a minimum funding requirement

The amount determined as a defined benefit liability may be negative (an asset). The legislature measures the resulting asset at the lower of:

- the amount determined above; and
- the present value of any economic benefits available in the form of refunds from the plan or reductions in future contributions to the plan. The present value of these economic benefits is determined using a discount rate which reflects the time value of money.

Any adjustments arising from the limit above is recognised in surplus or deficit.

The legislature determines the present value of defined benefit obligations and the fair value of any plan assets with sufficient regularity such that the amounts recognised in the annual financial statements do not differ materially from the amounts that would be determined at the reporting date.

The legislature recognises the net total of the following amounts in surplus or deficit, except to the extent that another Standard requires or permits their inclusion in the cost of an asset:

- current service cost;
- interest cost;
- the expected return on any plan assets and on any reimbursement rights;
- actuarial gains and losses;
- past service cost;
- the effect of any curtailments or settlements; and
- the effect of applying the limit on a defined benefit asset (negative defined benefit liability).

Accounting Policies

1.10 Employee benefits (continued)

The legislature uses the Projected Unit Credit Method to determine the present value of its defined benefit obligations and the related current service cost and, where applicable, past service cost. The Projected Unit Credit Method (sometimes known as the accrued benefit method pro-rated on service or as the benefit/years of service method) sees each period of service as giving rise to an additional unit of benefit entitlement and measures each unit separately to build up the final obligation.

In determining the present value of its defined benefit obligations and the related current service cost and, where applicable, past service cost, a legislature shall attribute benefit to periods of service under the plan's benefit formula. However, if an employee's service in later years will lead to a materially higher level of benefit than in earlier years, a legislature shall attribute benefit on a straight-line basis from:

- the date when service by the member and employee first leads to benefits under the plan (whether or not the benefits are conditional on further service); until
- the date when further service by the member and employee will lead to no material amount of further benefits under the plan, other than from further salary increases.

Actuarial valuations are conducted on an annual basis by independent actuaries separately for each plan. The results of the valuation are updated for any material transactions and other material changes in circumstances (including changes in market prices and interest rates) up to the reporting date.

The legislature recognises gains or losses on the curtailment or settlement of a defined benefit plan when the curtailment or settlement occurs. The gain or loss on a curtailment or settlement comprises:

- any resulting change in the present value of the defined benefit obligation; and
- any resulting change in the fair value of the plan assets.

Before determining the effect of a curtailment or settlement, the legislature re-measures the obligation (and the related plan assets, if any) using current actuarial assumptions (including current market interest rates and other current market prices).

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 legislature offsets an asset relating to one plan against a liability relating to another plan when the legislature has a legally enforceable right to use a surplus in one plan to settle obligations under the other plan and intends either to settle the obligations on a net basis, or to realise the surplus in one plan and settle its obligation under the other plan simultaneously.

Actuarial assumptions

Actuarial assumptions are unbiased and mutually compatible.

Financial assumptions are based on market expectations, at the reporting date, for the period over which the obligations are to be settled.

The rate used to discount post-employment benefit obligations (both funded and unfunded) reflect the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the post-employment benefit obligations.

Post-employment benefit obligations are measured on a basis that reflects:

- estimated future salary increases;
- the benefits set out in the terms of the plan (or resulting from any constructive obligation that goes beyond those terms) at the reporting date; and
- estimated future changes in the level of any state benefits that affect the benefits payable under a defined benefit plan, if, and only if, either:
 - those changes were enacted before the reporting date; or
 - past history, or other reliable evidence, indicates that those state benefits will change in some predictable manner, for example, in line with future changes in general price levels or general salary levels.

Assumptions about medical costs take account of estimated future changes in the cost of medical services, resulting from both inflation and specific changes in medical costs.

Accounting Policies

1.10 Employee benefits (continued)

Other long-term employee benefits

The legislature has an obligation to provide long-term service allowance benefits to all of its members and employees.

The legislature's liability is based on an actuarial valuation. The Projected Unit Credit Method is used to value the liabilities. Actuarial gains and losses on the long-term service awards are recognised in the statement of financial performance.

The amount recognised as a liability for other long-term employee benefits is the net total of the following amounts:

- the present value of the defined benefit obligation at the reporting date;
- minus the fair value at the reporting date of plan assets (if any) out of which the obligations are to be settled directly.

The legislature shall recognise the net total of the following amounts as expense or revenue, except to the extent that another Standard requires or permits their inclusion in the cost of an asset:

- current service cost;
- interest cost;
- the expected return on any plan assets and on any reimbursement right recognised as an asset;
- actuarial gains and losses, which shall all be recognised immediately;
- past service cost, which shall all be recognised immediately; and
- the effect of any curtailments or settlements.

Termination benefits

The legislature recognises termination benefits as a liability and an expense when the entity is demonstrably committed to either:

- terminate the employment of an employee or group of employees before the normal retirement date; or
- provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The legislature is demonstrably committed to a termination when the entity has a detailed formal plan for the termination and is without realistic possibility of withdrawal. The detailed plan includes [as a minimum]:

- the location, function, and approximate number of employees whose services are to be terminated;
- the termination benefits for each job classification or function; and
- the time at which the plan will be implemented.

Implementation begins as soon as possible and the period of time to complete implementation is such that material changes to the plan are not likely.

Where termination benefits fall due more than 12 months after the reporting date, they are discounted using an appropriate discount rate. The rate used to discount the benefit reflects the time value of money.

In the case of an offer made to encourage voluntary redundancy, the measurement of termination benefits shall be based on the number of employees expected to accept the offer.

1.11 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.

Where the effect of time value of money is material, the amount of a provision is the present value of the expenditures expected to be required to settle the obligation.

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

Accounting Policies

1.11 Provisions and contingencies (continued)

Where some or all of the expenditure required to settle a provision is expected to be reimbursed by another party, the reimbursement is recognised when, and only when, it is virtually certain that reimbursement will be received if the legislature settles the obligation. The reimbursement is treated as a separate asset. The amount recognised for the reimbursement does not exceed the amount of the provision.

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.

Where discounting is used, the carrying amount of a provision increases in each period to reflect the passage of time. This increase is recognised as an interest expense.

A provision is used only for expenditures for which the provision was originally recognised.

Provisions are not recognised for future operating expenditure.

If a legislature has a contract that is onerous, the present obligation (net of recoveries) under the contract is recognised and measured as a provision.

A constructive obligation to restructure arises only when an legislature:

- has a detailed formal plan for the restructuring, identifying at least:
 - the activity/operating unit or part of a activity/operating unit concerned;
 - the principal locations affected;
 - the location, function, and approximate number of employees who will be compensated for services being terminated;
 - the expenditures that will be undertaken; and
 - when the plan will be implemented; and
- has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

A restructuring provision includes only the direct expenditures arising from the restructuring, which are those that are both:

- necessarily entailed by the restructuring; and
- not associated with the ongoing activities of the legislature

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly in the control of the legislature.

