

WESTERN CAPE PROVINCIAL PARLIAMENT



ANNUAL REPORT 2013/2014

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WESTERN CAPE PROVINCIAL PARLIAMENT



PART A GENERAL INFORMATION



Hons Mbulelo Ncedana, Zandisile Stali, Mark Wiley, Millicent Tingwe, Archiebold Figlan, Ms Genevieve Accom and Hon Mike Walters in Qingdao, Shandong Province, while on a study visit to the People's Republic of China in April 2013



Hon Millicent Tingwe with members of a Beijing opera chorus

1. GENERAL INFORMATION

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2. LIST OF ABBREVIATIONS/ACRONYMS

AO	Accounting Officer
ACDP	African Christian Democratic Party
ANC	African National Congress
AIDS	Acquired Immune Deficiency Syndrome
COPE	Congress of the People
DA	Democratic Alliance
D: ERM	Directorate Enterprise Risk Management
DoTP	Department of the Premier
ERM	Enterprise Risk Management
ERMCO	Enterprise Risk Management Committee
FMIP	Financial Management Improvement Plan
HDI	Historically Disadvantaged Individual
HIV	Human Immunodeficiency Virus
MOU	Memorandum of Understanding
NTPSRMF	National Treasury Public Sector Risk Management Framework
SAPS	South African Police Service
SOP	Standard Operating Procedure
PAA	Public Audit Act, 2004 (Act 25 of 2004)
PALAMA	Public Administration Leadership and Management Academy
VoIP	Voice over Internet Protocol
WCED	Western Cape Education Department
WCPP	Western Cape Provincial Parliament

3. FOREWORD BY THE SPEAKER



Sharna Fernandez
Speaker

I hereby table the annual report of the Western Cape Provincial Parliament for the 2013/14 financial year in terms of section 65(1)(a) of the Public Finance Management Act, 1999, as amended.

As the tabling of this report brings to an end reporting on the final year of the Fourth Parliament, I would like to highlight a few achievements over the past five years.

The Provincial Parliament experienced some challenges in the filling of vacancies which led to underspending in previous years, however, the recruitment process has accelerated significantly over the last two years. The Committee section, for example, is nearly fully capacitated and the Information Technology section has a full staff complement for the first time. This has definitely resulted in better service delivery for our clients.

In collaboration with the Legislative Support Programme and Public Administration Leadership and Management Academy (PALAMA), Members of the Provincial Parliament participated in a capacity building programme.

The Provincial Parliament has migrated to its own network and although this presented some challenges, the last few years has seen the network stabilise, resulting in improved internet and email services, including WiFi connectivity and access. The Provincial Parliament also provided Members with mobile technology in the form of tablet computers.

The development of the website has proved challenging for the Provincial Parliament, however, the new site went live at the end of the period under review.

Good corporate governance has always been a priority for the Provincial Parliament. We received clean audit reports for all of the previous years, with the exception of the 2011/12 financial year where the Provincial Parliament received an unqualified report with one financial and material finding on performance information. The Provincial Parliament has put control measures in place to deal with the financial finding and, in respect of the usefulness of

performance information, has continuously engaged with Provincial Treasury and the Auditor-General's Office to ensure the matter is addressed.


Safety at the legislature building is still one of our challenges; it has been given a more accordant approach by all stakeholders as required. Although certain measures were put in place, such as the installation of closed-circuit television cameras and more visible policing on the perimeter of the building, there are still serious challenges in terms of access to the building and security on the various floors and in the garages. The Provincial Parliament, in collaboration with all role players, will continue to address this as a matter of urgency.

As Speaker, I am committed to ensuring that the Provincial Parliament fulfils its constitutional obligations. The following strategic goals have guided the Provincial Parliament in this process:

- Procedural and related support to the House and its committees;
- Sound administrative support to Members and stakeholders;
- Corporate support to Members and staff; and
- Optimal involvement of stakeholders in our processes.

I am satisfied that the Provincial Parliament fulfilled all its constitutional responsibilities to the full during the year under review and am confident that a firm foundation has been laid for the new parliament to discharge its duties effectively and efficiently going forward.

A special word of thanks is extended to the previous Speaker, Thembekile Majola, for his leadership and Deputy Speaker Piet Pretorius for assisting the Speaker in the many and varied tasks of the office.



Sharna Fernandez
Speaker of the Western Cape Provincial Parliament

4. REPORT OF THE ACCOUNTING OFFICER



Royston G Hindley
Secretary/Accounting Officer

4.1 Overview of the operations of the Provincial Parliament:

The Provincial Parliament had a total of 59 programme performance indicators and a total of 61 planned targets for the 2013/14 financial year. The Provincial Parliament achieved 90% of its planned targets for the period under review. The following table lists the planned targets per programme and whether they were achieved or not. Reasons for deviation, if any, can be found in Part B – Programme Performance, of this report.

Programme	Number of programme performance indicators	Number of planned targets for 2013/14	Achieved	Not achieved	% Targets achieved
Programme 1: Administration	38	40	34	6	85%
Programme 2: Facilities for Members and Political Parties	7	7	7	-	100%
Programme 3: Parliamentary Services	14	14	14	-	100%
Total	59	61	55	6	90%

The 2013/14 financial year was one of the Provincial Parliament's best performing years of the parliamentary term. Of the 61 targets set out, 55 were achieved outright and 4 were partially achieved.

The Provincial Parliament's expenditure was at 99.8% of the budget for the 2013/14 financial year.

As at 31 March 2014, the Provincial Parliament had filled 94.3% of its funded positions, the highest figure in a long time. In particular, the Information Technology section was fully resourced for the first time.

Challenges however still remain and these include the security and the general maintenance of the building. The Provincial Parliament is working with its partners, the South African Police Service and the Department of Transport and Public Works, to best address these challenges.

4.2 Overview of the financial results of the Provincial Parliament:

4.2.1 Provincial Parliament's receipts

Provincial Parliament's Receipts	2013/2014			2012/2013		
	Estimate	Actual Amount Collected	(Over)/Under Collection	Estimate	Actual Amount Collected	(Over)/Under Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Sale of goods and services other than capital assets	4	43	(39)	4	51	(47)
Interest, dividends and rent on land	48	96	(48)	48	109	(61)
Sale of capital assets	-	21	(21)	-	16	(16)
Financial transactions in assets and liabilities	-	529	(529)	-	34	(34)
Total	52	689	(637)	52	210	(158)

Revenue collection in the Provincial Parliament is not significant and is limited to revenue received from parking, sale of meals to Members, sale of corporate gifts, commission on insurance, interest on bank account and the sale of old /redundant assets.

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

Members of the Provincial Parliament pay for meals prepared by the onsite catering service provider, which is another source of revenue. The Members' meals are charged as per the Members' Facilities Guide which is approved by the Rules Committee and the Speaker.

The Provincial Parliament also discloses revenue from interest received on the bank balance.

The Provincial Parliament identifies assets that have passed their useful lives, are damaged or redundant. During the 2013/14 year the Provincial Parliament offered these assets to Members and staff on an auction basis. The funds received from the sale of these items were also disclosed as a revenue source.

The Provincial Parliament's revenue is retained on approval by the Speaker.

The Provincial Parliament had two cases of bad debts which were written off. These two cases related to former Members' salary overpayments for which the pension and medical aid contributions could not be claimed from the debtors, despite numerous follow-up attempts during the debt collection process.

4.2.2 Programme Expenditure

Programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Programme 1: Administration	44 052	43 893	159	40 590	39 028	1 562
Programme 2: Facilities for Members and Political Parties	36 966	36 966	-	36 464	35 532	932
Programme 3: Parliamentary Services	22 263	22 263	-	18 673	16 487	2 186
Total	103 281	103 122	159	95 727	91 047	4 680

In the 2012/13 financial year there was under expenditure of R4 680 000. During the 2013/14 year, expenditure control and monitoring mechanisms were devised and implemented to monitor and interrogate current and projected expenditure with the aim of identifying early warning signs for over/under expenditure. This process proved successful in reducing underspending from R4 680 000 in 2012/13 to R159 000 in 2013/14.

Virements/roll overs

The Provincial Parliament had an under spending of R4 469 625 on the 2012/13 financial year budget and an amount of R3 068 350 was approved as roll-over for projects that were not completed in 2012/13.

Virements to the value of R1 780 000 were shifted from Programmes 1 and 2 to Programme 3, to provide for the additional expenditure incurred in respect of Hansard and Language services.

4.2.3 Supply Chain Management

No unsolicited bids were received or concluded for the 2013/14 financial year. The Supply Chain Management section, an integral part of the Office of the Chief Financial Officer, embarked on a process to ensure and cement good corporate governance in the institution. This was achieved by providing training and the implementation of a Supply Chain Management Manual. All parliamentary staff were invited to regular training sessions covering all aspects of the Supply Chain Management

Manual. In addition, a presentation covering and defining irregular expenditure was presented to all Supply Chain Management practitioners. To mitigate instances of irregular expenditure, an analysis of the cases was presented and checklists were developed to avoid a recurrence of these situations.

Challenges within the Supply Chain Management Section relate mainly to human resource capacity and the evolving nature of the discipline. Given that Supply Chain Management is a focus area, continuous training and separation of duties is required.

4.2.4 Gifts and donations received in kind from non-related parties

There were no material (more than R500) gifts or donations received in kind from non-related parties during the 2013/14 financial year.

4.2.5 Exemptions and deviations received from the National Treasury

No exemptions from the Public Finance Management Act, 1999 (Act 1 of 1999 as amended), nor deviations from the financial reporting requirements, were received for the current and/or previous financial years.

4.2.6 Events after the reporting date

There were no significant/material events that occurred after financial year end to the date of approval of the Annual Financial Statements.

4.2.7 Compliance with 30 day payments

For the 2013/14 financial year the Provincial Parliament had, on average, settled all creditors within four days of receipt of invoice. This was an improvement on the average of five days during the previous year.


However, 15 instances, to the accumulated value of R446 000, were identified as payments settled in excess of 30 days during then 2013/14 financial year. The majority of these cases related to the process of liaising with service providers in order to obtain clarity and resolution on invoice amounts and service discrepancies.

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

4.2.8 Acknowledgement/s or Appreciation

To the previous Speaker, Thembekile Majola, and Members of the Provincial Parliament, I wish to extend my gratitude and thanks for your support during the year.

I also would like to extend my thanks to all the staff of the Provincial Parliament for their continued hard work in making this institution run smoothly.



Royston G Hindley
Accounting Officer of the Western Cape Provincial Parliament
Date: 30 May 2014

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

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

- All information and amounts disclosed throughout the annual report are consistent,
- The annual report is complete, accurate and is free from any omissions,
- The annual report has been prepared, where applicable to the Provincial Parliament, in accordance with the guidelines issued by National Treasury,
- The Annual Financial Statements (Part E) have been prepared in accordance with the modified cash standard and the relevant frameworks and guidelines issued by National Treasury,
- The Accounting Officer is responsible for the preparation of the Annual Financial Statements and for the judgements made in this information,
- The Accounting Officer is responsible for establishing and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements, and
- External auditors are engaged to express an independent opinion on the annual financial statements.

In my opinion, the annual report fairly reflects the operations, performance information, human resources information, and the financial affairs of the Provincial Parliament for the financial year ended 31 March 2014.



Royston G Hindley
Accounting Officer of the Western Cape Provincial Parliament
Date: 30 May 2014

6. STRATEGIC OVERVIEW

6.1 Vision

A modern parliament serving the people of the Western Cape in accordance with the principles of an open opportunity society, promoting excellence, individual choice, dignity and responsibility.

6.2 Mission

The Western Cape Provincial Parliament is an institution committed to providing quality procedural and administrative support to enable Members to fulfil their constitutional functions and to facilitate public involvement in its activities.

6.3 Values

In striving for service excellence and best practice the administration subscribes to the following values:

Transparency

As an institution that represents the interests of the people of the Western Cape, the Provincial Parliament will be transparent in its operations and records.

Integrity

The Provincial Parliament strives towards integrity in its processes, systems, conduct and dealings with all stakeholders, both internal and external.

Professionalism

The Provincial Parliament strives towards efficiency of operations, informed decision making and a general professional attitude by providing advice and services of a high quality.

Impartiality

The Provincial Parliament will seek to retain an impartial approach to conducting its business by being non-partisan.

Efficiency

The Provincial Parliament seeks to ensure that it renders an efficient service by utilising resources responsibly and cost effectively.

Accountability

The Provincial Parliament is committed to conducting its business in such a manner that it can report regularly, openly and comprehensively to stakeholders on all aspects of its activities.

Respect

In the pursuit of its business, the Provincial Parliament treats all people with respect and courtesy.

Equality

The Provincial Parliament seeks to serve the people of the Western Cape equally, while entrenching equality in every process and activity.

7. LEGISLATIVE AND OTHER MANDATES

7.1 Constitutional mandates

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

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

The Provincial Parliament is established in terms of Chapter 6 of the Constitution of the Republic of South Africa, 1996, herein after referred to as the Constitution, read together with Chapter 3 of the Constitution of the Western Cape, 1997.

(a) *Section 114(1) of the Constitution confers the power to make laws on provincial legislatures.*

The Standing Rules of the Western Cape Provincial Parliament (February 2014) articulate the role of committees and of the House in the legislative process.

(b) *Section 114(2) of the Constitution provides that legislatures must provide for mechanisms–*

- *to ensure that all provincial executive organs of state are accountable to it; and*
- *to maintain oversight of the exercise of provincial executive authority in the province, including the implementation of legislation, and over any provincial organ of state.*

(c) *Section 116(1) provides that legislatures may determine and control their internal arrangements, proceedings and procedures and may make rules and orders concerning its business with due regard to representative and participatory democracy, accountability, transparency and public involvement.*

The Provincial Parliament has structures in place that deal with its internal arrangements and proceedings as provided for in the *Standing Rules*.

The Standing Rules of the Western Cape Provincial Parliament provide for several mechanisms of oversight. These include questions to the Premier without notice, questions for oral and written reply, interpellations, and so forth. Similarly, the standing rules makes provision for the powers of committees to perform oversight.

(d) *Section 115 provides, inter alia, for legislatures to summon any person to appear before it and to give evidence; to require any person or provincial institution to report to it; and to receive petitions, representations or submissions from any interested persons or institutions.*

The Western Cape Witnesses Act, 2006 (Act 2 of 2006), further articulates this power. In similar vein, the Western Cape Petitions Act, 2006 (Act 3 of 2006) expresses the framework for the receipt and processing of petitions.

(e) *Section 117 elaborates on the privileges and immunities that members of a provincial legislature enjoy. This section provides further that salaries, allowances and benefits payable to members of a provincial legislature are a direct charge against the Provincial Revenue Fund.*

Manual. In addition, a presentation covering and defining irregular expenditure was presented to all Supply Chain Management practitioners. To mitigate instances of irregular expenditure, an analysis of the cases was presented and checklists were developed to avoid a recurrence of these situations.

Challenges within the Supply Chain Management Section relate mainly to human resource capacity and the evolving nature of the discipline. Given that Supply Chain Management is a focus area, continuous training and separation of duties is required.

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There were no material (more than R500) gifts or donations received in kind from non-related parties during the 2013/14 financial year.

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However, 15 instances, to the accumulated value of R446 000, were identified as payments settled in excess of 30 days during then 2013/14 financial year. The majority of these cases related to the process of liaising with service providers in order to obtain clarity and resolution on invoice amounts and service discrepancies.

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

(vi) Western Cape Witnesses Act, 2006 (Act 2 of 2006)

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

(vii) Western Cape Petitions Act, 2006 (Act 3 of 2006)

This Act provides for the public to petition the Western Cape Provincial Parliament and for the processing of petitions by the Provincial Parliament.

(viii) Independent Commission for the Remuneration of Public Office-bearers Act, 1997 (Act 92 of 1997)

This Act provides for the establishment of a commission to make recommendations concerning the salaries, allowances and benefits of public office-bearers, including those of members of provincial legislatures.

(ix) Remuneration of Public Office-bearers Act, 1998 (Act 20 of 1998)

This Act provides a framework for the determination of salaries and allowances, including those of members of provincial legislatures.

(x) National Council of Provinces (Permanent Delegates Vacancies) Act, 1997 (Act 17 of 1997)

This Act makes provision for the filling of vacancies among the permanent delegates to the National Council of Provinces.

(xi) Determination of Delegates (National Council of Provinces) Act, 1998 (Act 69 of 1998)

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

(xii) Members of the Western Cape Provincial Parliament Code of Conduct Act, 2002

This Act gives effect to section 27 of the provincial Constitution, by providing for a code of conduct governing the conduct of members of the Provincial Parliament. It is noted that the Code of Conduct for Members, 2003 emanates from this legislation. The latter was amended in March 2014.

(xiii) National Key Points Act, 1980 (Act 102 of 1980 as amended)

This Act provides for the identification of national key points and for the safeguarding of such places. To this end, the Act makes provision for security arrangements in respect of national key points. The precincts of the Provincial Parliament were declared a national key point.

(xiv) Mandating Procedures of Provinces Act, 2008 (Act 52 of 2008)

This Act provides for uniform procedures in terms of which provincial legislatures confer authority on their delegations to cast votes on their behalf in the National Council of Provinces, as required by section 65(2) of the Constitution.

(xv) State Information Technology Agency Act, 1998 (Act 88 of 1998)

To the extent that the Provincial Parliament does business with the agency, the Act applies.

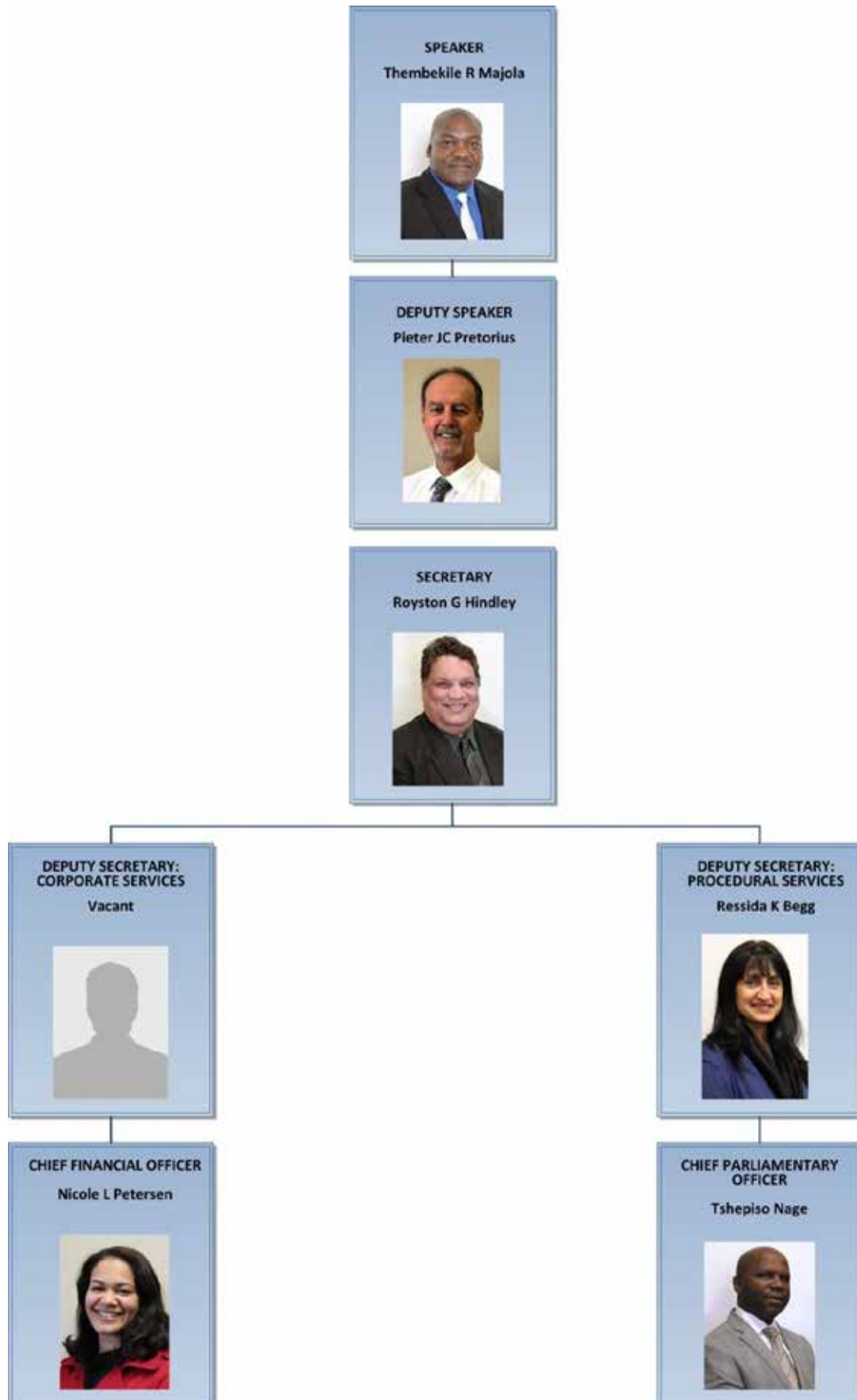
(xvi) Public Audit Act, 2004 (Act 25 of 2004)

This Act assigns the supreme auditing function to the Auditor-General, which includes the auditing of provincial legislatures. Audit reports on all provincial government departments and provincial organs of state are tabled in the Provincial Parliament. The Auditor-General may determine the relevant criteria, standards, guidelines and frameworks in respect of which provincial legislatures are audited.

(xvii) Electoral Act, 1998 (Act 73 of 1998)

This Act applies to elections for provincial legislatures.

8. ORGANISATIONAL STRUCTURE AS AT 31 MARCH 2014



WESTERN CAPE PROVINCIAL PARLIAMENT



PART B PERFORMANCE INFORMATION



Deputy Speaker Piet Pretorius (seated), Hons Carol Beerwinkel, Johannes Visser and Vuyiwe Hani, with President of the Bavarian State Legislature, Hon Barbara Stamm (red jacket), during a study visit to Germany in April 2013



Ms Lisa Baker, Member of the Legislative Assembly of Western Australia (MLA WA), Mr Jannie Uys, Hon Cathy Labuschagne, Mr Tony Krsticevic, MLA WA, Mr Peter McHugh, Clerk of the Legislative Assembly of WA, and Deputy Speaker Piet Pretorius

1. AUDITOR- GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The Auditor-General of South Africa performs the necessary audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance against predetermined objectives is included in the report to management, with material findings being reported under the Predetermined Objectives heading in the report on other legal and regulatory requirements section of the auditor's report.

Refer to page 115 of the report of the Auditor-General, published as Part E: Financial Information.

2. OVERVIEW OF THE PROVINCIAL PARLIAMENT'S PERFORMANCE

2.1 Service Delivery Environment

The legislative authority of the Western Cape is vested in the Western Cape Provincial Parliament which is established in terms of the Constitution of the Republic of South Africa, 1996.

The Provincial Parliament consists of Members who are elected every five years by the adult citizens of South Africa. The result of an election is that each party is assigned seats in the Provincial Parliament in proportion to the number of citizens that voted for it. The formula to determine the number of Members per provincial legislature is prescribed by national legislation. The 2013/14 final reporting year of the Fourth Parliament consisted of 42 Members. The political representatives as at 31 March 2014 were as follows:

Political Party	Seats
Democratic Alliance	22
African National Congress	14
Congress of the People	3
Independent Democrats	2
African Christian Democratic Party	1

The legislative authority of the Provincial Parliament, as per section 104 of the Constitution, is as follows:

- to pass a constitution or amend any constitution passed by it for its province;
- to pass legislation; and
- to assign any legislative powers to a Municipal Council in that province.

The powers of the Provincial Parliament as per section 114 of the Constitution are to:

- consider, pass, amend or reject any Bill before the legislature;
- initiate or prepare legislation, except money Bills;
- provide mechanisms to ensure that all provincial executive organs of state in the province are accountable to it; and
- maintain oversight of the exercise of provincial executive authority in the province, including the implementation of legislation; and any provincial organ of state.

The Provincial Parliament has the authority to:

- summon any person to appear before it to give evidence on oath or affirmation, or produce documents;
- require any person or provincial institution to report to it;

- compel, in terms of provincial legislation or the rules and orders, any person or institution to comply with a summons or requirements in terms of above; and
- receive petitions, representations or submissions from any interested persons or institutions.

The Provincial Parliament is mandated to facilitate public involvement in its legislative and other processes and conduct its business in an open manner. This is done by holding sittings and meetings of its committees in public.

It is the constitutional obligation of the Members of the Provincial Parliament to give effect to section 114 and 118 of the Constitution. The administration of the Provincial Parliament provides support to Members and therefore all strategic outcome-oriented goals, strategic objectives and programme performance indicators, are based on the support provided to the Members to fulfil their constitutional function.

The Provincial Parliament holds the Western Cape Government accountable by means of several processes that include debates on legislation and government policy, discussion on matters of public importance, committee investigations and public hearings, and written and oral questions and interpellations to Ministers and the Premier relating to their work and responsibilities. These functions are performed by the Members during plenary sittings of the House, committee meetings and public hearings.

The following challenges, successes and other factors affected the Provincial Parliament's performance in respect of implementing its revised strategic plan and annual performance plan:

During the period under review the Provincial Parliament established thirteen standing committees. Towards the end of the parliamentary term, the standing committees were faced with an unusually high number of Bills to consider and finalise, coupled with an extremely tight parliamentary programme. During the reporting period there was an increase in activities performed by the standing committees. The total number of activities undertaken by the committees during the reporting period is as follows:

Total number of meetings held	Total number of public hearings held	Total number of oversight visits undertaken	International conferences	Local conferences
299	107	34	1	1

The Committee section also facilitated, in collaboration with the National Council of Provinces, the "Taking Parliament to the People" programme from 28 October to 1 November 2013 in Gauteng.

The Research unit adequately supports each Committee cluster. The Committee Section currently has a standard operating procedure in place to ensure that committee support and research services are provided efficiently to Members and committees. A total of forty-five research outputs were produced during the reporting period.

In the period under review the House met for twenty-three sittings, during which the House dealt with:

- 39 Interpellations;
- 205 questions for oral reply;
- 325 questions for written reply;
- six opportunities for questions to the Premier without notice;
- 12 subjects for discussion; and
- one ministerial statement.

11 Bills were introduced and 13 Acts were passed during the reporting period.

The Rules Committee agreed to the amendment of the Standing Rules distributed during October 2012.

The year under review saw the stabilisation of Hansard services as the Provincial Parliament implemented a service level agreement with a new service provider. In terms of this, the basic Hansard services, including the compilation and publication of the unrevised and revised Hansard transcripts within agreed timeframes, was restored and operations normalised.

During the reporting period the Language Services Unit was able to meet its obligations in terms of the Western Cape Provincial Languages Act, by providing interpreting services for all of the sittings of the House as well as all scheduled committee meetings for which interpreting services were requested. A total of 271 documents, varying in size and complexity, were processed by the Provincial Parliament's language practitioners either for translation, or proof-reading and /or editing into any one of the three official languages of the province.

The Provincial Parliament continued to facilitate public education programmes on the law-making, oversight, public participation and petition processes and has established partnerships with various stakeholders such as tertiary institutions, the Western Cape Education Department's Project Citizen initiative and National Parliament's Public Participation Unit (outbound programme). Great strides have been made by the Provincial Parliament in developing relevant educational material. Currently three tertiary institutions have incorporated the Provincial Parliament's education programme in their annual curriculum.

Notwithstanding the successes, the Provincial Parliament has experienced numerous challenges in its attempt to facilitate public education and outreach programmes. The school calendar and holidays limit the access to schools for education programmes to only seven months of the year. During the period under review a number of education workshops were postponed due to the demanding schedules of educators. A special attempt was made to facilitate education workshops in Xhosa speaking communities towards the second quarter of 2013. A number of workshops were postponed due to unrests in communities such as Phillipi and Khayelitsha.

The Provincial Parliament has translated the public education and outreach legislative material into all three languages of the province. The material includes an activity booklet, pamphlets on the petitions and submissions processes and posters on various legislative processes.

Specific detail on the parliamentary activities can be found in Part F: Report on Parliamentary Activities.

The Provincial Parliament launched its new, improved and redesigned website at the end of March 2014 after an initial delay due to technical issues being experienced during the implementation of the project. The redesign included improved functionality, enhanced navigation, Members' portal,

access to parliamentary publications such as Hansard, an improved parliamentary schedule/calendar, online submission forms for job applications, requests for public education workshops and guided tours. The delay in the launch of the website resulted in the Provincial Parliament not being able to implement the Social Media Plan during the reporting period.

The Provincial Parliament was only able to roll out the e-filing solution to three sections. The rollout to the remaining users is planned to take place in the new financial year.

The Provincial Parliament produced twenty-six publications during the period under review including the institution's internal newsletter, *Legis-thetha*, public education material, as well as statutory and corporate titles.

The development of the Provincial Parliament's logo was concluded in 2005, however, the absence of a corporate identity manual led to the inconsistent use of the logo, fractured attempts at branding, etc. The finalisation of a corporate identity manual containing refreshed secondary branding elements and prescriptions on the use of the corporate identity will go some way to establishing a solid and recognisable brand for the institution. The full rollout and application will be concluded in 2014/15.

The Provincial Parliament's Library modernisation programme, initiated in 2012/13, was largely aimed at refocusing spending of the Library away from conventional paper resources to electronic resources. The result is an increase in the number of online subscriptions with the addition of multiple-user licences making it possible for Members and staff to access these resources from their offices.

As in the past, the Library managed to achieve the very stringent goal of 100% compliance with users' requirements in respect of reference enquiries.

In the absence of a formal Monitoring and Evaluation framework, the Provincial Parliament established a standard operating procedure for monitoring and evaluation and continues to monitor organisational performance through meetings; implementing remedial steps to address poor performance where necessary and validating actual performance with supporting evidence.

The Provincial Parliament's Legal unit provided quality legal support to Members, standing committees, the office of the Speaker as well as the administration. The Legal unit attends and advises standing committees in meetings and public hearings, and at the request of a committee, will provide legal opinions. The period under review was particularly challenging as the Provincial Parliament and its committees were inundated with a flurry of Bills from National Parliament that had to be passed before the end of the fourth parliament.

The Provincial Parliament provided security and logistical support for each sitting. Support was extended to standing committees during oversight visits. Catering services within the Provincial Parliament improved significantly during the period under review.

One of the challenges still facing the Provincial Parliament is the shortage of accommodation as a result of the growing staff complement. This challenge is further exacerbated by the fact that the Provincial Parliament does not own its own building, leading to ever-increasing problems with the provision of security to the parliamentary precinct. An additional challenge relates to after-hours security arrangements at both C and D garages and the main entrances of the Provincial Legislature

building. Due to the construction under the arches, temporary access routes had to be used in order to allow Members and staff access to the building. Notwithstanding this, the Provincial Parliament, in collaboration with the Department of Transport and Public Works and the South African Police Service, put various measures in place to deal with security issues and accommodating renovations within the parliamentary building.

The Finance and Supply Chain Management sections provided support to Members and staff. Training on finance and supply chain management manuals was provided to the broader staff of the Provincial Parliament during the period under review in order to address compliance issues. More rigorous expenditure management was applied in order to achieve a better expenditure level than in previous years.

The 2013/14 financial year was an eventful one in terms of the Human Resources section and Members' Affairs unit. The implementation of the remuneration study, to the level of median of the market, has paid dividends in terms of the recruitment and retention of employees. In comparison to previous years, the Provincial Parliament's vacancy rate was the lowest it has been in the past six years. As a direct consequence the underspending in terms of compensation of employees was only 1.29%. Skills development was another area of success during the reporting period with the roll-out of computer skills training programmes. During the period under review the Provincial Parliament finalised the skills assessment for all staff and the information received from the assessment will be used to tailor the Provincial Parliament's skills development programme for the new financial year.

In terms of Members' Affairs, the continuation of the Members' Capacity Building Programme was a key activity. In anticipation of challenges experienced with regard to the end of term for some Members, and the arrival of new and returning Members following the 2014 general election, the Provincial Parliament commenced preparations for a comprehensive orientation programme. During the review period, Members were requested, through the annual general survey, to provide input as to how best to support new and returning Members after the general elections.

