

# WESTERN CAPE PROVINCIAL PARLIAMENT



## SECRETARY'S REPORT 2022





# SECRETARY'S REPORT

2022

Published by  
the Western Cape Provincial Parliament



## FOREWORD

This report records the notable activities that the Western Cape Provincial Parliament (WCPP) was engaged in for the period 1 January to 31 December 2022. Some key activities reported on in the report are the election of the new Speaker, various procedural matters, membership, work done by the standing committees, several public education initiatives, Commonwealth Parliamentary Association matters and other international relations activities, legal issues affecting the WCPP, as well as significant activities of directorates and business units.

During 2022 restrictions relating to the COVID-19 pandemic were lifted in the country and this enabled the WCPP to increase its activities related to lawmaking, oversight and public participation.

With the lifting of the COVID-19 restrictions, more opportunities for international relations took place, resulting in more travel. Significantly the WCPP also supported the 52nd CPA Africa Regional Conference in Sierra Leone and the 65th Commonwealth Parliamentary Conference in Nova Scotia, Canada, which was a huge success.

On 12 December 2022 Hon Daylin Mitchell was elected as the new Speaker of the WCPP.

During 2022 the WCPP continued to support effectively the work of the Members of the Provincial Parliament for them to fulfil their constitutional mandate of lawmaking, oversight, and public participation.

Notwithstanding the accomplishments, 2022 was also a very sad year due to the untimely passing of Chief Whip, Hon. Lorraine Botha on 31 August 2022. The late Hon Botha was a Member since 2014 and has served in different capacities during her time and played a pivotal role in ensuring the smooth functioning of the WCPP. She will be missed by the WCPP.

I wish to express my gratitude to the Executive Authority, the Deputy Speaker, the Parliamentary Oversight Committee, Members and staff for their continued support and commitment to the work of the Western Cape Provincial Parliament.

**ROMEO ADAMS**  
**SECRETARY TO THE PROVINCIAL PARLIAMENT**

## TABLE OF CONTENTS

<b>I.</b>	<b>INTRODUCTION .....</b>	<b>1</b>
<b>II.</b>	<b>PARTY REPRESENTATION, SPEAKER, DEPUTY SPEAKER, PROVINCIAL CABINET, WHIPPERY AND MEMBERS .....</b>	<b>1</b>
	(1) Party representation .....	1
	(2) Speaker and Deputy Speaker .....	1
	(i) Election of Speaker .....	1
	(3) Provincial Cabinet .....	2
	(4) Whippers .....	2
	(5) Members of the WCPP (excluding members of the Cabinet) .....	2
<b>III.</b>	<b>PROCEDURAL AND RELATED MATTERS .....</b>	<b>3</b>
	(1) State of the Province Address .....	3
	(2) Plenary Support .....	3
	(3) Rules Committee .....	4
	(4) Programming Authority .....	4
	(5) Chairpersons' Forum .....	4
	(6) Temporary presiding officers .....	4
	(7) Written questions not replied to within time frame .....	4
	(8) Matters of public importance in accordance with Standing Rule 143 .....	4
	(9) Tabling of PERO and MERO .....	4
	(10) Procedural Hub .....	4
<b>IV.</b>	<b>NATIONAL COUNCIL OF PROVINCES-RELATED (NCOP-RELATED) ACTIVITIES .....</b>	<b>5</b>
	(1) The ratio of party representation in the NCOP .....	5
	(2) Permanent delegates to NCOP .....	5
	(3) Joint sittings of National Assembly and National Council of Provinces .....	5
	(4) Participation by delegates of WCPP in NCOP sittings .....	5
	(5) NCOP Provincial Visit Week (28 March –1 April) .....	6
<b>V.</b>	<b>SECTOR-RELATED MATTERS .....</b>	<b>6</b>
	(1) Composition of Speakers' Forum .....	6
	(2) Composition of the Secretaries' Forum of South Africa .....	7
<b>VI.</b>	<b>OFFICE OF THE SPEAKER (INCLUDING OFFICE OF THE DEPUTY SPEAKER) .....</b>	<b>7</b>
	(1) General .....	7
	(2) Staffing .....	7
	(3) Presiding Officers' Manual .....	7
	(4) Speaker's Consultative Political Party Forum .....	7
<b>VII.</b>	<b>COMMITTEES .....</b>	<b>8</b>
	(1) Chairpersons' Forum .....	8
	(2) Constitution of committees .....	8
	(3) Changes to membership of committees .....	13
	(4) Committee Support .....	13
	(5) Statistics relating to committee activities .....	14
	(6) Report on activities per standing committee .....	14
	(i) Standing Committee on Community Safety, Cultural Affairs and Sport .....	14
	(ii) Standing Committee on Education .....	15
	(iii) Standing Committee on Agriculture, Environmental Affairs and Development Planning .....	16
	(iv) Standing Committee on Local Government .....	18
	(v) Standing Committee on Transport and Public Works .....	19
	(vi) Standing Committee on Social Development .....	19
	(vii) Standing Committee on Health .....	20
	(viii) Standing Committee on Human Settlements .....	21
	(ix) Standing Committee on the Premier and Constitutional Matters .....	22
	(x) Standing Committee on Finance, Economic Opportunities and Tourism .....	23

(xi) Public Accounts Committee.....	24
(xii) Petitions Committee .....	24
(xiii) Parliamentary Oversight Committee (POC) .....	24
(xiv) Ad-hoc Committee on COVID-19 .....	25
(xv) Ad-hoc Committee on Tuberculosis.....	25
(xvi) Budget Committee.....	25
(xvii) Cluster visit weeks .....	26
<b>VIII. SECURITY AND PRECINCT MANAGEMENT (OFFICE OF SERJEANT-AT-ARMS) .....</b>	<b>27</b>
(1) Memorandum of understanding with the Department of Community Safety .....	27
(2) Service level agreement – WCPP and Department of Transport and Public Works (DTPW).....	27
(3) Establishment of the Integrated Safety and Security Forum (ISSF).....	27
(4) Occupational health and safety (OHS) .....	27
(5) COVID-19.....	27
(6) Critical Infrastructure / National key points (NKP) matters.....	28
(7) Business Continuity Management .....	28
<b>IX. REGISTRAR OF MEMBERS' INTERESTS .....</b>	<b>28</b>
(1) Confirmation of appointment of Registrar.....	28
(2) Conduct Committee report on its operations and the efficiency of the Code of Conduct .....	28
<b>X. LEGAL MATTERS.....</b>	<b>28</b>
(1) C Mogale and Others v Speaker of the National Assembly and Others (in the Constitutional Court of South Africa, case number CCT 72/22) .....	29
(2) A system for the amendment of money bills .....	29
(3) Increasing the number of seats of the WCPP .....	29
(4) Legal Compliance Framework .....	30
(5) Loss of membership of the former Speaker.....	30
<b>XI. COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA).....</b>	<b>30</b>
(1) CPA Western Cape Branch annual general meeting.....	30
(2) 52nd CPA Africa Regional Conference, Sierra Leone.....	31
(3) 65th Commonwealth Parliamentary Conference, Canada.....	31
(4) Society-of-Clerks-at-the-table Africa Region .....	32
(5) CPA Secretariat Support of the SA CPA Delegation for 2022 CPA Region and International Conferences .....	33
<b>XII. STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES .....</b>	<b>34</b>
(1) International relations .....	34
(i) Outgoing visits and international virtual conferences and webinars.....	35
(2) International training for Members .....	35
(3) Incoming visits .....	35
(4) Cape Town Consular Corp Engagements.....	36
(5) Official opening and State of the Province Address .....	36
(6) Tours .....	36
(7) Corporate items and marketing .....	36
(8) Social media.....	36
(9) Website .....	36
(10) Internal communication.....	37
(11) Media.....	37
(12) Publications.....	37
<b>XIII. PUBLIC EDUCATION AND OUTREACH (PEO) .....</b>	<b>37</b>
(1) Key performance targets for 2020/21 financial year .....	37
(2) Communicating with stakeholders.....	45
<b>XIV. STRATEGY AND INSTITUTIONAL OVERSIGHT .....</b>	<b>46</b>

<b>XV. FINANCIAL MANAGEMENT .....</b>	<b>47</b>
(1) Audit outcome .....	47
(2) 2021/22 audit process .....	48
(3) Declaration of Interest Policy .....	48
(4) Annual financial statements .....	48
(5) Supply Chain and Asset Management (SC&AM).....	48
(6) Tender status.....	49
(7) Maintenance services and support related to ERP .....	49
<b>XVI. INSTITUTIONAL ENABLEMENT.....</b>	<b>49</b>
(1) Members Affairs.....	49
(i) Parliamentary Medical Aid Scheme (Parmed) .....	49
(ii) Nomination of Member Trustee on Political Office-Bearers Pension Fund .....	49
(iii) Secretarial allowance payable to political parties.....	49
(iv) Constituency allowance payable to political parties.....	50
(2) Implementation of Functional Enhancement .....	50
(3) Information Technology and Digital Services .....	52
(i) The SAGE 300 Project .....	52
(ii) ERP: Procurement Requisition Module .....	52
(iii) ERP: Document Management Enhancement .....	52
(iv) Custom Application: OPTaMes version 1.6.8 .....	52
(v) Microsoft: Office 365 migration.....	52
(vi) Cybersecurity .....	52
(4) People Management.....	52
(i) Enterprise Resource Planning (ERP) system .....	52
(ii) Employee Wellness Programme .....	52
(iii) Organisational structure .....	53
(iv) Performance moderation .....	53
(v) Staff turnover.....	53
(vi) Disputes lodged .....	53
(vii) Disciplinary matters .....	53
(viii) Annual staff salary increase .....	53
(5) Knowledge Management and Information Services (KMIS) .....	53
(i) Records Management.....	54
(ii) Information Services.....	56
(iii) Logistical Services .....	57



**I. INTRODUCTION**

The Secretary's Report provides an overview of the activities of the Western Cape Provincial Parliament (WCPP) for the period 1 January to 31 December 2022.

**II. PARTY REPRESENTATION, SPEAKER, DEPUTY SPEAKER, PROVINCIAL CABINET, WHIPPERY AND MEMBERS**

(1) ***Party representation***

The representation of parties in the WCPP as at 31 December was as follows:

PARTY	NUMBER OF SEATS
Democratic Alliance	24
African National Congress	12
Economic Freedom Fighters	2
Good	1
African Christian Democratic Party	1
Freedom Front Plus	1
Al Jama-ah	1

(2) ***Speaker and Deputy Speaker***

Speaker	Mr D Mitchell (wef 12 December)
	Mr M Mngasela (until 28 November)
Deputy Speaker	Ms BA Schäfer

(i) ***Election of Speaker***

Judge President Hlophe presided over the election of the Speaker. Two candidates were nominated for election of Speaker, namely Mr D Mitchell (DA), nominated by Dr IH Meyer and seconded by Mr TA Simmers, and Ms ND Nkondlo (ANC), nominated by Mr CM Dugmore and seconded by Mr MK Sayed.

As there were more than one candidate nominated, the presiding officer announced that a secret ballot would take place in terms of Item 6 of Part A of Schedule 3 of the national Constitution and Item 6 of Schedule 2 of the Western Cape Constitution and then suspended proceedings for the preparation of ballot papers.

The ballot papers were prepared and business resumed. The House proceeded to vote, and at the conclusion of the vote the presiding officer suspended the business again to allow the votes to be counted. Business resumed after the votes were counted and the presiding officer announced the result of the election, namely Mr D Mitchell – 23, Ms ND Nkondlo – 11, while there was 1 spoilt ballot paper.

The newly elected Speaker was conducted to the Chair by Mr D Plato and Ms LM Maseko, whereafter he expressed his sense of the honour conferred upon him.

(3) **Provincial Cabinet**

The Provincial Cabinet as at 31 December was constituted as follows:

PORTFOLIO	NAME
Premier	Mr AR Winde
Minister of Transport and Public Works (Minister of Mobility) 1 May 2022	Mr DG Mitchell (wef 1 May until 11 December)
	Mr BS Madikizela (until 15 May)
Minister of Finance and Economic Opportunities	Ms MM Wenger (wef 16 May)
	Mr DJ Maynier (until 15 May)
Minister of Agriculture	Dr IH Meyer
Minister of Health	Dr N Mbombo
Minister of Local Government, Environmental Affairs and Development Planning	Mr AW Bredell
Minister of Community Safety Acting Minister of Community Safety	Mr RI Allen (wef 26 May)
	Mr AJD Marais (wef 24 January)
Minister of Education	Mr DJ Maynier (wef 16 May)
	Ms DA Schäfer (until 15 May)
Minister of Human Settlements	Mr TA Simmers
Minister of Cultural Affairs and Sport	Ms AJD Marais
Minister of Social Development	Ms SG Fernandez

(4) **Whippery**

MEMBER	PARTY	POSITION
Ms LJ Botha	Democratic Alliance	Chief Whip of the Majority Party (wef 23 May)
Ms MM Wenger		Chief Whip of the Majority Party (until 15 May)
Mr DG Mitchell	Democratic Alliance	Deputy Chief Whip of the Majority Party
Ms DM Baartman	Democratic Alliance	Deputy Chief Whip of the Majority Party (wef 6 July)
Ms DM Baartman		Acting Chief Whip (wef 6 September)
Mr RD Mackenzie	Democratic Alliance	Whip
Ms WF Kaizer-Philander	Democratic Alliance	Whip
MS PZ Lekker	African National Congress	Chief Whip of Largest Minority Party
Mr MK Sayed	African National Congress	Whip

(5) **Members of the WCPP (excluding members of the Cabinet)**

The following were Members of the WCPP as at 31 December:

**Democratic Alliance:**

Mr RI Allen (until 15 May); Mr D America; Ms DM Baartman; Mr G Bosman; Ms LJ Botha (until 31 August); Mr C Fry (wef 3 August) Mr RD Mackenzie; Ms LM Maseko; Ms C Murray (wef 3 August); Ms WF Kaizer-Philander; Mr D Plato (wef 18 January); Mr G Pretorius (wef 15 December); Mr I Sileku (wef 24 November); Mr AP van der Westhuizen; and Ms MM Wenger (until 15 May)

***African National Congress:***

Ms NG Bakubaku-Vos; Ms AP Bans; Mr CM Dugmore (Leader of Official Opposition); Mr M Kama; Ms PZ Lekker; Mr A Lili; Mr P Marran; Mr LL Mvimbi; Ms ND Nkondlo; Mr MK Sayed; Mr D Smith; and Ms R Windvogel

***Economic Freedom Fighters:***

Ms N Makamba-Botya and Mr M Xego

***Good:***

Mr BN Herron (until 7 February) and Mr SN August (wef 8 February)

***African Christian Democratic Party:***

Mr FC Christians

***Freedom Front Plus:***

Mr PJ Marais

***Al Jama-ah:***

Mr G Brinkhuis

**III. PROCEDURAL AND RELATED MATTERS**

(1) ***State of the Province Address***

The Premier delivered his fourth State of the Province Address on 15 February in the Velddrif Town Hall, and the WCPP's Chamber in Cape Town. The debate on the Address took place on 16 February in the Velddrif Town Hall, followed by the Premier's reply.

For this sitting the Standing Rules of the House applied; further, in compliance with the Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004, the entire hall in Velddrif, including all visitor seating areas, passages and ablution facilities, was regarded as the precinct of the Provincial Parliament.

(2) ***Plenary Support***

During the period of review, the House met for 25 plenaries, which represented 93 hours and 7 minutes of debating and deliberations. The administration's support included the preparation of the relevant House papers, the preparation of routine guides and procedural advice as required. The House approved a total of 32 resolutions.

The table below reflects various activities of the House and statistical information on certain of the output related to plenary support services:

ACTIVITY	TOTAL
Interpellations debated	14
Questions for oral reply processed	88
Questions for written reply processed	698
Speaker's debates	None
Opportunities for questions to the Premier without notice	7
Subjects for discussion debated	4
Matters of urgent public importance debated	1
Order Papers	25
Minutes of Proceedings	25
Draft resolution	1
Published Announcements, Tablings and Committee Reports (ATCs)	155
Bills introduced	3

(3) **Rules Committee**

In the reporting period the Rules Committee had no meetings.

*Subcommittees of Rules Committee*

- Subcommittee on the Review of Rules  
No meetings took place during the reporting period.
- Any other subcommittee  
None.

(4) **Programming Authority**

In the reporting period the Programming Authority held 18 meetings on the following dates: 8 February; 16 February; 8 March; 22 March; 5 April; 3 May; 10 May; 23 May; 31 May; 7 June; 26 July; 2 August; 8 August; 16 August; 30 August; 6 September; 8 November; and 29 November.

(5) **Chairpersons' Forum**

The Committee met on 4 February, 5 April, and 27 July.

(6) **Temporary presiding officers**

The following members were appointed in accordance with Standing Rule 24 as temporary presiding officers: Ms LM Maseko; Mr AP van der Westhuizen; Ms WF Kaizer-Philander; Mr LL Mvimbi; Ms NG Bakubaku-Vos; and Ms N Makamba-Botya.

(7) **Written questions not replied to within time frame**

None.

(8) **Matters of public importance in accordance with Standing Rule 143**

One debate took place during the reporting period.

(9) **Tabling of PERO and MERO**

On 20 September the Minister of Finance, Economic Development and Tourism, Ms MM Wenger, tabled the Provincial Economic Review and Outlook (PERO) and on 24 November the Municipal Economic Review and Outlook (MERO) was tabled.

(10) **Procedural Hub**

The Procedural Hub, which was established in 2019, continues to meet regularly to achieve the following aims:

- To equip the Table and procedural staff with better knowledge and understanding of procedural matters through regular and ad-hoc meetings and discussions of relevant topics and issues;
- To involve and equip, apart from Table staff, also other staff (eg staff from Committees) to be able to render Table services;
- To improve the quality of procedural advice to presiding officers through group discussion and brainstorming before or after sittings; and
- To equip staff from the Table and Committees in general through targeted training and the discussion of topics and procedural issues to perform their functions better.