A contingent liability is:

- a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the legislature; or
- a present obligation that arises from past events but is not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation;
 - the amount of the obligation cannot be measured with sufficient reliability.

1.12 Revenue from exchange transactions

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.

Measurement

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

Accounting Policies

1.12 Revenue from exchange transactions (continued)

Sale of goods

Revenue from the sale of goods is recognised when all the following conditions have been satisfied:

- the legislature has transferred to the purchaser the significant risks and rewards of ownership of the goods;
- the legislature retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the legislature; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of services

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the legislature;
- the stage of completion of the transaction at the reporting date can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.

Service revenue is recognised by reference to the stage of completion of the transaction at the reporting date. Stage of completion is determined by surveys of work performed.

Interest, royalties and dividends

Revenue arising from the use by others of entity 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.

1.13 Revenue from non-exchange transactions

Revenue comprises gross inflows of economic benefits or service potential received and receivable by a legislature, which represents an increase in net assets.

Conditions on transferred assets are stipulations that specify that the future economic benefits or service potential embodied in the asset is required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor.

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, a 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.

Restrictions on transferred assets are stipulations that limit or direct the purposes for which a transferred asset may be used, but do not specify that future economic benefits or service potential is required to be returned to the transferor if not deployed as specified.

Stipulations on transferred assets are terms in laws or regulation, or a binding arrangement, imposed upon the use of a transferred asset by entities external to the reporting legislature.

The taxable event is the event that the government, legislature or other authority has determined will be subject to taxation.

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

Accounting Policies

1.13 Revenue from non-exchange transactions (continued)

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.

As the legislature satisfies a present obligation recognised as a liability in respect of an inflow of resources from a nonexchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

Revenue received from conditional grants, donations and funding are recognised as revenue to the extent that the entity has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met a liability is recognised.

Measurement

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

When, as a result of a non-exchange transaction, the legislature recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability is recognised as revenue.

Appropriated funds

Appropriated funds comprises of annual allocations as well as direct charges against the revenue fund (i.e. statutory appropriation).

Appropriated funds are recognised in the statement of financial performance on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the statement of financial performance on the date the adjustments become effective.

The net amount of any direct charges due to the relevant fund at the reporting date is recognised as a payable in the statement of financial position.

Gifts and donations, including goods in-kind

Gifts and donations, including goods in kind, are recognised as assets and 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.

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.

1.14 Prepayments

Prepayments and advances are recognised in the statement of financial position when the legislature receives or disburses the cash. Prepayments and advances are initially and subsequently measured at cost.

1.15 Transfer payments

Transfer payments include all "non-exchange" payments made by the legislature. A payment is "non-exchange" if the

Accounting Policies

1.16 Translation of foreign currencies

Foreign currency transactions

A foreign currency transaction is recorded, on initial recognition in Rands, by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction.

At each reporting date:

- foreign currency monetary items are translated using the closing rate;
- non-monetary items that are measured in terms of historical cost in a foreign currency are translated using the exchange rate at the date of the transaction; and
- non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined.

Exchange differences arising on the settlement of monetary items or on translating monetary items at rates different from those at which they were translated on initial recognition during the period or in previous annual financial statements are recognised in surplus or deficit in the period in which they arise.

1.17 Comparative figures

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

1.18 Unauthorised expenditure

Unauthorised expenditure means:

- overspending of Parliament's approved budget or a main division within that budget; and
- any expenditure from Parliament's approved budget or a main division within that budget for a purpose unrelated to the approved budget or main division, subject to section 72; and
- any expenditure of donor funds for a purpose not specified in the agreement with the donor.

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 where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.19 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.

1.20 Irregular expenditure

The Financial Management of Parliament and Provincial Legislators Act No. 10 of 2009 defines irregular expenditure as expenditure, other than unauthorised expenditure, incurred in contravention of, or that is not in accordance with, a requirement of any applicable legislation, including -

- (a) this Act; or
- (b) any provincial legislation providing for procurement procedures in that provincial government.

All expenditure relating to irregular 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.

1.21 Accumulated surplus

The accumulated surplus represents the net difference between the total assets and the total liabilities of the entity. Any surpluses and deficits realised during a specific financial year are credited/debited against accumulated surplus/deficit. Prior year adjustments, relating to income and expenditure, are debited/credited against accumulated surplus when retrospective adjustments are made.

Accounting Policies

1.22 Commitments

Commitments are recorded at cost in the notes to the financial statements when there is a contractual arrangement or an approval by management in a manner that raises a valid expectation that the legislature will discharge its responsibilities thereby incurring future expenditure that will result in the outflow of cash.

1.23 Grants in aid

The legislature transfers money to individuals, organisations and other sectors of government from time to time. When making these transfers, the legislature does not:

- receive any goods or services directly in return, as would be expected in a purchase or sale transaction;
- expect to be repaid in future; or
- expect a financial return, as would be expected from an investment.

These transfers are recognised in the statement of financial performance as expenses in the period that the events giving rise to the transfer occurred.

1.24 Budget comparison

The statement of financial performance is on accrual basis, while the budget is on cash basis. Therefore the actual amounts as per the financial statements are adjusted to be compared to the budget on a cash basis.

The approved budget covers the fiscal period from 01-Apr-21 to 31-Mar-22.

The annual 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 annual financial statements.

1.25 Related parties

A related party is a person or an entity with the ability to control or jointly control the other party, or exercise significant influence over the other party, or vice versa, or an entity that is subject to common control, or joint control.

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.

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.

Transactions with related parties are disclosed.

1.26 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 will adjust the amount recognised in the financial statements to reflect adjusting events after the reporting date once the event occurred.

The legislature will disclose 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 Annual Financial Statements

Figures in Rand	2022	2021
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2. New standards and interpretations

2.1 Standards and interpretations issued, but not yet effective

The legislature has not applied the following standards and interpretations, which have been published and are mandatory for the legislature's accounting periods beginning on or after 1 April 2022 or later periods:

Standard/ Interpretation:	Effective date: Years beginning on or after	Expected impact:
• GRAP 104 - Financial Instruments	1 April 2025	Unlikely there will be a material impact
• GRAP 25 - Employee Benefits	To be determined	Unlikely there will be a material impact

In the current year there were no new standards and interpretations effective and adopted that would have an impact on the legislature.

There is currently no standards and interpretations not yet effective that will have an impact on the legislature.

3. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	5,642	6,045
Current bank account	21,972,125	14,108,188
Legislative Sector Support(LSS) bank account	-	4,832
	21,977,767	14,119,065

Cash equivalents are placed with a reputed financial institution. The exposure to credit risk is the carrying amount of each class of cash and cash equivalents.