2.2 Organisational environment

Historically the Provincial Parliament has experienced serious capacity constraints. The human resources allocation is not aligned to the legislative compliance requirements, the expected outcomes of the Provincial Parliament and the value adding services that it strives to render. As a result, a great deal of pressure is placed on the available resources to achieve organisational goals. Necessity dictates that the legal compliance requirements have to be met first, leaving many value adding and strategic initiatives under-resourced and thus unachievable. This is, and remains, a challenge.

What the Provincial Parliament very successfully addressed during the financial year, was the reduction of employee turnover and vacancy rates. The high turnover and vacancy rates, on top of the insufficient positions, constrained the institution to a large extent for a long time. The Provincial Parliament's retention strategy, which included the implementation of the remuneration study to the median of the labour market, the employee wellness programme and the holistic learning programme, was effective in addressing this. The appointment to resignation ratio went down to 5:1 and at 93.4 % of capacity, the Provincial Parliament has been able to improve its performance drastically.

During the period under review the Secretary's position continued to be filled through the secondment of the Deputy Secretary: Corporate Services. Staffing within the Information Technology section remained a challenge. The Information Technology Manager's position was filled in

November 2013 and the remaining four positions within the unit were filled by 31 March 2014. The vacant positions had a negative impact on the Provincial Parliament's ability to deliver on its Information and Technology Annual Performance Plan targets.

2.3 Key policy developments and legislative changes

The Financial Management of Parliament Act Amendment Bill, 2014 was drafted as a response to the Constitutional Court judgement¹ that provincial legislatures cannot regulate their financial affairs by means of provincial legislation. The court further suspended the declarations of invalidity for a period of 18 months, which was extended by an additional six months ending 1 April 2014.

The Speakers' Forum agreed that Parliament will amend its Financial Management of Parliament Act, 2009 to include provincial legislatures and will be dealt with this in terms of Section 76 of the National Constitution. The Bill was read in the National Assembly for the second time on 27 February 2014 and referred to the National Council of Provinces for concurrence. The Financial Management of Parliament Amendment Bill [B1B – 2014] was further amended by the National Council of Provinces and returned for concurrence to the National Assembly. As a result of this, Parliament was unable to pass the Bill before 1 April 2014.

In view result of the deferral of the amendment Bill and the likelihood that it will only become law after the establishment of the Fifth Parliament, the Provincial Parliament will continue to operate in the spirit of the Public Finance Management Act, (Act 1 of 1999 as amended).

¹ Premier: Limpopo Province v Speaker of the Limpopo Provincial Legislature and Others 2011 (6) SA 396 (CC)

3. STRATEGIC OUTCOME-ORIENTED GOALS

The Provincial Parliament reviewed its Strategic Plan tabled in the 2009/10 financial year. The reviewed plan consolidated six strategic goals into four in order to facilitate effective implementation and monitoring. The reviewed strategic goals became applicable in the 2011/12 financial year.

The four strategic outcome-oriented goals, and the progress made by the Provincial Parliament towards achieving the five year targets, are as follows:

Strategic Goal 1: Procedural and related support to the House and Committees to conduct the business of making laws and performing oversight effectively

The Rules Committee ensured that the Standing Rules were continually reviewed and updated. Procedural advice that is in compliance with applicable laws, Standing Rules and precedents, was provided within the stipulated timeframes to the political office bearers and Members. The Provincial Parliament compiled the annual Digest of Speaker's Rulings, reflecting all considered rulings by presiding officers as captured in Hansard. This digest was distributed to all Members to serve as a source of information and a procedural guide to assist with the interpretation of standing rules in relation to plenaries.

The Provincial Parliament ensured that there were resources in place to effectively support the House and standing committees to fulfil their constitutional mandate of law-making and oversight. Although the customised oversight model for the Provincial Parliament had not been approved as at 31 March 2014, the Committee Section reviewed its standard operating procedure manual to provide standards in order to ensure Members received the most efficient and effective support. The increased capacity and the provision of training within the Committee section had a positive effect on the quality and standard of procedural, administrative and research support provided to standing committees and committee chairpersons. The Committee section developed an annual committee programme linked to its budget for the financial year in order to enable standing committees to plan accordingly and budget appropriately in order to fulfil their oversight functions effectively and efficiently.

The Language unit met its obligations in terms of the Western Cape Provincial Languages Act by providing interpreting services to the House and, when requested, for standing committee meetings, as well as a translation, proof reading and or editing of documents into any of the three official languages of the province. Attention was not only given to the provision of translation and interpreting services but also the quality of these services. The Provincial Parliament therefore vetted the quality of the services twice on a six monthly basis during the period under review. The capacity within the Language unit was increased, albeit on a contractual basis, resulting in a reduced dependence on freelance translation of House papers but also assuring good quality Afrikaans translations.

Strategic Goal 2: Corporate support to Members and staff to perform their duties effectively

The Provincial Parliament is committed to providing support to Members and staff to perform their constitutional duties effectively. In attempting to improve service delivery to its main clients, the Provincial Parliament administered a survey during March 2014 to ascertain the quality of service to its clients. The survey results will be used by the relevant managers to compile action plans to

improve services within their sections. By using the survey as a tool, the Provincial Parliament is able to identify gaps in its performance in the delivery of services to its main clients and, in so doing, implement corrective steps to address shortcomings.

The National Key Point Act (Act 102 of 1980 as amended) has not been fully implemented and the Security Plan of the Provincial Parliament had not been approved as at 31 March 2014. Numerous security projects were, however, implemented at the Provincial Parliament building. These include closed-circuit television cameras and more visible policing on the perimeter of the Legislature building. The roll-out of the biometric access system commenced for Members and staff of the Provincial Parliament. A security assessment of the Provincial Parliament was conducted during the period under review and an overall score of 93% was achieved.

Great strides were made with the implementation of the Human Resources Strategy. The Provincial Parliament's vacancy and turnover rate was at its lowest level for many years. Assessment centres, employment wellness programmes, orientation, revised remuneration strategy, performance management and skills development were implemented.

The Provincial Parliament introduced the e-filing system in three sections. The Provincial Parliament launched its new and upgraded website to facilitate Members, staff and public access to parliamentary documents and information.

Strategic Goal 3: Promote optimal public participation in the legislative, committee and other processes of the Provincial Parliament.

The Provincial Parliament continued to provide public education and outreach programmes of a high standard and meet targets as set out in the Annual Performance Plan.

A significant development in the implementation of the Public Education and Outreach Legislative Education programme was that specific departments at three tertiary institutions incorporated the Provincial Parliament's public education and outreach education programme in their annual curriculum. Lecturers who engaged with the Provincial Parliament's programmes also recommended it to other departments in their institutions.

The inclusion of the public education and outreach programmes in schools and various communities in the province contributed to the achievement of the Provincial Parliament's goal of promoting optimal public participation in the legislative, committee and other processes of the Provincial Parliament.

Strategic Goal 4: Promote sound administration to ensure organisational efficiency

Through the Legislative Sector Support Programme the sector finalised the development of a Monitoring and Evaluation Framework. The document was tabled at the Speakers' Forum for approval. In the absence of this framework the Provincial Parliament had a standard operating procedure for monitoring and evaluation in place. The Provincial Parliament continued to monitor organisational performance through meetings, and implementing remedial steps to address poor performance where necessary. Evidence to substantiate performance was validated on a quarterly basis in order to ensure accuracy on the reporting of performance information.

The Legal Services unit provided legal support services to Members, standing committees, the Office of the Speaker, as well as the administration in general. The Provincial Parliament complied timeously with applicable national and provincial legislation.

4. PERFORMANCE INFORMATION BY PROGRAMME

4.1 Programme 1: Administration

4.1.1 Purpose

The purpose of the programme is the strategic management of the institution and the provision of quality corporate support services to the Provincial Parliament.

4.1.2 Sub-programmes and Strategic Objectives

This programme comprises of eight sub-programmes as listed below:

- Office of the Speaker;
- Office of the Secretary (includes Office of the Secretary, Information and Communication and Library);
- Finance;
- Supply Chain Management;
- Internal Control;
- Human Resources;
- Information Technology; and
- Security and Facilities Management.

4.1.3 Strategic objectives, performance indicators, planned targets and actual achievements

The following strategic objectives were linked to this Programme:

- Effective strategic management (planning; security; monitoring, evaluation and reporting; information management and legal services);
- Effective financial management by providing management and financial accounting in terms of relevant legislation and directives and agreed timeframes;
- Corporate support to Members and staff by rendering an effective supply chain function;
- Effective internal control system by monitoring and evaluating internal control systems;
- Effective utilisation of Human Resources by providing human resources management, human resources development and organisational development services in terms of the Human Resources Strategy and within agreed timeframes;
- Effective information and technological services through the provision of network management; user support, application development and maintenance and audio visual services in terms of the Information and Communications Technology Strategy and agreed timeframes; and
- Effective household and logistical services by providing transport and accommodation; telephony; records management; facility co-ordination; mail and messenger services; catering; occupational health, safety and security as well as Serjeant-at-Arms functions in the House to the satisfaction of the Members and staff.

The significant achievements of this programme are as follows:

- The Provincial Parliament made significant progress with regards to Information Technology governance issues. These included:
 - A Change Management Framework;
 - A Business Continuity Framework;
 - A Project Management Framework;
 - An Information Security Framework and Policy;
 - Backup procedures were also strengthened by ensuring that all backups are successful and can be restored successfully in the event of a loss of data; and
 - Access control procedures for the network, Basic Accounting System and Leave Management System were implemented and system changes made to ensure that user authentication conforms to best practice and is aligned to the Information Security Policy;
- The reduction of employee turnover and vacancy rates as compared to previous years which resulted in improved expenditure of 99.8% of the budget; and
- The launch of the new, improved website.

4.1.3.1 Office of the Speaker

The Office of the Speaker is the official representative of the Western Cape Provincial Parliament. In this regard this office forges close working relations with other legislatures and legislative bodies locally, nationally and internationally.

The office is responsible for ensuring the Provincial Parliament executes its constitutional mandate of law-making, oversight over the Executive and other provincial organs of state, and facilitates public involvement in the legislative and other processes of the Provincial Parliament.

This office represents the interests of all Members in the Provincial Parliament by ensuring that they have the necessary support and facilities to fulfil their constitutional functions.

It provides executive leadership to the management and administration and engages with senior management on policy and strategic matters.

The Speaker fulfils the function of the Executive Authority and is also the Treasury of the Provincial Parliament. The Speaker also presides over House plenaries and chairs Rules Committee meetings.

In summary the main purpose of the Office of the Speaker is as follows:

- to formulate and execute policy in respect of the administration and management of the Provincial Parliament;
- to perform functions in terms of relevant statutory provisions; and
- to render secretarial and office support services to Presiding Officers.

Linking performance to budgets

Sub-programme Name	2013/14		2012/13	
	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000	Final Appropriation R'000
Office of the Speaker	4 135	4 135	-	3 657
				3 657
				R'000
				(Over)/Under Expenditure R'000
				-

The Office of the Speaker does not have any targets in the 2013/14 financial year. The main purpose of the Office of the Speaker's budget is to fund the operational expenditure for the Speaker, Deputy Speaker and support staff, as well as fund travel and subsistence expenditure of Members official travel.

During the period under review the Office of the Speaker funded the travel and subsistence expenditure for the following:

- Members' capacity building programme facilitated by the Legislative Sector Support Programme;
- Two overseas trips undertaken by delegations consisting of Members;
- Members graduating from the Members' capacity building programme; and
- Commonwealth Parliamentary Association conferences in Johannesburg and Windhoek.

4.1.3.2 Office of the Secretary

The purpose of this sub-programme is as follows:

- to formulate operational policies and establish norms and standards in compliance with relevant legislation and practices;
- to manage corporate and procedural support services;
- to provide legal support services to the Provincial Parliament; and
- to provide communication and information services.

This sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 4: Promote sound administration to ensure organisational efficiency	Effective strategic management (planning; security; monitoring, evaluation and reporting; risk and information management and legal services)

Office of the Secretary			
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Number of satisfaction surveys completed on all support services rendered	New performance indicator	1 satisfaction survey completed on all services rendered	Achieved: 1 satisfaction survey completed on all services rendered
Report on the survey completed on all services rendered and proposed recommendations and implementation plan	New performance indicator	Report on the survey completed on all services rendered and proposed recommendations and implementation plan	Achieved: Report written on the survey of all services rendered with proposed recommendations and implementation plans
Number of monitoring and evaluation assessment reports on the achievement of quarterly performance targets within the required timeframe	New performance indicator	4 monitoring and evaluation assessment reports on the achievement of quarterly performance targets within the required timeframe	Achieved: 4 monitoring and evaluation assessment reports

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Number of reports on the legal support services provided within the required timeframe	Achieved (previously under Committee Support)	4 reports on legal support services provided	Achieved: 4 reports on legal support services provided
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Communication and Information and Library					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Implementation of the Social Media Plan	Not achieved	Implementation of Social Media Plan	Not achieved	The Social Media Plan was not implemented	Implementation of the Social Media Plan is directly linked to the launch of the new website. Delay in the launch of the new website (31 March 2014) resulted in this goal not being achieved.
Launch newly developed website	New performance indicator	Launch newly developed website	Achieved: Newly developed website launched		
Percentage compliance with client requirements for library and reference services. Baseline: 91%	Achieved	100% compliance with client requirements for library and reference services.	Achieved: 100% compliance with client requirements for library and reference services.		
Development and implementation of a Corporate Identity manual	New performance indicator	Develop and implement corporate identity manual	Achieved: Corporate identity manual developed and implemented		
Implementation of the Library modernisation project as per implementation plan. Baseline: 50% implemented	Achieved	Finalisation of the implementation of the Library modernisation project	Achieved: Library modernisation project finalised		

Number of new and/or reviewed publications per quarter	New performance indicator	8 new and/or reviewed publications	Achieved: 8 new and/or reviewed publications		

Strategy to overcome areas of under performance

Implementation of Social Media Plan:

Implementation of the Social Media Plan is directly linked to the launch of the new website. Delay in the launch of the new website (31 March 2014) resulted in this goal not being achieved.

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Office of the Secretary was as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Office of the Secretary	13 364	13 364	-	11 931	10 508	1 423

4.1.3.3 Finance

The purpose of this sub-programme is to render financial management services. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 2: Corporate support to Members and staff to perform their duties effectively	Effective financial management by providing management and financial accounting in terms of the relevant legislation and directives and agreed timeframes

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Number of verifiable Annual Financial Statements submitted by the required due date	Achieved	1 Annual Financial Statement submitted by required due date	Achieved: 1 Annual Financial Statement submitted by the required due date
Review of Financial Manual	Achieved – Financial Manual produced in 2012/2013	Review of Financial Manual	Achieved: Financial Manual reviewed
Number of verifiable Interim Financial Statements submitted by the required due date	Achieved	4 Interim Financial Statements submitted by required due date	Achieved: 4 Interim Financial Statements submitted by the required due date
Average number of days for the processing of payments to creditors	Achieved	Payment to creditors within 30 days	Achieved: Creditors paid within 30 days
Number of quarterly In-Year-Monitoring (IYM) narrative reports to track expenditure and identify expenditure warning signals.	New performance indicator	4 quarterly In-Year-Monitoring (IYM) narrative reports	Achieved: 4 quarterly In-Year-Monitoring (IYM) narrative reports

Changes to planned targets:

No changes have been made to this Sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Finance was as follows:

Sub-programme Name	2013/14		2012/13		(Over)/Under Expenditure R'000
	Final Appropriation R'000	Actual Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	
Finance	2 764	2 764	2 278	2 253	25

During the 2013/14 financial year the Finance section embarked on certain control and monitoring measures that have proved to be successful. These control measures included the development, implementation and training of staff on a Financial Manual documenting the financial processes followed to ensure financial policies and prescripts are adhered to.

During the year the Finance section (in collaboration with the Supply Chain Management section) implemented a monthly budgetary monitoring process, whereby in-year-monitoring of monthly expenditure and projections were discussed and interrogated with sub-programme managers, to identify early warning signs of any possible under/over expenditure of the budget.

This monthly monitoring process proved to be a major success as the Provincial Parliament's annual under-expenditure reflected a significant decrease from 2012/13 (R4,680,000) to 2013/14 (R161,000).

Additionally, the development and implementation of a transaction checklist assisted in minimising the possibility of errors within the procurement and payment process.

4.1.3.4 Supply Chain Management

The purpose of this sub-programme is to render supply chain management services. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal		Strategic Objective
Goal 2: Corporate support to Members and staff to perform their duties effectively		Corporate support to Members and staff by rendering an effective supply chain function

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Demand and acquisition management to predetermined standards and timeframes by:	Achieved	Update and review relevant sections of the current Accounting Officer System	Achieved: Relevant sections of the current Accounting Officer System updated and reviewed		
Updating and reviewing relevant sections of the current Accounting Officer System					
Developing a Procurement Plan for 2014/15	Achieved	Develop a Procurement Plan for 2014/15	Achieved: A Procurement Plan developed for 2014/15		
Phased review of Asset Management Policy and Supply Chain Management Policy	New performance indicator	Review Asset Management Policy by 30 September 2013 and Supply Chain Management Policy by 31 March 2014	Not achieved	Partially achieved: The Asset Management Policy was reviewed and approved.	The Supply Chain Management Policy was submitted by 30 April 2014.

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Review of Financial Manual on Supply Chain Management Section(s)	Achieved – Financial Manual produced in 2012/2013	Review of Financial Manual on Supply Chain Management Section(s)	Achieved: Supply Chain Management Section(s) of the Financial Manual Reviewed		
Number of stock takes and reconciliation reports to ensure an accurate and updated Asset Register	Achieved	2 asset stock take and reconciliation reports	Achieved: 2 asset stock takes and reconciliation reports		
	Achieved	4 inventory stock takes and reconciliation reports	Achieved: 4 inventory stock takes and reconciliation reports		
Number of reports on updated register of contracts in respect of goods and services to ensure efficient contract administration	Achieved	4 reports on the updated register of contracts	Achieved: 4 reports on the updated register of contracts		

Strategy to overcome areas of under performance

The Supply Chain Management Policy was submitted by 30 April 2014.

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Supply Chain Management was as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Supply Chain Management	3 327	3 327	-	2 955	2 955	-

4.1.3.5 Internal Control

The purpose of this sub-programme is to identify systematic weaknesses and recommend corrective measures to combat irregularities and to facilitate risk management services. The sub-programme is linked to the following strategic outcome oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 2: Corporate support to Members and staff to perform their duties effectively	Effective internal control system by monitoring and evaluating internal control systems

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
To institutionalise an effective Financial Management Improvement Plan (FMIP)	Achieved	Develop Financial Management Improvement Plan by 30 September 2013	Achieved: Financial Management Improvement Plan developed by 30 September 2013
	Achieved	2 implementation reports against the FMIP	Achieved: 2 implementation reports against the FMIP
Number of Inspection Reports issued reflecting findings, root cause and recommendations	Achieved	3 Internal Control Inspection Reports reflecting findings, root cause and recommendations	Achieved: 3 Internal Control Inspection Reports reflecting findings, root cause and recommendations
Number of Follow up Inspection reports reflecting progress on implementation of recommendation	Achieved	3 follow-up inspection reports reflecting progress on implementation of recommendations	Achieved: 3 follow-up inspection reports reflecting progress on implementation of recommendations
Number of post audit reports issued reflecting findings and recommendations and monitoring implementation	Achieved	12 post-audit reports reflecting findings and recommendations and monitoring implementation	Achieved: 12 post-audit reports reflecting findings and recommendations and monitoring implementation

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Internal Control was as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Internal control	3 467	3 467	-	3 006	3 006	-

The main expenditure item in this sub-programme is audit fees paid to the Auditor-General for service rendered during the regulatory audit for 2012/13 and 2013/14. The Provincial Parliament spent R2 469 493 on audit fees as at 31 March 2014.

4.1.3.6 Human Resources

The purpose of this sub-programme is to render human resources and Members' facilities management services. The sub-programme is linked to the following strategic outcome oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 2: Corporate support to Members and staff to perform their duties effectively.	Effective utilisation of Human Resources by providing Human Resources Management, Human Resources Development and Organisational Development services in terms of the Human Resources Strategy and within agreed timeframes

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Review and implementation of current Human Resources Strategy Implementation Plan	Achieved	Human Resources Strategy Implementation plan reviewed and implemented	Achieved: Human Resources Strategy Implementation Plan reviewed and implemented
Development and implementation of a holistic Learning Plan aimed at improving the skills level of employees as well as contributing meaningfully to the Skills Development Act	Achieved	Holistic Learning Plan developed and implemented	Achieved: Holistic Learning Plan developed and implemented
Number of progress reports on the review of the Human Resources Strategy Plan	Achieved	3 progress reports on the review of the Human Resources Strategy Plan	Achieved: 3 progress reports on the review of the Human Resources Strategy Plan
Number of reports on skills development interventions	Achieved	4 reports on skills development interventions	Achieved: 4 reports on skills development interventions
Number of reports on the implementation of the Recruitment and Selection Plan and on the effectiveness of the retention processes implemented	Achieved	12 reports on the implementation of the Recruitment and Selection Plan and on the effectiveness of the retention processes implemented	Achieved: 12 reports on the implementation of the Recruitment and Selection Plan and on the effectiveness of the retention processes implemented

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Human Resources was as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
Human Resources	R'000 4 787	R'000 4 787	R'000 -	R'000 4 404	R'000 4 290	R'000 114

The total amount spent on skills development in the Provincial Parliament was R584 803.21. Of this, R482 332.21 was training for employees paid for by donor funds received from the European Union via the Legislative Sector Support. R146 682.21 was spent from the Provincial Parliament's budget on employee training. Study assistance to a value of R92 471.00 was paid to 12 employees for assistance with formal education during the financial year. Four of these employees obtained formal qualifications during the financial year under review.

4.1.3.7 Information Technology

The purpose of this sub-programme is to render administrative and user support services and enhance and maintain information technology infrastructure. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal		Strategic Objective			
Goal 2: Corporate support to Members and staff to perform their duties effectively.		Effective information and technological services through the provision of network management, user support, application development and maintenance and audio visual services in terms of the Information and Communications Technology Strategy and agreed timeframes			
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Phased implementation of e-Filing solution to WCPP	Not achieved	Implement e-Filing solution	Not achieved	Partially achieved: The initial target for the implementation of the first 28 users (pilot phase) was not achieved. The re-scoped pilot project target has been achieved.	The take-up of the solution was very limited. This was mainly due to the selection of the 28 users did not consider the practical application of having only some users from a unit on the system. The pilot phase was re-scoped and completed successfully.

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Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Upgrade and phased roll out of telephony infrastructure that provides calls over Internet Protocol (IP) data networks	New performance indicator	Upgraded telecoms system by 30 June 2013 and roll out to 3 functional units	Not achieved	The rollout of VoIP to one Provincial Parliament functional unit had not been achieved. This project will be undertaken in the new financial year once the new expanded WAN service go live.	This was due to the delay in the upgrade of Provincial Parliament's WAN services to provide sufficient bandwidth for both voice and data (email and internet).
Website development and implementation	Not achieved	Technical development and implementation of website infrastructure by 31 December 2013	Achieved: Technical development and implementation of website infrastructure		
Improve IT governance through framework and policy development	Achieved	Develop Change Management Framework by 31 March 2014	Achieved: Change Management Framework developed by 31 March 2014		
Enhance the Information and Communications Technology user support by establishing and implementing service level standards by providing a number of ICT service availability reports	Achieved	4 reports on the Information and Communications Technology support services	Achieved: 4 reports on the Information and Communication Technology support services		

Strategy to overcome areas of under performance

Implement e-Filing solution

Ensure that projects take operational tasks into account and are properly scoped and resourced.

Upgraded telecoms system by 30 June 2013 and roll out to 3 functional units

Ensure that projects take operational tasks into account and are properly scoped and resourced.

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Information Technology is as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure		Final Appropriation	Actual Expenditure	
	R'000	R'000	(Over)/Under Expenditure	R'000	R'000	(Over)/Under Expenditure
Information Technology	6 194	6 069	125	7 332	7 332	-

The budget allocated to Information Technology projects and initiatives was largely spent as planned. Projects implemented were:

- Laptop refreshment for 17 staff members with out-of-warranty and aging equipment;
- Information Communication Technology Service Management pro-active infrastructure monitoring software and implementation;
- HR Manage system changes to functionality and to comply with Auditor-General's findings;
- Website upgrade;

- Audio visual equipment for meeting venue (Caab de Goede Hoop) to allow the facility to be used for presentations;
- Visitors' Centre equipment – PABX and personal computers;
- E-Filling pilot; and
- Once-off expenses required for audio visual equipment hire for the opening of Parliament.

Two projects that were scheduled for completion in 2013-14, were rolled over to the new financial year, viz. telephony infrastructure that provides calls over internet protocol data networks and the full roll-out of e-filling to the rest of the institution.

4.1.3.8 Security and Facilities Management

The purpose of this sub-programme is to provide household, security and logistical services, including the facilitation of occupational health and safety. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal		Strategic Objective		
Goal 2: Corporate support to Members and Staff to perform their duties effectively.		Effective household and logistical services by providing transport and accommodation; telephony; records management; facility co-ordination; mail and messenger services; catering; occupational health, safety and security as well as Sergeant-at-Arms function in the House to the satisfaction of the Members and staff		

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Implementation of the Facilities and Accommodation Plan	New performance indicator	Phase in of approved Facilities and Accommodation Plan	Achieved: Phase in of approved Facilities and Accommodation Plan		
Number of inspections and subsequent reports on the implementation of Occupational Health and Safety Policy	New performance indicator	4 inspections and subsequent reports on the implementation of Occupational Health and Safety Policy	Not achieved	Partially achieved: Three inspections were conducted and reports submitted.	The inspection for the last quarter of 2013/2014 was not conducted due to the non-availability of occupational health and safety representatives.
Phased implementation of Security Plan	Not achieved	4 phases of Security Plan implemented	Not achieved	Partially achieved: Aspects of three of the four phases were achieved (phase one – implementation of physical security measures, phase two – document security and phase three - personnel security)	Security Plan has not been formally approved.

Strategy to overcome areas of under performance

4 Inspections and subsequent reports on the implementation of Occupation Health and Safety Policy
The inspection and subsequent report will be conducted in the first quarter of 2014/2015.

4 Phases of Security Plan implemented

Although the Security Plan has not been formally approved, certain proposals therein were deemed necessary for implementation to ensure that appropriate security measures are in place. The plan will be submitted to the Rules Committee for approval and full implementation thereof will follow.

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Security and Facilities Management was as follows:

Sub-programme Name	2013/14		(Over)/Under Expenditure	2012/13		(Over)/Under Expenditure
	Final Appropriation	Actual Expenditure		Final Appropriation	Actual Expenditure	
Security and Facility Management	R'000 6 014	R'000 5 980	R'000 34	R'000 5 027	R'000 5 027	R'000 -

Capital Work Projects

An amount of R4 026 000 was transferred to the Department of Transport and Public Works during the year. The section 33 certificate between Accounting Officers was signed. The following projects were registered as part of the Section 33 certificate:

- upgrade of the auditorium;
- refurbishment of office accommodation; and
- ground floor revitalisation.

None of the projects were completed by the end of March 2014. The upgrade of the auditorium could not be completed as the roof had to be replaced. This was only detected afterwards when heavy rain damaged some of the ceiling panels. The refurbishment of office accommodation was delayed and the successful bidder only received the bid in April 2014. A service provider must still be appointed for the revitalisation to the ground floor of the Legislature building.

4.2 Programme 2: Facilities for Members and Political Parties

4.2.1 Purpose

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

4.2.2 Sub-programmes

This programme comprises of two sub-programmes as listed below:

- Facilities and Benefits for Members; and
- Political Parties Support Services.

4.2.3 Strategic objectives, performance indicators, planned targets and actual achievements

The following strategic objective is linked to this Programme:

- Effective Members' enabling services by providing an enabling allowance; secretarial and constituency allowances and training and development to the satisfaction of the Members and within agreed timeframes.

The significant achievements of this programme are as follows:

- Improved financial support for political parties in respect of secretarial allowances; and
- Facilitation of a capacity building programme for Members.

4.2.3.1 Sub-programme: Facilities and Benefits for Members

The purpose of this sub-programme is to manage the payment of:

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

The sub-programme is linked to the following strategic outcome oriented goal and strategic objective:

Strategic Outcome-Oriented Goal		Strategic Objective	
Goal 2: Corporate support to Members and staff to perform their duties effectively.	Effective Members' enabling services by providing an enabling allowance; secretarial and constituency allowances and training and development to the satisfaction of the Members and within agreed timeframes		

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Implemented capacity building programmes for Members as scheduled	New performance indicator	Capacity building programmes for Members implemented as scheduled	Achieved: Capacity building programmes for Members implemented as scheduled
Orientation programme for new and returning Members	New performance indicator	Orientation programme for new and returning Members	Achieved: Orientation programme for new and returning Members
Revised Guide to the Facilities of Members	New performance indicator	Revised Guide to the Facilities of Members submitted for approval	Achieved: Revised Guide to the Facilities of Members submitted for approval
Number of information and support sessions facilitated on the Guide to the Facilities of Members	New performance indicator	2 information and support sessions facilitated on the Guide to the Facilities of Members	Achieved: 2 information and support sessions facilitated on the Guide to the Facilities of Members

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Number of reports indicating date of receipt of required documents and process date of payments to ensure payments are made within 7 days of receipt of documents	Achieved	12 reports indicating date of receipt of required documents and process date of payments to ensure that payments are made within 7 days	Achieved: 12 reports indicating date of receipt of required documents and process date of payments to ensure that payments are made within 7 days
Number of statements issued to each Member on the status of his/her enabling allowance benefits	New performance indicator	12 monthly statements issued to each Member on their enabling allowance benefits	Achieved: 12 monthly statements issued to each Member on their enabling allowance benefits

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Facilities and Benefits to Members are as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Facilities and Benefits to Members	5 394	5 394	-	6 351	5 419	932

4.2.3.2 Sub-programme: Political Parties Support Services

The purpose of the sub-programme is the management of payment of:

- Constituency allowances to enable political parties represented in the Provincial Parliament to establish and maintain infrastructure in constituencies to serve the interests of constituents;
- Secretarial allowances to enable political parties represented in the Provincial Parliament to establish and maintain their own administrative infrastructure within the precincts of the Provincial Parliament; and
- Conditional allowance to enable Members to arrange programmes within their constituencies in the interest of oversight, law-making and public participation in the Western Cape Provincial Parliament.

The sub-programme is linked to the following strategic outcome oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 2: Corporate support to Members and Staff to perform their duties effectively.	Effective Members' enabling services by providing an enabling allowance; secretarial and constituency allowances and training and development to the satisfaction of the Members and within agreed timeframes

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Number of reports indicating the date of receipt of required documents and process dates of payments to ensure that payments are effected within 7 days after receipt of required documents.	Achieved	4 reports indicating date of receipt of required documents and process date of payments	Achieved: 4 reports indicating date of receipt of required documents and process date of payments

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Political Parties Support Service is as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Political Parties Support Service	31 572	31 572	-	30 113	30 113	-

4.3 Programme 3: Parliamentary Services

4.3.1 Purpose

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

4.3.2 Sub-programmes

This Programme comprises of four sub-programmes as listed below:

- Plenary Support;
- Committee Support (includes Committees, Standing Committees and Research);
- Public Education and Outreach; and
- Hansard and Language.

4.3.3 Strategic objectives, performance indicators, planned targets and actual achievements

The following strategic objectives are linked to this Programme:

- Effectively operating chamber business by providing procedural advice and administrative support to political office bearers, Members and the House; translations and interpreting services; recording of House proceedings and collecting, analysing and publicising procedural and statistical information to the satisfaction of Members within agreed timeframes;
- Effectively operating committee business by providing procedural advice; administrative and research support to standing committees, chairpersons and Members;
- Facilitate public education and outreach programmes by providing quality support to committees, in the law-making, oversight and public participation processes and petitions processes and legislative education programme and material developed for stakeholders; and
- Effectively operating chamber and committee business by providing translations, interpreting services and recording of proceedings.