The Procedural Hub is still composed as follows:

- Secretary (ex officio Chairperson);
- Director: Parliamentary Support Services;
- Specialist Adviser: Office of the Speaker;
- Head of Office: Office of the Speaker;
- Senior Legal Adviser;

- Legal Adviser;
- Manager: Committees;
- Manager: Plenary Support; and
- Senior procedural officers (Committees and Plenary Support).

The Procedural Hub held four meetings: 25 February; 8 April; 8 July; and 30 September. The discussion on the proposals to amending the Standing Rules were the predominant agenda item for each meeting. Other matters discussed in the period were the procedure for the amendment of money bills, the guide for private Member legislation, the submission processing procedures and sectoral parliament recommendation procedure.

#### IV. NATIONAL COUNCIL OF PROVINCES-RELATED (NCOP-RELATED) ACTIVITIES

(1) ***The ratio of party representation in the NCOP***

PARTY	PERMANENT DELEGATES	SPECIAL DELEGATES
Democratic Alliance	3	3
African National Congress	2	1
Economic Freedom Front	1	

(2) ***Permanent delegates to NCOP***

NAME	PARTY
Ms C Labuschagne	Democratic Alliance
Mr JJ Londt	Democratic Alliance
Mr IM Sileku (until 24 November)	Democratic Alliance
Mr Frederik Jacobus Badenhorst (wef 1 December)	Democratic Alliance
Ms MN Gillion	African National Congress
Mr EZ Njadu	African National Congress
Mr A Arnolds	Economic Freedom Fighters

(3) ***Joint sittings of National Assembly and National Council of Provinces***

The joint sitting was held on 26 April.

(4) ***Participation by delegates of WCPP in NCOP sittings***

POLICY VOTES	WC Members Attending
Women's Charter for Accelerated Development, Report-back Session	Member LM Maseko Deputy Speaker B Schäfer Member NG Bakubaku-Vos
Debate on National Women's Day under the theme "Gender equality today for a sustainable tomorrow"	Member WF Kaizer-Philander
Ministerial Briefing Session on the Resourcing of the Police Service and Police Stations	Minister RI Allen
Ministerial Briefing Session on the Township Economy: "Measures to unlock the full potential of the township economy and industries"	
Debate on Cross Border and Transnational Crime: "Waging a concerted battle against Cross Border and Transnational Crime"	Member G Bosman

POLICY VOTES	WC Members Attending
Debate on Land Reform "Complete ownership/title deeds to land reform beneficiaries, as well as ownership to those living on trust land within communal areas"	
Ministerial Briefing Session on the Resourcing of the Police Service and Police Stations	Minister RI Allen
Debate on Local Government Week	Minister A Bredell
Debate on the Restoration and Modernisation of Rail infrastructure in South Africa	Minister D Mitchell

(5) ***NCOP Provincial Visit Week (28 March –1 April)***

The NCOP Provincial Visit Week took place from 28 March to 1 April and was a Joint Session Meeting with the Standing Committee on Transport and Public Service and the Standing Committee on Human Settlements. It was attended by the NCOP Permanent Members, namely Hon Members Labuschagne, Londt, Sileku, Njadu and Arnolds. The WCPP Members could not attend because of the annual report process which took place at the same time.

**V. SECTOR-RELATED MATTERS**

(1) ***Composition of Speakers' Forum***

The Speakers' Forum as at 31 December was composed of the following speakers and deputy speakers:

*Speakers*

National Assembly	Ms NN Mapisa-Nqakula
NCOP (Chairperson)	Mr AN Masondo
Western Cape Provincial Parliament	Mr D Mitchell
Gauteng Provincial Legislature	Ms N Mekgwe
KwaZulu-Natal Provincial Legislature	Ms NN Boyce
Limpopo Provincial Legislature	Ms RR Molapo
North West Provincial Legislature	Ms BR Dantjie
Mpumalanga Provincial Legislature	Ms MC Masilela
Eastern Cape Provincial Legislature	Ms H Sauls-August
Free State Provincial Legislature	Ms N Sifuba
Northern Cape Provincial Legislature	Ms N Klaaste

*Deputy Speakers*

National Assembly	Mr L Tsenoli
NCOP (Chairperson)	Ms S Lucas
Western Cape Provincial Parliament	Ms B Schäfer
Gauteng Provincial Legislature	Ms V Mhlakazi-Manamela
KwaZulu-Natal Provincial Legislature	Mr T Mthembu
Limpopo Provincial Legislature	Mr T Matibe
Mpumalanga Provincial Legislature	Ms JL Thabethe-Mofokeng
North West Provincial Legislature	Ms V Motsumi
Eastern Cape Provincial Legislature	Mr M Qoboshiyane
Free State Provincial Legislature	Ms LN Mapena
Northern Cape Provincial Legislature	Mr OM Matika

During 2022 the Speaker's Forum met on 13 April, 21 September and 22 November. Due to a Parliamentary Sitting taking place on the same day, Speaker, M Mnqasela and Deputy Speaker, B Schäfer tendered an apology for the meeting scheduled for 22 November.

The meeting which was scheduled for 2 December was deferred.

(2) **Composition of the Secretaries' Forum of South Africa**

As at 31 December the following secretaries and acting secretaries made up the Secretaries' Forum of South Africa:

National Assembly	Mr X George
National Council of Provinces	Adv ME Phindela
Western Cape Provincial Parliament	Mr R Adams
Gauteng Provincial Legislature	Mr P Skosana
Free State Provincial Legislature	Mr MJ Machaka (Acting Secretary)
KwaZulu-Natal Provincial Legislature	Ms N Naidoo
Limpopo Provincial Legislature	Mr S Mothoa (Acting Secretary)
North West Provincial Legislature	Adv LI Netshitumbu
Mpumalanga Provincial Legislature	Mr MH Shabangu
Eastern Cape Provincial Legislature	Ms N Ngcakani
Northern Cape Provincial Legislature	Mr P Moopelwa

**VI. OFFICE OF THE SPEAKER (INCLUDING OFFICE OF THE DEPUTY SPEAKER)**

(1) **General**

Mr M Mngqasela was the Speaker of the WCPP until 28 November. The new Speaker, Mr D Mitchell, was elected by the House on 12 December. The administrative process followed for the termination of office of the former Speaker, M Mngqasela, was dealt with in terms of Chapter 8 of the Presiding Officers' Manual, 2021.

(2) **Staffing**

Although the Presiding Officer's Manual makes provision for eight positions, the recommendation approved during 2021 was for seven positions, namely the Head of Office, Parliamentary Adviser, Administrative Support and Registry Clerk, Executive Assistant to the Speaker; Personal Assistant to the Deputy Speaker; Community Liaison and Special Projects Officer; and Media and Communication Coordinator.

A videographer intern was appointed in the Office of the Speaker with effect from 1 November.

With the termination of office of the former Speaker, according to the Presiding Officer's Manual, the staff in the Office of the Speaker remained employed in the Office of the Speaker for one calendar month after the date of termination.

With the election of the new Speaker, the videographer intern was transferred to the Directorate: Public Engagement, Stakeholder Management and Communication Services section.

(3) **Presiding Officers' Manual**

During 2022 no amendments were made to the Presiding Officers' Manual since its adoption on 9 December 2021.

(4) **Speaker's Consultative Political Party Forum**

Speaker M Mngqasela established a multi-forum during 2019, which consisted of the leaders of all the parties represented in the House. The purpose of this forum was to discuss matters of common concern and to share experiences on a non-party-political basis. During 2022 the forum met on 25 January, 28 April and 25 May.

**VII. COMMITTEES**

(1) ***Chairpersons' Forum***

The Chairpersons' Forum held three meetings during the year. It met on 4 February, 5 April and 27 July where matters affecting portfolio committees generally were discussed.

Presentations were made on the budget split among committees, as well as the status of the budget spending patterns of committees, based on the oversight and accountability cycle planned for the year. The Forum deliberated on matters dealing with the breakdown of the status of the budget of the budget spending patterns of standing committees and the budget split of committees for 2022/23; feedback from the Secretary on the meeting with the Executive Committee, the senior management team, the Minister responsible for Finance and Economic Development and the Head of Department of Provincial Treasury regarding the budget of the WCPP; the upcoming international travel; presentation by the Secretary on how the work of the engine room of the WCPP integrates with the other aspects of the WCPP; upcoming international travel; and communication regarding sign-language interpretation services at committee meetings.

(2) ***Constitution of committees***

**Rules Committee**

**Members: 10**

DA (6)	ANC (2)	EFF (1)	GOOD (1)
Speaker (C) Schäfer, BA Maseko, LM Mackenzie, RD Baartman, DM Sileku, I* <b>Alternate Members</b> America, D Kaizer-Philander, WF	Lekker, PZ Sayed, MK  <b>Alternate Members</b> Lili, A Bakubaku-Vos, NG Dugmore, CM	Xego, M  <b>Alternate Member</b> Makamba-Botya, N	August, SN

**Programme Authority**

**Members: 10**

DA (6)	ANC (2)	EFF (1)	AL JAMA-AH (1)
Baartman, DM Maseko, LM* Bosman, G* Mackenzie, RD* Van der Westhuizen, AP Kaizer-Philander, WF <b>Alternate Members</b> America, D Schäfer, BA Fry, C* Murray, C* Plato, D*	Lekker, P Sayed, MK  <b>Alternate Member</b> Dugmore, CM	Xego, M  <b>Alternate Member</b> Makamba-Botya, N	Brinkhuis, K



**Public Accounts Committee**

**Members: 5**

DA (3)	ANC (1)	EFF (1)
America, D Maseko, LM Van der Westhuizen, AP <b>Alternate Members</b> Murray, C Kaizer-Philander, WF Bartman, DM Bosman, G Plato, D Mackenzie, RD Sileku, I* Fry, C	Mvimbi, LL (C)  <b>Alternate Members</b> Nkondlo, ND Smith, D	Xego, M  <b>Alternate Member</b> Makamba-Botya, N

**Parliamentary Oversight Committee**

**Members: 5**

DA (3)	ANC (1)	EFF (1)
Maseko, M (C) Bosman, G Plato, D* <b>Alternate Members</b> Mackenzie, RD Bartman, DM Sileku, I*	Sayed, MK  <b>Alternate Members</b> Lekker, PZ	Xego, M  <b>Alternate Members</b> Makamba-Botya, N

**Standing Committee on Health**

**Members: 5**

DA (3)	ANC (1)	EFF (1)
Kaizer-Philander, WF (C) Fry, C Plato, D <b>Alternate Members</b> Bartman, DM Bosman, G Schafer, BA	Windvogel, R  <b>Alternate Members</b> Lili, A Bakubaku-Vos, NG Bans, AP* Lekker, PZ*	Xego, M  <b>Alternate Member</b> Makamba-Botya, N

**Standing Committee on Education**

**Members: 5**

DA (3)	ANC (1)	EFF	ACDP (1)	AL JAMA-AH
Bartman, DM (C)* Fry, C* Plato, D* <b>Alternate Members</b> Bosman, G* 2022) Bosman, G* Kaizer-Philander, WF*	Sayed, MK  <b>Alternate Member</b> Kama, M	  <b>Alternate Member</b> Makamba-Botya, N	Christians, FC	  <b>Alternate Member</b> Brinkhuis, G

**Standing Committee on Social Development**

**Members: 5**

DA (3)	ANC (1)	EFF (1)
Plato, D (C) Fry, C Kaizer-Philander, WF <b>Alternate Members</b> Bosman, G Baartman, DM Schäfer, BA	Bakubaku-Vos, NG  <b>Alternate Members</b> Windvogel, R Lekker, PZ* Bans, A*	Makamba-Botya, N  <b>Alternate Member</b> Xego, M

**Standing Committee on Community Safety, Cultural Affairs and Sport**

**Members: 5**

DA (3)	ANC (1)	FF PLUS, ACDP	EFF, GOOD, AI JAMA-AH
Bosman, G (C) Baartman, DM Sileku, I*  <b>Alternate Members</b> Fry, C Mackenzie, RD Kaizer-Philander, WF Plato D Schäfer, BA	<b>Community Safety</b> Bans, AP <b>Cultural Affairs and Sport</b> Kama, M  <b>Alternate Members</b> <b>Community Safety</b> Lekker, PZ Windvogel, R Kama, M <b>Cultural Affairs and Sport</b> Windvogel, R Lekker, PZ Bans, A	<b>Cultural Affairs and Sport</b> Marais, PJ <b>Community Safety</b> Christians, FC	<b>Alternate Member</b> <b>Cultural Affairs and Sport</b> Brinkhuis, G Xego, M

**Standing Committee on the Premier and Constitutional Matters**

**Members: 5**

DA (3)	ANC (1)	EFF (1)
Fry, C* Kaizer-Philander, WF Baartman, DM <b>Alternate Members</b> Bosman, G* Plato, D	Dugmore, CM  <b>Alternate Member</b> Lekker, PZ	Xego, M  <b>Alternate Member</b> Makamba-Botya, N

**Standing Committee on Human Settlements**

**Members: 5**

DA (3)	ANC (1)	EFF, GOOD (1),
Maseko, LM (C) Sileku, I* Plato, D* <b>Alternate Members</b> Mackenzie, RD Murray, C* Schäfer, BA Van der Westhuizen, AP	Lili, A  <b>Alternate Members</b> Marran, P Smith, D Kama, M	August, SN  <b>Alternate Members</b> Makamba-Botya, N

**Standing Committee on Finance, Economic Opportunities and Tourism** (*Provincial Treasury, Economic Development and Tourism*)

**Members: 5**

DA (3)	ANC (1)	EFF
Mackenzie, RD* Murray, C* Van der Westhuizen, AP* <b>Alternate Members</b> America, A* Maseko, LM* Schäfer, BA*	Nkondlo, ND  <b>Alternate Members</b> Mvimbi, LL Bans, A	<b>Alternate Members</b> Makamba-Botya, N

**Standing Committee on Local Government** (*Local Government, Local Government Oversight and National Council of Provinces*)

**Members: 5**

DA (3)	ANC (1)	EFF (1), GOOD, FF PLUS
America, D (C) Maseko, LM Murray, C <b>Alternate Members</b> Mackenzie, RD* Schäfer, BA Sileku, I* Van der Westhuizen, AP	Dugmore, CM  <b>Alternate Members</b> Marran, P Lili, A	Makamba-Botya, N  <b>Alternate Member</b> Xego, M

**Standing Committee on Transport and Public Works**

**Members: 5**

DA (3)	ANC (1)	GOOD (1)
Mackenzie, RD* Sileku, I* Van der Westhuizen, AP <b>Alternate Members</b> America, D* Maseko, LM Murray, C	Mvimbi, LL  <b>Alternate Members</b> Nkondlo, ND Dugmore, CM	August, SN

**Standing Committee on Agriculture, Environmental Affairs and Development Planning**

**Members: 5**

DA (3)	ANC (1)	FF PLUS (1), Good (1)
America, D Murray, C* Van der Westhuizen, AP (C) <b>Alternate Members</b> Maseko, LM Mackenzie, RD Schäfer, BA Sileku, I*	Marran, P  <b>Alternate Members</b> Smith, D Lili, A	<b>Agriculture</b> Marais, PJ  <b>Environmental Affairs and Development Planning</b> August, SN

**Conduct Committee**

**Members: 5**

DA (3)	ANC (1)	EFF, AL JAMA-AH
Kaizer-Philander, WF (C) Baartman, DM Wenger, MM (until 15 May) America D, (wef 31 May) <b>Alternate Members</b> Bosman, G (wef 31 May) Allen, RI (until 15 May) America, D Maseko, LM	Lekker, PZ  <b>Alternate Members</b> Dugmore, CM (until 10 November) Bans, AP (wef 10 November)	Makamba-Botya, N (EFF) (wef 27 July)  <b>Alternate Members</b> Brinkhuis, G (AL JAMA-AH) (wef 27 July)

**Petitions Committee**

**Members: 5**

DA (3)	ANC (1)	EFF (1)
Plato, D (C) Fry, C* Kaizer-Philander, WF* <b>Alternate Members</b> Bosman, G Baartman, DM*	Sayed, KM  <b>Alternate Member</b> Kama, M	Makamba-Botya, N  <b>Alternate Member</b> Xego, M

**COVID-19 Ad-hoc Committee**

**Members: 14**

DA (7)	ANC (3)	EFF (1), GOOD (1), FF PLUS (1), ACDP (1)
Allen, RI America, D Baartman, DM Mitchell, DG Kaizer-Philander, WE VD Westhuizen, AP Wenger, MM (C) <b>Alternate Members</b> Botha, LJ Maseko LM McKenzie, RD	Dugmore, CM Lekker, PZ Windvogel, R  <b>Alternate Members</b> Sayed, MK Smith, D Nkondlo, ND	Christians, FC (ACDP) Marais, PJ (FF Plus) Herron, BN (GOOD) Xego, M (EFF)

**Budget Committee**

**Members: 5**

DA (3)	ANC (1)	AL JAMA-AH (1)
Baartman, DM (C) Mackenzie, RD Murray, C <b>Alternate Members</b> Plato, D Sileku, I* Fry, C Maseko, LM America, D Van der Westhuizen, AP Bosman, G Schäfer, BA	Mvimbi, LL  <b>Alternate Member</b> Nkondlo, ND	Brinkhuis, K

**Ad-hoc Committee – WCPP Seat allocation**

**Members: 15**

DA (8)	ANC (2)	EFF (1)	GOOD (1)	ACDP (1)	FF PLUS (1)	AI JAMA-AH (1)
Van der Westhuizen, AP <b>(C)</b> Murray, C* Mackenzie, RD Fry, C* America, D Plato, D Kaizer-Philander, WF Bosman, G <b>Alternate Members</b> Baartman, DM* Maseko, LM*	Lekker, PZ Sayed, MK  <b>Alternate Members</b> Marran, P Bans, AP	Makamba-Botya, N	August, SN	Christians, FC	Marais, PJ	Brinkhuis, K

(3) **Changes to membership of committees**

Certain changes to membership of committees were effected as indicated in the tables above marked with an asterisk (\*).