Cash and cash equivalents pledged as collateral

No cash and cash equivalent balances are pledged as collateral.

The legislature had the following bank accounts

Account number / description	Bank statement balances			Cash book balances		
	31 March 2022	31 March 2021	31 March 2020	31 March 2022	31 March 2021	31 March 2020
Nedbank - Current 1452045283	22,476,167	14,321,541	13,846,365	21,972,125	14,108,188	13,836,281
LSS Account Nedbank - Current 1452069212	-	4,832	2,216,170	-	4,832	2,216,170
Total	22,476,167	14,326,373	16,062,535	21,972,125	14,113,020	16,052,451

4. Inventories

Corporate store	1,465,936	1,499,456
Boutique	13,836	15,225
	1,479,772	1,514,681

Inventories recognised as an expense during the year

319,241 191,510

Inventory pledged as security

No inventory was pledged as security.

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
5. Receivables from non-exchange transactions		
Recoverable expenditure	77,400	73,400
Receivables from non-exchange transactions pledged as security		
No receivables from non-exchange transactions were pledged as security.		
Credit quality of receivables from non-exchange transactions		
The credit quality of receivables from non-exchange transactions are neither past nor due nor impaired.		
Receivables from non-exchange transactions impaired		
As of 31 March 2022, receivables from non-exchange transactions were not impaired (2021: R Nil).		
6. Receivables from exchange transactions		
Recoverable expenditure	14,260	6,785
Staff debt	68,473	37,928
Other debtors	27,900	150,329
Impairment provision	(37,062)	-
	73,571	195,042

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
6. Receivables from exchange transactions (continued)		
Gross amount of exchange receivables		
Recoverable expenditure	14,260	6,785
Staff debt	68,473	37,928
Other debtors	27,900	150,329
	110,633	195,042
Impairment of exchange receivables		
Recoverable expenditure	-	-
Staff debt	(9,844)	-
Other debtors	(27,218)	-
	(37,062)	-
Net amount of exchange receivables		
Recoverable expenditure	14,260	6,785
Staff debt	58,629	37,928
Other debtors	682	150,329
	73,571	195,042
Recoverable expenditure		
Disallowance miscellaneous	14,260	6,785
Staff debt		
Salary overpayment	38,738	22,884
Staff debt	19,891	15,044
	58,629	37,928
Other debtors		
Ex members	-	16,998
Political party telephone debt	682	7,904
Supplier overpayment	-	86,547
VIP accident debt	-	2,050
Legal costs reimbursement	-	36,830
	682	150,329

Receivables from exchange transactions pledged as security

No receivables from exchange transactions were pledged as security.

Credit quality of receivables from exchange transactions

The credit quality of receivables from exchange transactions are neither past nor due nor impaired.

Receivables from exchange transactions impaired

As of 31 March 2022, receivables from exchange transactions, staff debtors and other debtors, of R 37,062 (2021: R Nil) were impaired and provided for.

The amount of the provision was R 37,062 as of 31 March 2022 (2021: R Nil).

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
6. Receivables from exchange transactions (continued)		
Reconciliation of allowance for impairment		
Opening balance	-	-
Provision for impairment	37,062	-
	37,062	-
7. Prepayments		
Parmed	139,570	142,674
Other prepayments	773,200	477,642
	912,770	620,316

The Parmed prepayment is for the expense relating to the month after financial quarter.

8. Long term receivables from non-exchange transactions

Recoverable expenditure	5,941	8,341
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The long term receivables from non-exchange transactions relates to the same receivables under note 5 and consists of debt relating to accidents incurred that needs to be recovered from the respective party. The long term portion is determined based on repayment arrangements that are in place between the staff or member and the legislature.

Receivables from non-exchange transactions pledged as security:

No receivables from non-exchange transactions were pledged as security.

Credit quality of receivables from non-exchange transactions:

The credit quality of receivables from non-exchange transactions are neither past nor due nor impaired.

Receivables from non-exchange transactions impaired:

As of 31 March 2022, receivables from non-exchange transactions were not impaired (2021: R Nil).

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
9. Long term receivables from exchange transactions		
Staff debtors	9,329	10,415
Impairment provision	-	-
	9,329	10,415
Gross amount of exchange receivables		
Staff debtors	9,329	10,415
Impairment of exchange receivables		
Staff debtors	-	-
Net amount of exchange receivables		
Staff debtors	9,329	10,415
Staff Debtors		
Salary overpayments	-	89
Staff debt	9,329	10,326
	9,329	10,415

Receivables from exchange transactions pledged as security

No receivables from exchange transactions were pledged as security.

Credit quality of receivables from exchange transactions:

The credit quality of other receivables from exchange transactions are neither past due nor impaired.

Receivables from exchange transactions impaired:

As of 31 March 2022, receivables from exchange transactions of R Nil (2021: R Nil) were impaired and provided for.

The amount of the provision was R Nil as of 31 March 2022 (2021: R Nil).

The long term receivables from exchange transactions relates to the same receivables under note 6 and consists of staff debt. The long term portion is determined based on repayment arrangements that are in place between the staff and the legislature.

Notes to the Annual Financial Statements

Figures in Rand

10. Property, plant and equipment

	2022			2021		
	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Furniture and office equipment	4,664,004	(3,212,954)	1,451,050	4,752,761	(3,051,114)	1,701,647
Other machinery and equipment	10,224,521	(5,991,638)	4,232,883	8,958,240	(5,208,048)	3,750,192
Computer equipment	11,271,928	(7,749,449)	3,522,479	11,395,356	(6,385,372)	5,009,984
Finance lease assets - vehicles	1,476,691	(597,360)	879,331	2,141,515	(764,126)	1,377,389
Total	27,637,144	(17,551,401)	10,085,743	27,247,872	(15,408,660)	11,839,212

Reconciliation of property, plant and equipment - 2022

	Opening balance	Additions	Disposals	Depreciation	Impairment loss	Total
Furniture and office equipment	1,701,647	97,291	(37,082)	(310,806)	-	1,451,050
Other machinery and equipment	3,750,192	1,440,080	(29,512)	(927,877)	-	4,232,883
Computer equipment	5,009,984	123,129	(5,028)	(1,577,105)	(28,501)	3,522,479
Finance lease assets - vehicles	1,377,389	-	(446,073)	(51,985)	-	879,331
Total	11,839,212	1,660,500	(517,695)	(2,867,773)	(28,501)	10,085,743

Reconciliation of property, plant and equipment - 2021

	Opening balance	Additions	Disposals	Depreciation	Impairment loss	Total
Furniture and office equipment	2,052,233	7,560	(246)	(357,900)	-	1,701,647
Other machinery and equipment	4,541,568	143,134	(75)	(934,435)	-	3,750,192
Computer equipment	5,909,521	668,543	(11,544)	(1,554,332)	(2,204)	5,009,984
Finance lease assets - vehicles	1,511,197	-	(75,016)	(58,792)	-	1,377,389
Total	14,014,519	819,237	(86,881)	(2,905,459)	(2,204)	11,839,212

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
10. Property, plant and equipment (continued)		
Pledged as security		
No property, plant and equipment was pledged as security.		
Assets subject to finance lease		
Finance lease assets- vehicles	879,331	1,377,389
Expenditure incurred to repair and maintain property, plant and equipment		
Expenditure incurred to repair and maintain property, plant and equipment included in Statement of Financial Performance		
General expenses	10,391	135,825

The repairs and maintenance on the property, plant and equipment incurred as follows in the categories, Computer equipment R 8,711 (2021: R 2,068), Furniture and office equipment R 1,680 (2021: R Nil) and Other machinery and equipment R Nil (2021: R 133,757).

