

WESTERN CAPE PROVINCIAL PARLIAMENT



PART F REPORT ON PARLIAMENTARY ACTIVITIES



Delegation from the Bavarian State Legislature visiting the WCPP



Serjeant-at-Arms leading the processing during Official Opening of the WCPP

1. Introduction

The report on parliamentary activities attempts to give an overview of the key activities of the Provincial Parliament for the period 1 April 2012 to 31 March 2013. The main purpose of this section is to provide further detail on Parliamentary activities.

The information within this section was previously contained in the Secretary's Report published by the Provincial Parliament.

2. The opening of the Western Cape Provincial Parliament

The 2013 Opening of the Western Cape Provincial Parliament took place on 22 February and was attended by more than 220 guests, including Members' guests, the Premier's guests, Heads of Departments, representatives of the Cape Town Diplomatic 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 is 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 Otta Helene Zille	Premier
Mr Theunis Louis Botha	Health
Dr Ivan Henry Meyer	Cultural Affairs and Sport
Mr Hendrik Gehardus van Rensburg	Agriculture
Mr Robin Vincent Carlisle	Transport and Public Works
Mr Bonginkosi Success Madikizela	Human Settlements
Mr Alan Richard Winde	Finance, Economic Development and Tourism
Mr Anton Wilhelm Bredell	Minister for Local Government, Environmental Affairs and Development Planning
Mr Albert Theo Fritz	Social Development
Mr Donald Arthur Grant	Education
Mr Daniël Plato	Community Safety

3.3 Changes to Membership in the House

Mr P C McKenzie resigned on 30 November 2012 and this vacancy in the ANC was filled by the nomination of Ms D Gopie with effect from 1 December 2012.

3.4 Official Whippers

Name	Party	Designation
Ms A Rossouw	Democratic Alliance	Chief Whip
Mr H 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

4. The National Council of Provinces (NCOP)

The ratio of party representation to the NCOP for the Parliamentary term 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

4.1 Permanent Delegates of the NCOP:

The NCOP delegation comprises of six permanent delegates, namely:

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

4.2 Special Delegates of the NCOP:

The Special Delegates comprise of four Members from different political parties, namely:

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

Political parties also send representatives and alternates depending on the subject or the theme of the 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 2012/13 year. No complaints in relation to the breach of the Code were received during this period.

Research has been conducted on the proposed amendments to the Code of Conduct and this matter currently services before the Conduct Committee who is charged with the implementation and the review of the Code.

Procedural and Related Matters

5. Plenary Support

Standing Rules Book:

Plenary support services have been enhanced with the finalisation of the rules review process which culminated in the publication and distribution of the Standing Rules book in October 2012.

Key changes in the rules include the extension of question time from 45 minutes to 60 minutes. The latter has had a marked impact on the number of questions completed in one sitting with few questions not being addressed in a sitting.

Hansard and Language services:

An ad hoc Hansard service was provided whilst the tender for a new service provider was being finalised. This ad hoc service showed a marked improvement on the services rendered by the previous service provider. Whilst the Hansard books were not produced, Members received the Hansard electronically within a short space of time after each sitting.

6. Statistics relating to sittings and bills

Sittings

In 2012/13 financial year, the House met for 27 sittings, which represented 101 hours and 15 minutes of debating time.

During these sittings, the House dealt with 40 interpellations, 285 questions for oral reply, 322 questions for written reply, 8 questions to the Premier without notice, 15 subjects for discussion, 1 Speaker's debates and one Ministerial Statement.

Bills

Twelve bills were introduced during this period. See Schedule A on page 183.

Acts

Nine acts were passed during this period. See Schedule A on page 183.

7. Committees

During the period there were 12 provincial bills dealt with by committees and two NCOP bills were dealt with and finalized. One NCOP bill was not finalised.

During this financial year the committees of the Provincial Parliament held 230 meetings. There were 66 public hearings held and 27 visits which were undertaken by committees throughout the province. Other related activities included a NCOP Provincial Week and one NCOP Taking Parliament to the People event.

Standing Committees also undertook two international study visits.

A key focus in the year has been the training for committee staff on procedural matters. To this end a training program was developed with a former Secretary to the National Assembly. This training program was rolled out to staff in the Committee and Plenary sections. A follow up module is being prepared and it is envisaged that the training program will be rolled out to new committee staff that joined the institution towards the end of 2012. The improved staffing and focused training had a direct impact on support to Standing Committees.