(4) **Committee Support**

The work expectations of the Committee Support section have been effectively met in the reporting period. A highlighted activity in 2022 was the international visit of the standing committees on Education and Social Development to Brazil. Standing committees have continued to uphold the constitutional functions of overseeing and holding the provincial executive to account and to facilitate public participation in its activities. The ongoing transition of committee meetings in the hybrid and remote-working formats have continued successfully, with an increased participation of in-person meetings.

The Parliamentary Programme also highlighted a successful rollout of the committee activities as part of the oversight cycle, including the Appropriation Bill process, the quarterly and annual reporting processes, the Adjustments Appropriation Bill process, as well as other oversight activities, including cluster visit weeks, oversight visits, briefings with respective government departments and ensuring that the vacancies of public entity boards were filled and the processes applied smoothly. The legislative process was dutifully administered by the respective committees, especially the initiating of legislation on the procedures related to the amending of money bills, as administered by the Budget Committee.

(5) **Statistics relating to committee activities**

The table below reflects the activities of the committees during the reporting period. (Statistics for the Rules Committee, the subcommittees of the Rules Committee, the Conduct Committee and the Chairpersons' Forum are excluded.)

Committee Activity	TOTAL
*Number of committee activities held	203
Number of public hearings held	74
Number of oversight visits undertaken	33
Number of cluster visits undertaken	4
Number of international visits undertaken	1

\* The number of committee activities recorded includes all the categories of committee activities, such as briefings by departments, public hearings, oversight visits, but excludes all conferences and the cluster visit week.

(6) **Report on activities per standing committee**

(i) **Standing Committee on Community Safety, Cultural Affairs and Sport**

In February the Committee discussed the annual reports for 2020/21 of the Department of Community Safety and the Western Cape Liquor Authority. Due to a dispute between the Department and the Auditor General, the annual reports were only referred to the Committee in early 2022.

The Committee also held a briefing on the independent investigative report into allegations of sexual misconduct levelled against Mr A Fritz, the former Minister of Community Safety in the Western Cape.

The Committee led the visits to the Paarl East South African Police Services (SAPS) and the Elands Bay SAPS during the cluster visit week. The visit to the Elands Bay SAPS focused on all police stations in the West Coast District Municipality. The Committee also spearheaded the meeting and tour at the West Coast District Sports Academy based at the Saldanha Bay Municipality Stadium. The visit week formed part of a pre-cursor to the State of the Province Address, also held in the West Coast District Municipality.

The Committee also interviewed and shortlisted persons for membership of the Governing Board of the Western Cape Liquor Authority for the new term of office.

The Committee participated in the cyclical March appropriations programme and deliberated on votes 4 and 13.

In May the Committee elected Hon G Bosman as its chairperson following the appointment of the previous chairperson, Hon RI Allen, to the position of Minister of Police Oversight and Community Safety. Hon Bosman's first meeting as chairperson was at a briefing by the Department of Community Safety and the City of Cape Town on the Law Enforcement Advancement Plan (LEAP).

In August the Committee conducted an oversight visit of the Cape Town Central Library. The American Corner is based at the library and formed part of the visit. Following these engagements, the Committee proceeded to a guided tour of the Nelson Mandela Legacy Exhibition at City Hall.

Also, in August the South African Police Service (SAPS) briefed the Committee on its firearms and ammunition destruction sites and processes.

In September the Committee led the oversight visits to the Plettenberg and KwaNokuthula SAPS stations, as well as the New Horizons Library. The Committee also

led the delegation at the Mossel Bay Joint Operation Centre (JOC), more accurately known as the Emergency Control Centre with Integrated Disaster Management.

In October the Committee was briefed by the National Police Commissioner and his team on the SAPS Police Station Capital Priority List. This meeting emanated from the oversight to the KwaNokuthula SAPS the previous week. The purpose was for the SAPS to brief the Committee on its plans to upgrade, maintain and/or rebuild police stations in the Western Cape.

The Committee conducted an oversight visit to the Robben Island Museum and was briefed by the Robben Island Museum Executive Council at the Nelson Mandela Gateway offices after the Island tour. Following these activities, the Department of Cultural Affairs and Sport briefed the Committee on the roles and responsibilities of the Council of Heritage Western Cape, as well as the shortlisting process. Less than a week later the Committee deliberated on the nominations and provided the Minister of Cultural Affairs and Sport with a shortlist from which she could appoint council members for the new term of office.

The Committee conducted its cyclical duties to discuss the 2021/22 annual reports of all the departments and entities that it oversees.

The Committee held a meeting with the National Police Commissioner, his senior officials and representatives from the Provisional SAPS on matters related to the SAPS Police Station Capital Priority List. This meeting was held after the Committee's oversight visit to various police stations in the province.

(ii) ***Standing Committee on Education***

In January the Western Cape Education Department (WCED) briefed the Committee on the number of unplaced learners for the 2022 academic year; the status of school readiness for the 2022 academic year; and the 2021 National Senior Certificate (NSC) results and the pass rate for the Western Cape.

In February the Department of Transport and Public Works (DTPW) and the WCED the Committee on the infrastructure of schools in the province. The Swartland Municipality was invited to provide input on schools in its region.

In March the Committee deliberated on Vote 5: Education in the Schedule to the Western Cape Appropriation Bill, 2022.

In May the Equal Education Law Centre (EELC) briefed the Committee on issues relating to learner admissions in the Western Cape. Furthermore, the Committee was briefed by the WCED on the Mathematics and Language Strategy and the aging of technical teachers in the schooling system and whether the WCED has a strategy to encourage young technical teachers to teach these subjects, together with training colleges for technical teachers regarding teaching learners in schools of skills and special needs schools.

From June to August the Committee conducted unannounced oversight visits at various schools across the province. In addition to observing schools that received 60% or less in their national senior results in 2021, Members got the chance to assess their practices. This included the following schools: the Athlone High School in Silvertown, the Spec Bona High School in Athlone, the Breedrivier High School in Worcester, and the Vusisizwe Secondary School in Zweletemba. The Committee also visited the Pinelands North Primary School in Pinelands and the West End Primary School in Mitchells Plain. The West End Primary School was nominated in the top 10 for the World's Best School Prize for Overcoming Adversity. As part of the Committee's oversight responsibilities, it conducted an oversight visit at the Alpine Primary School in Mitchells Plain and the eErica Primary School in Belhar.

In June the Committee was briefed by the WCED on the curriculum for the foundation phase, especially early childhood development (ECD).

In August the Committee was briefed by the WCED on the STEAMAC (Science, Technology, Engineering, Arts, Mathematics, Agriculture, and Coding) subjects offered in schools. The WCED also briefed the Committee on how it utilises data, the type of data and the contribution that the WCED is making to the National Data-driven District Project, if any, as part of the South African School Administration and Management System (SA-SAMS). At the end of August, the WCED briefed the Committee on the National School Nutrition Programme offered at schools in the Western Cape.

In September the Committee was part of the Social Cluster Visit Week to the Bitou municipal area. This included visits to the Bahia Formosa School and the Plett Pre-Primary School in Plettenberg Bay.

In October, the Committee deliberated on the Annual Report of the Western Cape Education Department for the 2021/22 financial year.

In November the Committee was briefed on the framework for early childhood development's conditional grant criteria, what the conditional grant may be spent on by provinces and how the grant relates with the other child-support grants. Another meaningful discussion took place with NGOs, such as Equal Education Law Centre, on the findings and recommendations of the EELC's report on the State of Inclusive Education in South Africa and Kwendalo on the Harmony Project, which is a unique learning philosophy and curriculum utilised at the Bahia Formosa School in Plettenberg Bay. The WCED briefed the Committee on inclusive education in public ordinary schools and the admission process for 2022.

(iii) ***Standing Committee on Agriculture, Environmental Affairs and Development Planning***

The Committee continued conducting most of its business by way of virtual meetings through MS Teams during the calendar year.

**Statutory requirements and current issues**

In terms of statutory requirements and legislation, particularly money bills, the Committee deliberated on Vote 9: Environmental Affairs and Development Planning and Vote 11: Agriculture in the Schedule to the Western Cape Appropriation Bill [B 2–2022]. The Committee concluded the year with deliberations on Vote 9: Environmental Affairs and Development Planning and Vote 11: Agriculture in the Schedule to the Western Cape Adjustments Appropriation Bill [B 3–2022].

In terms of NCOP bills, the Committee focused and concluded its processes on the Sectional Titles Amendment Bill [B 31B–2020] (NCOP) (s76) that was referred to it and submitted its Negotiating Mandate Report, as well as its Final Mandate Report, timeously for submission to the relevant NCOP Select Committee. This Amendment Bill was subsequently ratified by the House.

Current and regulatory matters that were also addressed by the Committee included the locust swarm situation in the Western Cape and the impact of the closing down of the Langeberg and Ashton Canning Company. The Committee also considered the legal framework in which a nature reserve, in this case the Driftsands Nature Reserve, could be de-proclaimed in terms of section 24(1)(b) of the National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003). Here the Committee considered the loss of biodiversity and the irreversible impact on ecosystem integrity due to the scale and nature of the rapid unlawful settlement in the reserve and recommended that the House supports the withdrawal of the proclamation of the Driftsands Nature Reserve.

The Committee also received regular updates from the Department of Environmental Affairs and Development Planning and CapeNature, as well as from the Department of



Agriculture and Casidra, on its quarterly performance where non-financial performance targets were evaluated and where performance indicators that were not achieved and/or partly achieved were reviewed. Similarly, the annual reports for the 2021/22 financial year of the Department of Agriculture and the Department of Environmental Affairs and Development Planning, as well as their respective entities, Casidra and CapeNature, were evaluated.

### **Cluster Visit Weeks**

The Committee, as part of the Service delivery cluster of committees, participated in two Cluster Visit Weeks that took place in the West Coast District in February and the Overberg District in September.

The West Coast visit included a visit to the Colenso Farm in Darling and to the Rocherpan Nature Reserve in Velddrif. Engagements with the farmer at the Colenso farm centred around the farmer's battle to obtain a lease agreement from the national Department of Agriculture, Land Reform and Rural Development and the support required from the Western Cape Department of Agriculture to ensure that he emerged as a successful farmer. The Committee was pleased that, after intervening and following up on resolutions, the issue of the lease agreement between the farmer and the Department of Agriculture, Land Reform and Rural Development was resolved. The visit to the Rocherpan Nature Reserve provided the delegation with an understanding of the biodiversity and conservation issues of the Rocherpan Nature Reserve and the marine protected area, the tourism and economic growth in the area, as well as community involvement and educational programmes being offered.

The Overberg District visit included a visit to the Sinobuntu Food Garden in Caledon and the Walker Bay Nature Reserve in De Kelders, Gansbaai. The purpose of the visit to the food garden was to engage with the Department of Agriculture, Casidra and members of the community as well as beneficiaries on several issues relating to food security. The purpose of the visit to the Walker Bay Nature Reserve was to engage with the community and beneficiaries of the Sour Fig Harvesting Project with specific reference to assisting small businesses to become sustainable. The Cluster B delegation also participated in a short hike to the Klipgat cave, accessible via the De Kelders gate at the Walker Bay Nature Reserve. The Committee also attended and participated in the meetings of the other committees within the cluster during the visit weeks.

The Committee conducted two oversight visits: Firstly, to the Southern Cape in June, where its focus was on the Department of Environmental Affairs and Development Planning's Biomass Projects and the Restore Eden Projects. The Committee also visited two farms that were enrolled in the Agricultural Producer and Support Development Programme of the Department of Agriculture, as well as the Department's Outeniqua Research Farm in George. Secondly, to the West Coast in September, where it visited the towns of Vredendal, Vanrynsdorp, Brand se Baai, Ebenhaeser, Papendorp and Strandfontein. This oversight visit was the result of numerous discussions at committee meetings where concerns were raised about mining activities along the West Coast and the potential environmental damage caused by these mining activities. Specific concerns related to the rehabilitation of the areas that were already mined and where responsibility resided. The visit proved insightful and produced many resolutions that will be followed up by the Committee.

The Committee focused on the Memorandum of Understanding between the Western Cape Department of Agriculture and the California Department of Food and Agriculture where the chairperson attended the signing ceremony of the agreement. The Committee resolved that, as the final responsibility for agricultural policy falls within the Western Cape Government and the WCPP's domains, it would endeavour to undertake an international study visit to the state of California to improve relations, to support the implementation of the agreement, to monitor the benefits to be gained, and to identify

possible amendments to existing policies and legislation. This international visit is scheduled for the 2023/24 financial year.

Waste management was another focus area for the Committee where the Western Cape Integrated Waste Management Plan, inclusive of waste generation, diversion, and disposal, as well as the state of municipal waste by-laws, was expanded upon by the Department of Environmental Affairs and Development Planning.

The Committee also expressed concern about the shift of the Elsenburg Agricultural Training Institute to the Department of Agriculture, Land Reform and Rural Development and received regular updates on this matter from the Department of Agriculture. The growth potential of towns in the Western Cape was also explored with a focus on the evidence needed to inform spatial planning and strategy to determine where investments should be prioritised in the Western Cape. Air Quality Management was another programme of the Department of Environmental Affairs and Development Planning that was focused on with specific reference to the monitoring of air quality, the effect of air quality on human health and the environment, the applicable legislation, law enforcement, air quality management systems, challenges and mitigation measures that are in place.

(iv) ***Standing Committee on Local Government***

With the lifting of various COVID-19 restrictions, 2022 started with a cluster oversight visit to the West Coast region during which the Langebaan Thusong Centre was visited. The Committee was reconstituted, and a new chairperson was elected. The Standing Committee concluded the quarter with the deliberation on Vote 14: Local Government in the Schedule to the Western Cape Appropriation Bill [B 2–2022] and the consideration and adoption of the Committee Report on Vote 14: Local Government in the Schedule to the Western Cape Appropriation Bill [B 2–2022].

The Committee was briefed by Adv A le Roux, Senior Legal Adviser, on the monitoring of local government by provincial standing committees, which was followed by a briefing by the Department on the status of induction and training of new councillors at municipalities and the roles and responsibilities of mayoral committee members and portfolios of chairpersons. During the meeting the Committee was introduced to the new chairperson of SALGA and was briefed on the induction programme for new councillors. The Committee also conducted an oversight visit to the Western Cape Disaster Management Centre during which Members were briefed on the operations of the Centre, fire-related disasters during the past year and the readiness for possible floods with a view to the winter season. The Committee was again reconstituted, and Mr D America was again elected as chairperson of the Committee.

The Committee was briefed by the Auditor-General on the Consolidated General Report on local government audit outcomes (MFMA 2020/21) with specific reference to the audit outcomes of the municipalities in the Western Cape and in particular the underperforming municipalities. The Committee received two further briefings by the Department of Local Government and the Provincial Treasury on the audit outcomes of the municipalities in the Western Cape for the 2020/21 financial year with specific reference to the underperforming municipalities and the corrective measures and support envisage to these municipalities. As part of their oversight responsibility, Cluster B conducted another cluster oversight visit to the Overberg region during which they visited the Heavenly Promise Safe House in Bredasdorp.

The Committee concluded the year with deliberations on the Annual Report of the Department of Local Government and Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation Bill [B 2–2022].

(v) ***Standing Committee on Transport and Public Works***

With the lifting of various COVID-19 restrictions, 2022 started with a cluster oversight visit to the West Coast region during which the delegation attended an Integrated Traffic Operation on the R27 and visited the Vredenburg Urban Renewal Project. Due to the reconstitution of the Standing Committee on Transport and Public Works, Mr D America was elected as the new chairperson of the Committee. The Standing Committee concluded the quarter with the deliberation and the adoption of the Committee Report on Vote 10: Transport and Public Works in the Schedule to the Western Cape Adjustments Appropriation Bill [B 1–2022]. The Committee also deliberated and adopted the Committee Report on Vote 10: Transport and Public Works in the Schedule to the Western Cape Adjustments Appropriation Bill [B 3–2022].

The Committee was briefed by the Department on its Fourth Quarterly Performance Report (January 2022–March 2022) and Expenditure Report for the same period, which was followed by a briefing on the Western Cape 2022 Easter weekend road safety statistics and the Road Safety Plan for 2022. The Western Cape Provincial Transport Infrastructure Bill [B 5–2021] was referred to the Committee and the Committee facilitated two public hearings on the Bill. The Committee also conducted an oversight visit to the George Integrated Transport Network (Go George), the Government Motor Transport Regional Hub in George and the Gene Louw Traffic College in Brackenfell. The Committee was again reconstituted, and Mr R Mackenzie was elected as the new chairperson of the Committee.

The Committee met with various stakeholders on the attacks on the public bus service after which the Committee had several meetings to consider the Western Cape Provincial Transport Infrastructure Bill [B 5–2021]. A meeting was also held at Sasol regarding the fuel additives that consumers add to their fuel to achieve better fuel efficiency. As part of their oversight responsibility, Cluster B conducted another cluster oversight visit to the Overberg region during which the Cluster visited the Villiersdorp replacement clinic, which is currently under construction, and the South Africa National Space Agency.

The Committee concluded the year with deliberations on the annual reports of the Department of Transport and Public Works and Government Motor Transport and Vote 10: Transport and Public Works in the Schedule to the Western Cape Adjustments Appropriation Bill [B 3–2022].

(vi) ***Standing Committee on Social Development***

In May the Standing Committee on Social Development was briefed by the Western Cape Regional Office of the South African Social Security Agency (SASSA) on the Social Relief of Distress (SRD) Grant.

In June the Standing Committee on Social Development and Standing Committee on Health conducted a joint visit week to the NGOs and health facilities in the Overberg region.

In September the Department of Social Development briefed the Committee on the funding of old-age homes in the province, with specific focus on rural areas. It was reported that, according to Statistics South Africa, the Western Cape has an estimated 770 847 persons who are 60 years and older in 2022, and 58% of this number are women. The number was projected to grow to 1 084 180 by 2031 and will almost triple to 2 044 461 by 2050.

In addition, in September, the Standing Committee on Social Development was part of the Social Cluster Visit Week that visited the Bitou municipal area. During the visit week, the Standing Committee on Social Development visited NGOs, namely Native Roots Shelter for the Homeless and Child Welfare South Africa in Plettenberg Bay.