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
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11. Intangible assets

	2022			2021		
	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value
Computer software	4,846,421	(2,492,428)	2,353,993	4,922,044	(2,296,215)	2,625,829

Reconciliation of intangible assets- 2022

	Opening balance	Additions	Disposals	Amortisation	Total
Computer software	2,625,829	1,810,102	-	(2,081,938)	2,353,993

Reconciliation of intangible assets- 2021

	Opening balance	Additions	Disposals	Amortisation	Total
Computer software	2,556,595	1,629,503	-	(1,560,269)	2,625,829

Pledged as security

No intangible asset was pledged as security.

Intangibles subject to finance leases

The Y-software for the photocopiers is accounted for as a finance lease, refer to note 15 for the finance lease obligation. The carrying value of the intangible asset is as follows:

Y-Software	-	5,986
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Other information

During the current financial year intangible assets which have expired with a cost of R 1,885,724 (2021: R 930,310) and accumulated amortisation of R 1,885,724 (2021: R 930,310) have been removed from the asset register.

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
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12. Heritage assets

	2022			2021		
	Cost / Valuation	Accumulated impairment losses	Carrying value	Cost / Valuation	Accumulated impairment losses	Carrying value
Paintings, sculptures and ornaments	4,732,002	(143,702)	4,588,300	4,732,002	(143,702)	4,588,300

Reconciliation of heritage assets 2022

	Opening balance	Additions	Disposals	Impairment losses recognised	Total
Paintings, sculptures and ornaments	4,588,300	-	-	-	4,588,300

Reconciliation of heritage assets 2021

	Opening balance	Additions	Disposals	Impairment losses recognised	Total
Paintings, sculptures and ornaments	4,732,002	-	-	(143,702)	4,588,300

Pledged as security

No heritage asset was pledged as security.

13. Payables from exchange transactions

Accruals	1,399,952	1,107,071
Other payables	1,261,266	133,863
	2,661,218	1,240,934

Other payables

Creditors	90,545	50,392
Salary control account	-	76,763
S&T Daily Allowance	9,286	6,708
Members backpay	573,340	-
Income Tax: Members backpay	382,528	-
Pension: Members backpay	205,567	-
	1,261,266	133,863

14. Direct charge liability

Direct charge due to the Revenue Fund:

Transfer from the statement of financial performance	9,082,728	4,643,843
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Movement during the year

Balance at the beginning of the year	4,643,843	2,414,018
Transfer from the statement of financial performance	9,082,728	4,643,843
Payment during the year	(4,643,843)	(2,414,018)
	9,082,728	4,643,843

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
15. Finance lease obligation		
Minimum lease payments due		
- within one year	631,800	878,434
- in second to fifth year inclusive	1,089,644	1,628,622
	<u>1,721,444</u>	<u>2,507,056</u>
less: future finance charges	(747,549)	(970,246)
Present value of minimum lease payments	<u>973,895</u>	<u>1,536,810</u>
Present value of minimum lease payments due		
- within one year	112,228	162,150
- in second to fifth year inclusive	861,667	1,374,660
	<u>973,895</u>	<u>1,536,810</u>
Non-current liabilities	861,667	1,374,660
Current liabilities	<u>112,228</u>	<u>162,150</u>
	<u>973,895</u>	<u>1,536,810</u>

Finance Leases relate to vehicles with lease terms of between 5 to 11 years. The effective annual interest rate on the Finance Lease payables is between 34% and 77%.

Interest on finance lease payables are charged by Government Motor Transport to replace vehicles at the end of their useful lives and to recoup operating expenditure such as tracking, insurance and Government Motor Transport overhead expenditure.

Ownership of the leased vehicle is transferred to Government Motor Transport at the conclusion of the lease agreements. A

software licence with a lease term of 1 year and the effective borrowing rate of 7% has been entered into.

None of our lease agreements have any restrictions imposed on these arrangements.

Notes to the Annual Financial Statements

16. Employee benefit obligations

Reconciliation of employee benefits- 2022

	Opening balance	Movement	Total
Leave entitlement (Employees)	3,765,049	(9,529)	3,755,520
Service bonus (Employees)	1,379,404	85,631	1,465,035
Service bonus (Members)	700,679	56,182	756,861
Time-off hours (Employees)	1,081,514	103,904	1,185,418
Long service awards (Employees)	7,026,000	(344,000)	6,682,000
Once-off gratuity (Members)	9,614,000	3,662,000	13,276,000
Medical aid benefits (Members)	9,514,000	(921,000)	8,593,000
	33,080,646	2,633,188	35,713,834

Reconciliation of employee benefits- 2021

	Opening balance	Movement	Total
Leave entitlement (Employees)	3,559,096	205,953	3,765,049
Service bonus (Employees)	1,318,540	60,864	1,379,404
Service bonus (Members)	672,253	28,426	700,679
Performance bonus (Employees)	1,563,186	(1,563,186)	-
Time-off hours (Employees)	1,017,049	64,465	1,081,514
Long service awards (Employees)	6,580,000	446,000	7,026,000
Once-off gratuity (Members)	6,876,000	2,738,000	9,614,000
Medical aid benefits (Members)	9,660,000	(146,000)	9,514,000
	31,246,124	1,834,522	33,080,646

Non-current employee benefits

	2022	2021
Long service awards (Employees)	5,270,000	6,397,000
Once-off gratuity (Members)	13,276,000	9,614,000
Medical aid benefits (Members)	7,410,000	8,307,000
	25,956,000	24,318,000

Current employee benefits

	2022	2021
Leave entitlement (Employees)	3,755,520	3,765,049
Service bonus (Employees)	1,465,035	1,379,404
Service bonus (Members)	756,861	700,679
Time-off hours (Employees)	1,185,418	1,081,514
Long service awards (Employees)	1,412,000	629,000
Medical aid benefits (Members)	1,183,000	1,207,000
	9,757,834	8,762,646

Long service awards: Movements

	2022	2021
Opening balance	7,026,000	6,580,000
Benefits paid	(448,000)	(895,000)
Net expense recognised	104,000	1,341,000
	6,682,000	7,026,000