The significant achievements of this programmes are as follows:

- Standard operating procedures for Committee section; and
- The inclusion of the Provincial Parliament's public education and outreach programmes in schools and various communities in the province contributed to the achievement of the Provincial Parliament's goal of promoting optimal public participation in the legislative, committee and other processes of the Provincial Parliament.

4.3.3.1 Sub-programme: Plenary Support

The purpose of the sub-programme is to provide procedural advice and administrative support for the sittings of the House. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 1: Procedural and related support to the House and committees to conduct their business of making laws and performing oversight effectively	Effectively operating Chamber business by providing procedural advice and administrative support to political office bearers, Members and the House; translation and interpreting services; recording of House proceedings and collecting, analysing and publicising procedural and statistical information to the satisfaction of Members within agreed timeframes

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Annual Digest of Speaker's Rulings for 2012/13	Achieved	Annual Digest of Speaker's rulings for 2012/13	Achieved: Annual Digest of Speaker's rulings for 2012/13
Number of reports on procedural advice provided to ensure compliance with applicable laws, standing rules and precedents and within stipulated timeframes *Services are demand driven	Achieved	Quarterly reports on procedural advice provided to ensure compliance with applicable laws, standing rules and precedents and within stipulated timeframes	Achieved: 4 quarterly reports on procedural advice provided to ensure compliance with applicable laws, standing rules and precedents and within stipulated timeframes

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Plenary Support is as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Plenary Support	2 660	2 660	-	2 527	2 457	70

4.3.3.2 Sub-programme: Committee Support

The purpose of the sub-programme is to provide administrative support and to render research services to Committees. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 1: Procedural and related support to the House and committees to conduct their business of making laws and performing oversight effectively	Effectively operating committee business by providing procedural advice; administrative and research support to standing committees, chairpersons and Members

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Develop Annual Committee Programme linked to the budget for 2014/15 financial year	Achieved	Annual Committee Programme linked to the budget for 2014/15 financial year	Achieved: Annual Committee Programme linked to the budget for 2014/15 financial year
Number of Committee Section Reports on all the support provided to Committees, Chairpersons and Members to ensure compliance with applicable laws, Standing Rules and applicable guidelines *Services are demand driven	Achieved	4 Committee section reports on all the support provided to committees, chairpersons and Members to ensure compliance with applicable laws, standing rules and applicable guidelines	Achieved: 4 Committee section reports on all the support provided to committees, chairpersons and Members to ensure compliance with applicable laws, standing rules and applicable guidelines
Number of reports on quality and timely research support rendered *Services are demand driven	Achieved (Research unit moved to Committees section)	4 quarterly Committee section reports on the quality and timely research support rendered	Achieved: 4 quarterly Committee section reports on the quality and timely research support rendered

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Committee Support is as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000
Committee Support	11 074	11 074	-	10 907	9 331	1 576

4.3.3.3 Sub-programme: Public Education and Outreach

The purpose of the sub-programme is to facilitate public participation and public education. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 3: Promote optimal public involvement in parliamentary processes	Facilitate public education and outreach programmes by: Providing quality support to committees in the law-making, oversight and public participation and petitions processes; Legislative education programme and material developed for stakeholders

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Develop an education programme on the law-making, oversight and public participation and petitions processes	Achieved	Develop an education programme for 2014/15	Achieved: An education programme developed for 2014/15
Updated register of petitions administered, received and processed to ensure compliance with Western Cape Petitions Act and regulations	Achieved	Updated register of petitions administered, received and processed to ensure compliance with Western Cape Petitions Act and regulations	Achieved: Register of petitions administered, received and processed updated to ensure compliance with Western Cape Petitions Act and regulations
Development of new education material and assessment of existing education material in support of education programme	New performance indicator	Develop new education material and assessment of existing education material in support of Education Programme	Achieved: New education material developed and assessment of existing education material in support of Education Programme
Number of quarterly reports on the education programmes rolled out as per implementation plan	Achieved	4 reports on the quarterly education programmes rolled out as per implementation plan	Achieved: 4 reports on the quarterly education programmes rolled out as per implementation plan

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Public Education and Outreach was as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
Public Education and Outreach	R'000 2 261	R'000 2 261	R'000 -	R'000 2 137	R'000 1 939	R'000 198

The Public Education budget allows for a maximum of 45 education workshops during the financial year. The workshops are defined on a monthly basis in an education workshop schedule which is planned with stakeholders. The budget is related to the specific logistical arrangements and total number of participants.

It is the objective of the Provincial Parliament to allow for a fair representation of rural and urban stakeholder groups to participate in the programme.

The stakeholders represent ward committees; schools; universities; colleges and community organisations. Specific commemorative programmes such as Youth Day, Mandela Day, Women's Day, AIDS Day and 16 Days of Activism are supported by this programme. The form and nature of these events are determined by the mandate of the Provincial Parliament.

Education workshops conducted in rural areas have a higher cost due to the fact that participants have to travel longer distances from outlying areas to central venues and it is more cost effective to have a full two-day training course. In addition to conducting a central community or ward committee workshop, the Public Education and Outreach Officers also conduct education workshops in the same rural district during their stay in a particular area.

Education workshops in schools and tertiary institutions comprised 70 – 75 % of the Public Education and Outreach section's schedule of educational programmes.

The cost for urban-based education workshops ranges from R2 500 – R 3 500 per workshop for 50 participants. The cost for a two-day education workshop in a rural area ranges from R10 000 - R18 000 per workshop. The current budget can only accommodate a total of six, two-day education workshops in rural districts.

4.3.3.4 Sub-programme: Hansard and Language Services

The purpose of the sub-programme is to manage the provision of verbatim reports of House proceedings and to provide interpreting and translation services. The sub-programme is linked to the following strategic outcome-oriented goal and strategic objective:

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 1: Procedural and related support to the House and committees to conduct their business of making laws and performing oversight effectively	Effectively operating chamber and committees' business by providing translations, interpreting services and recording of proceedings

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014
Number of facilitated vetting of interpreting services rendered to the House, committees and administration	New performance indicator	2 vetting reports on the quality of interpreting services rendered	Achieved: 2 vetting reports on the quality of interpreting services rendered
Number of facilitated vetting of translations services rendered to the House, committees and administration	New performance indicator	2 vetting reports on the quality of translation services rendered	Achieved: 2 vetting reports on the quality of translation services rendered
Number of reports on the quality and timeous translation service rendered to the House, committees and the administration	Achieved	4 quarterly reports on translation services rendered	Achieved: 4 quarterly reports on translation services rendered
Number of reports on the quality of interpreting services rendered to the House and committees	Achieved	4 quarterly reports on interpreting services rendered	Achieved: 4 quarterly reports on interpreting services rendered
Number of reports on the provision of Hansard services as per agreed service level agreement/contract	Not achieved	4 quarterly reports on the provision of Hansard services as per agreed service level agreement/contract	Achieved: 4 quarterly reports on the provision of Hansard services as per agreed service level agreement/contract

Changes to planned targets:

No changes have been made to this sub-programme's performance indicators or targets during the reporting period.

Linking performance with Budgets:

The expenditure for the sub-programme: Hansard and Language Services was as follows:

Sub-programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Hansard and Language Services	6 268	6 268	-	3 102	2 760	342

5. TRANSFER PAYMENTS

Transfer payments such as constituency and secretarial allowances are paid to political parties represented in the Western Cape Provincial Parliament.

The objective of the payment of a constituency allowance to political parties is to enable parties represented in the Provincial Parliament to establish and maintain an infrastructure to serve the interests of their constituents.

The objective of the payment of a secretarial allowance to political parties is to allow each party represented in the Provincial Parliament to:

- establish and maintain its own administrative infrastructure within the precincts of the Provincial Parliament;
- enable Members to obtain the required training to fulfil their constitutional obligations; and
- enable Members to attend party political meetings/conferences in the interest of the Provincial Parliament.

The amount transferred in respect of secretarial allowances is based on a formula determined by the number of Members per political party and their respective designations. Constituency allowances are based on the number of Members per political party.

The transfers are regulated in terms of section 38(1)(j) of the Public Finance Management Act, (Act 1 of 1999, as amended) and comprehensive policies, which guide the spending of the transfer payments.

The table below reflects the transfer payments made to Political Parties for the period 1 April 2013 to 31 March 2014.

Name of transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount spent by the entity (R'000)	Reasons for the funds unspent by the entity
Democratic Alliance	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	16 160	15 805	Undisclosed
African National Congress	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	10 481	10 481	N/A
Congress of the People	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	2 292	2 292	N/A
Independent Democrats	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	1 582	395	Undisclosed
African Christian Democratic Party	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	1 056	1 056	N/A

6. DONOR FUNDS

The Provincial Parliament did not receive any new donor funding during the 2013/14 financial year.

Previous Donor Funds:

During November 2011 the Provincial Parliament received an amount of R2 709 000 from the Legislative Sector Policy Support Programme. The main aim of the funds was to implement the South African Legislative Sector Policy and Strategic Framework. The Provincial Parliament had until 30 June 2013 to spend the balance of the allocation.

The following table reflects the actual expenditure per key result area as at 31 March 2014:

Key Result Area	Expenditure
Donor Funds received	(R2 709 000.00)
Building efficient and effective institutions	R841 764.53
To effectively hold the Executive accountable through vigorous oversight	R12 021.20
To deepen public participation and representation in the legislative sector	R473 180.34
Total expenditure	R1 326 966.07
Less bank charges	R1 638.00
Plus interest on bank account	(R216 361.73)
Surplus funds as at 31 March 2014	R1 596 757.66

As required the Provincial Parliament submitted its Implementation and Expenditure report as at 30 June 2013 to the Legislative Sector Policy Support Programme.

The Provincial Parliament is currently awaiting direction from the Legislative Sector Policy Support Programme as to how the surplus funds will be dealt with.

7. CAPITAL INVESTMENT

7.1 Capital investment, maintenance and asset management plan

Supply Chain Management facilitates an agreed procurement plan for all capital acquisitions for the Provincial Parliament which is in line with the respective line function budgets.

On a monthly basis (in conjunction with the Finance section), Supply Chain Management conducts a BAS/LOGIS reconciliation to account for all asset additions. In addition, Supply Chain Management conducts an annual stocktake of all Provincial Parliament's assets and submits a report to the Chief Financial Officer.

The condition of Provincial Parliament's assets varies as follows:

- Computer hardware – good condition;
- Furniture – fair condition; and
- Equipment – fair condition.

WESTERN CAPE PROVINCIAL PARLIAMENT



PART C GOVERNANCE



Farewell function for outgoing Auditor-General, Terence Nombembe



Hon Johannes Visser and Speaker Thembekile Majola with Public Protector Adv Thuli Madonsela and Deputy Public Protector Adv Kevin Malunga before addressing the House in September 2013

1. INTRODUCTION

The Provincial Parliament is committed to maintaining the highest standards of governance and considers good governance fundamental to the management of public finances and resources. The state of governance at the Provincial Parliament is good and there are structures in place to effectively, efficiently and economically utilise the Provincial Parliament's resources, which are funded by the tax payer.

2. RISK MANAGEMENT

The Accounting Officer (AO) for the Western Cape Provincial Parliament (WCPP) takes responsibility for implementing Enterprise Risk Management (ERM) in accordance with the National Treasury Public Sector Risk Management Framework (NTPSRMF). The Directorate Enterprise Risk Management (D:ERM) in the Department of the Premier (DoTP) provides service agency support to the WCPP to assist in the implementation and embedding of risk management. The service to the WCPP from the DoTP commenced in July 2012, and is regulated by a Memorandum of Understanding (MOU).

In compliance with the NTPSRMF and to further embed risk management within the WCPP, the WCPP has adopted an ERM Policy which sets out the WCPP's overall intention with regards to ERM.

An Annual ERM Implementation Strategy has been developed in order to give effect to the WCPP's ERM policy and to attain the Annual ERM Implementation Plan and the risk management priorities of the WCPP. This enables the WCPP to deliver on its goals, objectives and key performance indicators, enhance risk informed decision making and optimise compliance with applicable legislation. It further outlines the roles and responsibilities of managers and staff in embedding risk management in the WCPP and defines the enabling legislation, standards, mechanisms, tools and resources to be used to realise the ERM plan.

The Enterprise Risk Management Committee (ERMCO) provides governance oversight over the entire system of risk management of the WCPP and furnishes the AO with the requisite reports in respect of performance of risk management. The Audit Committee provides the independent oversight of the WCPP's system of risk management. The Audit Committee is furnished with quarterly ERM progress reports and WCPP's risk profiles and registers to execute their independent oversight role. The Audit Committee's evaluation of the risk management process is in relation to the progress of implementation of the WCPP's Annual ERM Implementation Plan and significant/strategic risks faced by the WCPP and their relevant risk response/treatment strategies.

Enterprise Risk Management Committee (ERMCO):

The WCPP has established an ERMCO to assist the AO in executing his respective responsibilities concerned with risk management. The committee operates under a terms of reference approved by the AO. The Committee comprises of select members of the WCPP's senior management and management teams. As per its terms of reference the committee should meet four times a year. The committee meetings during the financial year under review were attended as follows:

Member	Position	Scheduled Meetings	Attended
Ms N Petersen	Chief Financial Officer	4	4
Mr T Nage	Chief Parliamentary Officer	4	1
Mr C Dowman	Manager: Security and Facilities Management	4	4
Mr N Banderker	Manager: Information and Communications Technology	2	2
Mr J Retief	Manager: Communication and Information (Note: Mr Retief was appointed as the acting ICT Manager and fulfilled the duty as an ERMCO Member in the absence of a permanent appointment for two meetings on 21 June 2013 and 25 September 2013)	2	2

Risk management process

During the period under review, the WCPP assessed its risks relative to its strategic and annual performance plan. Risk assessments were conducted on a strategic level on an annual basis and updated quarterly. At a programme (operational) level the risk assessments were conducted on a quarterly basis in order to review and update the existing risks and to identify emerging risks. Significant risks relevant to objectives were assessed in terms of their likelihood and impact; risk treatment plans were developed and managed by allocated risk owners. Programme risk registers were approved by the respective programme manager.

The ERMCO ratified, prioritised and further recommended to the Accounting Officer, which significant risks were mitigated with an appropriate risk response/treatment in order to meet the WCPP's strategic objectives. This process was conducted on a quarterly basis and fed into the evaluation of the performance environment of the institution.

Impact on institutional performance

Risk Management at the Provincial Parliament is an on-going process. The Provincial Parliament implemented control measures which are regularly monitored and reviewed to ensure that they work as planned. Due regard is given to business requirements, vulnerabilities and threats that change.

By the establishment, maintenance and continuous update of the risk register and plans the Provincial Parliament by its systematic approach to the identification and assessment of risks and the management thereof resulted in an insignificant impact of these risks on its business and operations.

3. FRAUD AND CORRUPTION

The Provincial Parliament supports a zero tolerance culture towards fraud and corruption and has taken a stance that the management of fraud and corruption threats, like any other risk, is the responsibility of everyone in the organisation. By setting the tone at the top, the AO promotes accountability, integrity and other factors that will create a positive control environment.

The goal of fraud and corruption prevention within the Provincial Parliament is to manage the susceptibility to risk with a view to reducing it, and to raise the level of fraud awareness among employees and other stakeholders. This means that it is a process that is intended to reduce the risk of fraud and, upon the occurrence of fraud, to ensure detection and to provide contingency plans that will protect the interests of the Provincial Parliament, where possible, and result in the successful prosecution of any offender.

The Provincial Parliament's strategy to prevent fraud is based on the following principles:

- Creating a culture that is intolerant of fraud and corruption;
- Preventing fraud and corruption;
- Detecting fraud and corruption;
- Investigating identified fraud and corruption;
- Taking appropriate remedial action; and
- Applying sanctions.

The Provincial Parliament's Fraud Prevention Policy is aimed at facilitating the development of controls which will assist in the prevention and detection of fraud and corruption, as well as provide guidelines on how to respond should instances of fraud and prevention be identified.

The Fraud Prevention Policy makes provision for the appointment of an Enterprise Risk Management Committee which reviews the fraud and risk management progress, the effectiveness of fraud and risk management activities, the key fraud risks facing the Provincial Parliament and the responses to address these key fraud risks. These fraud risks are reviewed and submitted on a quarterly basis to the Enterprise Risk Management Committee as part of the broader risk management process.

The Provincial Parliament's process of internally reporting risks is through the management hierarchy. Should the need for an independent reporting mechanism arise; the Office of the Public Protector could be contacted. The Provincial Parliament has detailed the process as to the Public Protector's role and their contact details in the Fraud Prevention Policy, which is distributed and readily available to all employees.

4. MINIMISING CONFLICT OF INTEREST

The Provincial Parliament has a code of conduct for supply chain management employees. This code prescribes that supply chain management employees complete declarations of interests annually. In addition to this, employees that form part of bid specification; bid evaluation; and bid adjudication committees are required to sign declarations of interests' forms before the commencement of each meeting.

As at 31 March 2014 no conflicts of interest were identified or reported. In the event of a conflict of interest being identified, the normal procedure would be to recuse the relevant individual from deliberating on that specific tender.

5. CODE OF CONDUCT

5.1 Members

The Conduct Committee, after having considered the subject of operations of the committee for the financial year 2013/14, indicated that the Code of Conduct for Members of the Western Cape Provincial Parliament had been successfully implemented in that all Members, including Members of the Executive, had disclosed their registerable interests in respect of the 2013/14 financial year. The due date for the submission of disclosure forms was 30 April 2013.

The Registrar of Members' Interests reported that three requests for access to the public part of the register were granted to the media, the Auditor-General and a member of the public.

As at 31 March 2014 the committee had received no complaints of alleged breach of conduct by Members of the Provincial Parliament.

During the reporting period, the committee met four times, on 14 June 2013, 15 November 2013, 26 February 2014 and 5 March 2014, to deal with the proposed amendments to the Code of Conduct. These amendments were tabled on 24 March 2014 and the House adopted the amendments to the code on 25 March 2014.

5.2 Staff

The Provincial Parliament aspires to having an employee complement that executes its duties in a professional, committed, honourable and loyal fashion and behaves in a manner which will enhance the image and work of the Provincial Parliament in relation to the Members of Parliament, management of the organisation, fellow employees and the general public. The Provincial Parliament's Code of Conduct, included in its Disciplinary Policy, serves as an instrument and reference in attaining the expectations described above and to clarify ethical and appropriate behaviour by guiding and correcting the conduct of all employees within the Provincial Parliament.

Ten misconduct incidences in contravention of the Provincial Parliament's Code of Conduct were addressed during the period under review. Details thereof can be found in Part D: Human Resource Management.

5.3 Supply Chain Management Staff

Supply Chain Management staff have a code of conduct specifically applicable to them. This code covers conflict of interest, accountability, openness/transparency, confidentiality; bid specification, evaluation and adjudication committees and combative practices. This code of conduct is reviewed annually and signed for by supply chain management practitioners in their annual declarations of interests.

All supply chain management practitioners signed their declarations of interests for the financial year under review.

6. HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

The Provincial Parliament has an established and functioning Occupational Health and Safety Committee. Three new occupational health and safety representatives were appointed in writing by the Accounting Officer with effect from 1 April 2013 to serve a two- year term. The Provincial Parliament has four health and safety representatives. The Occupational Health and Safety Policy was approved and the new occupational health and safety representatives used this policy to advocate for improved health and safety in the workplace.

During the year under review the construction under the arches of the Provincial Legislature Building (Face of the Province project) proved to be challenging as the construction at times interfered with the parliamentary programme which resulted in meetings being postponed or transferred to other venues.

The Provincial Parliament had to deal with service interruptions due to electrical shutdowns, mainly over weekends, and disconnections of water supply due to maintenance on the system. During the reporting period there was a considerable increase in service delivery protests to the Provincial Parliament. Some of these included the throwing of human waste on the steps of the building at 7 Wale Street. This case was reported to the South African Police Service Cape Town Central, and as at 31 March 2014, was still under investigation.

7. RULES COMMITTEE MEETINGS

Dates of meeting	Committee's concerns	Committee's recommendations	Progress made in clearing / resolving the matter
11 March 2014	<p>Unauthorised access to the parking garage; and</p> <p>Entrances from garage to the building not adequately secured and staffed during certain periods and no provision in the budget for additional security measures.</p>	<p>The Provincial Parliament urgently engages with the Department of Transport and Public Works on the future accommodation requirements of the Legislature building; and</p> <p>A proper needs analysis be conducted, including Members input, regarding the upgrading of the Auditorium.</p>	<p>The Provincial Parliament has engaged with the Department of Transport and Public Works in respect of a dedicated accommodation for the Provincial Parliament.</p>
3 December 2013	<p>That the needs of Members were not fully considered when finalising the access to the Provincial Legislature Building pertaining to the upgrading of the building;</p> <p>The lack of communication between the Provincial Parliament and the Department of Transport and Public Works pertaining to the upgrade of the Provincial Legislature Building; and</p> <p>Access for Members entering the building be urgently reconsidered and discussed at a high level of authority.</p>	<p>The Provincial Parliament consults with the present Members regarding the support to new Members in the next parliamentary term;</p> <p>The Provincial Parliament considers additional proposals for corporate gear for its Members; and</p> <p>The Provincial Parliament urgently consults with the Department of Transport and Public Works on a dedicated entrance for Members of the Provincial Parliament.</p>	<p>The Provincial Parliament consulted with current Members through the 2013/14 survey during March 2014 on how to support new Members in the next parliamentary term.</p> <p>The Provincial Parliament will consult with new Members regarding proposals for corporate gear.</p> <p>The Provincial Parliament consulted with the Department of Transport and Public Works and a dedicated entrance has been proposed.</p>

Dates of meeting	Committee's concerns	Committee's recommendations	Progress made in clearing / resolving the matter
November 2013	<p>The Heritage Management Assets policy has not been referred to the Aesthetics Committee; and</p> <p>The WCPP does not specifically target disabled people during the recruitment process.</p>	<p>Provides a security plan of the precincts of WCPP by 30 November 2013;</p> <p>Provides electronic screens in the committee rooms to facilitate better viewing of presentations; and</p> <p>Conduct a needs analysis of the accommodation and facility needs of Members, staff and Parliament, with specific emphasis on office space, air-conditioning and toilet facilities.</p>	<p>A draft Heritage Management Policy was submitted to the Aesthetics Committee.</p> <p>A revised Security Plan to be submitted to Rules Committee.</p> <p>To be considered in the 2014/15 financial year.</p> <p>The Provincial Parliament has established a working committee with the Department of Transport and Public Works that meets regularly to address the needs of the Provincial Parliament.</p>

8. SCOPA RESOLUTIONS

2012/13

The committee notes the Auditor-General's audit opinion regarding WCPP's Annual Financial Statements, being financially unqualified with findings on compliance with laws and regulations relating to procurement and contract management and expenditure management, including findings on predetermined objectives and that this represents a regression from the 2011/12 unqualified with no findings audit opinion.

The committee notes WCPP's commitment of achieving a clean audit in 2014 and beyond. To achieve this commitment and avoid a regression in the audit outcome, WCPP should urgently and sustainably address all matters raised by the A-G, the Audit Committee and of this committee.

The Committee takes cognisance of the fact that 30% of high risk areas were covered by Internal Audit, compared to 42% last year, and further notes that of the five internal audits approved for auditing during the financial year, five were actually completed.

The resolutions of the committee are laid out below:

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes/No
<p>Page: 94 of the Annual Report of WCPP</p> <p>Heading: “SCOPA resolutions”</p> <p>Description: The Committee thanked the Provincial Parliament for publishing its resolutions, and actions taken in this regard, in its Annual Report, but noted that this was not an accurate reflection of the oversight role exercised by the committee, in the year under review.</p>	<p>The Committee agreed that:</p> <ol style="list-style-type: none"> 1. The Provincial Parliament should publish the committee’s opening comments specific to the Provincial Parliament, this table of resolutions and the list of information requested by the committee, in all future Annual Reports. 	On-going, and starting with the publishing of the institution’s 2013/14 Annual Report	Implemented in the 2013/14 Annual Report.	Yes
<p>Page: 95 of the Annual Report</p> <p>Heading: “SCOPA Resolutions”</p> <p>Description: The committee noted that the Speaker was yet to provide guidelines to all committees as to the treatment of classified documents. It was indicated that a draft guideline document was submitted to the Speaker three days prior to the Provincial Parliament’s engagement with SCOPA on its Annual Report and that further action was to be taken in this regard.</p>	<ol style="list-style-type: none"> 2. The draft guidelines document should be referred to the Rules Committee for further discussion and finalisation at its next meeting. 3. The Speaker should consult the State Security Agency to provide further guidance to the draft guideline document. 	To be scheduled by SCOPA	The draft guidelines were submitted to the Speaker for approval.	No
		To be scheduled by SCOPA	A draft classification document has been drafted taking into consideration the current legislation.	No

<p>Page: 98 of the Annual Report Heading: “SCOPA Resolutions” Description: The Committee noted that the concerns that were raised by the Committee during the 2011/12 financial year were not yet addressed and that the Provincial Parliament’s precinct did not meet the minimum security standards prescribed for national key points.</p>	4. WCPP should engage with SAPS to ensure that the security levels are increased before the end of January 2014.	To be scheduled by SCOPA	Implemented	Yes
	5. WCPP should take urgent corrective action to meet the security needs and ensure the safety of Members, officials and visiting delegations to the institution (in conjunction with the Parliamentary Protection Unit, Community Safety and SAPS), and brief the committee in this regard.	To be scheduled by SCOPA	Implemented with continuous attention	Yes
	6. Visitors, contractors and service providers that gain access to the Provincial Legislature Building (at either 7 or 15 Wale Street entrances) should be issued with permits that assist with the monitoring of their movement in the building.	To be scheduled by SCOPA	A new visitor management system was procured.	Yes

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes/No
<p>Page: 196 of the Annual Report</p> <p>Heading: “Achievement of planned targets”</p> <p>Description: The committee noted that a total of 29% of the targets were not specific in clearly identifying the nature and the required level of performance. This was due to the fact that management did not fully consider the criteria of good performance targets as stipulated in the Framework Management Programme Performance Information (FMPPPI).</p> <p>The FMPPPI requires that indicators should have clear unambiguous data definitions so that data is collected consistently and is easy to understand and use. A total of 29% of the indicators were not well defined in that clear, unambiguous data definitions were not available to allow for data to be collected consistently. This was due to the fact that management did not consider implementing the best practices, as stipulated in the FMPPPI.</p>	<p>7. This matter should be referred to the relevant standing committee for further monitoring and evaluation, with the Provincial Parliament.</p>	<p>On-going, and as scheduled by the relevant standing committee</p>	<p>Implemented in the 2014/15 financial year.</p>	<p>Yes</p>

List of information required by the Committee		Resolved Yes/No
5.2.2.1	A copy of the Security Policy and Plan of the institution;	Yes
5.2.2.2	A detailed report which explains the reasons for the 4 Auditor-General findings as indicated on page 105 of the Annual Report;	Yes
5.2.2.3	A detailed report on the progress made to address the high risk areas as indicated on pages 56 and 57 of the Annual Report;	Yes
5.2.2.4	A detailed report on the progress made to address the emerging risks as indicated on pages 56 and 57 of the Annual Report;	Yes
5.2.2.5	A detailed report on the vehicles which were returned to Government Motor Transport as indicated on page 150 of the Annual Report;	Yes
5.2.2.6	A detailed report indicated how WCPP will address the Key Control Deficiencies; and	Yes
5.2.2.7	A detailed report which highlights the stock take which was undertaken as indicated on page 99 of the Annual Report.	Yes

2011/12

The committee notes the Auditor-General's audit opinion regarding the institution's Annual Financial Statements, being financially unqualified with no other matters, for the third year in a row. While the committee is pleased, the opportunity for regression remains as does the institution's commitment to maintaining a clean audit status post 2014.

The views and resolutions of the committee are laid out below:

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes/No
<p>Page: 40 of the Annual Report.</p> <p>Heading: "Areas highlighted by Internal Audit for improvement".</p> <p>Description: Due to the broad explanation of the three areas highlighted, 1) Provincial Parliament does not provide exact reasons for the deficiencies for Legal Services, and 2) That Parliament does not have a policy in place for procurement and regulation of legal advice.</p> <p>The committee also shares the Audit Committee's concern relating to the key control deficiencies in the areas of plenary support, legal services and monitoring and evaluation.</p>	1.1.1 The Accounting Officer ensures that a service level agreement (SLA) with definable parameters is introduced, which is applicable to all committees, ensures that the services of outside legal advisers are acquired even if for protracted periods;	By 15 April 2013	Implemented	Yes
	1.1.2 The Speaker provides guidelines to all committees pertaining to obtaining legal opinions;	By 15 April 2013	Still in progress: Draft Guidelines were submitted to the Speaker for approval.	No
	1.1.3 The Speaker provides guidelines to all committees as to the treatment of classified documents submitted to committees;	By 15 April 2013	Still in progress: Draft Guidelines were submitted to the Speaker for approval	No

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes/No
<p>Page: 40 of the Annual Report.</p> <p>Heading: “Areas highlighted by Internal Audit for improvement”.</p> <p>Description: Due to the broad explanation of the three areas highlighted, 1) Provincial Parliament does not provide exact reasons for the deficiencies for Legal Services, and 2) That Parliament does not have a policy in place for procurement and regulation of legal advice.</p> <p>The committee also shares the Audit Committee’s concern relating to the key control deficiencies in the areas of plenary support, legal services and monitoring and evaluation.</p>	<p>1.1.4 The Speaker provides guidelines to all committees regarding in-committee processes vis-à-vis clause 28 (1)-(3) of Western Cape Constitution;</p> <p>1.1.5 The Accounting Officer reports to the Committee on what corrective action has been taken in respect of these Key Control Deficiencies and the impact thereof;</p>	<p>To be scheduled by SCOPA</p>	<p>In progress: Guidelines referred to the Speaker for consideration.</p> <p>Implemented</p>	<p>No</p> <p>Yes</p>
<p>Page: 41 of the Annual Report.</p> <p>Heading: “Internal Audit”.</p> <p>Description: Due to Provincial Parliament not having an Internal Audit function, the Department of the Premier’s Internal Audit Directorate is contracted to provide this function. The audit coverage for the 2011/12 financial year is at 40,74%, compared to 75% for the 2010/11 financial year.</p>	<p>1.1.6 Provincial Parliament assesses the feasibility of establishing its own Internal Audit function, that it approaches Provincial Treasury for funding in this regard, and that it submits a report to the Committee in this regard;</p>	<p>By April 2013</p>	<p>Implemented</p>	<p>Yes</p>

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes/No
<p>Page: 45 of the Annual Report</p> <p>Heading: “Report Of The Accounting Officer: Compensation of employees”.</p> <p>Description: The committee is concerned about the high turnover of staff to other parliamentary institutions.</p>	<p>1.1.7 Provincial Parliament develops a staff retention policy and implementation plan, a copy of which is presented to this committee and the Rules Committee.</p>	By 15 April 2013	Implemented	Yes
<p>Page: 47 of the Annual Report.</p> <p>Heading: “Machinery and equipment”.</p> <p>Description: The committee is concerned that the e-filing system has not been implemented.</p>	<p>2.1.11 The Secretary implements the e-filing system without delay.</p>	By 15 April 2013	The e-filing project was introduced to three sections during the 2013/14 financial year. The e-filing project will be finalised during the 2014/15 financial year.	No
	<p>2.1.12 The Secretary presents a progress report to the committee, with a copy provided to the Rules Committee;</p>	By 15 April 2013	Implemented	Yes

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PART C – Governance

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes/No
<p>Page: 48 of the Annual Report.</p> <p>Heading: “Services rendered by the Western Cape Provincial Parliament” (Point 2.1).</p> <p>Description: The committee is concerned about the limited amount of funds being allocated by Provincial Parliament for public participation relating to important events, such as the annual report period, appropriation and the adjustment appropriation periods (for advertising, public participation, etc.).</p>	<p>2.1.13 Provincial Parliament prioritises the customisation and implementation of the Sector Oversight Model;</p>	<p>By 15 April 2013</p>	<p>Still in progress: The Sector Oversight Model has been customised and is currently under consideration.</p>	<p>No</p>
<p>Page: 51-52 of the Annual Report.</p> <p>Heading: “Scopa Resolutions”.</p> <p>Description: The committee thanks the institution for addressing the committee's resolutions in the previous year and for including these in the annual report for the period under review.</p>	<p>2.1.15 The Committee resolved to design a new report template relating to the institution's actions on SCOPA Resolutions and requests that the Provincial Parliament replace the old report template with this for the 2012/13 Annual Report onwards, once received;</p>	<p>By 15 April 2013</p>	<p>Still in progress: Reported as per Annual Report Template provided by the Provincial Treasury Guidelines.</p>	<p>No</p>

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes/No
<p>Page: 51-52 of the Annual Report.</p> <p>Heading: “Scopa Resolutions”.</p> <p>Description: The Committee thanks the institution for addressing the committee's resolutions in the previous year and for including these in the annual report for the period under review.</p>	<p>2.1.16 The Provincial Parliament drafts a clause to be inserted into the Accounting Policies of the Provincial Parliament confirming its commitment to complying with generally accepted creditor-payment periods and legislated requirements for payment of creditors within 30 days of receipt of invoice;</p>	By 15 April 2013	Implemented	Yes
<p>Page: 85 of the Annual Report.</p> <p>Heading: “Movable Assets”.</p>	<p>2.1.17 Provincial Parliament ensures that heritage assets are located, valued and properly conserved;</p>	By 15 April 2013	Still in progress: All painting located within WCPP have been catalogued	No
<p>Description: The committee is concerned that no policy or register exists within the Western Cape Provincial Parliament and the Office of the Speaker that manages heritage assets in terms of their identification, promotion, protection, conservation and value.</p>	<p>2.1.18 Provincial Parliament publishes the heritage assets register in its 2012/13 Annual Report;</p>	By 15 April 2013	The Provincial Parliament is in a process of verifying its assets classified as heritage to ensure that it meets the requirements of being a heritage asset. Once this process has been concluded the heritage asset register will be included in all future Annual reports.	No
	<p>2.1.19 Provincial Parliament urgently drafts a policy in this regard and presents it to this Committee, and informs the Rules Committee thereof;</p>	By 15 April 2013	A draft Heritage Policy was submitted to the Aesthetics Committee.	No

9. PRIOR MODIFICATIONS TO AUDIT REPORTS

The following table reports on non-compliance matters reported on by the Auditor-General in the audit report in respect of the previous financial year:

Nature of matters of non-compliance	Financial year in which it first arose	Progress made in clearing / resolving the matter
<p>Irregular expenditure: Procurement and contract management: Tax Clearance certificates</p> <p>Background: In terms of Regulation 16 of the Preferential Procurement Policy Framework, “No contract may be awarded to a person who has failed to submit an original Tax Clearance Certificate from the South African Revenue Services (SARS) certifying that the taxes of that person to be in order or that suitable arrangement have been made with SARS”. This is further enhanced by paragraph 6.1 of Practice note 8 of 2007/08, issued by the National Treasury, indicating that the entities must be in possession of an original tax clearance certificate for all price quotations exceeding the value of R30 000 (VAT included).</p> <p>Finding: Tax clearance certificates could not be submitted/found for goods and services procured from three service providers, with whom transactions above the value of R30 000 were concluded. The transactions concluded for each of the respective financial years were considered irregular.</p>	2011/12	The Provincial Parliament has developed and introduced the use of a transaction checklist, that requires officials in the procurement and payment process to sign off on listed requirements to ensure compliance is met prior to the conclusion of the transaction.