Furthermore, the Children's Amendment Bill was referred to the Committee by the Speaker on Wednesday 7 September. On Wednesday 21 September the national Department of Social Development briefed the Committee on the Children's Amendment Bill [B 18B–2020]. The Committee conducted four public hearings on the Bill. The hearings were held in the metropolitan area, Worcester, Caledon, and George. All the hearings were well attended, and stakeholders gave input on the Bill. The Committee considered, deliberated, and supported the Children's Amendment Bill [B 18D–2020].

In October the Committee considered and deliberated on the Annual Report of the Department of Social Development. Stakeholders from various communities attended and gave input during the meeting.

In November the Committee considered and deliberated on Vote 7: Social Development in the Schedule to the Western Cape Adjustments Appropriation Bill [B 3–2022].

(vii) ***Standing Committee on Health***

Upon receiving the report on low vaccination uptake in some areas of the Western Cape from the Department of Health, the Standing Committees on Health resolved to conduct community stakeholder engagement in collaboration with the WCPP Public Engagement section in areas with a low COVID-19 vaccination rollout in the province. The first stakeholder engagement session was held in Mitchells Plain on Wednesday 15 June.

The purpose of the stakeholder engagement session was to engage and encourage the public to be vaccinated. The Committee invited the provincial Department of Health to attend and brief the public on the COVID-19 vaccination (with specific reference to Mitchells Plain), vaccination benefits and COVID-19 booster, and to respond to any questions of clarity posed by the public. In addition, a vaccination pop-up station was made available on site to allow members of the public to be vaccinated. The Committee also wanted to bring vaccination closer to the people.

In addition, in June, the Standing Committee on Social Development and the Standing Committee on Health conducted a joint visit week to the NGOs and health facilities in the Overberg region.

In August 2022 the Department of Health briefed the Committee on the name change of the Department of Health to the Department of Health and Wellness. Minister Mbombo indicated that the process for the name change did not happen overnight and said it was a journey that was long coming. The name change wanted to reflect where the Department was and what it was doing. The Department was trying to emphasise the aspect of well-being that includes psycho-social, emotional and physical wellness.

In addition, the Department of Health briefed the Committee on the integration of the City of Cape Town clinics into the Department of Health. The Committee was informed that the City's clinics provided personal primary health care (PPHC) services at 105 clinics in the Cape metropolitan area, of which shared services were offered in nine clinics. Members of community health forums attended the meeting and gave input during the meeting. Furthermore, the community health forums gave input on the integration of the City's clinics into the Department of Health. They raised concerns about the integration of the City's clinics into the provincial Department of Health. They indicated that the list of the clinics for amalgamation that had been presented to them was not the same as the one presented to the Standing Committee on Health.

In August the Standing Committee on Health conducted a visit to the Khayelitsha and Mitchells Plain district hospitals. The Committee resolved to visit the two district hospitals in the metropolitan area after various newspapers published pictures of patients sleeping on the floor and in chairs due to a shortage of beds at the Khayelitsha District Hospital, and media articles that alleged patient abuse and neglect at the Mitchells Plain District Hospital. The Committee visited the facilities to assess the service

pressure at these facilities, their capacity and to engage the management of the facilities on the reported allegations.

The Committee conducted oversight visits to the Lenteguur and Valkenberg psychiatric hospitals to understand better the causes of delays in the referral of psychiatric patients from the Khayelitsha and Mitchells Plain district hospitals and other health facilities across the province to these psychiatric hospitals. A shortage of bed space was identified as a major cause of delays in the referral system of psychiatric patients from health facilities to psychiatric facilities in the province.

The Committee was also briefed by the Department of Health on its mental health programmes. During the meeting the Committee was informed that social determinants, such as substance abuse and high unemployment, were the contributing factors to mental health in various communities in South Africa.

In October the Committee deliberated on the Annual Report of the Department of Health. Stakeholders from various communities attended and gave input during the meeting.

In November the Committee considered and deliberated on Vote 6: Health in the Schedule to the Western Cape Adjustments Appropriation Bill [B 3–2022].

(viii) ***Standing Committee on Human Settlements***

The Committee was able to engage with the Department and its entity, Cape Rental Housing Tribunal, on its annual reports.

An oversight visit was conducted to the Breedevallei Municipality's Transhex Housing Project. The Municipality briefed the Committee on the Beneficiary Data Base of the Transhex Housing Project, and the Department of Human Settlements provided the Committee with an update on the Project. After the presentation, the Committee was able to conduct a guided tour of the Transhex Housing Project and interacted with community members who have taken ownership of their units.

The fourth quarter commenced with an oversight visit to Simon Street and Strydom Street in Montagu. The Committee was able to engage with community members and the municipality on the strategies that will be implemented to correct the structural defects to the houses in Strydom and Simon streets. In addition to the actions above, the Committee also recommended that the Langeberg Municipality provide the residents of Strydom and Simon streets with acceptable ablution facilities and implement strategies to provide title deeds to the beneficiaries.

In a meeting that was held on 3 March 2021 the Committee resolved to visit the Bitou Municipality to discuss issues pertaining to the emergency housing building material intended to create temporary relocation for 71 households. The material was distributed by the national government to the Bitou Municipality after a fire that gutted over sixty homes in Kurland, Qolweni and Kwa-Nokuthula in June 2018. Stemming from that meeting, the Committee resolved to conduct an oversight visit to the project sites to observe the status of the newly constructed emergency alternative-building-material structures, allocated to areas determined by the Bitou municipal council. The Committee was able to engage with community members and requested that the ward councillors and the Bitou Municipality investigate the issues raised by the community members. The Committee, after the oversight visit, recommended that the Bitou Municipality provide the Kanshoek Temporary Relocation Area (TRA) occupants with appropriate ablution facilities that meet the Western Cape standards. In addition, the Committee recommended that the Municipality assess all TRAs falling under the emergency projects to ascertain whether the water and ablution facilities were appropriate and to submit a report to the Committee in this regard.

The Bitou meeting was followed by a visit to Garden Route, the Cape Winelands, and the Overberg regions, where the district municipalities and the Category B municipalities discussed the support provided to Category B municipalities. Further discussions were held on the status of the Housing Demand Database for the various towns that fall under each municipality, including how the Housing Demand Database aligns with the Provincial Housing Demand Database and how the municipality aligns its housing projects to the prioritised programmes for the prioritised beneficiaries as per the provincial housing policy. The Municipality was requested to discuss the challenges experienced since the inception of the housing projects and the housing business plans or projects in the pipeline, including projects that generate revenue, for example social housing. Discussions were held on the roles and responsibilities of mayoral committee members and the portfolios of chairpersons of housing in terms of housing projects.

The second quarter commenced with an oversight visit to the Central Karoo, where the District Municipality discussed the support provided to Category B municipalities. Further discussions were held on the status of the Housing Demand Database for the various towns that fall under each municipality, including how the Housing Demand Database aligns with the Provincial Housing Demand Database.

The Committee resolved to conduct an oversight visit to Oudtshoorn to observe the Bongoletu mud houses, De Rust, Power Houses and Smartie Town houses. The Committee was able to engage with community members. Discussions were held on the Municipality's plans to install toilets and sewer pipes in De Rust, the Municipality's plans to reduce the increase in the number of the informal settlements and its plans to fill key positions in the Municipality's Housing Department.

An oversight visit was conducted to Strydom and Simon streets to observe the status of the toilets and the condition of the houses. Due to the dilapidated condition of the houses in Strydom Street and the state of disrepair of the toilets, the Committee resolved to conduct a follow-up oversight visit to the area to observe the newly restored ablution facilities for the residents of Strydom and Simon streets. The Committee also received a briefing on the Municipality's Business Plan for the repair of the Strydom Street dwellings. The Department of Human Settlements (DOH) committed to assist the Langeberg Municipality by engaging with ASLA to include the Strydom Street and Simon Street housing projects as part of the Emergency Housing Project in the area. Funding to the value of R250 000 per unit was made available for the Strydom Street and Simon Street Housing Project by the DOH. The Municipality committed to providing technical assistance for the compilation of the Project Initiation Document (PID) and all other application requirements.

The Committee was able to engage with the DOH and its entity, the Western Cape Rental Housing Tribunal, on its annual reports. The DOH was engaged on Part A: General Information, Part B: Performance Information and Part D: Human Resource Management.

(ix) ***Standing Committee on the Premier and Constitutional Matters***

A change in membership of the Standing Committee on the Premier and Constitutional Matters took place in February. The Committee elected Ms L Botha as the chairperson of the Committee.

The Committee held two public hearings for the financial year, where the Department discussed its Annual Report in October and the Western Cape Adjustments Appropriation Bill [B 3–2022] in November.

During the term under review, the Committee was briefed by Department of the Premier on the following matters:

- The status of cyber security and broadband;

- 2021/22 third quarter performance (financial and non-financial);
- The progress and activities of the office of the Commissioner for Children; and
- The Annual Performance Plan and the status on the performance to date.

The Committee conducted an oversight visit to the Wi-Fi sites at the Centre of E-innovation (CE-I) office at 4 Dorp Street and Groote Schuur Hospital to assess the facilities and to get an overall impression of the status of the delivery of services, including challenges at the Wi-Fi sites.

In August, due to the change of membership as per ATC 87 of 2022, the Committee elected Mr Fry as the chairperson of the Committee. The Committee also invited the Public Service Commission to brief the Committee on the investigation reports submitted to the WCPP and Statistics South Africa on the status of the census in the Western Cape.

(x) ***Standing Committee on Finance, Economic Opportunities and Tourism***

The Committee met with several stakeholders on various matters of importance during 2022. The Committee was briefed by Transnet on the progress made in respect of the container backlog at the Port of Cape Town, the possibility of using the Belcon Station to transport containers to the Cape Town Container Terminal to eradicate the backlog, and the recent cyber security attacks on the ports. The Committee also met with the City of Cape Town on the Tourism Recovery Plan for Cape Town, the Department of Economic Development and Tourism on the Tourism Recovery Plan for the Western Cape, and mobile payment solutions (Yoco, Snapscan and Zapper) on the services offered to small, medium, and micro enterprises. The Committee was briefed on measures taken to attract the international film industry to the Western Cape, including remote working visas, electronic visas and the issuing of visas. The Airports Company of South Africa (ACSA) briefed the Committee on the delay in signing the bilateral air service agreement with Delta Air Lines to fly directly to South Africa, on the arrival and departure figures for Cape Town International Airport for the past three financial years, and an update on the expansion plans for the Cape Town International Airport, and the impact that the COVID-19 pandemic has had on these plans.

The Committee, in preparation for a booster tourism season, was briefed by provincial and national departments and entities on the province's readiness plan for the 2022/23 tourism season, the readiness of the Cape Town International Airport for an influx of tourists and plans to mitigate the jet fuel shortage, the processing of visas in preparation for the tourism season, and the measures taken to address the backlog in tourism operating licences.

The Committee deliberated on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Appropriation Bill [B 2-2022] in March. The Committee also deliberated on Vote 3 and Vote 12 in the Schedule to the Western Cape Adjustment Appropriations Bill [B 3-2022] in November.

In terms of oversight visits, the Committee visited the Cape Town Film Studios where it was given a tour of the location and sets and briefed on its successes, challenges and special projects. The Committee also visited the Cape Town International Airport where it was briefed on the arrival and departure figures for the Cape Town International Airport and was given an update on the expansion plans for the Airport.

The Committee, as part of the Service Delivery Cluster, embarked on two cluster visit weeks. The committee visited the! Khwa ttu Food from the Ancestors Experience and the Mykonos Casino in February. For the second Cluster Visit Week in September, the Committee visited the Caledon Casino and Lesedi Square (Ou Meule Municipal Booster Project).

In November the Committee interviewed candidates to fill a vacancy in the Western Cape Gambling and Racing Board. The Committee interviewed three candidates

and considered and adopted the report to the Minister on the recommendations of candidates to fill the vacancy in the Board.

The Copyright Amendment Bill [B 13D–2017] and the Performers' Protection Amendment Bill [B 24D–2016] were referred to the Committee in October and the Committee received a briefing on both bills in November, where it was resolved that the public participation process would commence in January.

The Committee deliberated on the 2021/22 Annual Report of the Department of Economic Development and Tourism and its entities: Wesgro, the Saldanha Bay Industrial Development Zone Licencing Company SOC Ltd and the Atlantis Special Economic Zone. The Committee also deliberated on the 2021/22 annual reports of the Provincial Treasury and its entity, the Western Cape Gambling and Racing Board.

(xi) **Public Accounts Committee**

During the first quarter of the 2022 calendar year, the Committee engaged the departments of Agriculture, Community Safety, Human Settlements, the Provincial Treasury, and their entities, on the contents of their annual reports for the 2021/22 financial year. From these meetings, the Public Accounts Committee (PAC) adopted various resolutions to be implemented by these departments and entities of the Western Cape Government.

The Committee was also briefed by the Department of the Premier, as well as the Provincial Treasury, on the status of the implementation of the Integrated Financial Management System (IFMS) piloting in the Western Cape; and the Provincial Treasury on the Red Ants Security Relocation and Eviction Services (Pty) Ltd matter, including the general sourcing and implementation of transversal departmental contracts that are utilised by the departments and entities of the Western Cape Government and the instruction notes that were issued by the National Treasury to government departments and entities of the Western Cape Government for the 2019/20 and 2020/21 financial years.

The Committee also engaged the Western Cape Education Department, including the Auditor-General of South Africa, on how the Department will deal with its 2020/21 audit outcome findings to mitigate a future recurrence.

The third quarter saw the Committee engage the 13 departments and their entities of the Western Cape Government on their annual reports of the 2021/22 financial year.

(xii) **Petitions Committee**

In July, the Committee undertook a fact-finding visit to Mossel Bay in respect of the two petitions from Klein Brak Rivier and Groot Brak Rivier in Mossel Bay.

(xiii) **Parliamentary Oversight Committee (POC)**

During the reporting period, the Committee conducted oversight over the second and third quarterly and financial performance reports of the WCPP for the 2021/22 financial year. In furtherance to this, the Committee conducted oversight over the establishment and function of the newly established Strategy and Institutional Oversight Directorate at the WCPP; how the WCPP conducts its public tours, including the process for inviting relevant stakeholders to participate in the business of the legislature; the institution's Annual Performance Plan for the 2022/23 financial year; feedback on whether GRAP 104 on financial instruments (revised) has been implemented; and feedback on any instructions issued in terms of section 37(6) and section 66(2) of the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA). The Committee also deliberated on Vote 2: Western Cape Provincial Parliament in the Schedule to the Western Cape Appropriation Bill [B 2–2022].



The Committee also executed a walkabout between the fourth and seventh floors of the WCPP precinct to examine the fire mitigating measures in place in case of a fire outbreak on each respective floor, including engaging the institution on the fourth quarterly performance and financial reports for the 2021/22 financial year (January to March).

The Parliamentary Oversight Committee also engaged the WCPP on the contents of its 2021/22 Annual Report; including the Schedule to Vote 2: Western Cape Provincial Parliament in the Schedule to the Western Cape Adjustments Appropriation Bill [B 3–2022].

(xiv) ***Ad-hoc Committee on COVID-19***

In March the Committee held its final engagement with stakeholders and the theme was “Protection of the vulnerable”. The Committee was briefed by the University of Cape Town’s Children’s Institute on 1 March. The purpose of the meeting was to assess the impact of the COVID-19 pandemic on children in the province.

In May, the Committee held its final meeting to adopt its final report on its activities, wherein the Committee resolved to conclude the tasks allocated to it by the Speaker.

(xv) ***Ad-hoc Committee on Tuberculosis***

The WCPP Ad-hoc Committee on TB was established on 30 September by the Speaker in accordance with Standing Rule 119(1)(b). The Committee consists of 15 Members appointed in accordance with Rule 120 of the Standing Rules, drawn from all political parties in the WCPP.

The purpose of the Ad-hoc Committee is to conduct oversight over the work of the provincial executive regarding its response to tuberculosis-related matters, including oversight over any provincial executive authority, any provincial department, any provincial organ of state and any provincial entity involved in activities dealing with TB-related matters.

The Committee held its first meeting on 7 October. The purpose of that meeting was to elect a chairperson of the Committee. On 2 December the Committee was briefed by the Global TB Caucus and the Western Cape TB Caucus on their activities.

(xvi) ***Budget Committee***

The Budget Committee held a five-day workshop from 17 to 21 January on the procedures to draft legislation to amend money bills. The Committee met with several stakeholders and requested information, such as research, presentations, and briefing material, as well as input from different parliaments across the world, government departments, entities, NGOs, and any other relevant stakeholders that have already implemented a Bill on such a matter, and/or have completed relevant research on this matter. The Committee adopted a report on this and made recommendations.

The WCPP briefed the Committee on the way forward for a draft Money Bills Amendment Procedure Bill in June.

During the reporting period, the Committee considered the following legislation:

- Western Cape Additional Adjustment Appropriation Bill (2021/22 financial year) [B 1–2022];
- Western Cape Appropriation Bill [B 2–2022];
- Division of Revenue Bill [B 6–2022] (NCOP);
- Division of Revenue Amendment Bill [B 22–2022]; and
- Western Cape Adjustments Appropriation Bill [B 3–2022].

The Committee also appreciated the annual recurring briefings namely:

- The Medium-Term Budget Policy Statement;
- The Provincial Economic Review and Outlook (PERO);
- The Municipal Economic Review and Outlook (MERO);
- The Financial and Fiscal Commission on the 2023/24 submissions for the division of revenue; and the overall provincial expenditure and non-financial reports on a quarterly basis that provided chairpersons and committee members with better insight into the respective standing committees;
- The Auditor-General of South Africa (AGSA) on the 2021/22 audit outcomes of the Public Finance Management Act, 1999 (Act 1 of 1999), for the Western Cape provincial departments and entities; and
- The 2021/22 annual report process pertaining to departments and entities of the provincial government of the Western Cape.

