

# PARLIAMENT OF THE PROVINCE OF THE WESTERN CAPE

## ANNOUNCEMENTS, TABLINGS AND COMMITTEE REPORTS

MONDAY, 25 MAY 2020

### ANNOUNCEMENT

The Speaker:

With due consideration of the motion with notice as moved by Honourable Chief Whip Wenger and AGREED to by the Western Cape Provincial Parliament (WCPP) at its sitting of the House on Thursday 21 May 2020, the House resolved that:

*Cognisant of section 116(2)(c) of the Constitution of the Republic of South Africa, 1996, which provides that “The rules and orders of a provincial legislature must provide for... financial and administrative assistance to each party represented in the legislature, in proportion to its representation, to enable the party and its leader to perform their functions in the legislature effectively...”, the Speaker of the Western Cape Provincial Parliament is authorised to determine the matters provided for in section 116(2)(c) of the Constitution. In determining such matters, the Speaker is accountable to the House and must report to it when any such determination is made. If the House is not in session, any such determination must be ATC'd within 14 days.*

I have accordingly and as empowered by the House amended Chapter 10 of the Members' Guide: Facilities to include the provision of support during an officially declared national or provincial disaster; and henceforth to read as follows:

### “10. SPECIAL PROGRAMMES

- 10.1 The allocation of funding of expenditure related to “Special Programmes” may be made from the Secretarial Allowance as outlined in Section 9 of this Members' Guide, and therefore the further provisions below should be read together with the provisions of the relevant section.

- 10.2 An amount of money, as determined by the Speaker annually, will be made available to Members to conduct special programmes in their constituencies, as per paragraph 10.4 herein.
- 10.3 These funds are to be used only for expenditure related to Members' programmes in their constituencies to the maximum monetary value per Member per financial year.
- 10.4 The programmes must be linked to:
- 10.4.1 Any of the ten commemorative events, namely: Human Rights Day; Freedom Day; Workers' Day; Youth Day; Mandela Day; Women's Day; Heritage Day; AIDS Day; 16 Days of Activism; and Day of Reconciliation; and/or
- 10.4.2 Programmes related to the provision of support during an officially declared national or provincial disaster.
- 10.5 The theme of the programmes must revolve around oversight, law making and public participation in the WCPP. In the case of disaster relief initiatives, reports should clearly indicate how the initiatives support or supported the overall WCPP mandate.
- 10.6 Combined programmes, such as more than one Member joining for one event or joint events (more than one theme), are allowed provided that the total allocation per Member for the financial year is not exceeded.
- 10.7 Funds are not to be used for expenditure related to party political programmes, including campaigning.
- 10.8 The following conditions will apply when utilising the allowance:
- 10.8.1 Political parties will be responsible for managing the funds and for accounting for the spending thereof;
- 10.8.2 The minimum requirements for recordkeeping by the party are:
- 10.8.2.1 Programmes related to commemorative days:
- i) description of approved programme;
  - ii) number of participants;
  - iii) costs, and
  - iv) outcomes achieved.
- 10.8.2.2 Programmes related to provision of support during an officially declared national or provincial disaster:
- i) description of the support provided;
  - ii) number of beneficiaries;
  - iii) costs, and
  - iv) outcomes achieved.
- 10.8.3 Actual expenditure incurred in respect of this allowance must be reflected separately on the financial statements and any unspent funds at the end of the financial years must be paid back to the WCPP;
- 10.8.4 A report must be submitted with the financial statements to the WCPP reflecting, as a minimum, the details as per paragraph 10.8.2 herein.
- 10.9 The following list of expenditure items serves as a guide as to how the allowance may be utilised:
- 10.9.1 Programmes related to commemorative days:
- 10.9.1.1 Facilitator fees;

- 10.9.1.2 Accommodation costs for participants;
  - 10.9.1.3 Travel costs for participants;
  - 10.9.1.4 Catering;
  - 10.9.1.5 Audio visual costs;
  - 10.9.1.6 Venue and related facilities costs; and
  - 10.9.1.7 Gifts and donations, excluding cash, to a maximum value of 20% of the event cost.
- 10.9.2 Programmes related to provision of support during an officially declared national or provincial disaster:
- 10.9.2.1 Actual disaster relief items and/or prevention items (e.g. bottled water during a drought; blankets during a fire disaster; PPE during COVID-19);
  - 10.9.2.2 Transportation of disaster relief items;
  - 10.9.2.3 Transportation for beneficiaries to relief centres (register of beneficiaries);
  - 10.9.2.4 Gifts and donations, excluding cash, to a maximum value of 20% of the disaster relief initiative cost; and
  - 10.9.2.5 Venue and related facilities costs.
- 10.10 Corporate gifts and corporate items may be made available to Members on requests for use during special programmes or disaster relief initiatives.
- 10.11 Guidelines for the entitlement and procurement of corporate gifts and corporate items are contained in Chapter 11 of this Guide.”