7.1 Membership to Standing Committees

The Portfolios and size of membership of Standing Committees for the financial year have been clustered as follows:

Standing 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

7.2 Number of committee activities

The committee programme commenced on 2 April 2012 and ended on 29 March 2013.
The activities of the respective 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	International Study Tours / Conferences	Number of oversight visits undertaken
Standing Committee on Premier, Gender, Disabled and Youth	23	3	0	5
Standing Committee on Finance and Economic Development	39	9	1	2
Budget Committee	11	1	0	0
Standing Committee on Local Government Oversight	14	1	0	1
Standing Committee on Local Government	11	4	0	1
Standing Committee on Agriculture and Environmental Planning	24	6	0	3
Standing Committee on Human Settlements	8	3	0	2
Standing Committee on Community Safety, Cultural Affairs and Sport	13	12	0	7
Standing Committee on Education	16	4	1	4
Standing Committee on Community Development	29	6	0	2
Standing Committee on Public Accounts	26	14	1	0
Petitions Committee	4	0	0	0
Chairpersons' Forum	3	0	0	0
Conduct Committee	2	0	0	0
Aesthetics Committee	0	0	0	0
Rules Committee	7	3	0	0
TOTAL	230	66	3	27

The Committees held 230 committee meetings of which 66 were public hearings. There were two international study visits undertaken by Committees. The Committees also embarked on 27 Oversight visits during this period.

7.3 Committees: Highlights and challenges

The following are some of the highlights and challenges regarding standing committees:

Standing Committee on Agriculture: The committee had interesting interactions with the Department of Environmental Affairs and Development Planning on dune movement and coastal erosion; and with the Department of Agriculture on the crisis in the ostrich industry and on market access. A visit to the shark cage industry also brought a better understanding of the economic potential of this activity.

Standing Committee on Human Settlements - Challenge: This committee is sharing a meeting slot with the Standing Committee on Local Government. The fact that this committee cannot meet weekly makes it difficult to fulfil its mandate.

Standing Committee on Local Government: The committee hosted public hearings on the Traditional Courts Bill [B1 – 2012] (NCOP) which was well attended. The committee incorporated the inputs from submissions received on the bill and reportedly decided not to support the bill during the negotiating mandate phase of the bill.

Standing Committee on Local Government Oversight: The committee received briefings from the Department of Local Government, Provincial Treasury and the Auditor-General on key reports related to the performance of municipalities. The Committee engaged directly with municipalities on the credibility of Integrated Development Plans and the timeous submission of Annual Reports.

Standing Committee on Public Accounts: The Southern Africa Development Community Organisation of Public Accounts Committees (“SADCOPAC”) Annual Conference that was held in Mpumalanga, from 3-6 September 2012, was a highlight in the committee programme. Here, the Southern African region of Public Accounts Committees shared their achievements and challenges experienced in the execution of their duties. This was extremely helpful to the Western Cape SCOPA in the fulfilment of its duties because a key feature of the programme was to examine common challenges experienced and solutions that could be employed to strengthen the relationships and effectiveness on Public Accounts Committees.

- Relationship building with Departments: SCOPA emphasised the importance of building good and healthy relationships with all Departments, while still maintaining its character of being the watchdog of financial oversight.
- Annual Report period resolutions: During the 2012/13 financial year SCOPA established a new record of issuing its Annual Report period resolutions before the 1st January 2013. The norm was that these resolutions had to be distributed by 31 March 2013. This breakthrough ensured that the Departments were given more time to amend erroneous mechanisms and policies.
- Annual Report resolutions: The report containing the Committees resolutions, after scrutinising the Financial Statements and Audit Reports of the relevant Departments, was very comprehensive and drafted to make it more user friendly than previous years. SCOPA

was congratulated by most Departments who expressed appreciation for the depth of the information and recommendations contained within the document.

Standing Committee on Finance and Economic Development:

A major area of focus for the Committee during the 2012/13 financial year was legislation. The Committee dealt with a total of eight provincial bills, of which six were finalized during the financial year.

The committee also concentrated on its oversight mandate by undertaking two oversight visits to observe progress on projects relating to reporting Departments. Details of these trips are:

- Visit to the Small Enterprise Development Agency offices in Bellville to gain an understanding of local SMME projects being supported by the Department of Economic development and Tourism.
- Visit to the Chapman's Peak upgrading project in order to gain an understanding of the benefits of the project and whether it has achieved its goals.