(xvii) ***Cluster visit weeks***

**Cluster A**

The Cluster A committees conducted two cluster visits weeks. The first Cluster Visit Week took place from 8 to 11 February in the West Coast. The following facilities were visited by the cluster delegation: Piketberg Clinic; Radie Kotze Hospital; Graafwater Special School; Elands Bay SAPS; Hanna Coetzee Clinic; Vredenburg Hospital; Vredenburg DSD Regional Office; Cape Access Centre in Paternoster; Western Cape District Academy; Saron (Roodezandt) Sekondêre Skool; and the SAPS Paarl East Police Station.

The second Cluster Visit Week took place from 26 to 30 September in the Bitou municipal area. The theme of the visit week was "Dignity". The following facilities were visited: Plettenberg Bay SAPS; Bitou Health Subdistrict; Bahia Formosa School; Native Roots Shelter for the homeless; KwaNokuthula Community Day Care Centre; KwaNokuthula SAPS; Kwanokuthula E-centre; Plett Pre-Primary School; Child Welfare South Africa in Plettenberg Bay; New Horizons Library and E-centre; and the Mossel Bay Joint Operations Centre.

**Cluster B**

The Cluster B committees conducted two cluster visits weeks. The first Cluster Visit Week took place from 8 to 11 February in the West Coast district. During the week meetings were held with municipalities and relevant stakeholders in Darling, Yzerfontein, Vredenburg, Langebaan and Velddrif.

The second Cluster Visit Week took place from 26 to 30 September to the Overberg District. The theme of the visit week was "Dignity". During the week meetings were held with municipalities and with relevant stakeholders in Villiersdorp, Caledon, Greyton, Bredasdorp, Hermanus and Walker Bay.

During both visit weeks representatives of the Western Cape provincial departments were also in attendance.

## VIII. SECURITY AND PRECINCT MANAGEMENT (OFFICE OF SERJEANT-AT-ARMS)

### (1) ***Memorandum of understanding with the Department of Community Safety***

The memorandum of understanding (MOU) makes provision for the DOCS to provide comprehensive security support at parliamentary activities, including at public education and outreach activities. The memorandum of understanding is being reviewed to include services such as Chrysalis support at the WCPP's reception areas and increased DOCS support at all WCPP events.

During the reporting period the DOCS provided security support at several external visits and public hearings, including the State of the Province Address, which was held in Veldrift in February 2022.

### (2) ***Service level agreement – WCPP and Department of Transport and Public Works (DTPW)***

The service level agreement (SLA) between the WCPP and the DTPW was signed on 12 October 2021.

The Serjeant-at-Arms unit and Logistical services is responsible for ensuring that the time frames and applicable clauses are reached by due date. For this purpose, a maintenance schedule forms part of the SLA for tracking purposes.

The approved first draft User Asset Management Plan was submitted to the DTPW in June 2022.

### (3) ***Establishment of the Integrated Safety and Security Forum (ISSF)***

The ISSF is a subforum of the Joint Planning Committee (JPC). The Serjeant-at-Arms is the Chairperson of the Forum and other role players are the security managers and senior security personnel of the Department of the Premier, the Provincial Treasury, the DTPW and the DOCS. The meeting, chaired by the Serjeant-at-Arms, is required to provide feedback to the JPC quarterly.

The main aim is to ensure security in the precincts at 7 and 15 Wale Street. During the reporting period the ISSF discussed the changes to the 7 Wale Street entrance, made input for COVID-19 compliance issues at the office and participated in the transversal Occupational Health and Safety (OHS) Committee.

The ISSF also arranged a fire drill in the building during March.

### (4) ***Occupational health and safety (OHS)***

The OHS Committee is comprised of seven members. During the reporting period the OHS Committee was responsible for the issue of personal protective equipment and continued to do regular OHS inspections in the Legislature building. The Serjeant-at-Arms presented a quarterly report at the extended management meeting of the WCPP. Nine officials of the WCPP were trained in first aid-level 1 and have been issued with competency certificates for First Aid-Level 1, during October 2022.

### (5) ***COVID-19***

The Serjeant-at-Arms continued with the chairing of the monthly COVID-19 task team meetings. The national alert levels fluctuated throughout the year. The task team deliberated on the return-to-work plans and made valuable input to ensure that WCPP comply with all COVID-19 regulations at the office. All cases of staff who were at the office at the time of contracting COVID-19 were reported to the DTPW for the required sanitisation of the specific work areas.

Towards the end of 2022, the Serjeant-at-Arms made recommendations to the Secretary of the WCPP, for the relaxation of COVID-19 measures and for full occupancy of venues. These recommendations were accepted, and the necessary changes were made.

(6) ***Critical Infrastructure / National key points (NKP) matters***

Due to the coronavirus pandemic most JPC meetings were held by means of MS Teams during 2022. The first in person meeting was held in October 2022.

The JPC also adopted the new terms of reference for the functioning of the JPC for the NKP. In addition, the JPC approved the new entrance design for 7 Wale Street.

The NKP annual evaluation, took place during August 2022 and the WCPP scored 97,6%. The JPC is looking at measures to improve the results and to achieve a 100% compliance with the Critical Infrastructure Protection Act.

(7) ***Business Continuity Management***

The Business Continuity Committee performed a Business Impact Analysis (BIA) in 2022. The business continuity coordinator held a BCP meeting with all role players where the BIA project was unpacked, and the BIA report was concluded towards the end of October 2022.

The Serjeant-at-Arms presented a quarterly Business Continuity Plan report at all the 2022, GOVCOM meetings. The main emerging threat for 2022 was the continuous loadshedding in the country and the impact it has on business and society in general.

**IX. REGISTRAR OF MEMBERS' INTERESTS**

(1) ***Confirmation of appointment of Registrar***

The appointment of the current Registrar of Members' Interests, Adv Peter Burgers, 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 was confirmed in the House on 26 November 2021 by motion of the then Deputy Chief Whip of the Majority Party, Hon DG Mitchell.

(2) ***Conduct Committee report on its operations and the efficiency of the Code of Conduct***

The Conduct Committee held ten meetings during 2022: on 25 February; 5 April; 11 May; 1 June; 8 June; 29 June; 9 November; 15 November; 30 November and 8 December.

The Registrar reported to the Conduct Committee that:

- 41 Members submitted their disclosure forms by the deadline of April 2022; and
- Three requests for access to the public part of the Register were received by the Register.

The Conduct Committee dealt with four alleged breaches of the Code. The Committee tabled its reports on 2 June and 7 December.

The Committee commenced the process to review the Code of Conduct during December.

**X. LEGAL MATTERS**

In 2022 the Legal Support unit (the unit) attended to the review of numerous service level agreements and memoranda of understanding with various service providers and other external stakeholders.

The unit also provided numerous advice to the Offices of the Secretary and the Speaker and provided advisory support to committees on bills and other legal matters, and to all line functions in the administration.

There were some matters of particular import in 2022, which are reported below:

(1) ***C Mogale and Others v Speaker of the National Assembly and Others (in the Constitutional Court of South Africa, case number CCT 72/22)***

The applicants in this matter challenged the public-involvement processes followed by Parliament and the provincial legislatures during the lawmaking process that resulted in the Traditional and Khoi-San Leadership Act, 2019.

The WCPP opposed the litigation and any assertion that the WCPP had failed to facilitate adequate public involvement during the WCPP's processes when it considered the relevant Bill.

As required by the Constitutional Court, the WCPP filed its answering papers in September. In its papers, the WCPP gave full particulars of its engagement with the Bill, focusing on the promotion of public involvement during this process.

In essence, it is the WCPP's contention that the WCPP acted reasonably in its facilitation of public involvement with due regard to timelines and resources.

At the time of this report, the parties awaited the court's further directives regarding the filing of heads of argument and set down for argument.

(2) ***A system for the amendment of money bills***

The unit has been extensively involved in the development of a system for the amendment of money bills for the Western Cape.

It is intended to give effect to section 120(3) of the Constitution of the Republic of South Africa, 1996. The Budget Committee expressed an interest in introducing a bill to give effect to these constitutional obligations.

In June the unit advised the Budget Committee on a project plan and an approach to dealing with the amendment of money bills in the Western Cape.

In September the unit, with the extensive assistance of the Committees section, produced various draft amendments to the Standing Rules of the Western Cape Provincial Parliament, with a focus on the review of the legislative process.

In October the unit, with the extensive assistance of the Committees section, produced a draft bill for the amendment of money bills in the Western Cape. It is expected for the project to continue in 2023.

(3) ***Increasing the number of seats of the WCPP***

A province that has a provincial constitution may determine the number of seats in the legislature of that province in that provincial constitution.

The Western Cape is the only province with its own constitution and, in 1997, determined the number of seats in its legislature as 42 seats.

The number of seats in the other provincial legislatures is determined by national legislation, in particular the Electoral Act, 1998.

The number of seats of the provincial legislatures has not been reconsidered or amended since the general election of 1999.

By means of the Electoral Laws Amendment Act, 2021, Parliament provided for the number of seats of provincial legislatures that do not have provincial constitutions to be reviewed for implementation after the 2024 general election.

In response to these anticipated changes in the number of seats of the other provincial legislatures, the WCPP commenced a process, through appointment of an ad-hoc committee, to make recommendations to the House regarding increasing the number of seats of the WCPP.

The unit provided advisory support throughout this process.

(4) ***Legal Compliance Framework***

In December 2021, in an Internal Audit Report on Legal and Regulatory Compliance for the WCPP, various recommendations for a formalised institutional legal compliance system were made.

Even though legal compliance is an institutional activity where compliance must be assured in all line functions, the unit was well placed to draft a framework for the WCPP. The framework was approved by the Secretary in May.

Among other things, it is intended for the framework to identify existing and emerging laws that the WCPP must comply with; ensure stakeholder awareness of relevant laws; provide for a register to record relevant laws; allocate responsibility for a system to monitor compliance with laws; identify the roles and responsibilities of various stakeholders.

(5) ***Loss of membership of the former Speaker***

On 28 November the WCPP received correspondence from a political party that the Speaker of the WCPP's membership of that political party has ceased with immediate effect.

The unit advised the WCPP on the legal implications of this correspondence, notably in respect of continuing oversight of the executive authority of the legislature, and in respect of fulfilment of the statutory functions of a speaker, and a speaker's functions in accordance with the Standing Rules.

On 9 December the WCPP was served with papers in the matter of M Mnqasela v Democratic Alliance and Others (in the Western Cape High Court, case number 21015/22).

In this urgent application, among other things, the former Speaker of the WCPP asked that the former Speaker's membership of the WCPP and occupancy of the office of the Speaker be reinstated.

The unit advised the WCPP on this litigation.

The application was argued on 15 December and was dismissed by the court for lack of urgency.

**XI. COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)**

(1) ***CPA Western Cape Branch annual general meeting***

The CPA Western Cape Branch Executive Committee met twice during 2022: 26 April; and 11 August. At the time of these meetings the following persons were members of the Executive Committee:

- Chairperson (ex officio) : Mr M Mnqasela
- Deputy Chairperson (ex officio) : Ms BA Schäfer
- Secretary (ex officio) : Mr R Adams
- Treasurer : Ms L J Botha
- Additional member : Mr G Bosman
- Additional member : Ms NG Bakubaku-Vos

The following items were on the agenda for the meetings:

26 April

CPA conferences:

- Society of Clerks-at-the-Table (SoCATT) Steering Committee meeting, 12 to 15 May 2022, Kigali, Rwanda;

- CPA Africa Region Conference, CWP, Africa Region Conference, and SoCATT AGM, 3 to 9 June 2022, Freetown, Sierra Leone; and
- Commonwealth Parliamentary Conference, CWP Conference, and SoCATT Canada, 20 to 26 August 2022, Halifax, Nova Scotia, Canada; and the CPA Benchmarking Exercise.

11 August 2023

- Notice of CPA conferences:
  - (a) CPA Residency Training (hosted by the WCPP in collaboration with the CPA); and
  - (b) CPC Canada, 20 to 26 August 2022, Halifax, Nova Scotia, Canada;
- CWP Report;
- Programme of action for the Branch:
  - (a) Report on the activities of the Regional Representatives 82nd CPA Africa Region; and
  - (b) CPA Residency Training Programme Report (Australia).

(2) ***52nd CPA Africa Regional Conference, Sierra Leone***

The 52nd CPA Africa Regional Conference took place in Freetown, Sierra Leone, from 3 to 9 June. This conference consisted of the main conference, and the meetings of the Commonwealth Women Parliamentarians (CWP) and the SoCATT. The convening of the conference was in accordance with article 16(3) of the CPA Africa Region constitution, which provides a platform for the executive committee and the secretariat to account for activities of the association.

The theme of the conference was “The role of African parliaments in building an inclusive society to counter growing insecurity in Africa”.

The conference afforded parliamentarians across the Africa region the opportunity to deliberate and process the governance work of the Executive Committee, which emanates from its subcommittees that include the Regional Representative Committee, Programme, Planning and Finance Subcommittee, as well as issues relating to the CWP. The conference also provided a platform for Members to share experiences on the following topics:

- Drawing lessons from the COVID-19 pandemic to build a strong foundation to tackle future pandemics;
- Mobilising regional and international coordination and cooperation in the fight against COVID-19;
- The role of parliaments in accelerating intra-African trade;
- Strengthening parliamentary visibility; parliamentary efforts in resource allocation for the purposes of executing its constitutional mandate;
- Evolving and adapting new strategies to increase women’s participation in politics; and
- Mentoring and empowering the youth in governance and leveraging information and technology for their employment.

The WCPP’s delegation consisted of Speaker M Mngasela, as delegation leader, Ms LM Maseko, Mr D America and Mr SN August, accompanied by the Secretary, Mr R Adams, and the Delegation Secretary, Mr A Patience (International Relations and Protocol Officer).

(3) ***65th Commonwealth Parliamentary Conference, Canada***

The 65th Commonwealth Parliamentary Conference (CPC) took place in Halifax, Nova Scotia, Canada, from 20 to 26 August. The conference brought together the Speakers, Members of Parliament and parliamentary staff representing the nine regions of the CPA, namely Africa, Asia, Australia, British Islands and Mediterranean, Canada, Caribbean, Americas and Atlantic, India, Pacific and South-East Asia. The CPA reaches the countries of the Commonwealth, as well

as national, state, provincial and territorial parliaments and legislatures, and brings together over 180 CPA branches of the association.

The theme of the conference was "Inclusive, accessible, accountable and strong parliaments: The cornerstone of democracy and essential for development".

The topics discussed at the workshops were:

- Remaining relevant in response to a pandemic: The role and responsibilities of parliaments;
- Role of parliaments in achieving sustainable development;
- A people's parliament: Accessibility through innovation;
- Access to assistive technologies: Implementation of standards across Commonwealth parliaments;
- Building gender-sensitive parliaments;
- Cyberbullying: Youth, trolling and mental health;
- The climate emergency: Are parliaments holding governments to account?

During the CPC there were several additional conferences and meetings, including the 38th CPA Small Branches Conference, the 7th triennial CWP Conference, the 65th CPA General Assembly, and meetings of the CPA Executive Committee and the SoCATT.

The General Assembly meeting also processed reports emanating from the Executive Committee meeting and presided over the filling of vacancies of the positions of chairperson of the CWP and chairperson of the Commonwealth Parliamentarians with Disabilities (CPwD) network.

The WCPP's delegation consisted of Speaker M Mngasela, Ms AP Bans and Mr AP van der Westhuizen, accompanied by the Secretary, Mr R Adams, and the Delegation Secretary, Mr A Patience (International Relations and Protocol Officer).

(4) ***Society-of-Clerks-at-the-table Africa Region***

SoCATT Africa Region was established in 1984 as an organ of the CPA Africa Region. The mandate of SoCATT Africa Region is to:

- Strengthen the administration of member legislatures;
- Enhance professional capacity of staff of member legislatures;
- Build cooperation, collaboration, commitment and understanding among member legislatures in the performance of their duties and responsibilities;
- Promote the interests of SoCATT Africa Region; and
- Create an environment of sharing good practices and information through enhanced communication and strengthening of coordination.

The affairs of the Society are managed by a Steering Committee, which accounts to the Annual General Meeting (AGM) of SoCATT and reports to the CPA Africa Region. The AGM is its highest decision-making body. Administratively, the Regional Secretariat supports the work of SoCATT Africa Region.

The Secretary to Provincial Parliament, Mr Romeo Adams, attended his first SoCATT Steering Committee meeting in Kigali, Rwanda, from 17 to 20 February, since being elected to the position of SoCATT South Subregional Representative in November 2021 for a three-year term.

The Secretary to Parliament, as the SoCATT Africa: South Subregional Representative, hosted a business meeting and workshop on e-parliament from 5 to 7 December. Officials from the technical and procedural sections of the South African provincial legislatures, as well as representatives from the parliaments of Namibia and Eswatini, participated in this three-day programme. Participants received presentations from experienced academics, as well as private- and public-sector experts. The outcome of this event was the establishment of



a blueprint for parliaments to use in striving to become fully fledged e-parliaments. The workshop and its associated expenditure were funded by the CPA Africa Secretariat, and secretariat support for the workshop was provided by the WCPP, South African Legislative Support Services and the CPA Regional Secretariat.

The annual SoCATT Professional Development Seminar took place from 1 to 6 August and was hosted by the Parliament of Namibia in Windhoek. The theme for the development seminar was "Re-engineering parliamentary serviced delivery: An opportunity to enhance and sustain the performance of parliaments".

In unpacking this theme, the following three thematic areas were focused on:

- Parliamentary procedures and ethics;
- Strategic planning and monitoring and evaluation in parliamentary settings; and
- Emerging human resource management and development in parliamentary settings.

These thematic areas are critical aspects of parliamentary service delivery as they embrace all the key stakeholders involved in parliamentary work, namely Members of Parliament, staff, the public and other stakeholders.

(5) ***CPA Secretariat Support of the SA CPA Delegation for 2022 CPA Region and International Conferences***

Each year one of the nine South African provincial legislatures provides secretariat support on a rotational basis to the South African delegation before and during the CPA regional and international conferences. Following a meeting on 8 February with the previous secretariat (North-West Provincial Legislature), the Legislative Sector Support issued a letter indicating that the secretariat support for 2022 would be the responsibility of the WCPP.