Long service awards: Net expense recognised

	2022	2021
Current service cost	1,023,000	1,002,000
Interest cost	842,000	829,000
Actuarial loss/(gain)	(1,761,000)	(490,000)
	104,000	1,341,000

Notes to the Annual Financial Statements

16. Employee benefit obligations (continued)

Once-off gratuity: Movements

Opening balance	9,614,000	6,876,000
Benefits paid	(480,000)	-
Net expense recognised	4,142,000	2,738,000
	13,276,000	9,614,000

Once-off gratuity: Net expense recognised

Current service cost	2,513,000	2,378,000
Interest cost	1,288,000	687,000
Actuarial loss/(gain)	341,000	(327,000)
	4,142,000	2,738,000

Medical aid benefits: Movements

Opening balance	9,514,000	9,660,000
Benefits paid	(1,283,000)	(1,275,108)
Net expense recognised	362,000	1,129,108
	8,593,000	9,514,000

Medical aid benefits: Net expense recognised

Interest cost	1,063,000	1,111,000
Actuarial loss/(gain)	(701,000)	18,108
	362,000	1,129,108

Defined benefit plan

Post retirement medical aid plan

The legislature offers continuation members (pensioners) the opportunity of belonging to one of several medical aid schemes, most of which offer a range of options pertaining to levels of cover. Upon retirement, a member may continue membership of the medical aid scheme. Upon a member's death -in-service or death -in-retirement, the surviving dependants may continue membership of the medical aid scheme.

Members contribute according to tables of contribution rates which differentiate between them on the type and number of dependants. Some options also differentiate on the basis of income.

The legislature has agreed to subsidise the medical aid contributions of retired members in the following way:

Members of the legislature will receive medical aid subsidies at retirement. The legislature will provide a 67% subsidy of the main member (and dependants) subsidies at retirement. However, these members need to be part of the PARMED medical aid scheme.

As at the valuation date, the medical aid liability was unfunded as no dedicated assets have been set aside to meet this liability.

Gratuity awards

Gratuity payments are awarded in terms of the Government Gazette No 31597 dated 12 November 2008. A member of Provincial Legislature who has served more than 5 years and whose term of office has ended should be entitled to a once - off gratuity equal to 4 months pensionable salary for every 5 years of service or a pro-rata part of the 5 year period.

Long service awards

All permanent employees are entitled to long service benefits which are awarded in the form of leave days and a percentage of salary.

In 2022: 99 (2021: 103) of the employees qualified for long service awards.

Notes to the Annual Financial Statements

16. Employee benefit obligations (continued)

Key assumptions used

The legislature made use of an independent firm to perform the valuation of post-retirement medical aid benefits, long service awards and once-off gratuity liability. Julian van der Spuy B.Comm. (CERA)(FIA) and Chris van Wyk B.Comm. (Actuarial Science), from ZAQEN Consultants and Actuaries were the experts for the valuation. The key assumptions used by the experts are listed below for the last valuation on 31 March 2022:

Post-Retirement medical aid benefit: Discount rates-	Yield curve rate
Post-Retirement medical aid benefit: Medical aid contribution inflation-	CPI+1%
Long service awards: Discount rates-	Yield curve rate
Long service awards: Salary inflation-	CPI+2%
Once-off gratuity: Discount rates-	Yield curve rate
Once-off gratuity: Salary inflation-	CPI+2%

The CPI (Consumer Price Index) is calculated based on the difference between the nominal and yield curves.

Sensitivity analysis

Deviations from the assumed level of mortality experience of the current employees and the continuation members (pensioners) will have a large impact on the actual cost to the Western Cape Provincial Parliament. If the actual rates of mortality turns out higher than the rates assumed in the valuation basis, the cost to the Western Cape Provincial Parliament in the form of subsidies will reduce and vice versa.

The effect is as follows by increasing and decreasing the mortality rates by 20%:

	20% Mortality rate decrease	20% Mortality rate decrease
Effect on the aggregate of the interest cost	974,000	760,000
Effect on defined benefit obligation	9,732,000	7,728,000

The cost of the subsidy after retirement is dependent on the increase in the contributions to the medical aid scheme before and after retirement. The rate at which these contributions increase will thus have a direct effect on the liability of future retirees.

The effect is as follows for a 1% p.a. change in the medical aid inflation assumption:

	1% Medical aid Inflation decrease	1% Medical aid Inflation decrease
Effect on the aggregate of the interest cost	808,000	901,000
Effect on defined benefit obligation	8,171,000	9,050,000

Deviations from the assumed level of withdrawal experience of the eligible employees will have a large impact on the actual cost to the Western Cape Provincial Parliament. If the actual rates of withdrawal turns out to be higher than the rates assumed in the valuation basis, then the cost to the Western Cape Provincial Parliament in the form of benefits will reduce and vice versa.

The effect is as follows by increasing and decreasing the withdrawal rates by 20%:

	20% Withdrawal decrease	20% Withdrawal increase
Effect on the aggregate of the service cost and interest cost	1,567,000	1,436,000
Effect on defined benefit obligation	6,921,000	6,461,000

The cost of the long service leave and gratuity payment is dependent on the increase in the annual salaries paid to employees and political office bearers. The rate at which salaries increase will thus have a direct effect on the liability.

The effect is as follows for a 1% p.a. change in the Normal Salary inflation assumption:

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
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16. Employee benefit obligations (continued)

	1% Normal salary decrease	1% Normal salary increase
Effect on the aggregate of the service cost and interest cost	1,419,000	1,583,000
Effect on defined benefit obligation	6,365,000	7,022,000
	1% Normal salary decrease	1% Normal salary increase
Effect on the aggregate of the service cost and interest cost	3,554,000	3,817,000
Effect on defined benefit obligation	12,833,000	13,740,000

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

	2022 R	2021 R	2020 R	2019 R	2018 R
Defined benefit obligation	8,593,000	9,514,000	9,660,000	10,037,000	10,099,000

Contributions to pension funds

The Government Employees Pension Fund (GEPF)

Retirement benefits are provided by membership of the Government Employees Pension Fund which is a defined benefit fund. Parliament'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.

Contribution to the GEPF for the reporting period	6,620,213	5,959,714
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These contributions are included in surplus or deficit for the reporting period.

An actuarial valuation of the GEPF is conducted at least every three years as prescribed in section 17(3) of the GEP Law. The latest actuarial valuation of the GEPF was performed on 31 March 2018. This valuation indicates that the plan is in a sound financial position. The estimated liabilities of the fund are R 1663 million which are adequately funded by assets of R 1 800 million as at 31 March 2018.

The Pension Scheme for Officers of Parliament (PSOP)

The Pension Scheme for Officers of Parliament (PSOP) is a defined benefit plan. The obligation of the fund is guaranteed by the National Revenue Fund. This responsibility is governed by the General Pensions Act 29 of 1979.