The Committee also took these efforts abroad on an international study tour to Canada to observe best practices in the areas of economic development and tourism. The delegation visited the provinces of British Columbia and Ontario and met with leading role-players in the Ministry of Tourism, Culture and Sport as well as influential individuals within the local and provincial spheres of government responsible for promoting economic development and tourism.

Budget Committee:

In line with its powers and functions outlined in Standing Rule 109 of the Standing Rules of the Western Cape Provincial Parliament, the Budget Committee held 11 meetings during the 2012/13 financial year to deliberate on matters such as provincial and national legislation, financial and non-financial statements, Annual Report Guidelines and Provincial Economic Review and Outlook.

During this period the Committee dealt with provincial bills namely, the *Western Cape Adjustment Appropriation Bill* [B 11-2012] and the *Western Cape Appropriation Bill* [B 2-2013].

In terms of national legislation, the Budget Committee considered the *Division of Revenue Amendment Bill* [B 33-2012] (National Council of Provinces).

Standing Committee on Education:

The Committee undertook a study visit to Perth in Western Australia from 22 April to 3 May 2012. The reason for visiting Western Australia is because the education system shares similarities with the education system of South Africa. The Committee visited the Department of Education in Perth and various schools, colleges and the Western Australia Parliament House. The Committee cited multiple recommendations in its report to improve the schooling system in the province.

The committee also dealt with the *Further Education and Training Colleges Amendment Bill* [B 24B-2012] (NCOP) submitting the final mandate report for consideration by the House on 20 November 2012.

Standing Committee on Community Safety, Cultural Affairs and Sport:

The Committee dealt with the *Western Cape Community Safety Bill* [B 8-2012] which was signed by the Premier on 3 April 2013. The committee held four public hearings in Cape Town, Beaufort West, Vredendal and George.

8. Research

During the period of April 2012 and March 2013 there were a total of 26 reactive research requests received from Standing Committees and Management. In addition seven proactive research documents (three Information Flyers, three E-information documents and one Committee Dossier).

In September 2012 the Research Section was incorporated into the Committee Section.

Research on 2011/12 Annual Reports was outsourced to an external service provider, Creative Consulting and Development Works, which provided copies of analysis of reports as well as PowerPoint presentations on each of the Provincial Department's Annual Reports, each in comparison with its respective Annual Performance Plan, Strategic Plan and Budget Statements of each Provincial Government Department.

9. Public Education and Outreach (PEO):

The Public Education and Outreach section facilitated a total of 42 workshops and events on the administration of petitions; pre-hearings and municipal legislative education workshops and legislative processes during the 2012/13 financial year.

The key objectives that the PEO Section focused on during 2012/13 were:

- a public education programme;
- the production of legislative education material; and
- the administration of petitions.

A special attempt was made to focus on rural towns and districts within the province. Of the total number of PEO educational workshops 60% of all participants represented rural areas. High school education workshops were held in rural areas such as Citrusdal, Piketberg, Worcester, Robertson, Ashton, Ladysmith, Villiersdorp and Malmesbury.

Pre-hearing and municipal legislative education workshops included rural towns such as Clanwilliam, Oudtshoorn, Beaufort West, Ladysmith, Lambertsbay and George. Community members, ward committees and CDW's were educated on the content of specific bills of the Departments that were present and the PEO section presented the submissions and petitions processes.

Petitions education is a generic element of the education workshops and thousands of petitions pamphlets were distributed, however only two petitions were registered with the Provincial Parliament during the financial year. A number of petitions and memorandums were handed directly to specific Departments by petitioners at the Western Cape Provincial Parliament. The Public Education and Outreach section facilitated a total of 42 workshops and events on the administration of petitions; pre-hearings and legislative education workshops and legislative processes.

9.1 Special schools programmes supported and hosted

The Provincial Parliament has actively supported special schools programmes dealing with leadership development, citizenship and governance education over the past few years. Last year the Provincial Parliament hosted Project Citizen with 50 participating school teams, The United Nations High Schools Model Debate, and the Young Communicators Awards supported by Anglo–America and the Sowetan newspaper. These are national and international education programmes, debates and competitions and the students of the Western Cape have done exceptionally well in these activities. Two years ago two schools of Bellville and Kuilsrivier were selected to attend an international youth debate at the United Nations. Last Year the York Road Primary School team won the national Project Citizen showcase in Pietermaritzburg.