On 4 March the Secretary to the Provincial Parliament appointed the following officials to the secretariat task team:

- James Retief;
- Genevieve Accom;
- Zinzi Nikelo;
- Khayaletu Mkunzana;
- Tafseer Abbas;
- Achmat Patience; and
- Awongiwe Mtimkulu.

This secretariat support included collating all the branch and subbranch delegation personal details and travel and accommodation details and communicating these to the host branch and CPA headquarters, providing coordination before, during and after the event, providing on-the-ground support to all South African delegates and, importantly, providing daily reports to the SA delegation and drafting the final country report following the conclusion of each event.

The WCPP secretariat task team provided all this support for both the CPA Africa Region Conference in Sierra Leone, as well as the CPC in Canada, and was lauded by the South Africa delegation for the quality of support and indicated that the WCPP had set a new benchmark.

The CPA headquarters requested the WCPP to make a procedural officer available to participate in a Technical Assistance Programme (TAP) with the St Helena Legislative Council on the island of St Helena from 31 October to 4 November. Elected Members, portfolio directors, SHG officials and staff from the Legislative Council Office participated in the programme aimed at supporting and improving the capacity of the legislature.

## XII. STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES

The most significant project for this year was the secretariat support provided by the WCPP to the South African delegation participating in the 2022 Commonwealth Parliamentary Association activities.

A small task team was appointed by the Secretary to take responsibility for this onerous task. The first conference was the 52nd CPA Africa Region Conference held in Freetown, Sierra Leone. The CWP and SoCATT Africa conferences also formed part of this event.

Two members of the task team undertook an advance visit to Sierra Leone in April to survey the "lay of the land", as well as to meet with the host branch and to conduct inspections of the available accommodation, venues and other services. While not without its challenges, this advance visit certainly put the task team in a good position to be able to brief and advise the South African delegation on what to expect.

The task team was responsible for collecting all the personal and logistical details of each South African attendee and took responsibility for liaising with the host branch to secure the necessary official travel documents for everyone. These arrangements were further complicated by the country's COVID-19 requirements. However, a concerted effort was made by the task team and, together with a good working relationship with the host branch, this resulted in a well-organised and efficient coordination process.

The conference took place from 3 to 9 June and was attended by approximately 90 South Africans, making up almost a third of the 327 attendees. While the South African contingent was faced with many challenges, the task team was able to navigate these successfully and ensure a pleasant and hassle-free experience for the delegates and participants.

Following the Africa region conference, the task team focused its attentions on facilitating the participation of the South African delegation in the 62nd CPC hosted in Halifax, Canada. While the host branch was well equipped and organised, the country's COVID-19 travel requirements presented many challenges. Frequent delays and cancellations of flights frustrated the arrivals of the South African delegations in Halifax; however, once there, everything went smoothly.

The WCPP was congratulated for the way it had supported the South African delegations to both the Africa Region Conference and the CPC. The leader of the South African delegations, Hon Amos Masondo, also indicated that the WCPP secretariat task team had established a new benchmark for how this type of support should be rendered in future.

On 1 April the WCPP's Language Service unit was reorganised as part of refinements of the Functional Enhancement Project. The language services aspect of the unit, together with the relevant employees, was relocated to the Stakeholder Management and Communication Services section, while the interpreting services administration function was relocated to the Parliamentary Support Service section.

### (1) *International relations*

As part of the strategic directives identified for the sixth term of the WCPP, the institution aimed to establish meaningful and formal relationships with at least two foreign subnational legislatures.

Due to the impact of COVID-19 on international travel, the WCPP could only realise these targets during this calendar year. In May the WCPP entered its first formal relationship by concluding a memorandum of intention (MOI) with the Welsh Parliament. The agreement has already come to fruition in that the respective administrations of the WCPP and the Welsh Parliament have held engagements on the creation of a Western Cape Youth Parliament.

The second formal memorandum of intention was concluded with the Bavarian State Parliament in November. The Western Cape and the Free State of Bavaria have enjoyed a relationship going back more than two decades, during which time both governments have benefitted from joint projects and exchanges. At the beginning of November, a political

delegation, led by the President of the Bavarian State Parliament, visited the WCPP. Part of the programme for the visit included the two presiding officers entering a formal relationship to create an opportunity for the sharing of best practices and information between the two legislatures.

(i) ***Outgoing visits and international virtual conferences and webinars***

From 9 to 14 April two officials from the CPA secretariat task team undertook an advance visit to Sierra Leone. The purpose of this visit was to engage with the host parliament of the 52nd CPA Africa Region Conference, CWP Africa Region Conference as well as the SoCATT Africa Region annual general meeting, as well as to inspect the various venues, hotel accommodation, etc.

From 30 April to 12 May the WCPP undertook an official visit to the United Kingdom, which included engagements with the Welsh Parliament, the Scottish Parliament and the House of Commons. In addition, the delegation had engagements with organisations the WCPP has enjoyed longstanding relationships with, such as the Commonwealth Parliamentary Association, the Westminster Foundation for Democracy and the International Centre for Parliamentary Studies.

From 3 to 9 June the WCPP participated in the 52nd CPA Africa Regional Conference, CWP Africa Region Conference and the SoCATT Africa Region annual general meeting, which was hosted by the Parliament of Sierra Leone in Freetown. The secretariat task team provided support to the South African delegation for this conference. From 28 July to 6 August the WCPP participated in the, Annual Legislative Summit of the National Conference of State Legislatures (NCSL) in Denver, Colorado. While at the summit, the WCPP delegation had the opportunity to meet with the NCSL executive.

The annual SoCATT Professional Development Seminar was hosted by the Parliament of Namibia in Windhoek. The delegation of three officials participated in the programme from 1 to 6 August.

The 65th CPC was held in Halifax, Nova Scotia, Canada, from 20 to 26 August. The WCPP was requested to chair one of the workshops, the topic of which was "A people's parliament: Accessibility through innovation". During the workshop the WCPP was also requested to provide a demonstration of its innovative *Order!* board game.

The Africa Colloquium of Legal Counsels to Parliament held their biannual conference in Zanzibar, Tanzania, from 31 October to 4 November. Two officials from the WCPP participated in the programme.

(2) ***International training for Members***

On 21 July the Manager: Stakeholder Management and Communication Services (SMCS), with the assistance of the International Relations and Protocol Officer, conducted a virtual training session on international relations, protocol and etiquette with Members that had been identified to attend an international conference.

**Training for staff**

On 21 July the Manager: SMCS, with the assistance of the International Relations and Protocol Officer, conducted a virtual training session on international relations, protocol and etiquette with an official that had been identified to attend an international conference.

(3) ***Incoming visits***

The WCPP co-hosted the CPA Residency Programme from 24 to 28 October, with the CPA. The programme took place at The Westin Hotel and was attended by Members from 14 different legislatures from across the Commonwealth.

On 2 November the WCPP hosted a delegation from the Bavarian State Parliament, led by their President, Ms Ilse Aigner. During the visit, the Speaker of the WCPP and President of the Bavarian State Parliament signed a memorandum of intention between the two institutions.

(4) ***Cape Town Consular Corp Engagements***

On 17 February, following the Opening of Parliament and State of the Province Address, the Speaker and Deputy Speaker hosted a cocktail function for the Cape Town Consular Corps in the Hemel en Aarde Valley outside Hermanus. The event was attended by the Cape Town Consular Corp, as well as some representatives from the Pretoria Diplomatic Corp.

(5) ***Official opening and State of the Province Address***

This year's event took the form of a hybrid sitting with two physical venues. The WCPP successfully hosted the 2022 official opening and the State of the Province Address (SOPA) on 15 February in the Velddrif Town Hall in the Berg River municipal district and a secondary venue in the WCPP Chamber in Wale Street.

The event in Velddrif was attended by approximately 47 guests, including mayors, speakers from the Berg River, Saldanha, Matzikama, Swartland, Cederberg and West Coast municipalities, as well as business representatives from the Berg River region.

There were 11 guests in the WCPP Chamber. All the official proceedings were dispatched on time and the Premier was able to deliver his State of the Province Address without upset or delay.

**SOPA debate and reply of the Premier**

The debate on SOPA and the Premier's reply took place in the same venue as the opening and SOPA, the following day, 16 February.

(6) ***Tours***

As result of the COVID-19 pandemic, there were only four tours during the year. These included groups consisting of students from the University of Stellenbosch, students from the Heideveld Senior Secondary School, Rotary Club Adventures, as well as the Bring a Girl Child to Work initiative from the Office of the Premier.

(7) ***Corporate items and marketing***

This year focused on procuring new ranges corporate items, including knitted beanies, business card holders, branded wrapping paper and new high-end corporate items representing the heritage and industry of the Western Cape, as well as using local materials. In addition, the creation of a tolerance logo symbolising the values of the WCPP was included in the institutions marketing material and corporate identity. In addition, a retainer with a graphic design service allowed for the updating and modernisation of some of the institution's communications materials.

(8) ***Social media***

The WCPP has kept a consistent presence on its social media platforms. These platforms include Facebook, Twitter, Instagram and YouTube.

In 2022, 1 865 tweets were posted on the WCPP's Twitter page, 1 854 posts on Facebook were made and 211 events were livestreamed on the institution's YouTube channel.

(9) ***Website***

The website remains a crucial central point for sharing information with the public. Information on the website is often linked in social media messaging.

In 2022 the WCPP website masthead was updated to include the institution's tolerance logo. Improvements to navigation were also made, including one-click buttons to "What's On" and "Live", an important shortcut to navigation seeing that all the institution's meetings and sittings

are now streamed live. Another functionality added to the website was the "Interparliamentary Engagements" page that provides information of the institution's international engagements and activities.

(10) **Internal communication**

Internal communication through the institution's electronic internal communication channels has always been a priority to keep Members and personnel informed of developments and activities.

During 2022 the WCPP's electronic internal newsletter, *Legis-thetha*, was distributed bimonthly. IntraComm, the corporate internal email service, fulfilled an important role in keeping Members and employees informed about corporate matters. In total 178 communiques were distributed through this channel.

Another important internal communication tool for the institution is WhatsApp and information is regularly shared with Members and employees through this channel.

(11) **Media**

The media remains an important vehicle to relay information about the institution, its activities and public-participation processes. In 2022, 161 media alerts and releases were issued, the majority of which were to inform the media and public about standing committees meetings and sittings of the House. The Stakeholder Management and Communication Services section also responded to 18 media enquiries during 2022.

(12) **Publications**

During 2022 the following statutory publications were published: Annual Report 2021/22, the Annual Performance Plan 2022/23 and the Secretary's Report 2021. Educational material included a reprint of the Constitutional Booklets and, for marketing, a tent calendar for 2023 was printed.

### XIII. PUBLIC EDUCATION AND OUTREACH (PEO)

(1) **Key performance targets for 2020/21 financial year**

In this financial year Public Education and Outreach had four key performance targets. These are:

- **Number of public education initiatives implemented in accordance with an annual public education programme**

Public education initiatives are implemented in accordance with an approved annual education programme. An annual education programme identifies key focus and thematic area for public education to be implemented.

- **Launch of the Public Engagement Digital Platform**

The Digital Platform is being developed to facilitate interaction and engagement between stakeholders and Members of the WCPP.

- **Number of strategic partnerships established**

Strategic partnerships are aimed at enhancing effectiveness.

- **Number of reports on the implementation of the Thetha Nathi Programme**

The Thetha Nathi Programme is implemented to introduce the WCPP to the people of the Western Cape.

## Thetha Nathi

In this financial year two Thetha Nathi programmes have been scheduled in accordance with the Annual Performance Plan.

The first programme was facilitated in the Cape Winelands.

VENUES			
<b>Stellenbosch Municipality</b> 19 July 10:00–14:00 Eikestad Hall 89 Lang Road, Cloetesville	<b>Paarl–Drakenstein Municipality</b> 20 July 10:00–14:00 Paarl Town Hall 250 Main Road, Buitenverwagting	<b>Worcester, Breede Valley and Witzenberg municipalities</b> 21 July 10:00–14:00 Cumberland and Protea Hotel 2 Stockenstrom Street, Worcester	<b>Ashton Langeberg Municipality</b> 22 July 13:00–15:00 Ashton Town Hall 12 Swart Street, Ashton

The second programme was facilitated in the Overberg.

VENUES	
<b>Cape Agulhas Municipality</b> 21 November 10:00–14:00 Bredasdorp Thusong Centre, Long and Ou Meule Streets, Bredasdorp	<b>Swellendam Municipality</b> 22 November 10:00–14:00 Swellendam Town Hall Voortrekker Street, Swellendam

In both programmes the municipal leadership led by the executive mayors was present to lend support. Both programmes were a success and broadened public engagement.

### **Order!**

The WCPP has a board game that was developed as a learning aid by the Public Engagement team for use during WCPP workshops. It is called *Order!* Its contents are based on the contents of the WCPP's PEO Workbook. The target audience for the game is high school learners and young adults. It is also intended that the game can be given as a corporate gift and be put up for sale in the parliamentary Boutique.

The game itself is based on a combination of the concepts of 30 Seconds, Pictionary, and Trivial Pursuit. It is timed, so it is fast-paced and fun.

When the WCPP attended the Commonwealth Parliamentary Conference in Canada, *Order!* was showcased and demonstrated to the participants as a public education tool.

### **Public hearings and committee support**

Public Education and Outreach was requested to support public hearings and assistance was offered in the following public hearings:

#### **Public hearings on the Children's Amendment Bill [B 18B–2020] (NCOP), WCPP Standing Committee on Social Development**

The hearings were facilitated as follows:

10 October (metropolitan area);

13 October (Worcester);

19 October (Caledon); and

20 October (George).

The provincial officials from the Department of Social Department answered all service-delivery-related questions on the Bill. Stakeholders attended the public hearing and gave verbal submissions on the Bill during the public hearings.

The highlight was that the public hearings in Cape Town, Worcester, Caledon, and George were a resounding success. Attendance was significantly higher than before, and this was largely because of collaboration between Public Education and Outreach and the community development workers (CDWs) through the MOU the WCPP has with their office and the respective districts.

PEO supported the WCPP's Standing Committee on Health in conducting public engagements in areas with low COVID-19 vaccination rates across the province. The programme was aimed at engaging the public and encouraging them to be vaccinated.

The Committee had invited the provincial Department of Health to attend the public engagements and brief the public on the COVID-19 vaccination, vaccination benefits, COVID-19 booster and to answer any questions of clarity.

The first public engagement on COVID-19 vaccination was scheduled as follows:

Date: Wednesday 15 June

Time: 09:00–16:00

Venue: Rocklands Civic Centre, Park Avenue, Rocklands, Mitchells Plain, Cape Town.

PEO supported the programme with the mobilisation of participants, venue identification and venue securing. Local ward councillors attended the programme.

#### **Public Engagement Digital Online Platform - WCPP Engage 1.0**

The WCPP put out a tender for the development of the above-mentioned platform in a phased approach, hence the name. The tender evaluation process is currently underway and it is envisaged that a service provider will be appointed shortly.

#### **Translation of educational material**

The Public Education Workbook was translated into Afrikaans and Xhosa to be as inclusive as possible. While the workbook is in physical book form, the translated Afrikaans and Xhosa workbook versions are in electronic format and are available on the WCPP website. A further goal would be to make provision for people who are visually impaired.

#### **Digital workshops**

The WCPP, through PEO, has been planning to facilitate digital workshops as another avenue to expand its footprint. The plan was halted when COVID-19 struck, which ironically pressed the necessity for the digital workshops. The plan was resurrected after COVID-19 and, finally, on 31 October the PEO team finalised the video. The video will be segmented into a sequence of chapters as in the workbook and stakeholders will be able to download it and enjoy it from the comfort of their homes.