Nature of matters of non-compliance	Financial year in which it first arose	Progress made in clearing / resolving the matter
<p>Irregular expenditure: Non-compliance with Supply chain management Delegation 12</p> <p>Background: In terms of the Provincial Parliament's Delegation of Powers, delegation 12, the following conditions should be adhered to when limited bidding is used:</p> <ul style="list-style-type: none"> • where early delivery is of critical importance, • where immediate action is necessary in order to avoid a dangerous or risky situation, misery or want, or • where the invitation of comparative tender is either impossible or impracticable, • where a product has to be designed by the supplier, • where there are technological, legislative or safety reasons to restrict purchases to suppliers who have proven their capability and qualification to manufacture such products or supply such services, and • reasons for using this delegation to be documented. <p>Finding: One case was identified where the procurement of office furniture for political parties was done in terms of Delegation 12, however the reason for using the delegation did not meet the requirements stated above. The relevant expenditure should be regarded as irregular expenditure due to the non-compliance of the delegations and not obtaining three quotations.</p>	2011/12	A delegation 12 template was devised, and a process of routing this to Supply Chain Management for compliance verification was implemented.

10. INTERNAL CONTROL SECTION

The Accounting Officer of the Provincial Parliament is responsible for ensuring that an effective, efficient and transparent system of internal control exists and is maintained. This system ultimately ensures that the Provincial Parliament complies with all relevant policies and procedures. The Provincial Parliament's Internal Control Section consists of one person reporting to the Chief Financial Officer. This shortage of capacity limits the section to increase coverage on its number of inspections within a specific financial year.

The Internal Control Section is responsible for identifying systemic weaknesses through the process of routine and follow-up inspections and post audit inspections. Internal control inspections focus on compliance areas which are subject to audit, and are generally based on the areas inspected within the last two years and audit queries.

During the year under review the Internal Control Section completed inspections in the following areas: identifying control gaps and areas where management could minimise risks; tax reconciliation process; revenue and recoupment of expenses and transport. Reports were provided to management. Furthermore, a follow-up on the inspections completed previously was conducted in order to ensure that all recommendations were implemented.

On a monthly basis the section checks all transaction source documents for compliance and completeness before storing it for safekeeping. In safekeeping documents, the section transitioned to issuing electronic copies of source documents as opposed to originals, further minimising the risk of losing source documents.

In addition to the above and to further strengthen internal control processes within the Provincial Parliament, managers of sections where audit findings are raised, are required to address the audit findings by developing and implementing action plans. The Internal Control Section facilitates the timeous implementation of management action plans by following up on the progress on a regular basis and reporting to senior management and subsequently to the Audit Committee.

The Internal Control Section also plays a liaison and facilitation role with the Provincial Parliament's corporate governance partners and stakeholders, such as the Auditor-General, Internal Audit and Enterprise Risk Management of the Western Cape Government and the Audit Committee.

11. INTERNAL AUDIT AND AUDIT COMMITTEE

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

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

Internal Audit work completed during the year under review for the Legislature included 6 assurance engagements as per the internal audit plan. The details of these engagements are included in the Audit Committee report.

The Audit Committee is established as an oversight body, providing independent oversight over governance, risk management and control processes in the Legislature, which includes responsibilities relating to:

- Internal audit function;
- External audit function as carried out by the Auditor-General of South Africa;
- Legislature's accounting and reporting;
- Legislature's accounting policies;
- Review of Auditor-General of South Africa management and audit report;
- Review of the Legislature's in-year monitoring;
- Legislature's risk management;
- Internal control;
- Pre-determined objectives; and
- Ethics and forensic investigations.

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

Name	Qualifications	Internal or external	If internal, position in the department	Date appointed	Date Resigned	No. of Meetings attended
Mr Mervyn Burton	BCompt, BCompt (Hons), CA(SA)	External	N/a	1 Jan 2012	N/a	8
Ms Judy Gunther	BCompt; Masters in Cost Accounting; CIA; AGA; CRMA	External	N/a	1 Jan 2013	N/a	8
Mr Louw van der Merwe	CA(SA); ACMA; CIA; CISA; CRMA	External	N/a	1 Jan 2013	N/a	8
Mr Kerry Larkin	BCompt; ND:FIS; CRMA; CCSA; CIA;	External	N/a	1 Jan 2013	N/a	5
Mr Zaid Manjra	BCom; Dip Acc; CA(SA); MBL	External	N/a	1 Jan 2013	N/a	4

12. AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2014.

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulation 3.1.13. The Audit Committee also reports that it has adopted appropriate formal terms of reference (approved on 11 September 2013), as its Audit Committee terms of reference, has regulated its affairs in compliance with these terms and has discharged all its responsibilities as contained therein.

The Effectiveness of Internal Control

Following a risk-based approach; the following internal audit work was completed during the year under review:

- Career Management and Organisational Performance
- Language Services
- Committees and Committee Research
- General ICT and System Management (ICT Vendor Management)
- Financial Oversight and Accounting
- Government Transport

The major areas for improvement noted by Internal Audit during the performance of their work are as follows:

- Language Services; Improve the monitoring controls over the appointment and vetting of outsourced interpreting services.
- ICT Vendor Management; Improve the monitoring controls over the contract management of ICT vendors.

Corrective actions have been agreed by management and the implementation thereof is being monitored by the Audit Committee on a quarterly basis. The Internal audit plan was completed for the year.

The Audit Committee has considered the work of all assurance providers; and with the exception of those areas noted above, nothing has come to its attention which would indicate a material breakdown in the internal control systems in the Legislature.

In-Year Management and Monthly/Quarterly Report

The Legislature has reported monthly and quarterly to Treasury as is required by the PFMA.

The Audit Committee is satisfied with the content and quality of the quarterly financial and performance reports prepared and issued by the Accounting Officer of the Legislature during the year under review.

Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the audited annual financial statements as presented in the Annual Report, with the Auditor-General of South Africa and the Accounting Officer;
- reviewed the Auditor-General of South Africa's Management Report and Management's responses thereto;
- considered changes to the accounting policies and practices and where applicable these are reported in the annual financial statements;
- reviewed the Legislature's processes to ensure compliance with legal and regulatory provisions;
- reviewed the information on predetermined objectives as reported in the annual report;
- where appropriate, reviewed material adjustments resulting from the audit of the Legislature.
- reviewed and where appropriate recommended changes to the interim financial statements as presented by the Legislature for the six months ending 30 September 2013.

Internal Audit

Vacancies within the internal audit structures are receiving on going attention and good progress is being made to fill funded vacancies.

There were no unresolved internal audit findings.

Risk Management

The Legislature has taken full responsibility and ownership for the implementation of the Enterprise Risk Management (ERM). The risk reports are reviewed and updated on a quarterly basis by management and overseen by the Audit Committee. The challenge remains to institutionalise ERM throughout the Legislature. The Audit Committee noted the emerging risks and will be monitoring these on a regular basis.

Auditor-General of South Africa's Report

- The Audit Committee concurs and accepts the Auditor-General of South Africa's opinion regarding the annual financial statements, and proposes that the audited annual financial statements be accepted and read together with the report of the Auditor-General of South Africa.
- The Audit Committee has met with the Auditor-General of South Africa and the Legislature to ensure that there are no unresolved issues emanating from the regulatory audit.
- The Audit Committee has reviewed the Legislature's implementation plan for audit issues raised in the previous year on a quarterly basis and is satisfied that the matters have been adequately resolved.
- The Audit Committee recommended that the annual financial statements be approved by the Accounting Officer on 8th August 2014.

Appreciation

The Audit Committee wishes to express its appreciation to the Management of the Legislature, the Auditor-General of South Africa and the Internal Audit Unit for the co-operation and information they have provided to enable us to compile this report.

A handwritten signature in dark ink, appearing to be 'MB', with a long horizontal line extending to the right.

Mr Mervyn Burton
Chairperson of the Governance and Administration Cluster Audit Committee
Western Cape Provincial Parliament
Date: 18 August 2014

WESTERN CAPE PROVINCIAL PARLIAMENT



PART D HUMAN RESOURCE MANAGEMENT



Employee being assessed during a Wellness Day event



WCPP staff visit the Child Care Home Visitor's Programme in Atlantis

1. INTRODUCTION

The human resources section of the annual report provides readers with in-depth information on the human resources-related activities of the Provincial Parliament for the year under review. While most of the information tends to be statistical, graphs and analysis are included to provide readers with a better sense of the impact or significance of the statistics reflected.

Human resources management has increasingly moved to a strategic, value-adding service in any organisation, and the annual report seeks to reflect that role in the Provincial Parliament in particular.

NOTE: Please note that in all statistical information provided, the figures will relate to all employees who were employed at the Provincial Parliament for the entire financial year. Only where it is expressly stated “As at 31 March 2013 or 1 April 2014” will the figures speak of a snapshot.

2. HUMAN RESOURCES STRATEGY

The Human Resources Strategy for the period 2011 to 2015 was aligned to achieve the following core objectives:

- Successful implementation of strategies developed in terms of previous strategy;
- Introduce and foster value added processes in the Provincial Parliament;
- More focused, performance driven and outcomes-based employee development;
- Modern work systems and synergy; and
- Devolution of and integration of human resources management processes into management processes.

The Human Resources Strategy focuses on two broad areas in the discipline of human resources management, viz recruitment, selection and retention, which includes recruitment and selection, orientation, skills development, career management, remuneration, employee wellness and assistance; and organisational human resources management, which includes gender and disability mainstreaming, employment equity, organisational development, performance management and management information.

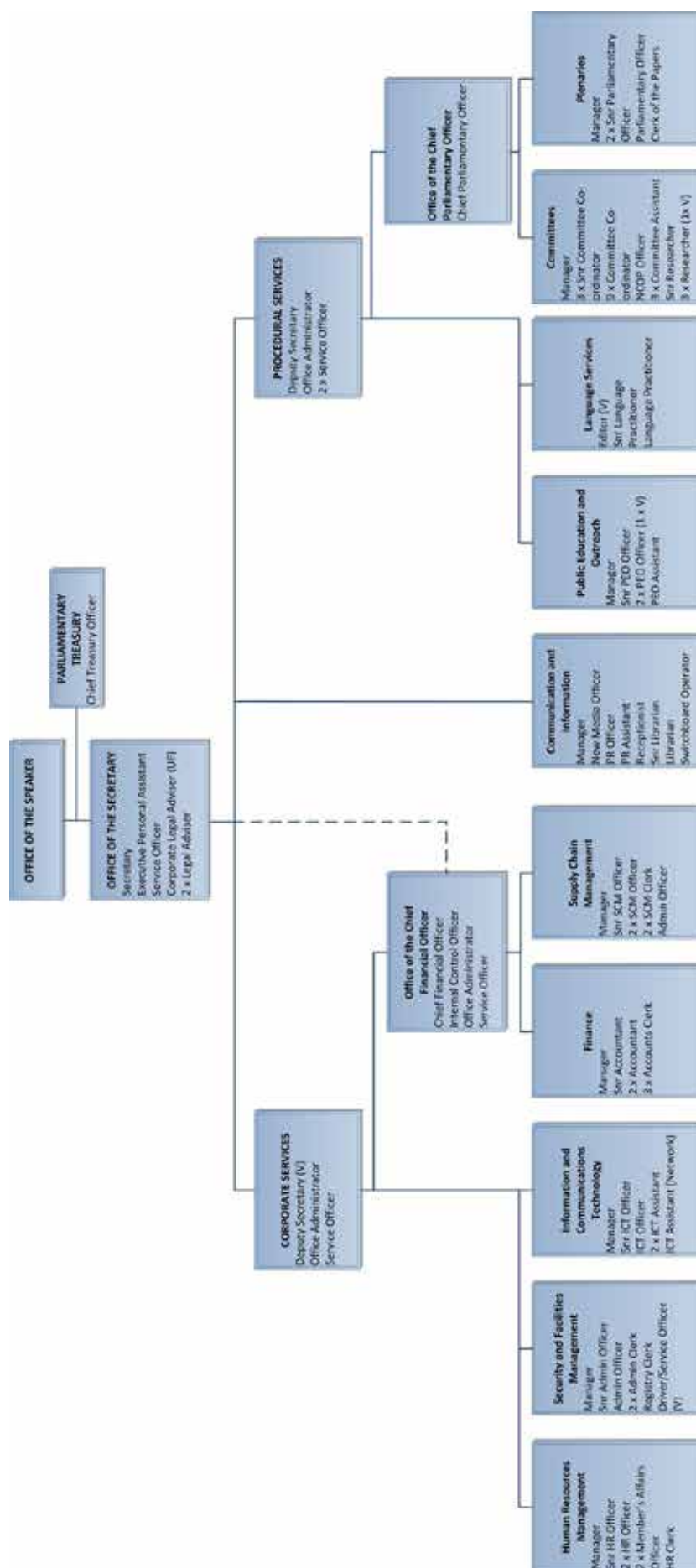
The Provincial Parliament in general, and the Human Resources Section in particular, are faced with severe resource constraints. With constant increases in legislative compliance requirements, the Human Resources section is under significant pressure to even begin delivering the value adding services that are envisaged by the Human Resources Strategy. Human resources management seeks to provide decision makers with meaningful information that will inform organisational policy and processes in the furtherance of continuous improvement. Should the *status quo* in terms of resourcing remain, this will increasingly become an unachievable goal.

As a result of the above, the Provincial Parliament has shown substantially more success in terms of the first focus area of the Human Resources Strategy than the second. Recruitment, selection and retention deals with operational matters that cannot be avoided and has to, at least to the basic level, be done in order for the institution to function.

The implementation of the remuneration study, to the level of median of the market, has paid dividends in terms of the recruitment and retention of employees. In comparison to previous years, the Provincial Parliament’s vacancy rate is the lowest ever. Terminations of employment were limited to three, as opposed to seven in the previous financial year. Of the three terminations, only one was a resignation, with two employees’ services being terminated by the Provincial Parliament. This resulted in the appointment versus termination ratio rising to a level of 5:1.

Skills development was an area of success in this financial year with the roll out of a training programme for computer skills, particularly in respect of the new software versions, in order to ensure optimal utilisation of information technology tools. In addition, a complete skills assessment of all employees took place, yielding insightful and comprehensive results that will be used to establish a long-term skills development plan to address the identified development areas and enhance the areas of potential.

3. ORGANISATIONAL STRUCTURE AS AT 31 MARCH 2014



4. EXPENDITURE

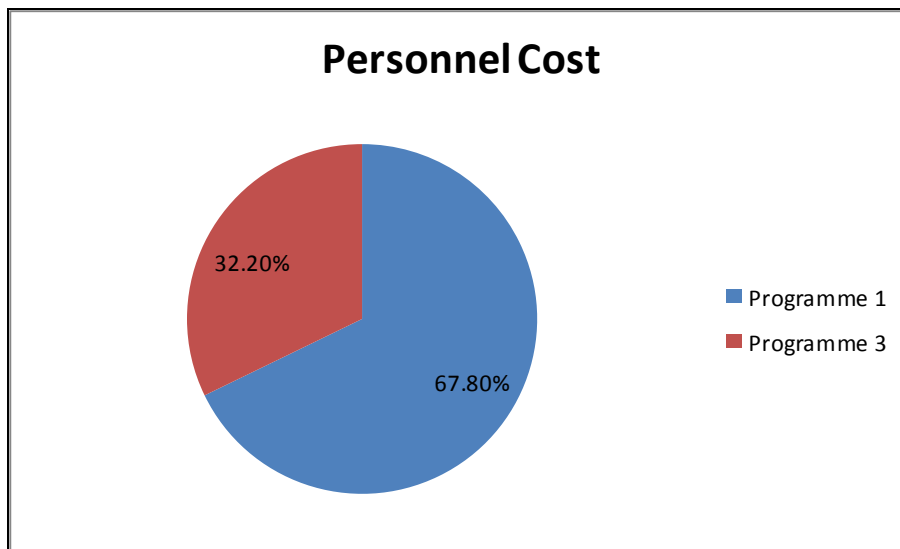
The Provincial Parliament budgets in terms of clearly defined programmes. The following tables summarise final audited expenditure by programme (Table 4.1) and by salary bands (Table 4.2). In particular, it provides an indication of the amount spent on personnel costs in terms of each of the programmes or salary bands within the Provincial Parliament.

IMPORTANT NOTE: Please note that some employees were on more than one salary band/level during the financial year. They would then be reflected in more than one level, resulting in employee totals seeming peculiar.

4.1 Personnel costs by programme, 2013/2014

Programme	Personnel Expenditure (R'000)	Total Expenditure (R'000)	Training Expenditure (R'000)	Professional and special services Expenditure (R'000)	Personnel cost as a % of total expenditure	Average personnel cost per employee (R'000)
Programme 1 (Administration)	27 098	43 893	84	369	61.7%	430
Programme 3 (Parliamentary Services)	12 841	22 263	63	306	57.7%	414
Total	39 939	66 156	147	675	60.4%	403

**This amount excludes statutory appropriation for Members of the Provincial Parliament and Programme 2: Facilities and Benefits for Members and Political Parties.*



Historically Programme 3 has fewer employees than Programme 1 as a result of more sections being included in Programme 1. These include the offices of the Speaker and Secretary. On 31 March 2014, there were 63 employees in Programme 1 and 31 in Programme 3. There are five additional, fixed-term positions which are not included in the above.

4.2 Personnel costs by salary bands, 2013/14

Salary Bands	No. of e'e	Personnel Expenditure (R'000)	% of total Personnel Cost	Average Personnel Cost per employee (R'000)
Lower Skilled (Band A1 - B1)	6	997	2.5%	166
Skilled (Band B2 - C3)	64	18 528	46.4%	290
Highly skilled production (Band C4 - C5)	15	6 534	16.4%	436
Highly skilled supervision (Band D1 - D3)	14	9 138	22.9%	652
Senior Management (Band D4 - E2)	4	4 732	11.8%	1 183
Interns	1	10	0.0%	10
Total	104	39 939	100.0%	388

4.2.1 Personnel Costs by Race, 2013/2014

Beneficiary Profile	No. of e'e	Personnel Cost by Race (R'000)	% of total Personnel Cost
African	27	9 189	23.0%
Indian	5	2 502	6.3%
Coloured	58	21 736	54.4%
White	13	6 502	16.3%
Interns	1	10	0.0%
Total	104	39 939	100.0%

4.2.2 Personnel Costs by Gender, 2013/2014

Beneficiary Profile	No. of e'e	Personnel Cost by Gender (R'000)	% of total Personnel Cost
Male	50	20 054	50.2%
Female	53	19 875	49.8%
Interns	1	10	0.0%
Total	104	39 939	100.0%

The following tables provide a summary per programme (Table 4.3) and salary bands as a percentage of total personnel cost (Table 4.4) and salary bands as a percentage of the total personnel cost for that band (Table 4.5) of expenditure incurred as a result of salaries, overtime, home owners allowance and medical assistance. These tables exclude interns as explained above.

4.3 Salaries, overtime, home owners allowance and medical aid by programme, 2013/2014

Programme	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel Cost per programme	Amount (R'000)	Overtime as a % of Personnel Cost	Amount (R'000)	HOA as a % of Personnel Cost	Amount (R'000)	Medical Assistance as a % of Personnel Cost
Programme 1	18 989	70.1%	188	0.7%	1 247	4.6%	355	1.3%
Programme 3	9 122	71.0%	82	0.6%	821	6.4%	174	1.4%
Total	28 111	70.4%	270	0.7%	2 068	5.2%	529	1.3%

4.4 Salaries, overtime, home owners allowance and medical aid by salary bands, 2013/2014 (% of the total personnel cost)

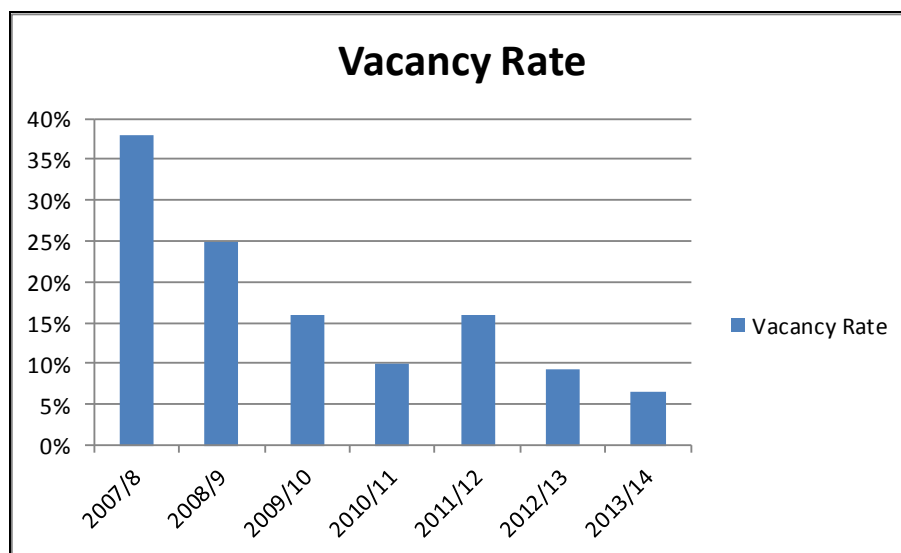
Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Total Personnel Cost	Amount (R'000)	Overtime as a % of Total Personnel Cost	Amount (R'000)	HOA as a % of Total Personnel Cost	Amount (R'000)	Medical Assistance as a % of Total Personnel Cost
Lower Skilled (Band A1 - B1)	563	1.4%	30	0.1%	151	0.4%	-	-
Skilled (Band B2 - C3)	13 287	33.3%	163	0.4%	1 479	3.7%	332	0.8%
Highly skilled production (Band C4 - C5)	4 774	12.0%	68	0.2%	438	1.1%	96	0.2%
Highly skilled supervision (Band D1 - D3)	6 506	16.3%	9	0.0%	-	-	64	0.2%
Senior Management (Band D4 - E2)	2 971	7.4%	-	-	-	-	37	0.1%
Interns	10	0.0%	-	-	-	-	-	-
Total	28 111	70.4%	270	0.7%	2 068	5.2%	529	1.3%

4.5 Salaries, overtime, home owners allowance and medical aid by salary bands, 2013/2014 (% of the respective salary bands)

Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel Cost per Salary Band	Amount (R'000)	Overtime as a % of Personnel Cost per Salary Band	Amount (R'000)	HOA as a % of Personnel Cost per Salary Band	Amount (R'000)	Medical Assistance as a % of Personnel Cost per Salary Band
Lower Skilled (Band A1 - B1)	563	56.5%	30	3.0%	151	15.0%	-	-
Skilled (Band B2 - C3)	13 287	71.7%	163	0.9%	1 479	8.0%	332	1.8%
Highly skilled production (Band C4 - C5)	4 774	73.1%	68	1.0%	438	6.7%	96	1.5%
Highly skilled supervision (Band D1 - D3)	6 506	71.2%	9	0.1%	-	-	64	0.7%
Senior Management (Band D4 - E2)	2 971	62.8%	-	-	-	-	37	0.8%
Interns	10	-	-	-	-	-	-	-
Total	28 111	70.4%	270	0.7%	2 068	5.2%	529	1.3%

5. EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts, funded and unfunded, on the establishment, the number of employees and the vacancy rates. The information is presented in terms of three key variables, viz programme (Table 5.1), salary band (Table 5.2) and critical occupations.



There has been a steady decline in the vacancy rate at the Provincial Parliament since 2007/8. The Provincial Parliament embarked on an aggressive recruitment campaign combined with the implementation of the median of the relevant labour market remuneration, which clearly reflects in the lowest vacancy rate (6.6%) since 2007/8.

5.1 Employment and vacancies by programme, 31 March 2014

Programme	Number of posts	Number of funded posts	Number of filled posts	Vacancy Rate	Vacancy Rate for Funded Posts
Programme 1	67	66	63	6.0%	4.5%
Programme 3	34	34	31	8.8%	8.8%
Additional Positions	5	5	5	-	-
Total	106	105	99	6.6%	5.7%

5.2 Employment and vacancies by salary bands, 31 March 2014

The information in each case reflects the situation as at 31 March 2014. For an indication of the staffing changes during the period under review, please refer to Section 8 of this report.

Salary Band	Number of posts	Number of funded posts	Number of posts filled	Vacancy Rate	Vacancy Rate for Funded Posts
Lower Skilled (Band A1 - B1)	6	6	5	16.7%	16.7%
Skilled (Band B2 - C3)	65	65	62	4.6%	4.6%
Highly skilled production (Band C4 - C5)	15	15	15	-	-
Highly skilled supervision (Band D1 - D3)	15	14	13	13.3%	7.1%
Senior Management (Band D4 - E2)	5	5	4	20.0%	20.0%
Total	106	105	99	6.6%	5.7%

5.3 Employment and vacancies by critical occupation, 31 March 2014

No critical occupation was identified at the beginning of the 2013/2014 financial year.

6. SENIOR MANAGEMENT SERVICES (SMS) INFORMATION

6.1 Filling of senior management services (SMS) posts

The tables in this section provide information on employment and vacancies as it relates to members of the Senior Management Service by salary level. It also provides information on advertising and filling of Senior Management Service posts. The stipulations of the Public Service Regulations do not apply to the Provincial Parliament and therefore they cannot be reported on.

SMS post information as on 31 March 2014

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
E2	1	1	100.0%	-	-
E1	2	1	50.0%	1	50.0%
D4	2	2	100.0%	-	-
Total	5	4	80.0%	1	20.0%

SMS post information as on 30 September 2013

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
E2	1	1	100.0%	-	-
E1	2	1	50.0%	1	50.0%
D4	2	2	100.0%	-	-
Total	5	4	80.0%	1	20.0%

Advertising and filling of SMS posts for the period 1 April 2013 to 31 March 2014

None.

7. JOB EVALUATION

No jobs were evaluated during the 2013/14 financial year.

7.1 Profile of employees whose positions were upgraded due to their posts being upgraded

No jobs were evaluated during the 2013/14 financial year.

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

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

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
Snr Admin Officer	1	C3	C4	Historic Reasons
Administrative Clerk	2	B3	B5	Historic Grade Creep
Service Officer/Administrative Assistant	1	B1	B2	Historic Grade Creep
Public Relations Assistant	1	B4	B5	Historic Grade Creep
Percentage of total employed				5%

These employees are all red-circled and specific principles apply to their remuneration.

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

7.3 Profile of employees who have salary levels higher than those determined by job evaluation

Beneficiary	African	Asian	Coloured	White	Total
Female	-	-	2	1	3
Male	-	-	2	-	2
Total	-	-	4	1	5
Employees with a disability	-	-	-	-	-

Total Number of employees whose remuneration exceeded the grade determined by job evaluation in 2013/14	5
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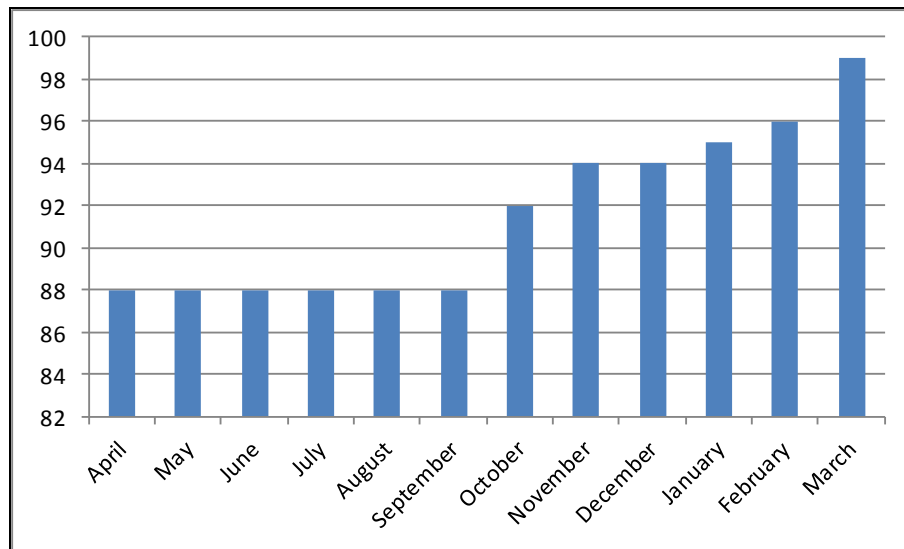
8. EMPLOYMENT CHANGES

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

8.1 Annual turnover rates by salary band for the period 1 April 2013 to 31 March 2014

Salary Band	Number of employees per band as on 1 April 2013	Appointments & Transfers into the Provincial Parliament		Terminations and transfers out of the Provincial Parliament	Turnover rate
		Internal	External		
Lower Skilled (Band A1- B1)	6	-	-	1	16.7%
Skilled (Band B2 - C3)	54	-	11	1	22.2%
Highly skilled production (Band C4 - C5)	12	1	1	-	16.7%
Highly skilled supervision (Band D1 - D3)	12	-	1	1	16.7%
Senior Management (Band D4 - E2)	4	-	-	-	-
Total number of Employees	88	1	13	3	19.3%
Interns	1				

The Provincial Parliament was able to turn the tables drastically with regard to appointments and resignations with the ratio of appointments to resignations rising to 5:1 (5 appointments for each resignation) from 4:3 in the 2012/13 financial year.