The Public Education and Outreach section conducts an annual workshop with the Project Citizen educators to incorporate the Provincial Parliament’s objectives in their Life Orientation curriculum with the participating students. The school teams then research their chosen topics for a period of six months present their portfolios and project boards at an annual showcase hosted by the Provincial Parliament.

The Project Citizen is an on-going partnership with the Specials Project Division of the Western Cape Education Department. This is an international and national programme in which 50 schools within the Western Cape participate and develop projects based on community needs and complete a research portfolio and presentation chart on their chosen subject. This project is then presented at the provincial showcase held at the Provincial Parliament.

9.2 Education programmes with universities

The Universities of Stellenbosch (USB) - Ecology Department, Cape Peninsula University of Technology (CPUT) - School of Journalism and the University of Cape Town (UCT) law school have requested partnerships with the PEO section on legislative education programmes. This is the third year that the USB Ecology Department and the CPUT School of Journalism have incorporated the Provincial Parliament presentations and content in their annual programme for their students.

The University of Stellenbosch, School of Public Leadership annually requests that their senior and international students be hosted by the Public Education and Outreach section at the Provincial Parliament.

9.3 Commemoration of special sector events and activities

The Western Cape Provincial Parliament commemorated the following events:

Youth Month

Youth month was commemorated with a three day education workshop at Chrysalis Academy with 174 participants from all over the province. Participants were mostly unemployed students and youth leaders from urban and rural towns across the province. A special certificate presentation was held by the Speaker, supported by the MEC’s for Social Services, Minister Fritz and Arts and Culture, Minister I Meyer.

A high school youth leadership workshop was also held during the year with Project Citizen participants.

Mandela Day

The Provincial Parliament supported Mandela Day by adopting Heatherdale Children's Home as a special project. A team of 10 staff members nominated by their sections visited Heatherdale Children's Home and donated education material to the institution. This was followed up with an educational tour to the Provincial Parliament and outing to the Muizenberg Waterpark. At the start of the New Year they received education packs and stationery for school. Easter was a highlight when the staff donated boxes of Easter eggs and chocolates to the children.

Women's Month

The women's programme was supported by the PEO Section with a seminar proposed by the Western Cape Provincial Parliament Women's Caucus. A total of 120 women from rural districts were invited by the political parties to attend the event held at the Provincial Parliament. A series of presentations on women's empowerment were presented by Departmental Heads and special project teams.

The Women's Caucus was supported with a further workshop for the rural district of Riversdale and surrounding towns.

9.4 The development of Legislative Education Material

The development of education material was a significant milestone for the PEO Section. The education programme consists of a series of legislative pamphlets and posters including:

- the principles of democracy;
- the arms of the state;
- the significance of the Constitution – Bill of Rights;
- the role of the Chapter Nine Institutions;
- the law-making process;
- the submissions process; and
- the petitions process.

Each participant at the workshops receives a package of the above education material. In addition to the above education package, the PEO section distributed a summary version of the Constitution in the three official languages of the province to all participants.

The current updated Juta copy (14 September 2012) of the Constitution has been distributed to most Ward Committee members of the district municipalities in the province Representative Councils of Learners who participated in our programmes and university students.

9.5 List of workshops and educational activities facilitated by the PEO section for 2012/2013

Name of Institution	Date of Workshop	Number of Participants	Area/Region
Young Communicators Awards	12 May 2012	60 students	Western Cape
SAASTA Awards	19 May 2012	65 students	Western Cape
Portland's Children's Rights Workshop	23 May 2012	45 learners	Portland's High School
Children's rights Workshop- NCOP	31 May 2012 - 1 June 2012	Western Cape Delegation of 20	National