For 2022 we have facilitated a total number of 57 workshops. The table below lists the workshops per month:

FEBRUARY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Thetha Nathi: West Coast	1 February	Vredendal Sports Hall	Educational programme
2	Thetha Nathi: West Coast	2 February	Malmesbury Town Hall	Educational programme
3	Rhoda Foundation	2 February	Clanwilliam	Educational programme

FEBRUARY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
4	Thetha Nathi: West Coast	3 February	Langebaan Town Hall	Educational programme
5	Thetha Nathi: West Coast	4 February	Porterville NG Kerk	Educational programme
6	Vooruitsig Primary School, Darling	8 February	WCPP	Educational programme
7	Naphakade Primary School, Malmesbury	8 February	WCPP	Educational programme
8	Wesbank Secondary School, Malmesbury	10 February	WCPP	Educational programme
9	St. Michael's Primary School	11 February	St. Michael's Primary School	Educational programme

MARCH				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Concordia High School, Knysna	1 March	Knysna Lagoon Hotel	Educational programme
2	Boland College, Caledon Programme 1	1 March	Boland College, Caledon	Educational programme
3	Percy Mdala High School, Knysna	2 March	Knysna Lagoon Hotel	Educational programme
4	Murray High School, Plettenberg Bay	3 March	Plettenberg Bay Beacon Island Hotel	Educational programme
5	Boland College, Caledon Programme 2	3 March	Boland College, Caledon	Educational programme
6	Indwe High School, Mossel Bay	4 March	Mossel Bay Garden Court	Educational Programme
7	Thetha Nathi: Metro	17 March	Bellville Proteaville Community Hall	Educational Programme
8	Thetha Nathi: Metro	18 March	Bloubergstrand Town Hall	Educational Programme
9	Thetha Nathi: Metro	22 March	Mitchells Plain Portland Indoor Centre	Educational Programme
10	Thetha Nathi: Metro	23 March	Khayelitsha Thusong Centre	Educational Programme



APRIL				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Central Karoo Participants programme requested by Minister Fernandez, Programme 1	12 April	Laingsburg E-learning Centre	Educational programme
2	Central Karoo Participants programme requested by Minister Fernandez, Programme 2	13 April	Prince Albert E-learning Centre	Educational programme
3	False Bay TVET College Programme 1	21 April	Tokai Westlake False Bay TVET College	Educational programme
4	False Bay TVET College Programme 2	22 April	Tokai Westlake False Bay TVET College	Educational programme

MAY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	West Coast Youth Leadership Programme	17 May	Vredendal Sports Hall	Educational programme
2	Metro Youth Leadership Programme	21 May	Oudtshoorn	Educational programme

JUNE				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Youth Month Sector Programme	11 June	Paarl Manyano Centre	Youth Month Commemorative programme
2	SC Health Public Engagement Programme	15 June 2022	Rocklands Civic Centre	Standing Committee on Health Outreach Programme

JULY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Africa Unite with participants from Portland High School, Princeton High School, Gardens Commercial High School and Salt River High School, Cape Town	5 July	WCPP	Educational Programme
2	Africa Unite with participants from Bloekombos High School, Hector Peterson Senior Secondary School, Rosendal High School and Dr Nelson Mandela High School, Cape Town	6 July	WCPP	Educational Programme
3	Thetha Nathi: Cape Winelands	19 July	Stellenbosch Eike Hall	Educational Programme
4	Thetha Nathi: Cape Winelands	20 July	Paarl Town Hall	Educational Programme
5	Thetha Nathi: Cape Winelands	21 July	Worcester Cumberland Hotel and Conference Centre	Educational Programme
6	Thetha Nathi: Cape Winelands	22 July	Ashton Town Hall	Educational Programme
7	Minister Fernandez Constituency Programme with participants from Matjiesfontein Primary School in Central Karoo	29 July	Matjiesfontein Primary School Central Karoo	Mandela Day commemorative programme
8	Minister Fernandez Constituency Programme	30 July	Leeu Gamka Community Hall Central Karoo	Mandela Day commemorative programme
9	Mossel Bay participants	30 July	Diaz Strand Hotel	Mandela Day commemorative programme

AUGUST				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	University of the Western Cape as per the MOU between the WCPP and UWC	1 August	University of the Western Cape	Educational programme
2	Hon Windvogel Constituency Programme with participants from Swellendam	13 August	WCPP	Women's month commemorative programme
3	Khayelitsha Meals on Wheels Community Services	15 August	WCPP	Educational programme
4	Sinethemba Secondary School, Philippi, Cape Town	20 August	WCPP	Educational programme
5	Hope 4 Destiny participants from Delft and surrounding areas	22 August	WCPP	Educational programme
6	Khayelitsha Meals on Wheels Community Services	29 August	WCPP	Educational programme

SEPTEMBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Sigcawu Primary School, Crossroads in Nyanga, Cape Town	10 September	WCPP	Educational programme
2	Hope 4 Destiny participants from Delt and surrounding areas	12 September	WCPP	Heritage Month commemorative programme
3	Riviersonderend Community representatives from Overberg	19 September	WCPP	Heritage Month commemorative programme

OCTOBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Maree High School, Plettenberg Bay	4 October	WCPP	Educational programme
2	Mitchells Plain Housing Assembly	10 October	WCPP	Educational programme
3	Sakumlandela Secondary School	15 October	WCPP	Educational programme
4	City of Cape Town Junior City Council Leadership Programme 1	22 October	WCPP	Educational programme
5	City of Cape Town Junior City Council Leadership Programme 2	29 October	WCPP	Educational programme

NOVEMBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Breede Valley School of Skills programme as a request by the WCPP Hon Speaker	10 November	WCPP	Educational programme
2	Breede Valley School of Skills as a request by the WCPP Hon Speaker	14 November	WCPP	Educational programme
3	Thetha Nathi: Overberg	21 November	Bredasdorp Thusong centre	Educational programme
4	Thetha Nathi: Overberg	22 November	Swellendam	Educational programme

DECEMBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENAGEMENT
1	Kheth'impilo Aids Free Living, Cape Town	1 December	Delf	World Aids Day Commemorative programme
2	Mitchells Plain matriculants from various school in Cape Town as a request by Hon Member Mackenzie	2 December	WCPP	Educational programme
3	Mitchells Plain Seniors Club, Cape Town	6 December	WCPP	16 Days of Activism Programme

(2) **Communicating with stakeholders**

PEO continuously communicates with stakeholders, but the following are some of the highlights of programmes where communication was effected:

JUNE	
DATE	DESCRIPTION
15 June	Communicating with stakeholders to attend the WCPP's Standing Committee on Health in conducting public engagements in areas with low COVID-19 vaccination rollout across the province.

JULY	
DATE	DESCRIPTION
19 July	Communicating with stakeholders to attend Thetha Nathi Cape Winelands
20 July	Communicating with stakeholders to attend Thetha Nathi Cape Winelands
21 July	Communicating with stakeholders to attend Thetha Nathi Cape Winelands
22 July	Communicating with stakeholders to attend Thetha Nathi Cape Winelands

OCTOBER	
DATE	DESCRIPTION
10 October	Communicating with stakeholders to attend public hearings on the Children's Amendment Bill [B 18B-2020] (NCOP)
13 October	Communicating with stakeholders to attend public hearings on the Children's Amendment Bill [B 18B-2020] (NCOP)
19 October	Communicating with stakeholders to attend public hearings on the Children's Amendment Bill [B 18B-2020] (NCOP)
20 October	Communicating with stakeholders to attend public hearings on the Children's Amendment Bill [B 18B-2020] (NCOP)

NOVEMBER	
DATE	DESCRIPTION
21 November	Communicating with stakeholders to attend Thetha Nathi Overberg
22 November	Communicating with stakeholders to attend Thetha Nathi Overberg

#### XIV. STRATEGY AND INSTITUTIONAL OVERSIGHT

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

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

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

In line with this mandate, S&IO led a two-day strategy review and planning session from 25 to 26 July. It was attended by the WCPP management team (directors and managers), the presiding officers (Speaker and Deputy Speaker) and officials from the Directorate: S&IO.

The objectives of the session were:

- to achieve alignment between the executive and the extended senior management team;
- to assess the external factors (threats and opportunities) and identify internal organisational factors (strengths and weaknesses) facing the organisation;
- to identify any new or emerging priorities for execution in the areas of lawmaking, oversight and public participation, to the end of the Sixth Parliament;
- to generate insights in this regard for the purposes of updating and revising the five-year Strategic Plan, Annual Performance Plan 2023/24 and priorities, as required; and
- to explore digital transformation/leadership and culture and its implications for the WCPP.

Subsequently the Directorate led the further refinement of priorities, themes and key projects to the end of the term that emanated from the strategic session that would catalyse a progressive shift to a modern parliament. The next steps are to finalise a reporting framework for periodic reporting against key project milestones.

The Directorate continues to support the Directorate: Institutional Enablement with the implementation of the Digital Transformation Strategy. This aim of this strategy is to modernise the operating and business model for the WCPP (people, process and technology) and in return improve effectiveness and efficiency across the institution.

The Directorate contributed to the WCPP's budget submissions and engagement with the Provincial Treasury by providing support on strategic matters and alignment of those matters with budgeting. This alignment is critical as priorities, set out in the WCPP's Strategic Plan, require the necessary resource allocation.

During 2022 the Annual Performance Plan 2023/24 was prepared, following extensive consultation with line functions on priorities for inclusion, as well as technical refinements to the indicators and targets.

##### **Monitoring and evaluation**

S&IO leads organisational performance monitoring and evaluation to ensure compliance with statutory reporting mandates. It provides advice on recognised performance monitoring and reporting good practice, including methodologies and tools. In 2022 the Directorate worked towards improving the management of performance information for the purposes of accountability reporting. Future work will include the development of a Monitoring and Evaluation Policy and reporting standards.

On an annual basis, the Directorate conducts a Members Satisfaction Survey. The purpose of the survey is to assess Members' satisfaction with the administrative support service, with a view to identifying areas that require further strengthening or improvement. The second Members' Survey

for the strategic period was circulated to Members in February. The results of the 2021/22 survey showed that Members are on average 88% satisfied with the support services they received from the administration, which is above the 80% targeted level of satisfaction. Year-on-year improvement in administration services will be measured through the continuation of the annual Members' Surveys for the remainder of the strategic period.

Quarterly Performance Reports, a mid-year budget and performance assessment report and an annual report were tabled by the Executive Authority. The reports were referred to the POC in terms of Section 52 and Sections 54(1) and (2) of the FMPPLA. As part of actively building and strengthening relations with assurance bodies and ensuring cooperation and an amicable relationship between the WCPP and these bodies, the Directorate supported the Organisation's compliance with all reporting requirements and participates in engagements with the POC and Audit Committee on organisational performance matters.

#### **Policy coordination**

An additional competency of the Directorate, in tandem with Legal Services, is the management of institutional policies as part of a broader governance and compliance role. The Directorate worked toward ensuring the maintenance of a policy register, policy framework and provided general oversight with regard to policy development and compliance monitoring in the organisation.

Policy owners conducted policy compliance assessments to ensure the consistency of policy content, governance and application. This is a mechanism to ensure good corporate governance and uphold the integrity of the WCPP.

#### **Enterprise Risk Management (ERM)**

Based on the application of the ERM Strategy and Plan over the three quarters of the 2022/23 financial year, the WCPP's control, and performance environment has matured and improved based on the outcomes of assurance provider reports for the three quarters of 2022/23. Risk management has been incorporated into the planning and strategies of the WCPP, due to an increase in awareness of the concept of risk and uncertainty and providing a dedicated slot at the strategic planning session held during July and with the Senior Management Team to review current strategic risks, identify new strategic and emerging risks. The Governance Committee (GOVCOM) met to deliberate the strategic, operational and project risks that were outside the desired tolerance levels and recommended further actions to risk owners to reduce the risks within the desired tolerance range.

The extent of the WCPP's risk management maturity is measured annually by the GOVCOM, by conducting a maturity assessment based on the South African Legislature Sectors risk maturity model. This assessment was conducted in November. These outcomes of the assessment are used to input into the planning for the ERM Plan and Strategy for the 2023/24 financial year. The WCPP was able to introduce the concept of key risk indicators as part of the risk assessment methodology, which was reported to both the GOVCOM and the Audit Committee. There were three meetings held with the Audit Committee, where they were provided with a Quarterly ERM Report to execute their independent oversight mandate over the risk management system of the WCPP. The Audit Committee evaluates the risk management process in terms of quarterly progress against the annual ERM Strategy and Plan and the strategic, operational and project risks that the institution faces.

## **XV. FINANCIAL MANAGEMENT**

### **(1) Audit outcome**

The Audit Report for the 2021/22 financial year was issued during the reporting period and once again the WCPP achieved a clean audit. This has been the tenth consecutive clean audit outcome.

The Financial Compliance and Internal Control section plays an important liaison role between the WCPP and the office of the Auditor-General (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.

(2) **2021/22 audit process**

The 2021/22 audit process was not without its challenges; however, the WCPP continued to apply the lessons learnt from previous audit cycles in preparation for the audit. The application of these lessons has had demonstrable benefits for the institution as it experienced faster turnaround times in processing requests for information and improvements in the quality of information submitted. Overall, the institution also saw a major reduction in the number of audit findings. This had a positive impact on the relationship that the WCPP has with its auditors, and further demonstrates our commitment to good governance.

(3) **Declaration of Interest Policy**

The Declaration of Interest Policy, which previously applied to managers only, was extended to include all staff members. The purpose is to ensure that no conflict of interests exists with any of the service providers we do business with.

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

(4) **Annual financial statements**

The Financial and Management Accounting section prepared and submitted the annual financial statements (AFS) in accordance with the FMPPLA. The WCPP has also, as stated above, obtained a clean audit outcome for the 2021/22 financial year and this was an achievement in its own as the AFS was free from material misstatement and, as confirmed by the clean audit, a fair and accurate reflection of the financial affairs of the WCPP.

Interim financial statements are prepared quarterly and tabled at the Audit Committee, as well as in-year monitoring reports, which are also submitted to the Speaker and the Provincial Treasury.

(5) **Supply Chain and Asset Management (SC&AM)**

For the 2022 calendar year, three instances of fruitless and wasteful expenditure findings were recorded on the register as follows: Two instances of fruitless and wasteful expenditure covering interpreting services, which was not timeously cancelled with the respective service providers. The latter has since been transferred to Finance to institute recovery. The third instance is still under consideration.

The Accounting Officer's System (AOS) was reviewed and approved during October. SC&AM has prepared a draft policy because of the Constitutional Court outcome relating to the validity of the 2017 PPPFA Regulations.

The National Treasury has since issued "new" PPPFA Regulation 2022 (on 4 November 2022), which becomes effective on 16 January 2023. The latter would require an amendment to the AOS, as there no longer exist a lower threshold value for compliance with the PPPFA Regulations effective from 16 January 2023. The impact is that all procurement, except petty cash, must comply with the PPPFA Regulations.



(6) **Tender status**

During the reporting period the following tenders for the WCPP were initiated:

No	Bid number	Description	Closed	Tenders received	Awarded	Status	Value of contract
1	WCPPT 01/2022	Hansard	15 July	Gauteng Transcribers; Imvusa Trading 991CC; and Inlexso		BAC submission, Financial Compliance and Internal Control unit effecting compliance check.	Agreed price list within the budgeted parameters
2	WCPPT 02/2022	Cyber security managed services (data protection)	12 August	MR BACKUP		Awarded, SLA to be completed.	R1 053 050.60
3	WCPPT 03/2022	Cyber security MDR / SOC services	12 August	Dell Computer Pty LTD		Cancelled. Exceeds budget	
4	WCPPT 04/2022	Digital Online platform	15 November			BEC evaluation	

(7) **Maintenance services and support related to ERP**

A Service Level agreement (SLA) was concluded with T3T Technologies to ensure continuity and support for the finance module of the ERP. For continuity and support of the ERP system, insofar the Payroll and People are concerned, an SLA was entered into with XFOUR. Both vendors were appointed through SAGE in terms of the manufacturer's model of business partner appointments.

**XVI. INSTITUTIONAL ENABLEMENT**

(1) **Members Affairs**

(i) **Parliamentary Medical Aid Scheme (Parmed)**

All current Members are members of Parmed. In addition, the WCPP contributes to the medical aid by making monthly payments for thirteen retired MPPs and their beneficiaries.

(ii) **Nomination of Member Trustee on Political Office-Bearers Pension Fund**

The Member has remained unchanged. MPP Ricardo McKenzie fulfilled this role.

(iii) **Secretarial allowance payable to political parties**

The Members' Facilities Guide makes provision for a secretarial allowance for all parties. This allowance enables the parties to employ political support staff, equipment and the required infrastructure to perform their work. The total allowance is calculated based on the party's representation in the House.

Quarterly reports and audited financial statements are submitted to the Accounting Officer to account for how the secretarial allowance was spent. Based on these disclosure reports, the quarterly payment tranches are implemented.

(iv) ***Constituency allowance payable to political parties***

The Members' Facilities Guide makes provision for a constituency allowance for all party MPPs. This allowance enables the parties to do work in the various constituencies across the Western Cape Province. The total allowance is calculated based on the party's representation in the House. The total amount is managed by the party and may include special programmes, which focus on various commemorative days, the overall parliamentary mandate and the advancement of democracy within constituencies.

Quarterly reports and audited financial statements are submitted to the Accounting Officer to account for how the constituency allowance was spent. Based on these disclosure reports, the quarterly payment tranches are implemented.

(2) ***Implementation of Functional Enhancement***

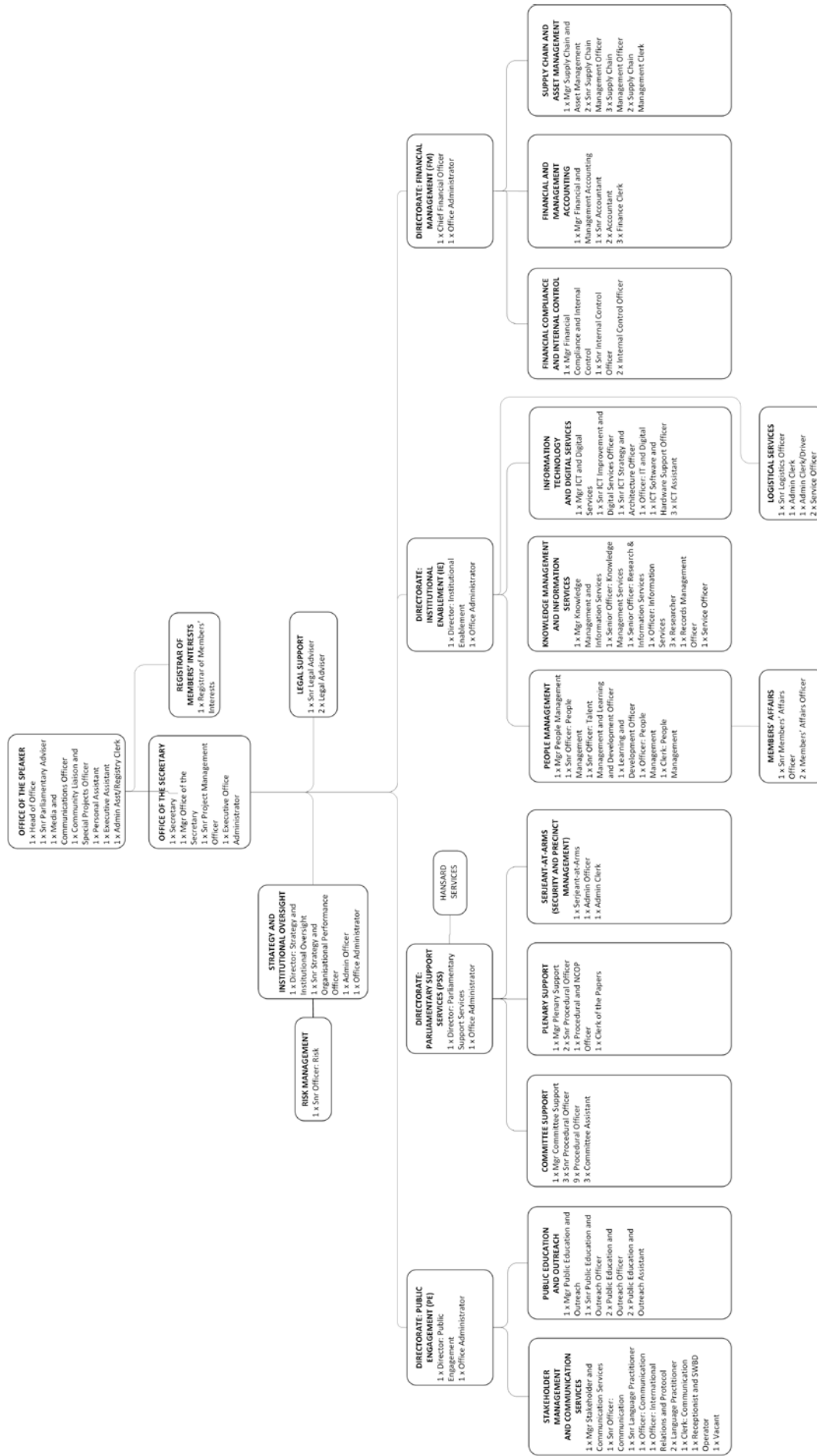
The Functional Enhancement Project has been fully implemented. The recruitment for various positions continued as required.