The staff complement of the Provincial Parliament increased with 11 over the past year, from 88 on 1 April 2013 to 99 on 31 March 2014.

8.2 Annual turnover rates by critical occupation for the period 1 April 2013 to 31 March 2014

None.

8.3 Reasons why staff are leaving the Provincial Parliament

Termination Type	Number	% of total
Death	-	-
Resignation	1	33.3%
Expiry of contract	-	-
Dismissal – operational reasons	1	33.3%
Dismissal – inefficiency	1	33.3%
Discharged due to ill-health	-	-
Retirement	-	-
Other	-	-
Transfers to other Public Service Departments	-	-
Total	3	100%
Total number of employees who left as a % of the total employment		3.0%
Interns	1	

Of the three employees who left the employ of the Provincial Parliament, only one resigned, while the services of the other two were terminated due to misconduct and poor performance respectively.

8.4 Promotions by critical occupation

The Provincial Parliament's Recruitment and Selection Policy did not make provision for promotion during the financial year under review. At this stage no critical occupations have been identified.

8.5 Promotions by salary bands

The Provincial Parliament's Recruitment and Selection Policy did not make provision for promotion during the financial year under review.

9. EMPLOYMENT EQUITY

NOTE: For the purposes of this report, professionals are defined as occupations that require registration with a professional body in order to be employed at the Provincial Parliament. Please note that figures and totals in terms of occupational categories and occupational levels might differ due to employees being internally appointed to positions in a different occupational level, but the same occupational category, during the year under review.

9.1 Total number of employees (including employees with disabilities) in each of the following occupational categories (Organising Framework for Occupation) from 1 April 2013 to 31 March 2014

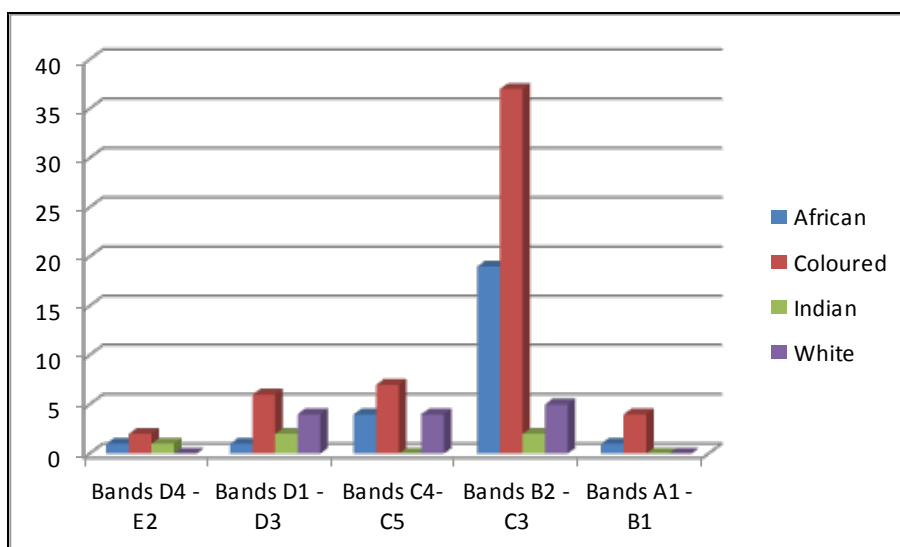
Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (1)	2	7	2	2	-	2	1	1	17
Professionals (2)	-	-	-	-	-	-	-	-	-
Technicians and Associate Professionals (3)	5	10	1	3	7	16	-	3	45
Clerks (4)	2	4	1	-	7	7	-	1	22
Service Workers (5)	1	4	-	-	1	-	-	-	6
Total	10	25	4	5	15	25	1	5	90
Contract employees (Non-permanent Employees)	2	3	-	1	-	5	-	2	13
Grand Total	12	28	4	6	15	30	1	7	103

9.2 Total number of employees (including employees with disabilities) in each of the following occupational bands from 1 April 2013 to 31 March 2014

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (Bands D4 - E2)	1	1	-	-	-	1	1	-	4
Senior Management (Band D1 - D3)	1	6	2	2	-	1	-	1	13
Professionally qualified & experienced specialists and mid-management (Band C4 - C5)	2	4	-	2	2	3	-	2	15
Skilled technical & academically qualified workers, junior management, supervisors, foreman & superintendents (Bands B2 - C3)	5	10	2	1	12	20	-	2	52
Semi-skilled & discretionary decision making (Band A1 - B1)	1	4	-	-	1	-	-	-	6
Total	10	25	4	5	15	25	1	5	90
Contract employees (Non-permanent employees)	2	3	-	1	-	5	-	2	13
Grand Total	12	28	4	6	15	30	1	7	103

People with disabilities <u>incl</u> in the statistics above									
Semi-skilled & discretionary decision making (Band A & B)	1								

The graph below indicates the number of employees, including non-permanent employees, but excluding interns, on various salary bands in the Provincial Parliament as at 31 March 2014.



9.3 Recruitment for the period 1 April 2013 to 31 March 2014

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Management (Band D4 - E2)	-	-	-	-	-	-	-	-	-
Highly Skilled Supervision (Band D1 - D3)	-	-	1	-	-	-	-	-	1
Highly Skilled production (Band C4 - C5)	1	2	-	1	-	-	-	-	4
Skilled (Band B2 - C3)	1	2	2	-	-	4	-	1	10
Lower Skilled (Band A1 - B1)	-	-	-	-	-	-	-	-	-
Total	2	4	3	1	-	4	-	1	15
Employees with disabilities	-	-	-	-	-	-	-	-	

9.4 Promotions for the period 1 April 2013 to 31 March 2014

See 8.5 above.

9.5 Terminations for the period 1 April 2013 to 31 March 2014

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	-	-	-	-	-	-	-	-	-
Senior Management	-	1	-	-	-	-	-	-	1
Professionally qualified & experienced specialists and mid-management	-	-	-	-	-	-	-	-	-
Skilled technical & academically qualified workers, junior management, supervisors, foreman & superintendents	-	-	-	-	-	1	-	-	1
Semi-skilled & discretionary decision making	1	-	-	-	-	-	-	-	1
Total	1	1	-	-	-	1	-	-	3
Employees with disabilities	-	-	-	-	-	-	-	-	-

9.6 Disciplinary action for the period 1 April 2013 to 31 March 2014

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
	3	2	-	1	-	1	-	-	7

9.7 Skills development for the period 1 April 2013 to 31 March 2014

9.7.1 Training courses presented

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (1)	10	12	2	5	-	6	1	6	42
Professionals (2)	-	-	-	-	-	-	-	-	-
Technicians and associate professionals (3)	14	27	1	8	15	65	-	8	138
Clerks (4)	6	9	1	-	24	22	-	6	68
Service Workers (5)	-	4	-	-	2	-	-	-	6
Total	30	52	4	13	41	93	1	20	254
Interns	-	-	-	-	-	-	-	-	-
Employees with disabilities	2	-	-	-	-	-	-	-	-

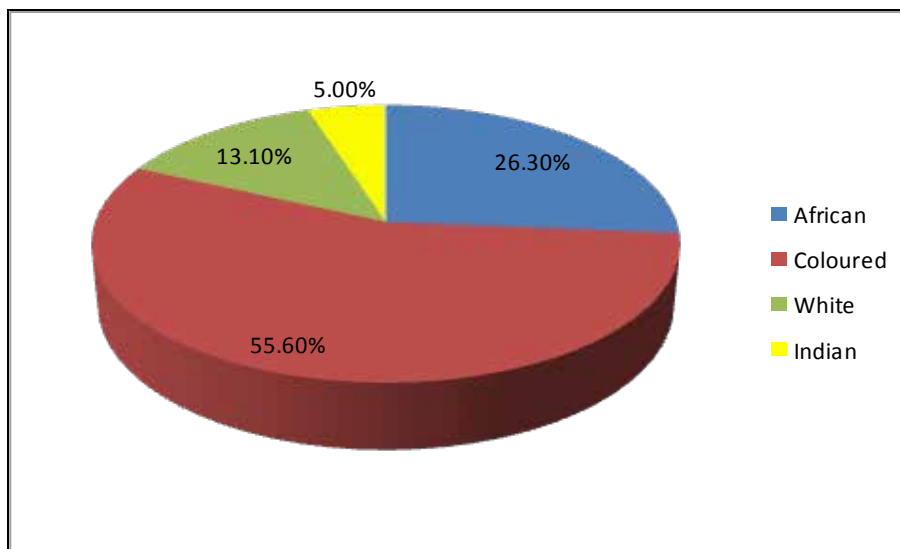
Note:

Please note that this indicates incidents of training and not individuals who attended training. Internal training programmes are included.

9.7.2 Study assistance provided for formal education

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (1)	-	1	-	-	-	-	-	-	1
Professionals (2)	-	-	-	-	-	-	-	-	-
Technicians and associate professionals (3)	-	-	-	1	1	1	-	-	3
Clerks (4)	-	1	-	-	3	3	-	-	7
Service Workers (5)	-	1	-	-	-	-	-	-	1
Total	-	3	-	1	4	4	-	-	12
Employees with disabilities	-	-	-	-	-	-	-	-	-

9.8 Population group distribution as at 31 March 2014

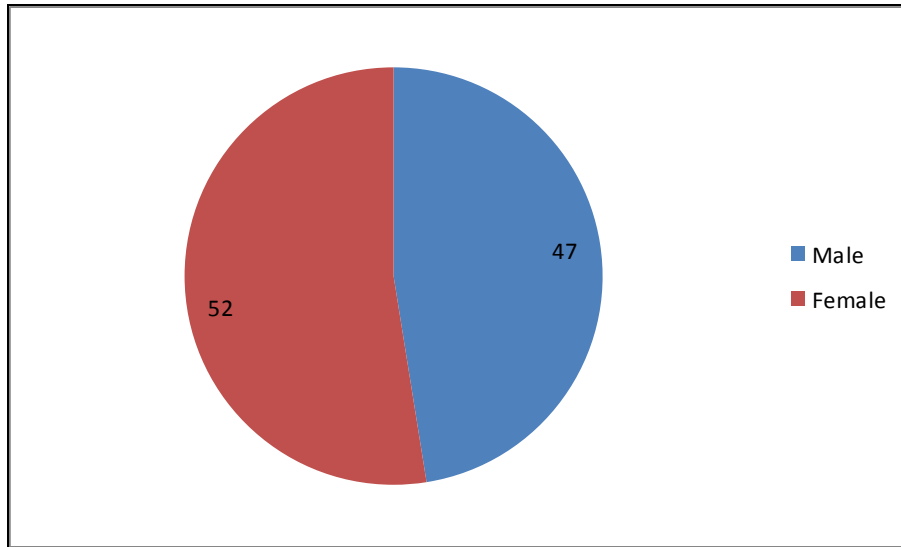


Of the 99 employees in the Provincial Parliament, 26 are from the African population group, 55 from the Coloured population group, 13 from the White population group and 5 from the Indian population group.

	Provincial Parliament	Western Cape*	RSA
African	26.3%	32.8%	79.2%
Coloured	55.6%	48.8%	8.9%
White	13.1%	15.7%	8.9%
Indian	5.0%	1.0%	2.5%

*Stats SA 2011

9.9 Gender composition as at 31 March 2014

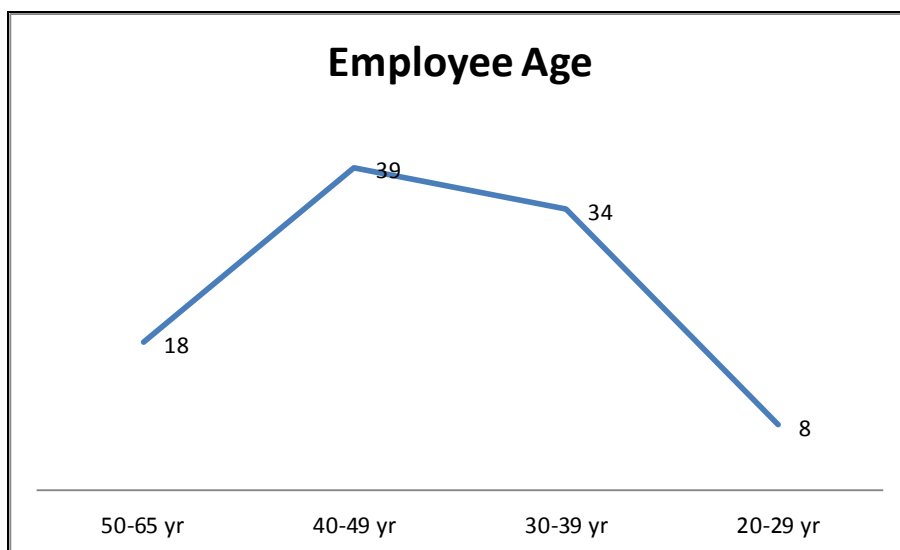


On 31 March 2014, 52 of the employees in the Provincial Parliament were female and 47 were male.

	Provincial Parliament	Western Cape	RSA
Female	52.5%	50.9%	51.5%
Male	47.5%	49.1%	48.5%

The Provincial Parliament has succeeded in bringing its gender representation more in line with provincial and national representation.

9.10 Age profile



The average age of the employees of the Provincial Parliament was 41 on 31 March 2014. This is substantially higher than the average age of 2012/13, which was 33.9 years.

10. PERFORMANCE REWARDS

To encourage good performance, the Provincial Parliament has granted the following performance rewards during the year under review. The information is presented in terms of race, gender, and disability and salary bands.

10.1 Performance Increases by race, gender and disability, 1 April 2013 to 31 March 2014 in respect of 2012/13 financial year.

Salary Bands	Number of posts (31 Mar '13)	Number of beneficiaries	Africans		Coloured		White		Indian		Cost	
			Male	Female	Male	Female	Male	Female	Male	Female	Cost (R'000)	Average cost per employee (R'000)
Lower Skilled (Band A1 - B1)	5	-	-	-	-	-	-	-	-	-	-	-
Skilled (Band B2 - C3)	62	24	2	6	6	9	-	1	-	-	224	9
Highly skilled production (Band C4 - C5)	15	9	1	-	3	3	-	2	-	-	123	13
Highly skilled supervision (Band D1 - D3)	13	5	-	-	1	1	1	1	1	-	110	22
Senior Management (Band D4 - E2)	4	3	-	-	1	1	-	-	-	1	108	36
Total	99	41	3	6	11	14	1	4	1	1	565	80

Performance increases were used as reward for excellent and exceptional performance based on the notch-based remuneration structure. This will ensure that employees' remuneration will be influenced by their continued good performance. It also provides a long term improvement in conditions of employment for good performance, increasing the incentive level.

10.2 Performance bonuses, 1 April 2013 to 31 March 2014 in respect of 2012/13 financial year

Salary Bands	Number of posts (31 March 2013)	Number of beneficiaries	Africans		Coloured		White		Indian		Cost	
			Male	Female	Male	Female	Male	Female	Male	Female	Cost (R'000)	Average cost per employee (R'000)
Lower Skilled (Band A1 - B1)	5	2	-	1	1	-	-	-	-	-	26	13
Skilled (Band B2 - C3)	62	7	1	-	2	3	-	1	-	-	121	17
Highly skilled production (Band C4 - C5)	15	2	-	-	2	-	-	-	-	-	36	18
Highly skilled supervision (Band D1 - D3)	13	1	-	-	1	-	-	-	-	-	11	11
Senior Management (Band D4 - E2)	4	-	-	-	-	-	-	-	-	-	-	-
Total	99	12	1	1	6	3	-	1	-	-	194	59

NOTE: Performance bonuses were paid to employees who were red circled in terms of the remuneration structure and remuneration study implementation, employees who had resigned subsequent to the financial year under review and one employee who was in a performance category so exceptional that the reward consisted of both an increase and a bonus.

10.3 Performance by critical occupations, 1 April 2013 to 31 March 2014

No critical occupations identified for the period 1 April 2013 to 31 March 2014.

11. FOREIGN WORKERS

The information below summarises the employment of foreign nationals in the Provincial Parliament.

11.1 Foreign workers, 1 April 2013 to 31 March 2014, by salary band

No foreign workers were appointed.

11.2 Foreign workers, 1 April 2013 to 31 March 2014, by major occupation

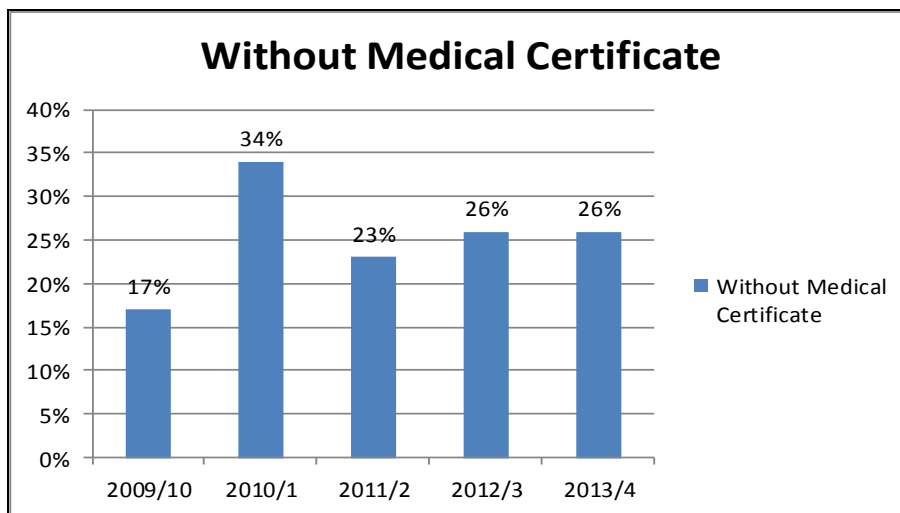
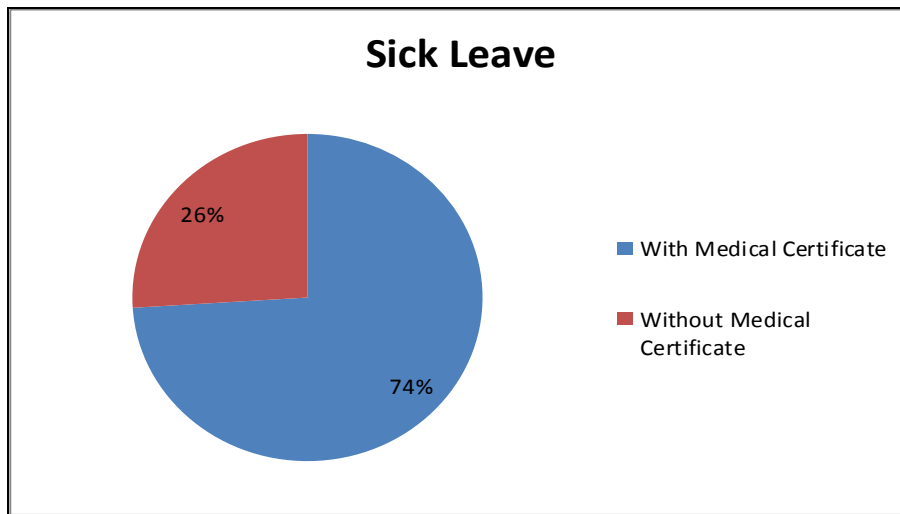
No foreign workers were appointed.

12. LEAVE UTILISATION

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

12.1 Sick Leave, 1 January 2013 to 31 December 2013

Salary Band	Total Days	% of days with medical certification	Number of Employees using sick leave	% of total employees per band using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skilled (Band A1- B1)	52	69.2%	6	100.0%	9	34
Skilled (Band B2 - C3)	412	75.2%	48	76.2%	7	528
Highly skilled production (Band C4 - C5)	80	63.8%	13	86.7%	5	145
Highly skilled supervision (Band D1 - D3)	66	81.8%	10	71.4%	5	184
Senior Management (Band D4 - E2)	14	64.3%	3	75.0%	4	58
Total	624	73.7%	80	78.4%	6	949



12.2 Disability leave (temporary and permanent), 1 April 2013 to 31 March 2014

None.

12.3 Annual leave, 1 January to 31 December 2013

Salary band	Total days taken	Average per employee
Lower Skilled (Band A1- B1)	182	30
Skilled (Band B2 - C3)	1 020	19
Highly skilled production (Band C4 - C5)	281	20
Highly skilled supervision (Band D1 - D3)	280	23
Senior Management (Band D4 - E2)	100	25
Total	1 861	21

12.4 Leave payouts for the period 1 April 2013 to 31 March 2014

Salary band	Total number of employees	Total costs (R'000)	Average cost per employee (R'000)
Lower Skilled (Band A1 - B1)	6	2.5	0.4
Skilled (Band B2 - C3)	63	69.1	1.1
Highly skilled production (Band C4 - C5)	15	35.4	2.4
Highly skilled supervision (Band D1 - D3)	14	129.5	9.3
Senior Management (Band D4 - E2)	4	24.3	6.1
Total	102	260.7	19.2
Interns	1	1.7	1.7

12.5 Capped leave 1 April 2013 – 31 March 2014

Salary band	Total days of capped leave taken	Number of employees using capped leave	Average number of days taken per employee	Average capped leave per employee as at 31 March 2014
Lower skilled (Band A1- B1)	2.75	2	1.38	-
Skilled Levels (Band B2 - C3)	9.0	4	2.25	1.06
Highly skilled production (Band C4 - C5)	-	-	-	0.78
Highly skilled supervision(Band D1 - D3)	-	-	-	4.26
Senior management (Band D4 - E2)	-	-	-	12.19
Total	11.75	6	1.96	1.18

13. HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

13.1 Steps taken to reduce the risk of occupational exposure

As reported last year, universal infection control measures are maintained.

13.2 Details of health promotion and HIV/AIDS programmes (2013/2014)

On 14 March 2014, the Provincial Parliament facilitated a health day at no cost to the employees, from 09:00 until 15:00. This included:

- Health screenings – blood pressure, cholesterol, glucose and body mass index;
- Optometrist;
- Voluntary counselling and testing for HIV/AIDS;
- Nutritional adviser;
- Beauty therapy (hand massage); and
- Fitness instructor.

86 employees participated in this initiative, amounting to 91% of the Provincial Parliament's staff complement.

27 employees participated in the voluntary counselling and testing for HIV/AIDS.

14. LABOUR RELATIONS

14.1 Collective agreements, 1 April 2013 to 31 March 2014

Subject Matter	Date
2013/14 Salary Agreement	27 August 2013

14.2 Misconduct and disciplinary hearings finalised, 1 April 2013 to 31 March 2014

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	1	10.0%
Verbal warning	-	-
Written warning	6	60.0%
Final written warning	1	10.0%
Suspended without pay	-	-
Fine	-	-
Demotion	-	-
Dismissal	*2	20.0%
Not guilty	-	-
Case withdrawn	-	-
Total	10	100.0%

* One of the dismissals was a termination of probation period. No disciplinary hearing was held. The employee referred the matter to the Commission for Conciliation, Mediation and Arbitration and the commissioner awarded in favour of the Provincial Parliament.

14.3 Types of misconduct addressed, 1 April 2013 to 31 March 2014

Type of misconduct	Number	% of total
Dereliction of duty	1	10.0%
Negligently failing to adhere to Provincial Parliament's procedures	1	10.0%
Absenteeism	1	10.0%
Insubordination	3	30.0%
Not adhering to office hours	1	10.0%
Not following Provincial Parliament's procedures	1	10.0%
Fraudulent use of Provincial Parliament's vehicles	1	10.0%
Poor performance	1	10.0%
Total	10	100.0%

14.4 Grievances lodged for the period 1 April 2013 to 31 March 2014

None.

14.5 Disputes lodged with councils for the period 1 April 2013 to 31 March 2014

Disputes	Number	% of Total
Number of disputes upheld	1	100.0%
Number of disputes dismissed	-	-
Total number of disputes lodged	1	100.0%

14.6 Strike actions for the period 1 April 2013 to 31 March 2014

No strikes occurred during the period under review.

14.7 Precautionary suspensions for the period 1 April 2013 to 31 March 2014

Number of people suspended	1
Number of people whose suspension exceeded 30 days	1
Average number of days suspended	63
Cost of suspension (R'000)	25

15. SKILLS DEVELOPMENT

15.1 Training needs identified 1 April 2013 to 31 March 2014

Occupational categories	Gender	Number of employees as at 31 March 2014	Training needs identified at start of reporting period	
			Skills programmes & other short courses	Total
Legislators, senior officials and managers (1)	Female	4	13	42
	Male	13	29	
Professionals (2)	Female	-	-	-
	Male	-	-	
Technicians and associate professionals (3)	Female	7	88	138
	Male	8	50	
Administrative Workers and Clerks (4)	Female	40	52	68
	Male	22	16	
Service Workers (5)	Female	1	2	6
	Male	4	4	
Sub Total	Female	52	155	254
	Male	47	99	
Total		99	254	254
Interns*	Female	-	-	-
	Male	-	-	-

* Internal on the job training was provided to interns.

15.2 Training provided 1 April 2013 to 31 March 2014

Occupational categories	Gender	Number of employees as at 31 March 2014	Skills programmes & other short courses	Total
Legislators, senior officials and managers (1)	Female	4	13	42
	Male	13	29	
Professionals (2)	Female	-	-	-
	Male	-	-	
Technicians and associate professionals (3)	Female	7	88	138
	Male	8	50	
Clerks (4)	Female	40	52	68
	Male	22	16	
Service Workers (5)	Female	1	2	6
	Male	4	4	
Sub Total	Female	52	155	254
	Male	47	99	
Total		99	254	254
Interns	Female	-	-	-
	Male	-	-	-

16. INJURY ON DUTY

16.1 Injury on duty, 1 April 2013 to 31 March 2014

Nature of injury on duty	Number	% of total
Required basic medical attention only	1	100.0%
Temporary Total Disablement	-	-
Permanent Disablement	-	-
Fatal	-	-
Total	1	100.0%

17. UTILISATION OF CONSULTANTS

17.1 Report on consultant appointments using appropriated funds

Project title	Total number of consultants that worked on the project	Duration: work days	Contract value in rand (R'000)
Employee wellness	Varies	Ongoing	39
Assessment centres	2	10	163
Skills assessment	4	11	473
Leave system	2	4	45
Total number of projects	4		720

17.2 Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)

No consultant was appointed in terms of HDIs.

17.3 Report on consultant appointments using donor funds

No consultants were appointed using donor funds.

17.4 Analysis of consultant appointments using donor funds, in terms of Historically Disadvantaged Individuals (HDIs)

None.

WESTERN CAPE PROVINCIAL PARLIAMENT



PART E FINANCIAL INFORMATION



Representatives of the Women's Agricultural Association (VLV) visit the WCPP in September 2013, pictured with Chief Whip Alta Rossouw and Min Ivan Meyer



Top performing staff recognised at a function in November 2013

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

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the financial statements of the Western Cape Provincial Parliament set out on pages 118 to 161, which comprise the appropriation statement, the statement of financial position as at 31 March 2014, the statement of financial performance, statement of changes in net assets and the cash flow statement for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash standard prescribed by the National Treasury and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-general's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the general notice issued in terms thereof and International Standards on Auditing. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Western Cape Provincial Parliament as at 31 March 2014, and its financial performance and cash flows for the year then ended in accordance with the modified cash standard, as prescribed by National Treasury.

Additional matter

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

Unaudited supplementary schedules

8. The supplementary information set out on pages 162 to 167 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not express an opinion thereon.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

9. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings relevant to performance against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation as well as internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

Predetermined objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the provincial parliament for the year ended 31 March 2014:
- Programme 2: Facilities for members and political parties (on pages 48 to 52)
 - Programme 3: Parliamentary services (on pages 53 to 62)
11. I evaluated the reported performance information against the overall criteria of usefulness and reliability.
12. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's *Framework for managing programme performance information*.
13. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
14. I did not raise any material findings on the usefulness and reliability of the reported performance information for the selected programmes.

Additional matter

15. Although I raised no material findings on the usefulness and reliability of the reported performance information for the selected programmes, I draw attention to the following matter:

Achievement of planned targets

16. Refer to the annual performance report on pages 25 to 62 for information on the achievement of the planned targets for the year.

Compliance with legislation

17. I performed procedures to obtain evidence that the provincial parliament had complied with legislation regarding financial matters, financial management and other related matters. I did not identify any instances of material non-compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA.

Internal control

18. I considered internal control relevant to my audit of the financial statements, performance report and compliance with legislation. I did not identify any significant deficiencies in internal control.