The Political Office-Bearers Pension Fund (POBF)

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 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 amended in 1992. Parliament's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees.

Contribution to the POBF for the reporting period	5,413,584	5,383,571
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17. Recoveries

Recoverable revenue	138,296	115,042
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Notes to the Annual Financial Statements

Figures in Rand	2022	2021
18. Interest received		
Interest revenue		
Bank	248,065	291,168
Interest on receivables	1,426	2,646
LSS bank account	2,671	73,586
	252,162	367,400
19. Other income		
Boutique sales	1,804	255
Refreshments	-	775
Rental of parking	15,525	-
	17,329	1,030
20. Appropriation		
Annual appropriation	160,405,721	138,607,053
Statutory appropriation	47,997,000	51,748,005
	208,402,721	190,355,058
Funds rolled over from prior year	9,305,279	13,320,942
	217,708,000	203,676,000
Appropriation		
Current-year receipts	208,402,721	190,355,058
Funds rolled over from prior year	9,305,279	13,320,942
Actual expenditure	(196,343,360)	(190,140,301)
Direct charge liability	(9,082,728)	(4,643,843)
Unspent appropriated funds carried over to next year	12,281,912	8,891,856
Departmental revenue carried over to next year	425,293	413,424
	12,707,205	9,305,279

For the Direct charge liability refer to note 14.

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
21. Employee related costs		
Basic salary	56,064,245	50,767,689
Bonus	3,180,573	2,914,357
Contribution to employee benefits	1,597,006	(295,904)
Employee benefits paid out	35,100	1,045,989
Housing allowances	4,859,081	4,642,873
Leave payout	94,458	52,500
Medical aid - employer contributions	699,660	684,450
Other non-pensionable allowances	5,655,927	4,915,777
Overtime payments	-	6,621
Pension - employer contributions	6,620,213	5,959,714
Performance bonus	-	17,771
Periodic payments	422,448	228,858
Unemployment Insurance Fund	216,972	180,241
	79,445,683	71,120,936
Remuneration of the Secretary		
Basic salary	1,440,243	1,387,143
Contributions to UIF, Medical and Pension Funds	189,300	182,083
Other non-pensionable allowances	430,015	414,161
	2,059,558	1,983,387
Remuneration of the Deputy Secretary		
Basic salary	-	616,273
Contributions to UIF, Medical and Pension Funds	-	81,008
Gratuity payment	-	1,023,489
Other non-pensionable allowances	-	132,646
	-	1,853,416
<i>This post has since been abolished in the current financial year.</i>		
Remuneration of the Chief Financial Officer		
Basic salary	1,124,852	1,083,379
Bonus	93,738	90,282
Contributions to UIF, Medical and Pension Funds	160,467	154,792
Other non-pensionable allowances	229,943	221,017
	1,609,000	1,549,470
Remuneration of the Director Institutional Enablement		
Basic salary	1,029,400	991,447
Bonus	85,783	82,621
Contributions to UIF, Medical and Pension Funds	148,059	142,877
Other non-pensionable allowances	209,398	201,229
	1,472,640	1,418,174

Notes to the Annual Financial Statements

	2022	2021 Restated*
21. Employee related costs (continued)		
Remuneration of the Director Parliamentary Support Services		
Basic salary	1,009,117	-
Bonus	77,085	-
Contributions to UIF, Medical and Pension Funds	143,394	-
Other non-pensionable allowances	207,060	-
	1,436,656	-
Remuneration of the Director Public Engagement		
Basic salary	1,029,400	991,447
Bonus	85,783	82,621
Contributions to UIF, Medical and Pension Funds	148,059	142,877
Other non-pensionable allowances	209,398	201,229
	1,472,640	1,418,174
Remuneration of the Director Strategy and Institutional Oversight		
Basic salary	756,837	-
Contributions to UIF, Medical and Pension Funds	99,983	-
Other non-pensionable allowances	225,970	-
	1,082,790	-
22. Members remuneration		
Basic salary	24,076,342	23,926,982
Contributions to employee benefits	3,157,182	2,929,318
Housing allowance	29,075	160,000
Medical aid contributions	174,115	178,586
Other non-pensionable allowances	9,224,595	9,126,788
Pension contributions	5,413,584	5,383,571
Retirement benefits paid out	1,283,007	7,666,490
Service bonus	1,157,995	1,051,472
	44,515,895	50,423,207
Remuneration of the Speaker		
Basic salary	1,222,277	1,186,677
Other non-pensionable allowances	535,892	520,288
Pension contributions	275,012	267,002
Medical aid contributions	3,947	3,828
	2,037,128	1,977,795
Remuneration of the Deputy Speaker		
Basic salary	989,089	960,280
Other non-pensionable allowances	356,529	346,444
Service Bonus	72,424	70,023
Pension contributions	222,545	216,063
Medical aid contributions	7,894	7,656
	1,648,481	1,600,466

Notes to the Annual Financial Statements

	2022	2021 Restated*
23. Finance costs		
Finance leases	618,107	786,693
24. Transfer payments		
Political Parties		
Democratic Alliance	26,824,656	26,523,965
African National Congress	13,695,157	13,532,316
African Christian Democratic Party	1,524,964	1,494,747
Economic Freedom Fighters	2,605,116	2,563,201
Freedom Front Plus	1,525,714	1,494,535
GOOD	1,525,714	1,494,535
Al Jama-ah	1,522,815	1,494,535
	49,224,136	48,597,834
25. General expenses		
Advertising	1,515,884	1,186,896
Auditors remuneration	4,213,589	3,567,501
Bank charges	10,818	12,590
Bursaries	148,132	72,259
Catering events	1,170,218	607,165
Claims paid	402,361	-
Computer services	1,352,489	2,222,074
Consulting and professional fees	2,584,083	1,561,887
Consumables	634,997	547,212
Contracted services	2,024,548	799,870
Fleet services	726,019	463,173
Insurance	526,703	425,898
Laundry services	1,210	-
Lease rentals on operating lease	432,822	503,634
Other expenses	1,051,111	903,544
Outsourced services	161,851	56,331
Postage and courier	-	196
Printing and publications	549,740	451,762
Registration fees	25,093	44,474
Rentals of facilities and equipment	651,733	216,356
SITA computer expenses	29,520	31,677
Subscriptions and membership fees	332,248	447,629
Telephone and fax	183,147	185,828
Training	957,770	595,069
Travel - local	4,534,489	3,831,927
Travel - overseas	737,673	3,224
	24,958,248	18,738,176

Other expenses includes expenditure for resettlement costs, data and airtime costs and TV licences.