As part of a strategy to create learning opportunities for unemployed graduates, the WCPP appointed five interns. Three were appointed in the Research unit, one in ITDS and one in the Office of the Speaker.

Funds were made available through the secretarial allowance to the seven political parties to appoint interns in support of party research. The political parties report quarterly on how (and if) they have used these funds.

Other recruitments included the following: Talent Management Officer (external), NCOP Officer (external), Office Administrator Strategy and Institutional Oversight (external), Officer ICT (internal), ICT Assistant (external), Senior Research Officer (external), Manager Plenary Support Services (external), Senior Officer Knowledge Management (external), Senior Officer Strategy and Organisational Performance (external) and the Senior Project Officer (external on contract).

Organogram as at 31 December



(3) **Information Technology and Digital Services**

(i) **The SAGE 300 Project**

The Sage 300 Project implementation commenced. A Project Officer was appointed to oversee the project and to ensure that the requisite project methodologies and practices are implemented. The project is intended to be completed by the fourth quarter. The data migration process was assessed by Internal Audit and a "green report" was achieved, which signalled full compliance.

(ii) **ERP: Procurement Requisition Module**

The User Acceptance and Testing (UAT) phase of the project took place during this calendar year. However, new challenges emerged. These have since been attended to. It is expected that a final UAT will be conducted in the fourth quarter, whereafter training of users and go-live will commence.

(iii) **ERP: Document Management Enhancement**

This project runs in conjunction with the Procurement Requisition Module. The UAT phase of the project was conducted during this year. Some challenges were identified. It is expected that a final UAT will be conducted in the fourth quarter, whereafter training of users and go-live will commence.

(iv) **Custom Application: OPTaMes version 1.6.8**

Further customisation was affected to ensure that the system could provide an actual report that is a replica of the Quarterly Performance Report and Annual Report. Future enhancement of the OPTAMES system is being discussed from an integration perspective with the Directorate: Strategy and Institutional Oversight.

(v) **Microsoft: Office 365 migration**

The migration from an on-premises only server to the cloud was implemented. Part of the benefit has been a secure single sign-on for all users for the entire MS Office stack. While change management was initially an issue for some users, the ITDS team facilitated training and troubleshooting where required.

(vi) **Cybersecurity**

Through KnowB4 training and targeted phishing emails the strategy to sensitise users across the WCPP was deployed. This is an ongoing initiative to ensure that the concept of a "human firewall" is implemented. The Cybersecurity tender was advertised during the year and a service provider will be appointed in the fourth quarter. An Officer post has been earmarked to build internal capacity for our Cybersecurity focus. This position would be filled in the new financial year.

(4) **People Management**

(i) **Enterprise Resource Planning (ERP) system**

Implementation of the SAGE 300 Project commenced in August and is set for completion in early 2023.

(ii) **Employee Wellness Programme**

In recognition of the hybrid working model, employee wellness has focused on raising awareness of the importance of understanding the importance of establishing healthy boundaries to reduce stress and burnout.

Webinar topics such as "The importance of a growth mindset" and "Navigating multi-generational households" were further aimed at building the skills necessary to cope in a changed working model.

In keeping with the principle of having a holistic approach to employee wellness, webinars and flyer campaigns also focused on financial and physical well-being. During the reporting period, two on-site primary health care clinics were held.

Employees also continued to have access to professional counselling services throughout the year.

(iii) **Organisational structure**

The approved 2022/23 complement is 118. As of 31 December, the total staff complement was 106 employees (including the Registrar), comprised of 98 permanent employees and 8 fixed-term contract employees.

Careers24 continues to undertake (under contract) advertising and response handling services as part of the recruitment and selection process.

(iv) **Performance moderation**

The performance moderation process for 2021/22 was successfully completed. Based on the moderation, 81 employees qualified for pay progression.

(v) **Staff turnover**

The WCPP maintained an annual staff turnover of approximately 8,5 per cent. This threshold is below what would be regarded as a healthy churn for an organisation. While the Human Resources section cannot solely be responsible for staff turnover, measuring employee turnover can be helpful to the organisation to examine the reasons for turnover or to estimate the cost-to-hire for budget purposes.

(vi) **Disputes lodged**

During the reporting period two disputes were lodged. One matter has been settled while a date for further engagement is awaited regarding the other matter.

(vii) **Disciplinary matters**

During the reporting period one disciplinary enquiry was convened. The sanction was a final written warning coupled with mandatory rehabilitative therapy.

(viii) **Annual staff salary increase**

With effect from 1 April the salaries of staff were increased as follows:

Salary level	Percentage increase
A1 to B5	4,2%
C1 to C5	3,7%
D1 to D2	3,2%
D3 to D4	3,2%

(5) **Knowledge Management and Information Services (KMIS)**

Both vacant senior KMIS posts, namely the Senior Officer: Knowledge Management Services and the Senior Officer: Research and Service Information Services, were filled during February and April respectively. The filling of these posts has contributed to the enablement of the KMIS section to work in a more concerted and organised way to achieve planned 2022/23 KMIS APP targets. The appointment of the senior officers has contributed significantly to addressing Internal Audit findings and meeting the required compliance standards. Equally important, no further compliance issues have been identified or raised with management in the functional areas where the two seniors were appointed. This was primarily due to the senior officers constantly monitoring, supervising and reporting on daily operational tasks and activities as all the KMIS staff worked towards realising the objectives of the KMIS 2022/23 business

and operational plans. Notwithstanding the appointment of the two senior officers, KMIS is still experiencing significant staff capacity constraints due to the number and complexity of research requests received from the standing committees, as well as having to overcome the backlog in the disposal of terminated records.

There were constant engagement sessions between KMIS and ITDS during 2022 to guide the implementation of Knowledge Management 2022/23 APP objectives, such as the WCPP intranet portal, the development of an e-library portal and the upgrading of the electronic document and records management (EDRM) system. Progress was achieved in 2022 in all these areas: ITDS has started development of the WCPP'S intranet concept design; an e-book service was procured and the proposed upgrades and enhancement to WCPP's e-filing system has started.

(i) **Records Management**

Records Management is working tirelessly to implement processes and procedures to improve the compliance standards for Records Management across the organisation. This work is also being done in preparation for the Western Cape Archival and Records Services (WCARS) audit that is planned to take place during March 2023. During 2022, the WCARS approved the following WCPP information governance documentation:

- Records Management Policy;
- Records Management Procedure Manual;
- New 2022 File Plan; and
- Updated Records Control Schedule.

**Physical Records Management**

Retrospectively, the filing of the organisational records with the Registry has been very poor, with the Registry team embarking on a comprehensive project to open files for all back-dated physical documents stored across the organisation and to build an extensive inventory of all registry files. The complete inventory will date back to circa 1995 and includes two terminated file plans for which no records have been accessioned to the WCARS or disposed of as was required.

During the 2023/24 financial year, the Records Manager will submit the completed terminated records inventory schedule to WCARS to appraise all the closed records. Once the appraisal is complete, WCARS will be able to issue official destruction authorities that will allow ephemeral records on the Correspondence File Plan and Separate Series Case Files to be destroyed and for the selection of those records that need to be accessioned to the WCARS. The appraisal and allocation of the retention and destruction data will form critical data on the EDRM system for future automation of the lifecycle of the record.

The Registry embarked on several awareness engagement sessions during 2022 with all the WCPP business units to address the understanding of how to identify and utilise the file series numbers on documents. The corporate file plan underwent a new development during 2020/2021 to align it with a proper function-based file plan representing the organisation's functions instead of the organisational structure.

As part of the awareness engagements, each main series of the file plan was assessed with the respective business unit teams, and further amendments and additions were added. The Records Control Schedule underwent an upgrade, adding additional record categories to the list. During the next financial year, the Registry will visit each office to decant the terminated physical and ephemeral records. These records form part of the extensive records inventory currently being populated.

Records Management had several engagements with various role players in the organisation to obtain proper and suitable storage facilities for Registry, as well as archival records. The current physical records archival space will also require the

building of proper archival standard storage cabinets and the room will need to be made compliant for fire damage control. Records Management will continue these engagements until suitable registry and archival storage areas are allocated to RM and subsequent approval obtained from WCARS.

A new Records and Destruction Policy was drafted to ensure that WCPP records are adequately protected and maintained, and that both physical and electronic records are destroyed according to the retention periods assigned to the records. The new policy will aid employees in understanding their obligation to retain records, including social-media files, email, web files, text files, sound and movie files, PDF documents, and all Microsoft Office and other formatted documents.

The Records Retention and Destruction Committee (RRDC) will have its first inauguration meeting in 2023 to identify all the retention periods related to D-Records – these are records that hold a destruction period on them that can be approved by the organisation. WCARS has completed an appraisal on the 2003 terminated file plan identifying all A20 records, which are now due for accession to the archives. The RRDC will need to approve the destruction data on all records including the ephemeral documents. All A20 records will first be digitised before these are accessioned to WCARS.

A new filename convention and an organisational prefix on series numbers were introduced during the year to convey the necessity to institute a standard set of rules to apply to the titling of electronic business documents. The document file name and file plan series number form an important metadata element in all digital systems. It is, therefore, good practice to establish an organisation-wide file name convention to ensure that all electronic documents are equally retrievable by all users in the shortest possible time, especially as the volume of digital records grows.

Historically, the E-filing System built in early 2009/10 needed to be addressed. The software is now outdated and no longer supported by the manufacturer and cannot integrate with the now-deployed Microsoft Office 365 platform. A business-case requirements document was prepared to outline the intended investment and build phases over the next three-year MTEF period.

#### ***Electronic Document and Records Management (EDRM)***

The main goal of Electronic Document Management (EDM) implementation is to have a transparent content-sharing platform by breaking down siloed ways of working and making different and incongruent applications (for example web content management systems and records management systems) interoperable. The strategic value of EDM includes increasing decision-making capabilities, facilitating creativity, and enhancing the professional representation of the enterprise in the eyes of its stakeholders.

A future Records and Information Management (RIM) Framework will be introduced during the 2023/24 financial year as part of the information governance standards for records and information management in the organisation. Once the EDM system is upgraded and deployed, which includes new records management module, the corporate Records Management Policy and the Records Management Procedure Manual will be updated to reflect the new digitalised registry processes. The WCPP E-filing System is built on *OpenText Content Server 16* and is currently being upgraded from *Content Server 10.5*. The new deployment will improve the groundwork for transitioning to a fully compliant EDRM system for WCPP.

This upgrade will enable the E-filing System to integrate with Microsoft Office 365 and includes a new modernised smart user interface (UI) that allows for responsive design technology. The platform is designed once and can then be used on many channels and devices. The first phase started during the third quarter of the 2022/23 financial year. The rollout of core OpenText modules, called the ECM Foundation Pack, will include EDRM functions such as electronic document collaboration, Microsoft Office 365

integration, as well as a file tracking. The second phase of the rollout, planned for the first quarter of 2023/24 financial year, will focus on extending the records management capabilities. The third phase will focus on accelerating digital transformation by enabling enhanced functionality within Content Server 2016 to support future knowledge management maturing interventions in WCPP, such as introducing the first standardised government-wide thesaurus for the WCPP.

One of the key outcomes of above-mentioned E-filing enhancement is to ensure that all legacy records management file plans are configured on the EDRM system to classify and index the future digitisation of the Plenary and Committee Support legacy physical records, including the Hansard records and many other equally important physical records.

(ii) **Information Services**

**Research Services**

Research Services continued to provide traditional research support to committees, individual Members, as well as Exco. Besides cyclical research, the following are some of the research output completed during the reporting period:

- COVID-19 Benchmark Study (Institutional research);
- Affordable Housing in California (SC Human Settlements);
- Guidelines for Establishing a TB Caucus (SC Health);
- COVID-19 Statistics for South Africa and the Western Cape (COVID-19 Ad-hoc Committee);
- Constitutional Provisions Giving Rise to the Money Bills Amendment Procedures Act (Budget Committee);
- Case Studies on Universal Health Coverage (SC Health);
- Number of WCPP Parliamentary Seats (WCPP Seats Ad-hoc Committee);
- Case Studies on E-ports (SC Finance, Economic Opportunities and Tourism);
- Bavaria Profile for "twinning agreement" (Institutional research);
- E-government in Estonia (Member request); and
- TB Caucus: Stigmatisation and Contributing Factors (SC Health).

In addition to traditional research support, Research Services provided support to the Association of Public Accounts (APAC) by attending research briefings, collaborating on drafting a discussion paper on global institutions of public accounts, as well as drafting responses for Member's ahead of their conference in September.

Significant support was provided for the CPA events. Research Services assisted with drafting papers and speeches for the events, provided operational support and attended the two sessions in Sierra Leone (June) and Canada (August). In October Research and Information Services did a presentation on Information Sourcing and Analysis at the CPA members workshop in Cape Town, as well as aided committee staff presenting similar work at the CPA event in St Helena in November.

The unit assisted with the recruitment of three research interns as part of the institution's Youth Empowerment Initiative. Research interns are exposed to on-the-job training and operational tasks to ensure they receive support to build capacity and enhance their Curriculum vitae.

Lastly, support was provided for the SoCATT E-parliament Workshop in December where presentations were drafted for the institution and a co-presentation was done alongside the Director: Institutional Enablement.



### **Library Services**

All Members and staff continued to have access to applicable digital subscriptions, which includes JStor and Sabinet. The library continued to provide reference request services to Members, Exco and staff, as well as individualised training on electronic databases available. During the reporting period, a range of new book titles were also added to the library's comprehensive resource materials. The library also continued to provide reference request services to Members and Exco.

The library embarked on new developments, including the procurement of an e-book service, namely EBSCO HOST, which will be rolled out to all Members and staff during January 2023. The e-book service will offer access to multiple disciplines. The library also forms part of the institution's Modernisation Project, and the revamping of the physical library space has already started to make it a space for engagement. Further developments will take place in the new financial year.

### (iii) **Logistical Services**

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

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

Earlier this year, the Logistical Services team identified a few aspects that required some improvements so that processes are more efficient and effective. One of them was to digitalise the trip authorisation documentation, which has recently been completed with assistance from ITDS. This has made the authorisation process more efficient as staff members are now able to sign documentation from any location, thereby saving the WCPP travel costs and ensuring that documents are signed timeously.

The current printing-solution contract expires on 30 November. The National Treasury has advised that a new RT3 contract will only be communicated in April. Logistical Services was able to acquire a new printing solution at a significantly reduced rate until the new RT3 contract is released. The new printing solution will provide the additional functionality so that documents can be scanned and stored directly into the ERP Document Management System.

### **Transportation Services**

Logistical Services has proven to be an enabler to the WCPP and continues to provide its full range of services offered by the section, even during the COVID-19 pandemic. The section has safely transported Members and staff to offsite events and oversight visits with no incidents during the past year. In addition, staff were transported home when they worked afterhours at the WCPP and offsite.

### **Building Maintenance**

Logistical Services is responsible for building maintenance and has repaired and maintained aging and damaged infrastructure over the past year, ranging from plumbing, electrical, building and furniture.

We have engaged with the DTPW and external parties to improve turnaround times and streamline processes so that repairs and improvement have a quicker resolution time.

### **Fleet Management**

The section ensured that all vehicles assigned to the WCPP were serviced on time and repaired as required. Assistance was provided on many occasions to the VIP drivers and presiding officers when vehicles needed to be collected, relief vehicles provided and delivered to the presiding officers due their busy schedules. The section further engaged with parties to ensure that all trip authorities were approved prior to any trips being made. Two vehicles were refreshed.

GMT vehicle refresher training was made available to staff and VIP protectors in every quarter to ensure that drivers are familiar with processes and can respond to incidents.

### **Digital Office Solution**

The digital office solutions contract expired during the year. The National Treasury published a new RT3 contract in October. Logistical Services was able to acquire a short-term printing solution contract at a significantly reduced rate until the new RT3 contract was released. A new digital solution will be implemented in March 2023 and will provide additional functionality so that documents can be scanned and stored directly into the Enterprise Resource Planning Document Management System.

### **Vehicle Audit**

An audit process was conducted by Internal Audit in the second quarter, focusing on the management of government vehicles, which was completed in September. One minor aspect was identified for improvement and will be implemented well ahead of the deadline.

### **Hybrid work model**

Due to the hybrid model implemented at the WCPP to allow staff to work from home and at the office, there has been a significant increase in requests for:

- Daily casual parking;
- Deep cleaning of venues before and/or after every meeting; and
- Providing transportation to Members and staff for oversight visits and after-hour meetings.

### **Service Desk**

The Logistical Services team is in the process of drafting its service catalogue, which is planned to be implemented in the first quarter of 2023. This will establish a cooperative partnership between the Logistical Services section and its clients and stakeholders. It aims to ensure improvements in:

- identifying clear and consistent expectations;
- outlining agreed roles and responsibilities;
- delivering services that are measured, monitored, reported and reviewed for continuous improvement;
- providing a platform to enable changes in response to new technologies, client requirements and other opportunities; and
- striving for continuity of service, and providing mechanisms for resolving problems.