Auditor-General

Cape Town

30 July 2014



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Appropriation per programme									
Appropriation per Programme	2013/14					2012/13			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Administration									
Current payment	42 269	7	(856)	41 420	41 420	-	100.0%	37 879	36 317
Transfers and subsidies	424	(28)	-	396	362	34	91.4%	14	14
Payment for capital assets	2 160	-	-	2 160	2 035	125	94.2%	2 612	2 612
Payment for financial assets	55	21	-	76	76	-	100.0%	85	85
	44 908	-	(856)	44 052	43 893	159		40 590	39 028
2. Facilities for Members and Political Parties									
Current payment	5 034	4	(925)	4 113	4 113	-	100.0%	4 794	3 937
Transfers and subsidies	32 857	(4)	-	32 853	32 853	-	100.0%	31 670	31 595
	37 891	-	(925)	36 966	36 966	-		36 464	35 532
3. Parliamentary Services									
Current payment	20 467	(18)	1 781	22 230	22 230	-	100.0%	18 607	16 421
Transfers and subsidies	15	18	-	33	33	-	100.0%	56	56
Payment for financial assets	-	-	-	-	-	-	-	10	10
	20 482	-	1 781	22 263	22 263	-		18 673	16 487
SUBTOTAL	103 281	-	-	103 281	103 122	159	99.8%	95 727	91 047

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Statutory Appropriation	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Statutory Appropriation Current payment Transfers and subsidies	33 535	-	-	33 535	31 486	2 049	93.9%	31 153	30 872
	-	-	-	-	-	-	0.0%	634	634
	33 535	-	-	33 535	31 486	2 049	93.9%	31 787	31 506
TOTAL	136 816	-	-	136 816	134 608	2 208	98.4%	127 514	122 553

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

	2013/14		2012/13	
	Final Appropriation	Actual Expenditure	Final Appropriation	Actual Expenditure
TOTAL (brought forward)	136 816	134 608	127 514	122 553
Reconciliation with statement of financial performance				
ADD				
Own receipts	637		158	
Aid assistance	222		-	
Actual amounts per statement of financial performance (total revenue)	137 675		127 672	
ADD				
Aid assistance		683		602
Prior year unauthorised expenditure approved without funding		-		-
Actual amounts per statement of financial performance (total expenditure)		135 291		123 155

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Appropriation per economic classification									
	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	40 464	(393)	(132)	39 939	39 939	-	100.0%	35 781	32 033
Goods and services	27 306	386	132	27 824	27 824	-	100.0%	25 499	24 642
Transfers and subsidies									
Departmental agencies and accounts	335	(18)	-	317	283	34	89.3%	-	-
Foreign governments and international organisations	138	(10)	-	128	128	-	100.0%	319	244
Non-profit institutions	31 571	1	-	31 572	31 572	-	100.0%	30 113	30 113
Households	1 199	31	-	1 230	1 230	-	100.0%	1 291	1 291
Gifts and donations	53	(18)	-	35	35	-	100.0%	17	17
Payments for capital assets									
Machinery and equipment	2 160	-	-	2 160	2 035	125	94.2%	2 612	2 612
Payments for financial assets									
	55	21	-	76	76	-	100.0%	95	95
Total	103 281	-	-	103 281	103 122	159	99.8%	95 727	91 047

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Statutory Appropriation								
2013/14						2012/13		
Direct charges against the Provincial Revenue Fund	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
Members of the Provincial Parliament	33 535	-	-	33 535	31 486	2 049	93.9%	31 506
Total	33 535	-	-	33 535	31 486	2 049	93.9%	31 506

Statutory Appropriation per economic classification								
2013/14						2012/13		
Direct charges against the Provincial Revenue Fund	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
Current payments Compensation of employees	33 535	-	-	33 535	31 486	2 049	93.9%	30 872
Transfers and subsidies Households	-	-	-	-	-	-		634
Total	33 535	-	-	33 535	31 486	2 049	93.9%	31 506

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Detail per Programme 1: Administration									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	2012/13	
								Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1.1 Office of the Speaker									
Current payments	4 611	-	(480)	4 131	4 131	-	100.0%	3 646	3 646
Payment for financial assets	4	-	-	4	4	-	100.0%	11	11
1.2 Office of the Secretary									
Current payments	13 863	(350)	(212)	13 301	13 301	-	100.0%	11 929	10 506
Transfers and subsidies	13	(12)	-	1	1	-	100.0%	2	2
Payment for capital assets	48	14	-	62	62	-	100.0%	-	-
1.3 Finance									
Current payments	2 755	(9)	(6)	2 740	2 740	-	100.0%	2 208	2 183
Transfers and subsidies	3	-	-	3	3	-	100.0%	1	1
Payment for financial assets	-	21	-	21	21	-	100.0%	69	69
1.4 Supply Chain Management									
Current payments	3 363	(1)	(39)	3 323	3 323	-	100.0%	2 953	2 953
Transfers and subsidies	3	1	-	4	4	-	100.0%	2	2
1.5 Internal Control									
Current payments	3 579	-	(112)	3 467	3 467	-	100.0%	3 006	3 006
Transfers and subsidies	1	(1)	-	-	-	-	-	-	-

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Detail per Programme 1: Administration									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	2013/14				2012/13		
			Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1.6 Human Resources									
Current payments	4 720	52	-	4 772	4 772	-	100.0%	4 395	4 281
Transfers and subsidies	13	2	-	15	15	-	100.0%	9	9
1.7 Information Technology									
Current payments	5 303	234	-	5 537	5 537	-	100.0%	5 746	5 746
Transfers and subsidies	53	-	-	53	53	-	100.0%	-	-
Payment for capital assets	874	(270)	-	604	479	125	79.3%	1 586	1 586
1.8 Security and Facilities Management									
Current payments	4 075	81	(7)	4 149	4 149	-	100.0%	3 996	3 996
Transfers and subsidies	338	(18)	-	320	286	34	89.4%	-	-
Payment for capital assets	1 238	256	-	1 494	1 494	-	100.0%	1 026	1 026
Payment for financial assets	51	-	-	51	51	-	100.0%	5	5
Total	44 908	-	(856)	44 052	43 893	159	99.6%	40 590	39 028

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Programme 1: Administration per economic classification	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	27 499	(269)	(132)	27 098	27 098	-	100.0%	23 644	22 082
Goods and services	14 770	276	(724)	14 322	14 322	-	100.0%	14 235	14 235
Transfers and subsidies to:									
Departmental agencies and accounts	335	(18)	-	317	283	34	89.3%	-	-
Households	51	4	-	55	55	-	100.0%	2	2
Gifts and donations	38	(14)	-	24	24	-	100.0%	12	12
Payment for capital assets									
Machinery and equipment	2 160	-	-	2 160	2 035	125	94.2%	2 612	2 612
Payments for financial assets									
	55	21	-	76	76	-	100.0%	85	85
Total	44 908	-	(856)	44 052	43 893	159	99.6%	40 590	39 028

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Detail per Programme 2: Facilities for Members and Political Parties									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	2012/13	
								Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
2.1 Facilities and Benefits to Members									
Current payments	5 034	4	(925)	4 113	4 113	-	100.0%	4 794	3 937
Transfers and subsidies	1 286	(5)	-	1 281	1 281	-	100.0%	1 557	1 482
2.2 Political Parties Support Services									
Transfers and subsidies	31 571	1	-	31 572	31 572	-	100.0%	30 113	30 113
Total	37 891	-	(925)	36 966	36 966	-	100.0%	36 464	35 532

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

2013/14							2012/13		
Programme 2: Facilities for Members and Political Parties per economic classification	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Goods and services	5 034	4	(925)	4 113	4 113	-	100.0%	4 794	3 937
Transfers and subsidies to:									
Foreign governments and international organisations	138	(10)	-	128	128	-	100.0%	319	244
Non-profit institutions	31 571	1	-	31 572	31 572	-	100.0%	30 113	30 113
Households	1 148	5	-	1 153	1 153	-	100.0%	1 238	1 238
Total	37 891	-	(925)	36 966	36 966	-	100.0%	36 464	35 532

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Detail per Programme 3: Parliamentary Services									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	2013/14				2012/13		
			Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
3.1 Plenary Support									
Current payment	2 743	(83)	-	2 660	2 660	-	100.0%	2 527	2 457
Transfers and subsidies	2	(2)	-	-	-	-	0.0%	-	-
3.2 Committee Support									
Current payment	10 714	143	185	11 042	11 042	-	100.0%	10 841	9 265
Transfers and subsidies	9	23	-	32	32	-	100.0%	56	56
Payment for financial assets	-	-	-	-	-	-	0.0%	10	10
3.3 Public Education and Outreach									
Current payment	2 336	(76)	-	2 260	2 260	-	100.0%	2 137	1 939
Transfers and subsidies	3	(2)	-	1	1	-	100.0%	-	-
3.5 Hansard and Language Services									
Current payment	4 674	(2)	1 596	6 268	6 268	-	100.0%	3 102	2 760
Transfers and subsidies	1	(1)	-	-	-	-	0.0%	-	-
Total	20 482	-	1 781	22 263	22 263	-	100.0%	18 673	16 487

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Appropriation Statement for the year ended 31 March 2014

Programme 3: Parliamentary Services per economic classification	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final Appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	12 965	(124)	-	12 841	12 841	-	100.0%	12 137	9 951
Goods and services	7 502	106	1 781	9 389	9 389	-	100.0%	6 470	6 470
Transfers and subsidies to:									
Households	-	22	-	22	22	-	100.0%	51	51
Gifts and donations	15	(4)	-	11	11	-	100.0%	5	5
Payments for financial assets									
	-	-	-	-	-	-	-	10	10
Total	20 482	-	1 781	22 263	22 263	-	100.0%	18 673	16 487

1. Detail of transfers and subsidies as per Appropriation Act (after Virement):

Detail of these transactions can be viewed in the note on Transfers and subsidies, disclosure notes and Annexure 1 (A-D) to the Annual Financial Statements.

2. Detail of specifically and exclusively appropriated amounts voted (after Virement):

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the Annual Financial Statements.

3. Detail on payments for financial assets

Detail of these transactions per programme can be viewed in the note on Payments for financial assets to the Annual Financial Statements.

4. Explanations of material variances from Amounts Voted (after Virement):

4.1 Per programme	Final Appropriation	Actual Expenditure	Variance R'000	Variance as a % of Final Appropriation
Programme 1: Administration	44 052	43 893	159	0.4%
Programme 2: Facilities for Members and Political Parties	36 966	36 966	-	0.0%
Programme 3: Parliamentary services	22 263	22 263	-	0.0%

4.2 Per economic classification	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Appropriation R'000
Current payments				
Compensation of employees	39 939	39 939	-	0.0%
Goods and services	27 824	27 824	-	0.0%
Transfers and subsidies				
Departmental agencies and accounts	317	283	34	10.7%
Foreign governments and international organisations	128	128	-	0.0%
Non-profit institutions	31 572	31 572	-	0.0%
Households	1 230	1 230	-	0.0%
Gifts and donations	35	35	-	0.0%
Payments for capital assets				
Machinery and equipment	2 160	2 035	125	5.8%
Payments for financial assets	76	76	-	0.0%

The under spending of R33 864.77 on transfer payments is due to the payment for the two vehicles purchased from Government Motor Transport being less than provided for in the adjusted estimate.

The under spending of R125 328.31 on capital assets is due to the non-implementation of the Voice Over Internet Protocol (VOIP).

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Statement of Financial Performance for the year ended 31 March 2014

	<i>Note</i>	2013/14 R'000	2012/13 R'000
REVENUE			
Annual appropriation	<u>1</u>	103 281	95 727
Statutory appropriation	<u>2</u>	33 535	31 787
Own revenue	<u>3</u>	637	158
Aid assistance	<u>4</u>	222 ¹	-
TOTAL REVENUE		137 675	127 672
EXPENDITURE			
Current expenditure			
Compensation of employees	<u>5</u>	71 425	62 905
Goods and services	<u>6</u>	27 824	24 642
Aid assistance	<u>4</u>	683 ¹	602 ¹
Total current expenditure		99 932	88 149
Transfers and subsidies			
Transfers and subsidies	<u>8</u>	33 248	32 299
Total transfers and subsidies		33 248	32 299
Expenditure for capital assets			
Tangible assets	<u>9</u>	2 035	2 612
Total expenditure for capital assets		2 035	2 612
Payments for financial assets	<u>7</u>	76	95
TOTAL EXPENDITURE		135 291	123 155
SURPLUS FOR THE YEAR		2 384	4 517

Reconciliation of Net Surplus/(Deficit) for the year

Voted funds		2 208	4 961
Annual appropriation		2 208	4 961
Own revenue	<u>14</u>	637	158
Aid assistance	<u>4</u>	(461) ¹	(602) ¹
SURPLUS FOR THE YEAR		2 384	4 517

1. Donor funding relating to funds received from Legislative Sector support (LSS) has been disclosed as Aid Assistance. This disclosure relates to funds received during the 2011/12 financial year and expenditure incurred during the 2012/13 and 2013/14 years.

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Statement of Financial Position for the year ended 31 March 2014

	<i>Note</i>	2013/14 R'000	2012/13 R'000
ASSETS			
Current assets		3 875	7 825
Cash and cash equivalents	<u>10</u>	3 496	6 410
Prepayments and advances	<u>11</u>	120	69
Receivables	<u>12</u>	259	1 346
TOTAL ASSETS		3 875	7 825
LIABILITIES			
Current liabilities		3 875	7 333
Voted funds to be surrendered to the Revenue Fund	<u>13</u>	2 208	4 961
Own revenue to be surrendered to the Revenue Fund	<u>14</u>	8	158
Payables	<u>15</u>	56	150
Aid assistance repayable	<u>4</u>	1 603 ¹	2 064 ¹
TOTAL LIABILITIES		3 875	7 333
NET ASSETS		-	492
	<i>Note</i>	2013/14 R'000	2012/13 R'000
Represented by:			
Recoverable revenue		-	492
TOTAL		-	492

1. Donor funding relating to funds received from Legislative Sector support (LSS) has been disclosed as Aid Assistance. This disclosure relates to funds received during the 2011/12 financial year and expenditure incurred during the 2012/13 and 2013/14 years.

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Statement of Changes in Net Assets for the year ended 31 March 2014

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Recoverable revenue			
Opening balance		492	512
Transfers:			
Debts recovered (included in own receipts)	3.4	<u>(492)</u>	<u>(20)</u>
Closing balance		<u>-</u>	<u>492</u>
 TOTAL		 <u><u>-</u></u>	 <u><u>492</u></u>

Annual Report 2013/14
Vote 2: Western Cape Provincial Parliament
Cash Flow Statement for the year ended 31 March 2014

	<i>Note</i>	2013/14 R'000	2012/13 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		137 706	127 708
Annual appropriated funds received	<u>1.1</u>	103 281	95 727
Statutory appropriated funds received	<u>2</u>	33 535	31 787
Own revenue received	<u>3.1;3.4</u>	572 ²	85
Interest received	<u>3.2</u>	96	109
Aid assistance received (Interest)	<u>4</u>	222 ¹	-
Net (increase)/decrease in working capital		942	(596)
Surrendered to Revenue Fund		(5 800)	(11 283)
Current payments		(99 932)	(88 149)
Payments for financial assets		(76)	(95)
Transfers and subsidies paid		(33 248)	(32 299)
Net cash flow available from operating activities	<u>16</u>	(408)	(4 714)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	<u>9</u>	(2 035)	(2 612)
Proceeds from sale of capital assets	<u>3.3</u>	21 ²	16
Net cash flows from investing activities		(2 014)	(2 596)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/(decrease) in net assets		(492)	(20)
Increase/(decrease) in non-current payables		-	-
Net cash flows from financing activities		(492)	(20)
Net increase/(decrease) in cash and cash equivalents		(2 914)	(7 330)
Cash and cash equivalents at beginning of period		6 410	13 740
Cash and cash equivalents at end of period	<u>10</u>	3 496	6 410

1. Donor funding relating to funds received from Legislative Sector support (LSS) has been disclosed as Aid Assistance. This disclosure relates to funds received during the 2011/12 financial year and expenditure incurred during the 2012/13 and 2013/14 years

2. The total for own revenue received only relates to revenue received from operating activities. Proceeds from sale of assets of R21 298 are disclosed under cash flows from investing activities.

Summary of significant accounting policies

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated.

The historical cost convention has been used, except where otherwise indicated. Management has used assessments and estimates in preparing the annual financial statements. These are based on the best information available at the time of preparation.

Where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.

1 Basis of preparation

The financial statements have been prepared in accordance with the Modified Cash Standard.

2 Going concern

The financial statements have been prepared on a going concern basis.

3 Presentation currency

Amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the Western Cape Provincial Parliament (WCPP).

4 Rounding

Unless otherwise stated financial figures have been rounded to the nearest one thousand Rand (R'000).

5 Foreign currency translation

Cash flows arising from foreign currency transactions are translated into South African Rands using the exchange rates prevailing at the date of payment / receipt.

6 Current year comparison with budget

A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the Appropriation Statement.

7 Revenue

7.1 Appropriated funds

Appropriated funds comprises of Vote allocations as well as direct charges against the revenue fund (i.e. statutory appropriation).

Appropriated funds are recognised in the Statement of Financial Performance on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the Statement of Financial Performance on the date the adjustments become effective.

The net amount of any appropriated funds due to / from the relevant revenue fund at the reporting date is recognised as a payable / receivable in the Statement of Financial Position.

7.2 Own revenue

Departmental revenue is recognised in the Statement of Financial Performance when received and is subsequently paid into the relevant revenue fund, unless stated otherwise.

Any amount owing to the relevant revenue fund at the reporting date is recognised as a payable

in the Statement of Financial Position.

7.3 Accrued own revenue

Accruals in respect of own revenue (excluding tax revenue) are recorded in the notes to the financial statements when:

- it is probable that the economic benefits or service potential associated with the transaction will flow to the WCPP; and
- the amount of revenue can be measured reliably.

The accrued revenue is measured at the fair value of the consideration receivable.

Accrued tax revenue (and related interest and / penalties) is measured at amounts receivable from collecting agents.

8 Expenditure

8.1 Compensation of employees

8.1.1 Salaries and wages

Salaries and wages are recognised in the Statement of Financial Performance on the date of payment, and include both WCPP staff as well as Members salaries.

8.1.2 Social contributions

Social contributions made by the WCPP in respect of current employees are recognised in the Statement of Financial Performance on the date of payment.

Social contributions made by the WCPP in respect of ex-employees are classified as transfers to households in the Statement of Financial Performance on the date of payment.

8.2 Other expenditure

Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the Statement of Financial Performance on the date of payment. The expense is classified as a capital expense if the total consideration paid is more than the capitalisation threshold.

8.3 Accrued expenditure payable

Accrued expenditure payable is recorded in the Notes to the financial statements when the goods are received or, in the case of services, when they are rendered to the WCPP prior to the financial year end.

Accrued expenditure payable is measured at cost.

8.4 Leases

8.4.1 Operating leases

Operating lease payments made during the reporting period are recognised as current expenditure in the Statement of Financial Performance on the date of payment.

The operating lease commitments are recorded in the Notes to the Financial Statements.

8.4.2 Finance leases

Finance lease payments made during the reporting period are recognised as capital expenditure in the Statement of Financial Performance on the date of payment.

The finance lease commitments are recorded in the Notes to the financial statements and are not

apportioned between the capital and interest portions.

Finance lease assets acquired at the end of the lease term are recorded and measured at the lower of:

- cost, being the fair value of the asset; or
- the sum of the minimum lease payments made, including any payments made to acquire ownership at the end of the lease term, excluding interest.

9 Aid Assistance

9.1 Aid assistance received

Aid assistance received in cash is recognised in the Statement of Financial Performance when received. In-kind aid assistance is recorded in the Notes to the financial statements on the date of receipt and is measured at fair value.

Aid assistance not spent for the intended purpose and any unutilised funds from aid assistance that are required to be refunded to the donor are recognised as a payable in the Statement of Financial Position.

9.2 Aid assistance paid

Aid assistance paid is recognised in the Statement of Financial Performance on the date of payment. Aid assistance payments made prior to the receipt of funds are recognised as a receivable in the Statement of Financial Position.

10 Cash and cash equivalents

Cash and cash equivalents are stated at cost in the Statement of Financial Position.

Bank overdrafts are shown separately on the face of the Statement of Financial Position.

For the purposes of the Cash Flow Statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.

11 Prepayments and advances

Prepayments and advances are recognised in the Statement of financial position when the department receives or disburses the cash.

Prepayments and advances are initially and subsequently measured at cost.

12 Loans and receivables

Loans and receivables are recognised in the Statement of Financial Position at cost plus accrued interest, where interest is charged, less amounts already settled or written-off.

13 Investments

Investments are recognised in the Statement of Financial Position at cost.

14 Impairment of financial assets

Where there is an indication of impairment of a financial asset, an estimation of the reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the Notes to the financial statements.

15 Payables

Loans and receivables are recognised in the Statement of Financial Position at cost.

16 Capital Assets

16.1 Immovable capital assets

Immovable capital assets are initially recorded in the Notes to the financial statements at cost. Immovable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition.

Where the cost of immovable capital assets cannot be determined accurately, the immovable capital assets are measured at R1 unless the fair value of the asset has been reliably estimated, in which case the fair value is used.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Immovable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the immovable asset is recorded by another department/entity in which case the completed project costs are transferred to that department/entity.

16.2 Movable capital assets

Movable capital assets are initially recorded in the Notes to the financial statements at cost. Movable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition.

Where the cost of movable capital assets cannot be determined accurately, the movable capital assets are measured at fair value and where fair value cannot be determined; the movable assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Movable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the movable asset is recorded by another department/entity in which case the completed project costs are transferred to that department/entity.

16.3 Intangible assets

Intangible assets are initially recorded in the notes to the financial statements at cost. Intangible assets acquired through a non-exchange transaction are measured at fair value as at the date of acquisition.

Internally generated intangible assets are recorded in the notes to the financial statements when the WCPP commences the development phase of the project.

Where the cost of intangible assets cannot be determined accurately, the intangible capital assets are measured at fair value and where fair value cannot be determined; the intangible assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Intangible assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the intangible asset is recorded by another department/entity in which

case the completed project costs are transferred to that department/entity.

17 Provisions and Contingents

17.1 Provisions

Provisions are recorded in the Notes to the financial statements when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.

17.2 Contingent liabilities

Contingent liabilities are recorded in the Notes to the financial statements when there is a possible obligation that arises from past events, and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably

17.3 Contingent assets

Contingent assets are recorded in the Notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department

17.4 Commitments

Commitments are recorded at cost in the Notes to the financial statements when there is a contractual arrangement or an approval by management in a manner that raises a valid expectation that the department will discharge its responsibilities thereby incurring future expenditure that will result in the outflow of cash

18 Unauthorised expenditure

Unauthorised expenditure is recognised in the Statement of Financial Position until such time as the expenditure is either:

- approved by Parliament or the Provincial Legislature with funding and the related funds are received; or
- approved by Parliament or the Provincial Legislature without funding and is written off against the appropriation in the Statement of financial performance; or
- transferred to receivables for recovery.

Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure.

19 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is recorded in the Notes to the financial statements when confirmed. The amount recorded is equal to the total value of the fruitless and or wasteful expenditure incurred.

Fruitless and wasteful expenditure is removed from the Notes to the financial statements when it is resolved or transferred to receivables for recovery.

Fruitless and wasteful expenditure receivables are measured at the amount that is expected to be

recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

20 Irregular expenditure

Irregular expenditure is recorded in the Notes to the financial statements when confirmed. The amount recorded is equal to the value of the irregular expenditure incurred unless it is impracticable to determine, in which case reasons therefor are provided in the note.

Irregular expenditure is removed from the note when it is either condoned by the relevant authority, transferred to receivables for recovery or not condoned and is not recoverable.

Irregular expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

1. Annual Appropriation

1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act):

		2013/14		2012/13
	Final Appropriation	Actual Funds Received	Funds not requested/ not received	Appropriation received
	R'000	R'000	R'000	R'000
Programme 1: Administration	44 052	44 052	-	40 590
Programme 2: Facilities for Members and Political Parties	36 966	36 966	-	36 464
Programme 3: Parliamentary services	22 263	22 263	-	18 673
Total	103 281	103 281	-	95 727

2. Statutory Appropriation

	2013/14	2012/13
	R'000	R'000
Members of Provincial Parliament	33 535	31 787
Total	33 535	31 787
Actual Statutory Appropriation received	33 535	31 787

3. Own revenue

	Note	2013/14	2012/13
		R'000	R'000
Sales of goods and services other than capital assets	3.1	43	51
Interest, dividends and rent on land	3.2	96	109
Sales of capital assets	3.3	21	16
Transactions in financial assets and liabilities	3.4	529	34
Total revenue collected		689	210
Less: Own revenue included in appropriation	14	52	52
Own revenue collected		637	158

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3.1 Sales of goods and services other than capital assets

	<i>Note</i>	2013/14	2012/13
	3	R'000	R'000
Sales of goods and services produced by the WCPP		43	41
Sales by market establishment		10	9
Other sales		33	32
Sales of scrap, waste and other used current goods		-	10
Total		43	51

3.2 Interest, dividends and rent on land

	<i>Note</i>	2013/14	2012/13
	3	R'000	R'000
Interest		96	109
Total		96	109

3.3 Sale of capital assets

	<i>Note</i>	2013/14	2012/13
	3	R'000	R'000
Tangible assets			
Machinery and equipment	29	21	16
Total		21	16

3.4 Transactions in financial assets and liabilities

	<i>Note</i>	2013/14	2012/13
	3	R'000	R'000
Receivables		492	-
Other Receipts including Recoverable Revenue		37	34
Total		529	34

4. Aid assistance

4.1 Aid assistance received in cash from other sources

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Foreign			
Opening Balance		2 064	2 666
Revenue		222	-
Expenditure		(683)	(602)
Current		(683)	(602)
Closing Balance		1 603	2 064

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Analysis of balance	<i>Note</i>	2013/14 R'000	2012/13 R'000
Aid assistance repayable		1 603	2 064
Other sources		1 603	2 064
Closing balance		1 603	2 064

Donor funding relating to funds received from Legislative Sector support (LSS) has been disclosed as Aid Assistance. This disclosure relates to funds received during the 2011/12 financial year and expenditure incurred during the 2012/13 and 2013/14 years.

5. Compensation of employees and Members

5.1 Salaries and Wages- Staff

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Basic salary		28 112	22 302
Performance award		196	217
Service Based		193	65
Compensative/circumstantial		412	472
Other non-pensionable allowances		7 053	5 769
Total		35 966	28 825

Social contributions

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Employer contributions			
Pension		3 283	2 604
Medical		529	473
UIF		161	132
Total		3 973	3 209
Compensation of employees- Staff		39 939	32 034
Average number of employees		94	83

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5.2 Salaries and Wages- Members

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Basic salary		18 897	18 525
Housing		524	505
Other non-pensionable allowances		7 008	6 926
Service Bonus		256	208
Total		26 685	26 164

Social contributions

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Employer contributions			
Medical		549	539
Pension		4 252	4 168
Total		4 801	4 707

Compensation of Members

	31 486	30 871
Average number of Members	31	31

Total compensation of employees & Members

71 425	62 905
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6. Goods and services

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Administrative fees		189	310
Advertising		2 139	1 749
Minor assets	6.1	620	384
Bursaries (employees)		93	49
Catering		1 951	1 575
Communication		722	833 ¹
Computer services	6.2	2 055	3 279
Consultants, contractors and agency/outsource services	6.3	8 907	4 174
Entertainment		21	19
Audit cost – external	6.4	2 469	2 293
Consumables	6.5	1 038 ³	979 ²
Operating leases		195	158
Rental and hiring		-	1
Travel and subsistence	6.6	6 300	7 730
Venues and facilities		112	26
Training and development		165	433
Other operating expenditure	6.7	848	650
Total		27 824	24 642

1. Annual television licences fees of R34 445 have been reclassified as transfers to departmental agencies and not communication services in the current financial year.
2. Gifts for the 2012/13 financial year have been reclassified as inventory: other consumables in terms of the guide.
3. Inventory has been reclassified as consumables due to the nature of the items under this description, which does not meet the definition of inventory.

6.1 Minor assets

	<i>Note</i>	2013/14	2012/13
	6	R'000	R'000
Tangible assets			
Machinery and equipment		620	384
Total		620	384

6.2 Computer services

	<i>Note</i>	2013/14	2012/13
	6	R'000	R'000
SITA computer services		326	341
External computer service providers		1 729	2 938
Total		2 055	3 279

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6.3 Consultants, contractors and agency/outsourced services

	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
Business and advisory services		6 279	2 242
Legal costs		48	122
Contractors		2 098	1 542
Agency and support/outsourced services		482	268
Total		8 907	4 174

6.4 Audit cost – External

	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
Regularity audits		2 469	2 293
Total		2 469	2 293

6.5 Consumables

	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
Learning and teaching support material		-	1
Other consumables		72	102
Materials and supplies		20	11
Stationery and printing		946	865
Total		1 038	979

Inventory has been reclassified as consumables due to the nature of the items under this description, which does not meet the definition of inventory.

6.6 Travel and subsistence

	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
Local		5 714	4 783
Foreign		586	2 947
Total		6 300	7 730

6.7 Other operating expenditure

	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
Professional bodies, membership and subscription fees		120	37
Other		728	613
Total		848	650

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7. Payments for financial assets

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Other material losses written off	7.1	55	95
Debts written off	7.2	21	-
Total		76	95

7.1 Other material losses written off

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Nature of losses	7		
Lapsed air tickets		-	9
Unemployment insurance fund contributions		-	3
Missing ear pieces		-	3
Cancelled accommodation: standing committees		-	8
Damaged government vehicle		25	3
J Bell debt		-	69
Government vehicle accident		30	-
Total		55	95

7.2 Other debts written off

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Nature of debts written off	7		
Medical aid overpayment: ex Member		5	-
Pension overpayment: ex Members		16	-
Total		21	-
Total debts written off		21	-

8. Transfers and subsidies

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Departmental agencies and accounts	<i>Annex 1A</i>	283	-
Foreign governments and international organisations	<i>Annex 1B</i>	128	244
Non-profit institutions	<i>Annex 1C</i>	31 572	30 113
Households	<i>Annex 1D</i>	1 265	1 942
Total		33 248	32 299

Annual television licence fees have been reclassified from goods and services to transfers to departmental agencies in the current financial year.

9. Expenditure for capital assets

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Tangible assets			
Machinery and equipment	29	2 035	2 612
Total		2 035	2 612

9.1 Analysis of funds utilised to acquire capital assets – 2013/14

	Voted funds	Total
	R'000	R'000
Tangible assets		
Machinery and equipment	2 035	2 035
Total	2 035	2 035

9.2 Analysis of funds utilised to acquire capital assets – 2012/13

	Voted funds	Total
	R'000	R'000
Tangible assets		
Machinery and equipment	2 612	2 612
Total	2 612	2 612

9.3 Finance lease expenditure included in expenditure for capital assets

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Tangible assets	12		
Machinery and equipment		928	841
Total		928	841

10. Cash and cash equivalents

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Consolidated Paymaster General Account		3 158	7 116
Disbursements		(1 266)	(2 771)
Cash on hand		1	1
LSS Bank Account		1 603 ¹	2 064 ¹
Total		3 496	6 410

1. Donor funding relating to funds received from Legislative Sector support (LSS) has been disclosed as Aid Assistance. This disclosure relates to funds received during the 2011/12 financial year and expenditure incurred during the 2012/13 and 2013/14 years.

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11. Prepayments and advances

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Staff advances		120	69
Total		120	69

12. Receivables

		2013/14			2012/13
		R'000	R'000	R'000	R'000
		Less than one year	One to three years	Older than three years	
	<i>Note</i>			Total	Total
Recoverable expenditure	12.1	70	6	-	76
Staff debt	12.2	9	27	-	36
Other debtors	12.3	90	51	6	147
Total		169	84	6	259
					1 346

12.1 Recoverable expenditure (disallowance accounts)

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Disallowance miscellaneous	12	70	364
Disallowance Suppliers		5	119
GG Accident		1	56
GEPF overpayment		-	2
Total		76	541

12.2 Staff debt

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
GG Accident	12	27	37
Salary overpayments		7	-
Staff debt		2	-
Total		36	37

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12.3 Other debtors

	<i>Note</i>	2013/14	2012/13
	<i>12</i>	R'000	R'000
SARS UIF: Members and interpreters		43	593
Interpreter's tax debt		47	-
Ex-personnel and Members		22	5
Political parties support staff telephone accounts		22	-
Supplier overpayment		3	3
Supplier telephone account		10	8
GEPF		-	16
Medical aid: Parmed		-	6
Interest on LSS funding bank account		-	137
Total		147	768

13. Voted funds to be surrendered to the Revenue Fund

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Opening balance		4 961	11 081
Transfer from Statement of financial performance		2 208	4 961
Paid during the year		(4 961)	(11 081)
Closing balance		2 208	4 961

14. Own revenue to be surrendered to the Provincial Revenue Fund

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Opening balance		158	150
Transfer from Statement of Financial Performance		637	158
Own revenue included in appropriation		52	52
Paid during the year		(839)	(202)
Closing balance		8	158

15. Payables – current

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Other payables	<i>15.1</i>	56	150
Total		56	150

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15.1 Other payables

	<i>Note</i>	2013/14	2012/13
	<i>15</i>	R'000	R'000
SARS: Income tax		23	
Unemployment insurance fund		-	12
Parking pay over		-	1
Unallocated receipts: 30 days		33	137
Total		56	150

16. Net cash flow available from operating activities

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Net surplus/(deficit) as per Statement of Financial Performance		2 384	4 517
Add back non cash/cash movements not deemed operating activities		(2 792)	(9 231)
(Increase)/decrease in receivables – current		1 087	(348)
(Increase)/decrease in prepayments and advances		(51)	(8)
Increase/(decrease) in payables – current		(94)	(240)
Proceeds from sale of capital assets		(21)	(16)
Expenditure on capital assets		2 035	2 612
Surrenders to Revenue Fund		(5 800)	(11 283)
Own revenue included in appropriation		52	52
Net cash flow generated by operating activities		(408)	(4 714)

17. Reconciliation of cash and cash equivalents for cash flow purposes

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Consolidated Paymaster General account		3 158	7 116
Disbursements		(1 266)	(2 771)
Cash on hand		1	1
LSS bank account		1 603	2 064
Total		3 496	6 410

18. Contingent liabilities and contingent assets

18.1 Contingent liabilities

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Liable to			
Nature			
Claims against the department Services	<i>Annex 2</i>	19	19
Total		19	19

19. Commitments

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Current expenditure		1 816	3 200
Approved and contracted		1 816	3 200
Approved but not yet contracted		-	-
Capital expenditure		-	163
Approved and contracted		-	163
Total Commitments		1 816	3 363

20. Accruals

		2013/14	2012/13
		R'000	R'000
Listed by economic classification			
	30 Days	30+ Days	Total
Goods and services	1 102	-	1 102
Other	-	-	-
Total	1 102	-	1 102

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	<i>Note</i> 20	2013/14 R'000	2012/13 R'000
Listed by programme level			
Programme 1: Administration		512	1 039
Programme 2: Facilities for Members and Political Parties		170	136
Programme 3: Parliamentary Services		420	301
Total		1 102	1 476

	<i>Note</i> 20	2013/14 R'000	2012/13 R'000
Confirmed balances with other departments	<i>Annex 3</i>	21	-
Total		21	-

21. Employee benefits

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Leave entitlement		2 539	2 014
Service bonus (Thirteenth cheque)		1 132	968
Performance awards		595	218
Total		4 266	3 200

22. Lease commitments

22.1 Operating leases expenditure

	Machinery and equipment	Total
2013/14		
Not later than 1 year	427	427
Later than 1 year and not later than 5 years	1 114	1 114
Later than 5 year	22	22
Total lease commitments	1 563	1 563
2012/13		
Not later than 1 year	193	193
Later than 1 year and not later than 5 years	308	308
Total lease commitments	501	501

22.2 Finance leases expenditure**

2013/14	Machinery and equipment	Total
Not later than 1 year	469	469
Later than 1 year and not later than 5 years	1 657	1 657
Later than five years	527	527
Total lease commitments	2 653	2 653

2012/13	Machinery and equipment	Total
Not later than 1 year	411	411
Later than 1 year and not later than 5 years	949	949
Later than five years	217	217
Total lease commitments	1 577	1 577

**The arrangement between the Provincial Parliament and the Government Motor Transport (GMT) constitutes finance leases and are included above.