Notes to the Annual Financial Statements

	2022	2021 Restated*
26. Cash flow from operating activities		
Deficit	(1,959,455)	(7,281,063)
Adjustments for:		
Depreciation and amortisation	4,978,210	4,611,636
Loss/(Gain) on sale of assets	31,144	(3,840)
Transfer to direct charge liability	9,082,728	4,643,843
Contribution to employee benefits	4,754,188	2,633,414
Actuarial gain	(2,121,000)	(798,892)
Debt impairment	37,062	-
Changes in working capital:		
Inventories	34,909	(215,594)
Receivables from non-exchange transactions	(4,000)	(4,000)
Receivables from exchange transactions	84,409	455,602
Prepayments	(292,454)	(109,717)
Payables from exchange transactions	1,420,282	(130,093)
Direct charge liability	(4,643,843)	(2,414,018)
	11,402,180	1,387,278
27. Auditors' remuneration		
Fees	4,213,589	3,567,501
28. Commitments		
Authorised capital expenditure		
Already contracted for but not provided for		
• Property, plant and equipment	2,005,578	59,168
• Intangible assets	11,500	112,844
	2,017,078	172,012
Total capital commitments		
Already contracted for but not provided for	2,017,078	172,012
This committed expenditure relates to property, plant and equipment and intangible assets and will be financed through funding received from Provincial Treasury.		
Operating leases- as lessee (expense)		
Minimum lease payments due		
- within one year	61,605	75,942

Operating lease payments represent rentals payable by the legislature for the rental of photocopy machines to Minolco (Pty) Ltd.

Notes to the Annual Financial Statements

	2022	2021 Restated*
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29. Contingencies

Contingent Liabilities

Cloete vs CCMA and Provincial Parliament

The applicant is currently in dispute with the CCMA and legislature regarding a labour/recruitment matter. The estimated expenditure is R 284,280.

Sun International vs the Premier of the Western Cape and Others

In this litigation it is alleged that the legislature failed to facilitate adequate public involvement in its processes in respect of the Western Cape Nineteenth Gambling and Racing Amendment Act, and that the legislature failed to consider submissions made during the public involvement processes. It is expected that expenditure of R230,000 will be approved.

Mogale and Others vs the Speaker of the National Assembly and others

The applicant in this matter is challenging the public involvement processes followed in Parliament and in the provincial legislatures in respect of the Traditional and Khoi-San Leadership Act, 2019. The legislature has been cited as a respondent. The estimated costs are R 230,000.

Contingent assets

Investigation for Fruitless and Wasteful Expenditure

A process is currently underway with legal representation to determine liability, if any, for Fruitless and Wasteful Expenditure. The estimated recoverable amount is R 158,289.

* See Note 41

Notes to the Annual Financial Statements

30. Financial instruments disclosure

Categories of financial instruments

2022

Financial assets

	At amortised cost	Total
Cash and cash equivalents	21,977,767	21,977,767
Receivables from non-exchange transactions	77,400	77,400
Receivables from exchange transactions	73,571	73,571
Long term receivables from non-exchange transactions	5,941	5,941
Long term receivables from exchange transactions	9,329	9,329
	22,144,008	22,144,008

Financial liabilities

	At amortised cost	Total
Payables from exchange transactions	2,661,218	2,661,218
Finance lease obligation	973,895	973,895
	3,635,113	3,635,113

2021

Financial assets

	At amortised cost	Total
Cash and cash equivalents	14,119,065	14,119,065
Receivables from non-exchange transactions	73,400	73,400
Receivables from exchange transactions	135,271	135,271
Long term receivables from nonexchange transactions	8,341	8,341
Long term receivables from exchange transactions	10,415	10,415
	14,346,492	14,346,492

Financial liabilities

	At amortised cost	Total
Payables from exchange transactions	1,240,935	1,240,935
Finance lease obligation	1,536,809	1,536,809
	2,777,744	2,777,744

Notes to the Annual Financial Statements

31. Risk management

Financial risk management

The legislature's activities expose it to a variety of financial risks: market risk, credit risk and liquidity risk.

Liquidity risk

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. This is further managed by the fact that the legislature receives its funding via the equitable share.

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 2022	Within 1 year	Between 2 and 5 years
Payables from exchange transactions	2,661,218	-
Finance lease obligation	631,800	1,089,644
	3,293,018	1,089,644
At 31 March 2021	Within 1 year	Between 2 and 5 years
Payables from exchange transactions	1,240,935	-
Finance lease obligation	878,434	1,628,621
	2,119,369	1,628,621

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents and receivables. The legislature only deposits cash with major banks with high quality credit standing and limits exposure to any one counter - party.

Receivables comprise of a limited customer base. Management evaluated credit risk relating to receivables on an ongoing basis. If receivables are independently rated, these ratings are used. Otherwise, if there is no independent rating, risk control assesses the credit quality of the receivable, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external ratings in accordance with limits set by the management.

Financial assets exposed to credit risk at year end were as follows:

Financial instrument	2022	2021
Cash and cash equivalents	21,977,767	14,119,065
Receivables from non-exchange transactions	77,400	73,400
Receivables from exchange transactions	73,571	135,271
Long term receivables from nonexchange transactions	5,941	8,341
Long term receivables from exchange transactions	9,329	10,415

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.

32. Unauthorised expenditure

No unauthorised expenditure was incurred during the current financial period ended 31 March 2022.

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
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33. Fruitless and wasteful expenditure

Opening balance	158,289	-
Add: Fruitless and wasteful expenditure- Current year	2,160	4,300
Add: Fruitless and wasteful expenditure- Prior year	-	158,289
Less: Amounts recovered	-	(4,300)
	160,449	158,289

Fruitless and wasteful expenditure for the current year incurred due to interpreter services which were no longer required and WCPP was informed timeously, however the interpreters were not informed that the services would be cancelled.

Fruitless and wasteful expenditure for the prior year incurred due to the use of a vehicle by WCPP which is currently still under investigation to determine responsibility.