The Provincial Parliament leased 6 vehicles from GMT as at 31 March 2014. Daily tariffs are payable on a monthly basis, covering the operational costs, capital costs of replacement of vehicles and the implicit finance costs in this type of arrangement.

23. Irregular expenditure

23.1 Reconciliation of irregular expenditure

	<i>Note</i>	2013/14	2012/13
	23	R'000	R'000
Opening balance		897	119
Add: Irregular expenditure – relating to prior year		-	575
Add: Irregular expenditure – relating to current year		151	322
Less: Prior year amounts condoned		(897)	(119)
Less: Current year amounts condoned		(151)	-
Irregular expenditure awaiting condonation		-	897

Analysis of awaiting condonation per age classification

Current year	-	322
Prior years	-	575
Total	-	897

23.2 Details of irregular expenditure condoned

Incident	Condoned by (condoning authority)	2013/14 R'000
Relating to prior year		
Procurement from a supplier without obtaining a tax clearance certificate from the South African Revenue Services	Speaker	322
Procurement from a supplier without obtaining a tax clearance certificate from the South African Revenue Services	Speaker	575
Relating to current year		
Procurement from a supplier without obtaining a tax clearance certificate from the South African Revenue Services	Speaker	92
Non Compliance to delegations of authority	Accounting officer	29
Non Compliance to delegations of authority	Accounting officer	30
Total		1 048

23.3 Details of possible irregular expenditure under investigation

	2013/14 R'000
Non-compliance due to possible deviation from procurement process (under investigation)	86
Non-compliance due to possible deviation from procurement process (under investigation)	86
Total	172

24. Fruitless and wasteful expenditure

24.1 Reconciliation of fruitless and wasteful expenditure

	<i>Note</i>	2013/14	2012/13
	<i>24</i>	R'000	R'000
Opening balance		-	-
Fruitless and wasteful expenditure – relating to current year		3	5
Less: Amounts resolved		(1)	(5)
Less: Amounts transferred to receivables for recovery		(2)	-
Fruitless and wasteful expenditure awaiting resolution		-	-

24.2 Analysis of current year's fruitless and wasteful expenditure

Incident	Disciplinary steps taken/criminal proceedings	2013/14
		R'000
Staff member not attending scheduled training	Funds have been recovered from the responsible individual	1
Employee misuse of GG vehicle	Employee has been dismissed	2
Total		3

25. Related party transactions

During the year the Western Cape Provincial Parliament received services from the following parties that are related as indicated:

- a) Department of Transport and Public Works: free rental, inclusive of related costs (water and electricity). Parking spaces are also provided for government officials at an approved fee that is not market related.
- b) Department of Community Safety: security services in the Legislature building.
- c) Department of the Premier: enterprise risk management and internal audit, inclusive of the audit committee.
- d) South African Police Services (SAPS): front desk security services within the National Key Point facility.

A related party relationship exists with Government Motor Transport with regard to the management of government motor vehicles. This relationship is based on an at arm's length transaction in terms of approved tariffs.

26. Key management personnel

Key management personnel (Parliament/Legislatures)

	No. of Individuals	2013/14 R'000	2012/13 R'000
Speaker to Parliament	2	2 956	2 967
Secretary to Parliament	1	1 434	1 299
Deputy Secretary	2	1 752	2 070
Chief Financial Officer	1	596	122
Chief Parliamentary Officer	1	950	205
Total		7 688	6 663

- a) With effect from 1 June 2012 the CFO was acting in the post of the Deputy Secretary: Corporate services and her full salary from 1 April 2013 are included in the Deputy Secretary total up until her acting period ended on 31 August 2013.
- b) Additionally, the salary of the CFO is included in the CFO total from 1 September 2013.

27. Impairment: other

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Debtors		35	16
Total		35	16

28. Provisions

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Once-off gratuity paid to non-returning Members of the Provincial Legislature		5 272	4 418
Time-off hours in respect of overtime worked by staff		594	447
Total		5 866	4 865

28.1 Reconciliation of movement in provisions – 2013/14

	Once-off gratuity R'000	Time-off hours in respect of overtime R'000	Total provisions R'000
Opening balance	4 418	447	4 865
Provisions raised	854	147	1 001
Closing balance	5 272	594	5 866

29. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Opening balance	Curr Year Adjust-ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
HERITAGE ASSETS	233	-	-	-	233
Heritage assets	233	-	-	-	233
MACHINERY AND EQUIPMENT	10 734	(82)	1 698	1 781	10 569
Transport assets	1 403	-	625	623	1 405
Computer equipment	5 040	(465)	361	958	3 978
Furniture and office equipment	826	293	452	89	1 482
Other machinery and equipment	3 465	90	260	111	3 704
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	10 967	(82)	1 698	1 781	10 802

29.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	2 035	625	(962)	-	1 698
Transport assets	928	625	(928)	-	625
Computer equipment	361	-	-	-	361
Furniture and office equipment	452	-	-	-	452
Other machinery and equipment	294	-	(34)	-	260
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	2 035	625	(962)	-	1 698

Included in the additions total an amount of R709 223 which is not on the LOGIS Asset Register.

This amount includes library books to the value of R48 356, office furniture R35 867 and a transport asset of R625 000

29.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	1 158	623	1 781	21
Transport assets	-	623	623	-
Computer equipment	958	-	958	20
Furniture and office equipment	89	-	89	-
Other machinery and equipment	111	-	111	1
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	1 158	623	1 781	21

An amount of R2 201 090.63 was reclassified from intangible asset to goods and services. This reclassification adjustment was effected in the 2013/14 financial year.

An amount of R34 642.32 was included in disposals which will be removed in the 2014/15 financial year.

29.3 Movement for 2012/13

MOVEMENT IN MOVEABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Opening balance	Curr Year Adjust-ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
HERITAGE ASSETS	233	-	-	-	233
Heritage assets	233	-	-	-	233
MACHINERY AND EQUIPMENT	10 008	-	2 052	1 326	10 734
Transport assets	1 880	-	319	796	1 403
Computer equipment	5 045	-	496	501	5 040
Furniture and office equipment	693	-	162	29	826
Other machinery and equipment	2 390	-	1 075	-	3 465
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	10 241	-	2 052	1 326	10 967

29.4 Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Intangible assets	Heritage assets	Machinery and equipment	Total
	R'000	R'000	R'000	R'000
Opening balance	-	25	5 483	5 508
Curr Year	-	-	(33)	(33)
Adjustments to Prior Yr Balances				
Additions	-	-	620	620
Disposals	-	-	55	55
TOTAL MINOR ASSETS	-	25	6 015	6 040

	Intangible assets	Heritage assets	Machinery and equipment	Total
Number of R1 minor assets	-	209	554	763
Number of minor assets at cost	-	8	4 204	4 212
TOTAL NUMBER OF MINOR ASSETS	-	217	4 758	4 975

Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Intangible assets	Heritage assets	Machinery and equipment	Total
	R'000	R'000	R'000	R'000
Opening balance	440	25	4 772	5 237
Curr Year Adjustments to Prior Yr Balances	(440)	-	434	(6)
Additions	-	-	384	384
Disposals	-	-	107	107
TOTAL MINOR ASSETS	-	25	5 483	5 508

	Machinery and equipment	Total
Number of R1 minor assets		
Number of minor assets at cost	139	139
TOTAL NUMBER OF MINOR ASSETS	139	139

30. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Opening balance	Current Year Adjust-ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
Computer software	-	-	-	-	-
TOTAL INTANGIBLE CAPITAL ASSETS	-	-	-	-	-

30.1 Movement for 2012/13

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Opening balance	Current Year Adjust-ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
Computer software	1 985	(1 985)	-	-	-
TOTAL INTANGIBLE CAPITAL ASSETS	1 985	(1 985)	-	-	-

ANNEXURE 1A
STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENT/ AGENCY/ ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2012/13
	Adjusted Appropriation R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred	
Provincial Government Motor Transport	300	-	(18)	282	248	88%	-
SABC television licence	35	-	-	35	35	100%	-
	330	-	-	317	283	89%	-

ANNEXURE 1B
STATEMENT OF TRANSFERS TO FOREIGN GOVERNMENT AND INTERNATIONAL ORGANISATIONS

	TRANSFER ALLOCATION				EXPENDITURE		2012/13
	Adjusted Appropriation Act R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	
FOREIGN GOVERNMENT/ INTERNATIONAL ORGANISATION							Appropriation Act R'000
Transfers							
Commonwealth Parliamentary Association (CPA) subscription fees	138	-	(10)	128	128	100%	319
Total	138	-	(10)	128	128	100%	319

ANNEXURE 1C
STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS

NON-PROFIT INSTITUTIONS	TRANSFER ALLOCATION				EXPENDITURE		2012/13
	Adjusted Appropriation Act	Roll overs	Adjustments	Total Available	Actual Transfer	% of Available funds transferred	
	R'000	R'000	R'000	R'000	R'000	%	
Transfers							
Democratic Alliance	16 160	-	-	16 160	16 160	100%	15 349
African National Congress	10 481	-	-	10 481	10 481	100%	10 058
Congress of the People	2 292	-	1	2 293	2 293	100%	2 199
Independent Democrats	1 582	-	-	1 582	1 582	100%	1 500
African Christian Democratic Party	1 056	-	-	1 056	1 056	100%	1 007
Total	31 571	-	1	31 572	31 572	100%	30 113

**ANNEXURE 1D
STATEMENT OF TRANSFERS TO HOUSEHOLDS**

HOUSEHOLDS	TRANSFER ALLOCATION				EXPENDITURE		2012/13
	Adjusted Appropriation Act	Roll overs	Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	
	R'000	R'000	R'000	R'000		%	R'000
Transfers							
Leave gratuities due to resignations	51	-	26	77	77	100%	52
Medical aid contributions in respect of continuation Members	1 148	-	5	1 153	1 153	100%	1 239
Incentive rewards paid to staff	53	-	(27)	26	26	100%	17
Long service awards	-	-	9	9	9	100%	-
Gratuities paid to non-returning Members	-	-	-	-	-	-	634
Total	1 252	-	13	1 265	1 265		1 942

ANNEXURE 2
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2014

Nature of Liability	Opening Balance	Liabilities incurred during the year	Liabilities paid/cancelled/reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing Balance
	1 April 2013 R'000	R'000	R'000	R'000	31 March 2014 R'000
Claims against the department					
Transcription Africa (PTY) Ltd	19	-	-	-	19
TOTAL	19	-	-	-	19

ANNEXURE 3
INTER-GOVERNMENT PAYABLES

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2014	31/03/2013	31/03/2014	31/03/2013	31/03/2014	31/03/2013
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
Department of the Premier	21	-	-	-	21	-
Total	21	-	-	-	21	-

WESTERN CAPE PROVINCIAL PARLIAMENT



PART F REPORT ON PARLIAMENTARY ACTIVITIES



Graduates of the Public Administration Leadership and Management Academy (PALAMA) Certificate in Public Leadership course, back L to R: Hons Archiebold Figlan, Thembekile, Anroux Marais, Rodney Lentit, Eugene von Brandis, Mbulelo Ncedana, Vuyiwe Hani, Johannes Visser, Joyce Witbooi, Pieter van Dalen (NA). Front L to R: Hons Jennifer Hartnick, Ntombizodwa Magwaza, Mcebisi Skwatsha, Max Sisulu (NA Speaker), Mninwa Mahlangu (NCOP Chair), Millicent Tingwe, Tozama Bevu, Buyelwa Tshungwana



Meeting of the Standing Committee on Agriculture and Environmental Planning

1. INTRODUCTION

The report on parliamentary activities provides an overview of the key activities of the Provincial Parliament for the period 1 April 2013 to 31 March 2014 which are not covered in the previous parts of this annual report.

2. OPENING OF THE WESTERN CAPE PROVINCIAL PARLIAMENT

The opening of the Western Cape Provincial Parliament took place on 21 February 2014 and was attended by more than 233 guests, including Members' guests, the Premier's guests, heads of departments, representatives of the Cape Town consular corps, municipal Speakers and mayors, as well as faith leaders.

The programme included a morning tea for all the guests in the Members' Dining Room where guests and Members had the opportunity to interact with each other.

The Premier delivered her State of the Province Address in the Chamber at 11:30.

3. MINISTERS AND MEMBERS

3.1 Party representation

Representation of parties in the Western Cape Provincial Parliament as at 31 March 2014 was as follows:

Party	Number of Seats
Democratic Alliance	22
African National Congress	14
Congress of the People	3
Independent Democrats	2
African Christian Democratic Party	1
TOTAL	42

3.2 Provincial Cabinet

The Provincial Cabinet was constituted as follows:

Minister	Portfolio
Ms OH Zille	Premier
Mr TL Botha	Health
Dr IH Meyer	Cultural Affairs and Sport
Mr HG van Rensburg	Agriculture
Mr RV Carlisle	Transport and Public Works
Mr BS Madikizela	Human Settlements
Mr AR Winde	Finance, Economic Development and Tourism
Mr AW Bredell	Minister for Local Government, Environmental Affairs and Development Planning

Minister	Portfolio
Mr AT Fritz	Social Development
Mr DA Grant	Education
Mr D Plato	Community Safety

3.3 Whippers

Name	Party	Position
Ms A Rossouw	Democratic Alliance	Chief Whip
Mr HP Geyer	Democratic Alliance	Deputy Chief Whip
Mr P Uys	African National Congress	Chief Whip of the Largest Minority Party
Ms M Tingwe	African National Congress	Whip

3.4 The National Council of Provinces (NCOP)

The ratio of party representation to the NCOP at the beginning of the financial year was as follows:

Party representation in the NCOP	Permanent delegates	Special delegates
Democratic Alliance	3	2
African National Congress	2	1
Congress of the People	1	0
African Christian Democratic Party	0	0
Independent Democrats	0	1
TOTAL	6	4

3.4.1 Permanent Delegates of the NCOP

The NCOP delegation comprises of six permanent delegates, namely:

Name	Party
Mr JMG Bekker	Democratic Alliance
Mr MJR de Villiers	Democratic Alliance
Mr D Joseph	Democratic Alliance
Ms N Ntwanambi	African National Congress
Mr F Adams	African National Congress
Ms O de Beer	Congress of the People

3.4.2 Special Delegates of the NCOP

The delegation of special delegates is made up of four Members from different political parties, namely:

Party	Representation
Democratic Alliance	2
African National Congress	1
Independent Democrats	1

Political parties also sent representatives and alternates to the National Council of Provinces on different days, depending on the topic or theme of the debate on that day.

Code of Conduct for Members:

The code was successfully implemented in that all Members, including Members of the Executive, disclosed their registrable interests in respect of the 2013/14 year. No complaints in relation to the breach of the code were received during the period under review.

During the reporting period, the committee met four times to deal with proposed amendments to the Code of Conduct. The proposed amendments to the code were considered and adopted by the House on 25 March 2014. See ATC 22/2014 dated 24 March 2014.

Key changes to the code include:

- (a) Defined dates for annual disclosures;
- (b) A more detailed investigation process; and
- (c) Clarification around the roles of the Conduct Committee, Appeals Committee and the Registrar.

4. PROCEDURAL AND RELATED MATTERS

4.1 Plenary Support

Standing Rules:

Two changes to the standing rules were considered and agreed to by the Rules Committee. One related to the majority of members present at the meeting to decide a question. This had a marked effect because a committee can now decide on a question with only a majority of the members and not the majority of parties present.

The second change related to the rule on "Explanations". The rule enabled Members to provide an explanation to the House in order to clarify something related to their speeches in the House, or their conduct. The rule was changed to add a requirement that the Presiding Officers may request to see the text of the explanation, and further provided guidelines on matters that would be prohibited in a purported explanation.

Rulings:

The Presiding Officers made 23 rulings in the House. One of the considered rulings relates to a point of order raised by the Honourable Premier to enquire whether a certain utterance by a Member was parliamentary or not. The utterance in question was “she wanted to kill us...” referring to Helen Suzman, a former member of National Parliament. It was ruled that the specific utterance goes beyond the scope of acceptable freedom of speech. It is therefore not parliamentary.

A ruling by the Deputy Speaker on a point of order raised by a Member whether it is parliamentary to talk about a member of the royal family who is also a member of the House of Traditional Leaders in a negative manner. Deputy Speaker ruled that there is no protection for a member of another House, so even a member of a traditional house would have no special protection in the House.

4.2 Statistics relating to sittings and legislation

Sittings

In the 2013/14 financial year, the House met for 23 sittings, which represented 80 hours and 10 minutes of debating time.

During these sittings, the House dealt with 39 interpellations, 205 questions for oral reply, 325 questions for written reply, six opportunities for questions to the Premier without notice, 12 subjects for discussion and one ministerial statement.

Bills

Eleven Bills were introduced during this period. See Schedule A on page 196.

Acts

Thirteen Acts were passed during this period. See Schedule A on page 197.

5. COMMITTEES

During this financial year the committees of the Provincial Parliament held 299 meetings. There were 107 public hearings held and 34 oversight visits were undertaken by committees throughout the province. One international conference and one national conference was attended by designated committee members. The Committee section also facilitated, in collaboration with the NCOP, the “Taking Parliament to the People” programme, which took place in the Soshanguve district in Gauteng from 28 October to 1 November 2013. Standing committees considered nine provincial Bills and 28 national (NCOP) Bills.

A key focus in the year was the training of newly appointed committee section staff (six committee and two research staff) appointed in the latter part of the 2012/2013 financial year. These officials were inducted and specifically trained on basic parliamentary committee and research environment requirements. The improved staffing and focused training had a positive impact on the quality and standard of procedural and administrative support provided to the standing committees and committee chairpersons.

As the end of the parliamentary term approached, the standing committees were faced with an unusually high number of Bills to consider and finalise, coupled with an extremely busy parliamentary programme. The members of committees performed their oversight and accountability functions professionally and the quality of procedural support provided by committee section staff to the committees and their members, was of a high standard. There was also an increase in all aspects of committee work during this financial year, including legislation, public hearings, briefings, committee oversight visits, etc.

5.1 Membership of standing committees

The portfolios and size of committees of the Provincial Parliament remained unchanged from the previous financial year, and were clustered as follows:

Committee	Portfolios	Size of Membership
Rules Committee		11
Public Accounts Committee		5
Standing Committee on Finance and Economic Development	Provincial Treasury Economic Development and Tourism Transport and Public Works	5
Budget Committee		13
Standing Committee on Premier, Gender, Disabled and Youth	Premier	5
Standing Committee on Local Government	Local Government National Council of Provinces	5
Standing Committee on Human Settlements	Human Settlements	5
Standing Committee on Local Government Oversight		5
Standing Committee on Agriculture and Environmental Planning	Agriculture Environmental Affairs and Development Planning	5
Standing Committee on Community Safety, Cultural Affairs and Sport	Community Safety Cultural Affairs and Sport	5
Standing Committee on Education	Education	5
Standing Committee on Community Development	Health Social Development	5
Petitions Committee		5
Conduct Committee		5
Chairpersons' Forum		11
Aesthetics Committee		5

5.2 Number of committee activities

The activities of the standing committees for the financial year under review are included in the table below:

Standing Committee	* Number of meetings held	Number of public hearings held	Number of oversight visits undertaken	International study tours	Local conferences	International conferences
Standing Committee on Premier, Gender, Disabled and Youth	23	11	8	0	0	0
Standing Committee on Finance and Economic Development	44	19	4	0	1	1
Budget Committee	12	2	0	0	0	0
Standing Committee on Local Government Oversight	12	0	0	0	0	0
Standing Committee on Local Government	22	8	3	0	0	0
Standing Committee on Agriculture and Environmental Planning	55	25	3	0	0	0
Standing Committee on Human Settlements	13	2	1	0	0	0
Standing Committee on Community Safety, Cultural Affairs and Sports	26	6	4	0	0	0
Standing Committee on Education	16	3	4	0	0	0
Standing Committee on Community Development	40	16	6	0	0	0
Public Accounts Committee (SCOPA)	31	15	0	0	1	1
Petitions Committee	5	0	1	0	0	0

Standing Committee	* Number of meetings held	Number of public hearings held	Number of oversight visits undertaken	International study tours	Local conferences	International conferences
Chairpersons Forum	0	0	0	0	0	0
TOTAL	299	107	34	0	1	1

* Number of committee meetings held includes all categories of committee meetings, such as briefings by departments, public hearings, oversight visits, etc, but excludes national and international conferences as well as international study tours.

5.3 Committees: highlights, concerns and achievements

The following are some of the highlights, concerns and achievements of standing committees:

Standing Committee on Agriculture and Environmental Planning

The Members of the Standing Committee were: Mr MC Walters (DA) Chairperson; Mr JJ Visser (DA); Mr HP Geyer (DA); Mr EJ von Brandis (DA); Ms E Prins (ANC); Ms BG Mbalo (ANC); and Ms JA van Zyl (COPE).

With regards to legislation, the committee considered the *National Environmental Management Laws First Amendment Bill [B13B-2012]*, the *Spatial Planning and Land Use Management Bill [B14B-2012]*, the *National Environmental Laws Second Amendment Bill [B13B-2013]* and the *Sectional Titles Amendment Bill [B11B-2013]*. In the case of the *National Environmental Management Laws First Amendment Bill [B13B-2012]*, recommendations by the committee led to significant amendments to eliminate clauses relating to the conversion of a trust fund to an ordinary fund, something for which the necessary approval of the Ministry of Finance had not been obtained prior to submission to the National Assembly.

The *National Environmental Management: Air Quality Amendment Bill [B27B-2013]*; *National Environmental Management: Integrated Coastal Management Amendment Bill [B8B-2013]*; *Marine Living Resources Amendment Bill [B30B-2013]*; *Restitution of Land Rights Amendment Bill [B35B-2013]*; *National Environmental Laws Third Amendment Bill [B26B-2013]* and the *National Environmental Management: Waste Amendment Bill [B32B-2013]* were finalised.

In the case of the *Restitution of Land Rights Amendment Bill*, although recognising the need for further claims, the need to first complete 30 000 existing claims and the apparent impossibility of successful implementation of the proposed plan for 379 000 new claims, led to the recommendation not to support the Bill.

Western Cape Land Use Planning Bill [B1-2014] - The long-awaited Land Use Planning Bill, which had its origins as far back as 1998, was approved by the Western Cape Provincial Parliament on 25 March 2014. The resultant Act will provide the future framework for land use planning in the Western Cape, replacing the redundant Land Use Planning Ordinance of 1985 as well as a raft of other redundant pieces of legislation dating as far back as 1967.

Standing Committee on Human Settlements

The Members of the Standing Committee were: Mr AM Figlan (DA) Chairperson; Mr HP Geyer (DA); Mr JJ Visser (DA); Mr KE Magaxa (ANC); and Mr M Ncedana (COPE).

The Standing Committee on Human Settlements convened 13 committee meetings since April 2013 and conducted oversight visits to housing projects in De Doorns, Zwelethemba, Delft and Mountain View.

The *Rental Housing Amendment Bill [B56D-2013] (NCOP) (S76)* was received at very short notice, resulting in the fast-tracking of a six-week cycle within two weeks. This impaired the committee and

relevant stakeholders from conducting proper research relating to the Bill and how it would affect the provincial mandates.

The committee was impeded from performing sufficient oversight as it was sharing a weekly meeting slot with the Standing Committee on Local Government, thus only meeting fortnightly.

Standing Committee on Local Government

The Members of the Standing Committee were: Mr JJ Visser (DA) Chairperson; Mr HP Geyer (DA); Mr MC Walters (DA); Mr P Uys (ANC); and Mr M Ncedana (COPE).

With regards to provincial legislation, the committee considered the *Western Cape Monitoring and Support of Municipalities Bill [B10 – 2013]*. To cover all districts in the province, the committee hosted public hearings in Cape Town, Caledon, George and Malmesbury. Having considered inputs received during oral and written submissions, the committee resolved to support the Bill with an amendment.

The committee undertook an oversight visit to the Provincial Disaster Management Centre in order to be briefed on the functioning of the centre and the video wall. The committee continued with the focus on disaster management during a cluster oversight visit. As part of the service delivery cluster of standing committees, the committee undertook an oversight visit to the Cape Winelands District between 18 and 20 June 2013. This included a follow-up visit to the Unobuntu Worcester Thusong Services Centre in Worcester, a visit to the Zwelethemba informal settlement to observe disaster prevention measures, and finally to the Meulwater Water Treatment Works, to tour the facility and be briefed on the impact the facility has on the water demand and water supply strategies of the Drakenstein municipality.

Standing Committee on Local Government Oversight

The Members of the Standing Committee were: Mr JJ Visser (DA) Chairperson; Mr MC Walters (DA); Mr EJ von Brandis (DA); Ms CF Beerwinkel (ANC); and Mr M Ncedana (COPE).

The committee convened a meeting on the Functioning, Establishment and Support of Municipal Public Accounts Committees (MPAC's). At this meeting a range of stakeholders, including the office of the Auditor-General and the South African Local Government Association, delivered briefings on various aspects of the Municipal Public Accounts Committees (MPAC). This meeting was attended by the Minister for Local Government, Environmental Affairs and Development Planning as well as mayors and MPAC Chairpersons from across the province. At the conclusion of the meeting, the committee thanked all participants who supported the proposal that the committee host an annual symposium on the best practice, challenges and successes of MPAC.

The Prince Albert, Cape Winelands and Bitou municipalities briefed the committee on their organisational redesign processes undertaken with the assistance of the Department of Local Government. It is envisioned that this process will streamline the organograms of municipalities and therefore improve their financial sustainability.

Public Accounts Committee (SCOPA)

The Members of the Standing Committee were: Mr GCR Haskin (ACDP) Chairperson; Mr HP Geyer (DA); Ms C Labuschagne (DA); Mr MGE Wiley (DA); and Mr M Ozinsky (ANC).

The Public Accounts Committee's main focus during the 2013/14 financial year was to call departments to account for the implementation of the SCOPA resolutions that were passed on to departments during the 2011/12 annual report period.

The committee held an additional public hearing to finalise their oversight over the financial statements of the Western Cape Housing Development Fund. The entity's annual report could not be discussed during the 2011/12 Annual Report period due to technical issues that affected the submission timeline. The committee noted that the entity obtained an unqualified audit report with findings of compliance with laws and regulations, and that this represented an improvement over the findings on a disclaimer of opinion recorded in the 2010/11 financial year.

Of importance was the finalisation of the discussions on the Internal Audit Report of the Western Cape Education Department which related to the Learner Transport Scheme.

During October and November 2013 the committee conducted 15 meetings to consider the annual reports of the departments and entities of the Western Cape Government and also the Western Cape Provincial Parliament. Members of the public were invited to submit written inputs and to participate in the meetings where the annual reports of the departments, entities and provincial parliament were considered. The process of fostering public involvement and participation was achieved through placing various adverts in provincial and local newspapers.

The committee was actively involved with the office of the Auditor-General of South Africa (AGSA) in discussing various issues which appeared on its agenda.

One of the pertinent audit reports that the committee considered, in accordance with Provincial Parliament's standing rule 99(1), was that relating to the infrastructure projects of the Departments of Transport and Public Works, Health and the Western Cape Education Department. Moreover, the committee also considered the Auditor-General's report on the use of consultants in the Departments of Transport and Public Works and Health. However, the report was not finalised by the committee and is set to be prioritised for consideration by the Standing Committee on Public Accounts of the Fifth Western Cape Provincial Parliament.

Standing Committee on Finance and Economic Development

The Members of the Standing Committee were: Mr EJ von Brandis (DA) Chairperson; Mr AM Figlan (DA); Mr JJ Visser (DA); Mr MC Walters (DA); Ms CF Beerwinkel (ANC); Mr ZC Stali (ANC); and Ms TN Bevu (COPE).

As guests of the Western Cape Destination Marketing, Investment and Trade Promotion Agency (WESGRO), the committee attended the 2013 Tourism Indaba in Durban from 10 to 12 May 2013. The indaba, one of the largest tourism marketing events on the African continent which showcases Southern African tourism products and services for the international travel trade, afforded the committee the opportunity to interact with exhibitors and to network with various national and international tourism stakeholders to the ultimate benefit of tourism and economic development in the Western Cape.

The committee, as part of a formal oversight delegation, travelled to various tourist attractions, including the Fairview Winery, Cape Town Film Studios and the Fairy Glen Private Game Reserve, in June 2013 in order to gain a better understanding of private industry best-practices that attract foreign investment, facilitate local skills development and create local employment opportunities. The committee submitted a report to the Provincial Parliament requesting the House to consider the findings and recommendations and that the relevant government departments take note with a view to improving future policy provisions.

The committee was, however, challenged by the referral of an unprecedented number of NCOP Bills and the six-week consideration schedule that accompanies each piece of legislation. It placed a burden on the committee to comply with this schedule and to align an already congested parliamentary programme with the mandate submission deadlines. Consequently, as the committee spent a great deal of time considering this NCOP legislation, it had limited capacity to request the reporting departments and entities to brief the committee on matters relating to specific programmes and projects as specified in their annual performance plans.

Budget Committee

The Members of the Standing Committee were: Mr EJ von Brandis (DA) Chairperson; Ms AJD Marais (DA); Ms C Labuschagne (DA); Ms JL Hartnick (DA); Mr JJ Visser (DA) Mr MGE Wiley (DA); Mr MC Walters (DA); Mr AM Figlan (DA); Ms L Brown (ANC); Ms CF Beerwinkel (ANC); Mr M Ncedana (COPE); Mr RB Lentit (ID); and Mr GCR Haskin (ACDP).

The committee was highly appreciative of its longstanding relationship with Provincial Treasury and their regular briefings on the validated quarterly performance (financial and non-financial) of government departments. These briefings proved particularly insightful as the chairpersons of the respective standing committees (who all serve on the Budget Committee) took note of various spending successes and shortcomings relevant to their respective portfolios and standing committees.

Standing Committee on Education

The Members of the Standing Committee were: Ms C Labuschagne (DA) Chairperson; Mr MGE Wiley (DA); Ms JL Hartnick (DA); Ms M Tingwe (ANC); and Ms JA van Zyl (COPE).

The Standing Committee on Education invited the Western Cape Education Department (WCED) in July 2013 to brief the committee on Grade R teaching and its progress report on assisting learners to not repeat Grades 1 and 9; progress on improving goal setting and other aspects in the School Improvement Plan (SIP); and the status of the Cheré Botha (special needs) School. These matters were extensively deliberated upon by the committee.

On 27 August 2013, the WCED briefed the committee on the Broadband Steering Committee, on how the education system has benefitted or would benefit from the broadband access strategy and the contribution of the steering committee and/or working groups in the WCED, towards Provincial Strategic Objective 2, improving educational outcomes.

On 18 February 2014 and 4 March 2014, the WCED provided feedback to the committee on the improvement plans for learner performance in literacy and the progress of Grade 9 learners. It was found that the department did exceptionally well at improving learner performance in literacy as well as the progress of Grade 9 learners. The standing committee applauded the WCED for its outstanding achievements.

Standing Committee on Community Safety, Cultural Affairs and Sport

The Members of the Standing Committee were: Mr MGE Wiley (DA) Chairperson; Ms AJD Marais (DA); Ms JL Hartnick (DA); Ms D Gopie (ANC); Ms J Witbooi (ANC); and Mr M Ncedana (COPE).

The Standing Committee on Community Safety, Cultural Affairs and Sport marked a momentous occasion on 27 August 2013, when the National Commissioner for the South African Police Service (SAPS), General Riah Phiyega, was invited to brief the standing committee on national policy issues. The public galleries were filled to capacity with representatives from SAPS, community police forums, business forums and community safety stakeholders. The focus was on the Resource Allocation Guide, police-to-population ratio and the interventions that would be employed in order to restore peace to gang infested areas in Manenberg.

On 28 January 2014 the committee met with the Provincial Commissioner of SAPS Western Cape, Lieutenant-General Lamoer, to discuss the annual report of SAPS Western Cape for 2012/2013. This marked an achievement for the committee since the last time such an annual report was tabled with the Western Cape Provincial Parliament was in the 2004/2005 financial year. The meeting attracted much media and public interest.

Standing Committee on Community Development

The Members of the Standing Committee were: Ms AJD Marais (DA) Chairperson; Ms JL Hartnick (DA); Ms C Labuschagne (DA); Mr M Skwatsha (ANC); Ms NP Magwaza (ANC); Ms JA van Zyl (COPE); and Mr RB Lentit (ID).

The committee held 18 committee meetings, one of the highlights including the subject relating to the scourge of women abuse and the high rate of reported cases of women abuse in the province. The committee also invited independent experts to brief the committee on the manner in which the rape crisis in the province could be addressed. The first meeting was held on 27 February 2013,

where Ms K Dey, Director at the Rape Crisis Cape Town Trust, and Ms L Cowan, a volunteer counsellor at Rape Crisis Cape Town Trust, briefed the committee on the myths about rape in communities. This meeting led to the committee recommendation to invite Dr Klatzow, an independent Forensic Scientist, to brief the committee on rape crisis and forensics. The meeting culminated in a joint briefing between the standing committees on Community Development, Premier, Gender, Disabled and Youth and Community Safety, Cultural Affairs and Sport, held on 8 May 2013. In this meeting, Dr Klatzow highlighted a few issues, including the shortage of qualified forensic scientists in the country, as one of the main reasons for reported rape cases receiving low convictions.

The committee undertook an unannounced oversight visit to the Khayelitsha District Hospital on 21 August 2013. The purpose of the visit was to investigate reported claims of poor service delivery in this newly established hospital, to assess the situation and verify whether the claims were still valid.

The committee considered and finalised the following provincial and NCOP Bills:

- *Western Cape District Health Councils Amendment Bill [B6 -2013];*
- *National Health Amendment Bill [B24-2011] (NCOP);*
- *Mental Health Care Amendment Bill [B39 -2012] (NCOP); and*
- *Western Cape Independent Health Complaints Committee Bill [B 9 – 2013].*

Standing Committee on Premier, Gender, Disabled and Youth

The Members of the Standing Committee were: Ms JL Hartnick (DA) Chairperson; Ms AJD Marais (DA); Mr AF Figlan (DA); Ms L Brown (ANC); Ms V Hani (ANC); and Ms TN Bevu (COPE).

The committee was briefed by the Department of the Premier on the Executive Projects Dashboard, Frontline Service Delivery Monitoring Report, Management Performance Assessment Tool (MPAT), and Integrated Financial Management System. The committee was so interested in these projects and programmes being executed by the department that it subsequently identified this as a priority matter which the new committee responsible for the portfolio, could prioritise in the new parliamentary term.

The committee expressed its satisfaction regarding the progress made on the Hangberg, District Six and World Design Capital projects.

As part of the oversight role of the committee, it undertook oversight visits to various schools, homes and Cape Access Centres and made recommendations to the Provincial Parliament concerning the improvement of conditions pertaining to certain facilities.

The committee considered and finalised three Section 76 NCOP Bills referred to it, which included:

- *Public Administration Management Bill [B55B-2013] (NCOP);*
- *Women Empowerment and Gender Equality Bill [B50B – 2013] (NCOP); and*
- *The State Attorney Amendment Bill [B52B- 2013] (NCOP).*

In April 2013, the committee joined the National Council of Provinces on an oversight visit week to the Eden District to follow up on the interventions and progress made in respect of service delivery challenges identified at the last Provincial Week visit to the Eden District in 2009.

5.4 Research: Highlights and challenges

A total of 45 research outputs were produced during the 2013/2014 financial year.

Reactive research	Proactive research	Continuous research	Cyclical research	Total
28	4	12	1	45

Subsequent to the Research Section being incorporated into the Committee Section in September 2012; the research support procedures and processes were further structured and aligned to be consistent with that of the Committee Section. To ensure adequate research capacity was in place, the vacant researcher and senior researcher positions were filled in October 2013. This ensured that each committee cluster was supported by a dedicated researcher and the overall quality assurance and timeous submission of research outputs was supervised and overseen by the Senior Researcher. The Standard Operating Procedure (SOP) for Research Support was completed during the 2013/2014 financial year and included as a dedicated chapter in the SOP of the Committee Section. Two additional types of research support, namely cyclical research and continuous research, were identified and unpacked, the detail of which was outlined in the SOP.

The research regarding the analysis of the 2012/13 annual reports of provincial departments and entities was outsourced to an external service provider. Copies of the analyses and presentations of the respective provincial departments and entities were provided to the Committee Section for distribution to committee members in preparation for the annual report discussions.

6. PUBLIC EDUCATION AND OUTREACH

6.1 Successes

6.1.1 Partnership with universities

A significant development in the implementation of the PEO Legislative Education programme is the fact that specific departments at three tertiary institutions incorporated the PEO education programme in their annual curriculums. Lecturers who engaged with the education programme also recommended the programme to their colleagues in other departments at their institutions. These institutions are:

- The Peninsula Technical University; School of Journalism that has been involved in the programme for the past three years and extended the programme to a larger number of students.
- The University of Stellenbosch; Ecology Conservation Department has incorporated an education tour and workshop as part of their curriculum for the past three years.
- Professor F Theron of the Stellenbosch School of Public Leadership has commended the programme and has proposed to introduce it to his Anthropology Science students.
- The Stellenbosch Political Science Students Association (SPOSSA) invited the PEO Section to do a presentation to their organisation on 18 September 2014.

- The University of the Western Cape; Dr Cherryl Africa of the Political Science Department allocated a percentage of the annual curriculum of her programme for senior students to involvement in the PEO education workshop at the Provincial Parliament. The PEO programme carries 10% of the overall continuous assessment weighting for the third year Political Science students. She has recommended that the Public Administration Department of UWC participate in the PEO Education Programme.
- Letters of commendation and appreciation have been received from all three of these institutions for the successful programmes.
- Ms Raefah Gamielien, Senior Education Specialist at the Business Studies Department of the College of Cape Town, represents the latest institution to have submitted an application for her N4 students to participate in the programme.

6.1.2 Project Citizen

The PEO Section has been in partnership with Western Cape Education Department's Project Citizen for the past four years. An educator's workshop and two high school Representative Council of Learners Leadership education workshops have been held in Villiersdorp and Grabouw. This provided the opportunity for learners from rural schools in Piketberg, Grabouw, Breede River, Langeberg, Gordons Bay, Caledon, Bredasdorp and Struisbaai to engage with the legislative education programme of the Provincial Parliament.

Professor Natalie Bolton of the University of Missouri attended the Provincial Parliament's Project Citizen educator's workshop and visited the Woodlands High School in Mitchell's Plain to assess and support the programme. She presented the Provincial Parliament and the Western Cape Education Department with an assessment report in which she commended the PEO programme for its contribution to Project Citizen and legislative education of educators and high school learners.

She later published a journal article on the programme in a University of Missouri academic publication.

The Western Cape Project Citizen programme has been one of the most successful legislative and democracy education programmes in the country, as our learner teams have been in the top winning project teams in national competitions over the past five years and the Provincial Parliament has made a significant contribution towards this process.

6.1.3 Partnership with the National Parliament Public Participation Unit - Outbound Programme

There has been ongoing engagement and exchange of ideas with the Public Education Unit of National Parliament. Towards the end of 2013, the Provincial Parliament's Public Education and Outreach Section was invited to launch the national public education programme and education material in the Western Cape. Our Senior PEO Officer and PEO Assistant joined the national team in facilitating education workshops in Bredasdorp, Swellendam, Hermanus, Caledon and Struisbaai. The Provincial Parliament received requests to facilitate education workshops from schools and institutions in this region beyond the launch programme.

6.1.4 Legislative Education Material

The PEO section produced a range of education material which can be used across a spectrum of stakeholders and participants of various literacy levels. The material has been developed to be used as posters, pamphlets or booklets.

Sufficient material has been printed for 40 education workshops. The material will also be distributed to district municipalities and the constituency offices of political parties.

The material will be evaluated in the new financial year.

The PEO legislative education material was translated and printed in all three official languages of the province. The materials include an activity booklet, pamphlets on the petitions and submissions processes and large posters on the following topics:

- The principles of democracy;
- The three arms of the state;
- Separation of powers;
- Chapter nine institutions; and
- The law-making process.

6.2 Commemoration of special sector events and activities

6.2.1 Youth Programmes

The PEO section commemorated youth month by convening collective high school education workshops at:

- Simon's Town high school, in the Southern Suburbs, on 12 June 2013 with schools from Ocean View, Masiphumele and Grassy Park.
- A second workshop was convened at Thembelihle High School on 20 June 2013 with five schools from Khayelitsha, Delft and Nyanga.

6.2.2 Mandela Day Pledge

By direction of the Secretary, a delegation of 10 staff members, in partnership with World Vision, visited the Child Care Home Visitor's programme in Atlantis to pledge support for their programme. This programme was developed to assist parents to create affordable home-based care for children in order for mothers to work or seek employment.

A series of three workshops was conducted over a period of three months with this project.

6.2.3 Sixteen Days of Activism

This programme was commemorated by an invitation from the Elsies River Community Police Forum and safety networks.

A workshop was conducted with 55 participants representing Elsie's River, Belhar and Delft on 1 December 2013.

6.2.4 Youth Workshop

An event in commemoration of 16 Days of Activism was held in partnership with the Freedom Park Heritage organisation at the Castle of Good Hope on 2 December 2013 with 200 youth from Delft, Belhar, Macassar, Ottery and Constantia farms.

6.2.5 List of workshops and educational activities facilitated by the PEO Section for 2013/2014

Institution	Date of Workshop	Venue	Number of Participants	Area/District
Cape Peninsula University of Technology Journalism Department Bellville	12 April 2013	Cape Peninsula University of Technology Information Technology Centre	82	Western Cape students
Thembelihle Secondary School	18 April 2013	Thembelihle Secondary School	55	Khayelitsha
Ikamvalethu Finishing School	24 April 2013	Ikamvalethu Finishing School	55`	Langa
Simunye Secondary School	24 April 2013	Simunye Secondary School	65	Khayelitsha
Hermes Primary School (Atlantis)	27 April 2013	WCPP Legislature	50	Genadendal
National Council of Provinces	14 May 2013	National Parliament		Parliament
High School Leadership Programme	31 May – 2 June 2013	Grabouw	50	Grabouw
Simon's Town High School	12 June 2013	Simon's Town	55	Simon's Town Ocean View Masiphumelele Grassy Park

Institution	Date of Workshop	Venue	Number of Participants	Area/District
Participants from Thembelihle, Kwamfundo, Esangweni and Simunye Senior Secondary Schools	20 June 2013	WCPP	130	Khayelitsha
Siphamandla Senior Secondary	2 July 2013	Siphamandla Senior Secondary School	60	Khayelitsha
Atlantis World Vision Home-Based Care Educators Mandela Day Pledge	18 July 2013	Atlantis Community Hall	62	Atlantis
Qhayiya Secondary School	20 July 2013	WCPP	50	Grabouw
Gugulethu Comprehensive School	26 July 2013	Gugulethu Comprehensive School	60	Gugulethu
ID Mkize High School	31 July 2013	ID Mkize High School	60	Gugulethu
Bulumko High School	8 August 2013	Bulumko High School	60	Khayelitsha
Fezeka High School	14 August 2013	Fezeka High School	60	Gugulethu
University of the Western Cape Political Science Department	21-22 August 2013	WCPP	82	UWC Bellville Campus
Luhlaza High School	23 August 2013	Luhlaza High School	60	Khayelitsha
Masiyile High School	27 August 2013	Masiyile High School	44	Khayelitsha
Emil Weder Secondary School	31 August 2013	WCPP	50	Genadendal
Leiden High School	30 August 2014	Leiden High School	60	Delft
Rondebosch Preparatory School	7 September 2013	WCPP	45	Rondebosch
United Nations United Nations Model Debate	7 September 2013	WCPP	102	WCPP
The Parent Centre (Community Organisation)	17 September 2013	WCPP	55	Wynberg
Matthew Goniwe	17 September 2013	Matthew Goniwe School	60	Khayelitsha

Institution	Date of Workshop	Venue	Number of Participants	Area/District
Political science students association of the University of Stellenbosch	18 September 2013	University of Stellenbosch Campus	42	University of Stellenbosch Campus
Mfuleni Community Members	23 September 2013	WCPP	45	Mfuleni
Parliament Outbound Programme	14-18 October 2013	Swellendam, Cape Agulhas, Overstrand, Theewaterskloof District Municipalities	50 participants at 5 workshops	Swellendam, Cape Agulhas, Overstrand, Theewaterskloof District Municipalities
Atlantis World Vision Home-Based Care Educators	30 October 2013	Atlantis Primary School Hall	62	Atlantis
Swellendam High School	25 November 2013	Swellengrebel Hotel	50	Swellendam
Atlantis Home-Based Care Workers World Vision	30 November 2013	WCPP	55	WCPP
Elsies River Community Police Forum 16 Days of Activism	1 December 2013	Matroosfontein Sports Complex	57	Elsies River Belhar Matroosfontein
Freedom Park 16 Days of Activism	2 December 2013	Castle Of Goode Hope	201	Castle Of Goode Hope
Ons Plek Shelter for Abandoned Girls	7 December 2013	Rosebank Methodist Church	70	Rosebank
Liefdesnessie Dienssentrum Bredasdorp	11 December 2013	WCPP	50	Bredasdorp
Ons Plek Projects	25 January 2014	WCPP	25	WCPP

Institution	Date of Workshop	Venue	Number of Participants	Area/District
State of the Nation Address	12-14 February 2014	National Parliament	Delegation representing the Western Cape	National Parliament
Manzomthobo Senior Secondary School	13 February 2014	Manzomthobo Senior Secondary School	50	Mfuleni
Liefdesnessie Child Welfare	25 February 2014	WCPP	55	WCPP
Ihlumelo Senior Secondary School	5 March 2014	Ihlumelo Senior Secondary School	53	Khayelitsha
Desmond Mphilo Tutu Secondary School	10 March 2014	Desmond Mphilo Tutu Senior Secondary School	52	Paarl
Khanyolwethu Secondary School	12 March 2014	Khanyolwethu Secondary School	52	Strand
High School Leadership Programme	14-16 March 2014	Mizpah, Grabouw	50	Grabouw
Usasazo Senior Secondary School	15 March 2014	WCPP	53	WCPP
Sinethemba Secondary School	26 March 2014	Sinethemba Secondary School	52	Phillippi

7. COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA) ACTIVITIES

7.1 CPA Africa Conference

The 44th CPA Africa Region Conference took place in Windhoek, Namibia, from 17-27 July. The theme of the conference was “Utilising our Commonwealth Partnership to promote peaceful conflict resolution and economic development on the African continent”. The Provincial Parliament was represented by Speaker Thembekile Majola, Hons Vuyiwe Hani-Rasi, Rodney Lentit and Cathy Labuschagne. Secretarial support to the Provincial Parliament delegation was provided by the Manager: Plenary Support, Jabu Nkabinde.

7.2 Commonwealth Parliamentary Conference

The 59th Commonwealth Parliamentary Conference (CPC) was held in Johannesburg, South Africa from 28 August to 6 September. The theme of the conference was “Effective Solutions to Commonwealth Development Challenges”. The Provincial Parliament was represented by Deputy Speaker Piet Pretorius, Hons Tozama Bevu and Anroux Marais. Deputy Secretary: Procedural Services, Ms Ressida Begg, attended the meeting of the Society of Clerks at the Table.

The Provincial Parliament also provided administrative support to the hosts, National Parliament, by deploying a number of officials to Johannesburg for the duration of the conference. The officials concerned were Ms Shirley Lucas, Ms Nobuntu Ngeshe, Ms Kholiswa Baza, and Messrs Marlon Issel, Anwille Barends and Abdullah Samuels.

7.3 International visits from abroad

The Western Cape Provincial Parliament received the following international visitors during the 2013/14 financial year:

- | | |
|--------------|---|
| 1 August | The Speaker of the National Assembly of Quebec in Canada, Hon Jacques Chagnon, accompanied by his wife, Ms Sylvie Belisle, paid a courtesy visit to Speaker Thembekile Majola. Speaker Chagnon was in South Africa in anticipation of the 2013 Commonwealth Parliamentary Conference in Johannesburg and made use of the opportunity to visit Cape Town and the Western Cape Provincial Parliament. |
| 25-31 August | A delegation from Western Australia visited the Provincial Parliament from 25-31 August on their way to attending the 2013 Commonwealth Parliamentary Conference in Johannesburg. The delegation of four included Hon Barry House, President of the Legislative Council, and Mr Peter McHugh, Clerk of the Legislative Assembly of Western Australia. |
| 10 September | The Speaker of the New Hampshire House of Representatives in the United States, and immediate past president of the National Conference of State Legislatures (NCSL), Hon Terie Norelli, visited the Western Cape Provincial Parliament on 10 September. She was accompanied by Ms Kathy Brennan-Wiggins, Director of International Programmes at the NCSL. |
| 3 December | A delegation of 13 from the Afghanistan Ministry of Finance met with Members of the Provincial Parliament on 3 December. The aim of the visit was to meet the chairpersons and members of the standing committees on Finance and Economic Development, Budget, and Public Accounts, to discuss lessons learned in respect of legislative oversight, oversight over the budget, including dealing with budget submissions, monthly and quarterly expenditure reports and financial statements, reports of the Auditor-General, and dealing with unauthorised, irregular, fruitless and wasteful expenditure, and financial misconduct. |

- 24 February Fourteen students and two lecturers from the Fachhochschule (School for Applied Studies) Kehl in Germany visited the Provincial Parliament on 24 February as part of a study visit to South Africa. Deputy Speaker Piet Pretorius received the group. The Provincial Parliament regularly hosts students from the institution conducting internships as part of their course requirements.
- 27 March A German delegation, led by Dr Beate Merk, Bavarian Minister for European and International Affairs, met with Members of the Provincial Parliament. The 20-person delegation, including two Members of the Bavarian State Legislature, discussed general matters relating to the long-standing bilateral agreement between the two provinces, as well as preparations for the 20-year anniversary celebrations of this relationship in Munich in 2015.
- 27 March A group of 11 students, including a Member of the Kenyan Parliament, visited the Provincial Parliament on 27 March. The students were attending a course at the Stellenbosch School of Public Leadership.

7.4 Outgoing international study visits by Members and staff

Bavaria, Germany, 6-14 April

Deputy Speaker Piet Pretorius led a delegation of five Members, including Hons Alta Rossouw, Johan Visser, Carol Beerwinkel, Vuyiwe Hani-Rasi, and Senior Parliamentary Officer Alvin Poggenpoel, on a study visit to Bavaria, Germany, from 6-14 April. The invitation to visit Bavaria was extended by the President of the Bavarian State Legislature, Hon Barbara Stamm, in 2012 while on a visit to the Western Cape Provincial Parliament.

The aim of this trip was to further develop the good and long-standing relationship between the Western Cape and Bavaria, in particular relations with the province's legislature. The visit focused on numerous areas of interest to the Provincial Parliament and in particular the Members of the delegation, viz. agriculture and rural development, local government and oversight, public participation, governance and budgeting, the legislature, government and Non-Governmental Organisation relations, and inter-legislature relations.

Shandong, People's Republic of China, 6-15 April

Hon Mike Walters led a delegation of six Members, including Hons Archie Figlan, Mark Wiley, Millicent Tingwe, Chris Stali and Mbulelo Ncedana, and Chief Treasury Officer Genevieve Accom, on a study visit to Shandong province in the People's Republic of China from 6-15 April.

The aim of this trip was to further develop the good and long-standing relationship between the Western Cape and Shandong, in particular the relationship with the Shandong People's Provincial Council. The visit also focused on numerous areas of interest to the Provincial Parliament and in particular the Members of the delegation, viz. low-cost housing, agriculture and rural development, local government and oversight, sport and culture, and inter-legislature relations.

Tanzania, 2-6 September

Four members of the Standing Committee on Public Accounts, viz Hons Grant Haskin, Helmar (Bokkie) Geyer, Johan Visser and Max Ozinsky, attended the 10th Annual Southern Africa Development Community Organisation of Public Accounts Committees (SADCOPAC) Conference. The conference was hosted by the Tanzanian National Assembly in Arusha. The theme of the conference was “Enhancing Parliamentary Scrutiny in the use of Public Resources”.

7.5 Non-Governmental Organisation Tours / Visits

The following groups visited the Provincial Parliament on sightseeing or educational tours:

Institution	Date	Number of Participants
Political Science students, Stellenbosch University	9 May 2013	30
Woolworths Seniors	4 June 2013	40
Kuils River Seniors	9 July 2013	50
Wittedrift High School	10 July 2013	31
Journalism students, Stellenbosch University	26 July 2013	20
Political Science students, University of the Western Cape	22 August 2013	20
Western Cape Social Development	26 September 2013	45
Enduku PJS School, Eastern Cape	1 October 2013	64
Enduku PJS School, Eastern Cape	2 October 2013	65
Christ the Mediator Anglican church	4 November 2013	15
Westlake Primary School	4 November 2013	9
Witzenberg Youth	14 November 2013	30
Member's guests	18 November 2013	33
Sunridge Primary School	5 December 2013	40
Western Cape Social Development	9 December 2013	21
Curro Durbanville Learner Council	13 March 2014	20

Institution	Date	Number of Participants
Member's guests	18 March 2014	20
Farm workers of the Le Roux Group	19 March 2014	9
Member's guests	25 March 2014	20
Member's guests	25 March 2014	24

8. HANSARD AND LANGUAGE SERVICES

In this period, Hansard services in the Provincial Parliament were outsourced and provided by an external service provider, IMVUSA/VERITAS International Transcribers. The contract came into operation on 1 April 2013 and has resulted in a marked stabilisation in the provision of services, in particular, the production of unrevised Hansard transcripts and the final edited Hansard within reasonable timeframes as stipulated in the service level agreement.

With regard to Language services, the unit has continued to provide services with two isiXhosa Language Practitioners, who were joined later in the year by an Afrikaans/English Language Practitioner.

Interpreting was provided for all sittings of the House and all committee meetings where such service was requested. The Provincial Parliament used freelance interpreters registered on a database and contracted to provide such services.

8.1 Interpreting services

Number of House sittings	Number of House sittings provided with interpreting services
23	23
Number of committee meetings for which interpreting was requested	Number of committee meetings provided with interpreting services
161	161

8.2 Translation services

Number of House papers published	Number of House papers published in all three languages
164	153 (some ATCs containing longer committee reports could not be translated in full due to shorter time frames for publication)
Number of other official documents submitted for translation	Number of other official documents translated
107	107

9. MEMBERS GRADUATION: PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY (PALAMA)

In terms of Members' Affairs, the continuation of the Members' Capacity Building Programme was a key activity. On 19 April 2013, 17 Members passed the Advanced Certificate in Governance and Public Leadership. Six of the Members who passed and qualified for the Postgraduate Diploma in Governance and Public Leadership, commenced with the programme at the University of Witwatersrand in July 2013. Five Members who did not qualify to continue with the postgraduate diploma, enrolled for an Advanced Short Learning Programme with the University of Johannesburg. Tuition fees were paid with donor funds from the European Union via the Legislative Sector Support Programme, while all transport and accommodation was paid by the Provincial Parliament.

10. CORPORATE ITEMS

The Communication and Information section is responsible for the procurement of branded corporate items. These are divided into the following categories: Executive gifts, mid-range gifts and prizes, and bulk items for Members' Special Programmes. During the 2013/14 financial year the section issued a total of 85 029 corporate items. This reflects an increase of 106% over the previous year. The items were allocated as follows:

Event:	Number:
Members' Special Programmes	66 678
Other (official visitors, outgoing official visits, tour groups, long service awards, etc.)	4 021
Public Education and Outreach activities	14 330
TOTAL	85 029

11. LIBRARY

The Library received 105 reference requests, which were all fulfilled within the timeframes stipulated by the clients. Information was sourced from online databases covering national and provincial legislation, media articles, other online sources, as well as books and journals.

The Library produced 30 *Librar-e Bulletins*, with topics ranging from school violence and human trafficking, to the state of management practices in the public service. The project manager of the Konrad Adenauer Foundation requested to be included on the mailing list for these bulletins, after having seen a copy and finding the content relevant to the foundation's work.

Eighteen editions of the *Periodical Content* service were produced, which generated 415 requests from Members for specific articles.

The Library produced three *Information Flyers* on the topics of Africa Day, International Foetal Alcohol Syndrome Day, and World Elder Abuse Awareness Day. The staff also arranged exhibitions on Universal Children's Day and AIDS Day. Following the death of former president Nelson Mandela

on 5 December 2013, an exhibition celebrating his life was displayed. Two editions of the Library's accession list, *What's New?* were produced.

The Library concluded its modernisation programme by providing access to Members and staff to a range of online databases; access is through IP address recognition, so connection to the Provincial Parliament network is necessary. The databases include the Library's catalogue, national and provincial legislation, and a newspaper-cutting service.

12. HUMAN RESOURCES

12.1 Appointments 2013/14

Rank	Commencement Date
Senior Committee Co-ordinator	1 April 2013
Senior Researcher	1 October 2013
Researcher	3 October 2013
Senior Information and Communications Technology Officer	14 October 2013
Network Administrator (fixed-term contract)	21 October 2013
Information and Communications Technology Assistant	1 November 2013
Manager: Information and Communications Technology	1 November 2013
Senior Public Education and Outreach Officer	1 December 2013
Human Resources Officer (fixed-term contract)	6 January 2014
Risk and Internal Control Officer (fixed-term contract)	6 January 2014
Language Practitioner Afrikaans/English (fixed-term contract)	13 January 2014
Information and Communications Technology Officer	3 February 2014
Committee Co-ordinator	1 March 2014
Receptionist x 2 (fixed-term contracts)	1 March 2014

12.2 Staff training and development

After the moratorium on short skills development interventions was lifted, the Provincial Parliament has been carefully planning skills development interventions, which spans more than one financial year and will continue its roll out in the 2013/14 financial year while further assessment and planning will take place.

The Provincial Parliament facilitated twelve external skills development interventions to a combined value of R327 616.

Name of Course	Nr of attendees
First Aid	12
Interpersonal Skills	20
Monitoring and Evaluation	16
National Development Plan Conference	3
Business Writing	7
Legislative Drafting	5
Problem Solving	9
Speed Reading	11
Verbal Communication	25
Project Management	1
ITIL Training	2
MS Office Training (various applications)	48

13. LEGAL MATTERS

During the financial year, Provincial Parliament was cited in the following judicial matters:

- In February 2014, Provincial Parliament received notice from a political party indicating that two of that party's members with seats in Provincial Parliament are no longer members of that party and, accordingly, that their membership of Provincial Parliament ceases in terms of section 106(3)(c) of the Constitution. The two members challenged this decision by their political party in the Western Cape High Court. Provincial Parliament abided the Court's orders, notably an order that Provincial Parliament not give effect to the political party's communications in this regard until the dispute between the members and their political party has been resolved. Since this matter concerned disputes within a political party, Provincial Parliament did not participate in the litigation.
- In February 2014, the Public Protector issued notice of a preliminary investigation to the Provincial Parliament. The investigation concerned a claim that the Provincial Parliament had not responded to a complaint against it. The complaint was that a service provider had not received payment in respect of services allegedly provided to the Provincial Parliament. The Public Protector concluded that there was no contractual relationship between the complainant and the Provincial Parliament, and that the complaint was unsubstantiated.

Schedule A: Bills and Acts (1 April 2013 to March 2014)

BILLS	ACTS/LAWS PASSED
2013	
	Western Cape Community Safety Act, 2013 (Act 3 of 2013) (Assented 03/04/2013)
	Western Cape Appropriation Act, 2013 (Act 5 of 2013) (Assented 13/06/2013)
	Western Cape Investment and Trade Promotion Act, 2013 (Act 6 of 2013) (Assented to 20/08/2013)
	Western Cape Seventeenth Gambling and Racing Amendment Act, 2013 (Act 7 of 2013) (Assented to 20/08/2013)
	Western Cape Eighteenth Gambling and Racing Amendment Act, 2013 (Act 8 of 2013) (Assented to 20/08/2013)
<i>Western Cape District Health Councils Amendment Bill, 2013</i> [B 6–2013]	Western Cape District Health Councils Amendment Act, 2013 (Act 9 of 2013) (Assented to 11/09/2013)
<i>Western Cape Unauthorised Expenditure Bill, 2013</i> [B 7–2013]	Western Cape Unauthorised Expenditure Act, 2013 (Act 10 of 2013) (Assented to 27/11/2013)
<i>Western Cape Membership of the Western Cape Economic Development Partnership Bill, 2013</i> [B 8–2013]	Western Cape Membership of the Western Cape Economic Development Partnership Act, 2013 (Act 12 of 2013) (10/12/2013)
<i>Western Cape Independent Health Complaints Committee Bill, 2013</i> [B 9–2013]	
<i>Western Cape Monitoring and Support of Municipalities Bill, 2013</i> [B 10–2013]	
<i>Western Cape Adjustments Appropriation Bill, 2013</i> [B 11–2013]	Western Cape Adjustments Appropriation Act, 2013 (Act 11 of 2013) (Assented to 10/12/2013)
TOTAL 6	TOTAL: 9

Schedule A: Bills and Acts (1 April 2013 to March 2014)

BILLS	ACTS/LAWS PASSED
2014	
<i>Western Cape Independent Health Complaints Committee Bill, 2013</i> [B 9B–2013]	Western Cape Independent Health Complaints Committee Act, 2014 (Act 2 of 2014) (Assented to 31/03/2014)
<i>Western Cape Monitoring and Support of Municipalities Bill, 2013</i> [B 10B–2013]	Western Cape Monitoring and Support of Municipalities Act, 2014 (Act 4 of 2014) (Assented to 31/03/2014)
<i>Western Cape Land Use Planning Bill, 2014</i> [B 1–2014]	Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) (Assented to 31/03/2014)
<i>Western Cape Additional Adjustments Appropriation Bill (2013/2014 Financial Year), 2014</i> [B 2–2014]	Western Cape Additional Adjustments Appropriation Act, (2013/2014 Financial Year), 2014 (Act 1 of 2014) (Assented to 12/03/2014)
<i>Western Cape Appropriation Bill, 2014</i> [B 3–2014]	
TOTAL 5	TOTAL 4
FINAL TOTAL 11	FINAL TOTAL 13

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