34. Irregular expenditure

Opening balance	693,791	3,415,077
Add: Irregular Expenditure - current year	-	772,104
Less: Amounts condoned	(693,791)	(3,493,390)
	-	693,791

Analysis of expenditure awaiting condonation

Contract expired for photocopier machine, payments were however processed subsequent to the expiry.	-	1,978
Declaration of interest submitted after the award was made	-	554,313
BBBEE level of the subcontracted supplier not considered	-	137,500
	-	693,791

Details of irregular expenditure condoned in current year

No proper procurement process followed.	-	30,875
No proper procurement process followed.	-	47,438
Extension of internet and DR services contract as an emergency.	-	1,030,156
Inappropriate award due to not calculating PPPFA preference points.	-	1,155,428
Inappropriate award due to BAC decision to disregard bid received.	-	1,229,493
Contract expired for photocopier machine, payments were however processed subsequent to the expiry.	1,978	-
Declaration of interest submitted after the award was made	554,313	-
BBBEE level of the subcontracted supplier not considered	137,500	-
	693,791	3,493,390

Notes to the Annual Financial Statements

Figures in Rand	2022	2021
35. Related parties		
During the year the Western Cape Provincial Parliament received services from the following parties that are related as indicated:		
Department of Transport and Public Works	Occupation of the building free of charge managed by the Department of Transport and Public Works. Refer to note 36 for the rental value which is accounted for as a service in-kind. Parking spaces are also provided for government officials at an approved fee that is not market related. Refer below for transaction detail.	
Department of Community Safety	Security services in the Legislature building	
Department of the Premier- Corporate Services Centre	Internal Audit services Audit Committee services	
Provincial Treasury	Primary funding. Refer to note 20.	
Government Motor Transport (GMT)	Management of government motor vehicles. This relationship is based on an arm's length transaction in terms of the approved tariffs. Refer below for transaction and balance detail	
Key Management and Members	Refer to note 21&22	
Related party transactions and balances		
Government Motor Transport (GMT)		
Finance Costs	617,947	785,762
Finance lease liability payment	85,971	109,435
Operating leases	323,294	181,185
Outstanding finance lease liability balance (including finance costs)	1,721,444	2,500,857
Department of Transport and Public Works		
Parking fees	(15,525)	4,205

36. Services in-kind

The Department of Public Works provides an office area to the Western Cape Provincial Parliament at no cost to the legislature. The provision of this services in kind is recognised as revenue and expenditure to the fair value of R 9,583,740 (2021: R 9,195,210).

The South African Police Services provides National Key Point access control services to Western Cape Provincial Parliament at no cost to the legislature. These services were provided for the entire reporting period.

National Parliament provided services in the form of training to the Members of Western Cape Provincial Parliament within the financial year to the value of R 430,236 (2021: R 483,040). These services were provided to the Members with no cost to the legislature. We do not see this as a significant impact on the operations of the legislature.

During the financial year the Legislature received the use of community venues during the Thetha Nathi project. The total estimated costs of these services are to the value of R14,500.

37. Budget differences

Material differences between budget and actual amounts

Notes to the Annual Financial Statements

37. Budget differences (continued)

37.1 Recoveries

The variance is as a result of income received in terms of previous years expenditure.

37.2 Other income

The variance is as a result of revenue received from parking and boutique sales which was more than the appropriated budget amount.

37.3 Interest received

The variance is as a result of interest on bank account as well as interest on debts which was more than the appropriated budget amount.

37.4 Employee costs

The variance is due to vacant posts which were not filled as anticipated.

37.5 Members remuneration

The variance is due to there being no member remuneration increase received for the current year as well as no payouts of retirement benefits.

37.6 Transfer Payments

The variance is due to the Constituency Allowance allocation of National Parliament's being less than what we budgeted for.

37.7 General expenses

The variance is mainly due to the postponement of the SAGE 300 project, cyber security, travel and the delayed laptop refresh.

Differences between budget and actual amounts basis of preparation and presentation

Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement	21,789,933
Basis difference- Operating cash flows	
Receivables	24,124
Payables	(34,032)
Direct charge	(4,643,843)
Interest received	2,672
Annual appropriation	(9,305,279)
General expenses	25,127
Actual amount in the Cash Flow Statement	7,858,702

Changes from the approved budget to the final budget

The changes between the approved budget for provincial expenditure and the budget comparison statement for the expenditure items is as a result of the change in classification between the approved budget and the budget comparison in order to meet the requirements of GRAP.

The adjustments incurred between the approved budget and the final budget occurred due to the adjustment budget as well as shifts within expenditure items. These adjustments are as follows:

Expenditure	Approved budget	Adjustment	Shifts	Virements	Final budget
Employee related costs	86,654,050	-	(6,129,778)	-	80,524,272
Members remuneration	49,774,646	-	(281,117)	-	49,493,529
Finance costs	1,006,000	-	43,532	-	1,049,532
Transfer payments	49,913,280	-	82,108	-	49,995,388
General expenditure	26,508,024	3,852,000	6,285,255	-	36,645,279
	213,856,000	3,852,000	-	-	217,708,000

Notes to the Annual Financial Statements

38. Change in estimate

Property, plant and equipment

Property, plant and equipment: A review of useful lives was done on assets, during which, certain items of property, plant and equipment were identified which required an adjustment. The Western Cape Provincial Parliament's management considered how to account for the change in the estimated useful lives. The effect of a change in accounting estimate is required to be recognised prospectively by including it in surplus or deficit in the period of the change, if the change affects that period only, or the period of the change in future periods, if the change affects both. Management concluded that it should apply the change in estimate prospectively from the start of 2020/21 and therefore the depreciation charge was applied prospectively from 1 April 2020 over the remaining useful life of these assets.

	2021/2022	2022/2023
Increase/(Decrease) in Depreciation on Computer equipment	(19,929)	24,365
Increase/(Decrease) in Depreciation on Furniture and office equipment	(33,516)	39,350
Increase/(Decrease) in Depreciation on Other machinery and equipment	(20,629)	25,639
	(74,074)	89,354

The effect on the current year is to increase the carrying amount of property, plant and equipment by R 74,074 and decrease the depreciation expense by R 74,074.

39. Going concern

The annual 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.

40. Events after the reporting date

During the period after the submission of the Annual Financial Statements, the approval was made for the increase of Members Remuneration for the period ended 31 March 2022. The approval by the Premier of the Western Cape was done on 29 June 2022 and the Annual Financial Statements have been adjusted for this accordingly.

Notes to the Annual Financial Statements

41. Prior period error

During the preparation of the annual financial statements for the current year the following errors were identified.

Operating leases

During the period ended 31 March 2022, the expenditure with regard to Operating Leases was shifted from the face of the Statement of Financial Performance to be included in the general expense line item on the face, this is due to correcting the fact that the operating lease expenses forms part of the nature of expenditure which forms part of general expenses.

Increase in general expenses	503,634
Decrease in lease rentals on operating lease	(503,634)
	<u>-</u>

S&T Daily Allowance

During the year, it was identified that the rate used for the S&T daily allowances was the incorrect rate, resulting in a short fall of these payments made.

Increase in general expenses	6,708
Increase in other payables	(6,708)
	<u>-</u>

Audit fees

During the period ended 31 March 2022 the legislature identified that in the prior year it had over paid the Auditor General based on a proforma invoice. A credit note was then issued to clear this over payment in April 2021. A receivable is therefore being raised to clear the over payment in the prior year and to which the credit note will be allocated in the current year.

Decrease general expenses	(59,770)
Increase Receivables from exchange transactions	59,770
	<u>-</u>

Statement of financial position

Payables from exchange transactions	(6,708)
Receivables from exchange transactions	59,770

Statement of Financial Performance

General expenses	450,572
Lease rentals on operating lease	(503,634)