Name of Institution	Date of Workshop	Number of Participants	Area/Region
Democracy Development Programme(DDP)	31 May 2012	50 community representatives	Steenberg, Retreat, Lavender Hill
Chrysalis Youth Programme	11-13 June 2012	120 Students	Tokai
South Peninsula Global Classroom	4 July 2012	60	South Peninsula, America, Sweden, Sjeggo Slovakia, Europe
Heatherdale Children's Home Athlone	18 July 2012 27 September 2012 24 November 2012 1 March 2013	45 Children 45 Children 45 Children and 4 Child Care Workers (excursion) 45 Children	Belgravia, Athlone
Certificate Ceremony Community Workshop	31 July 2012	50 Community Workers	Citrusdal
Citrusdal Primary School	31 July 2012	50 Senior Learners Grade 7	Citrusdal
Cedarberg Secondary School	31 July 2012	50 High School Learners Grades 10-12	Citrusdal
Breë Rivier Secondary School	23 August 2012	50 High School Learners Grades 10-12	Worcester
Project Citizen	18 August 2012	200 students 50 parents and educators	Cape Peninsula West Coast and Boland
Esselen Park Secondary School	23 August 2012	50 High School Learners Grades 10-12	Worcester
US Ecology students	25 August 2012	40 Ecology students	Stellenbosch
Annual Reports Meeting with NGO's	28 August 2012	10 Sangoco, TCOE, UWC Community Law Centre	Western Cape
Worcester Secondary School	29 August 2012	50 High School Learners Grades 10-12	Worcester
Langeberg Secondary School	29 August 2012	50 High School Learners Grades 10-12	Robertson
Cape Peninsula University of Technology (CPUT)	30 August 2012	50 First Year Journalism Students	Bellville
Ashton Combined School	5 September 2012	50 High School Learners Grades 10-12	Ashton
United Nations Model debate	8 September 2012	60 students	Western Cape
Simon's Town High School	20 September 2012	50 High School Learners Grades 10-12	Simon's Town
Kraaifontein Active Seniors Club	25 September 2012	60 Senior Citizens	Kraaifontein
Beaufort West Pre-hearing workshop	8 October 2012	50 community representatives	Beaufort West
George Pre-hearing workshop	9 October 2012	200 community representatives councillors and officials	George, Mosselbay, Grootbrak, Knysna

Name of Institution	Date of Workshop	Number of Participants	Area/Region
Queen's Park High School	18 October 2012	50 High School Learners Grades 10-12	Woodstock
Groenberg Secondary School	22 October 2012	50 High School Learners Grades 10-12	Villiersdorp
Mitchell's Plain Education Forum High School Programme Orientation Meeting	24 October 2012	50 High School Learners-gr. 10-12 5 Educators 6 Facilitators Africa Adventures	Mitchell's Plain
Mitchell's Plain Education Forum High School Programme	26 – 28 October 2012	50 High School Learners Representing 10 Schools Grades 10-12	Mitchell's Plain
Community Health Intervention Programme (CHIPS)	13 December 2012	50 Senior Citizens	Kuilsrivier
George Community Workers Pre-Public Hearing Workshop-Western Cape Road Traffic Administration Bill	January 2013	55 Community Development Workers, Councillors, Municipal Officials	George, Knysna, Plettenberg Bay, Mosselbay, Ladismith, Calitzdorp, Oudtshoorn and Zoar
Qhayiya Senior Secondary School	7 February 2013	60 learners	Hermanus
Woodlands High School	20 February 2013	50 High School Learners	Mitchell's Plain
WCED Project Citizen	22-24 February 2013	45 Rural and Urban Educators	
Steynville Secondary School	28 February 2013	45 High School Learners	Piketberg
Oval North School	20 March 2013	50 High School Learners	Beacon Valley
Combined Education Workshop With Parliament	22 March 2013	20 Learners and 5 School Principals	Parliament
Steynville Secondary School	25 March 2013	50 High School Learners	Piketberg

10. Commonwealth Parliamentary Association (CPA) Activities

The responsibility for providing secretarial support to the South African delegates to Commonwealth Parliamentary Association (CPA) conferences is assumed by the 10 legislatures on a rotational basis. The Western Cape Provincial Parliament was responsible for providing this service in 2012, and as such, a number of officials were involved in the CPA Africa conference and the annual Commonwealth Parliamentary Conference.

To this end the officials from the Communication and Information section co-ordinated the logistical details of all the South African delegates and acted as liaison between the two hosts, viz the Gauteng Provincial Legislature and the Parliament of Sri Lanka.

Task teams of officials from a variety of sections attended both conferences in order to provide local support to the South African delegation.

10.1 The 43rd Commonwealth Parliamentary Association (CPA) Africa Region Conference

The CPA African Region Conference was held at the Sandton Convention Centre in Johannesburg from 2-8 July 2012.

The theme of the conference was *Strengthening Legislature Oversight to Improve Accountability, Deepen Democracy and Consolidate Growth and Development in Africa*.

The Provincial Parliament was represented by Deputy Speaker Piet Pretorius and Hon Jennifer Hartnick, Hons Chris Stali and Mbulelo Ncedana attended as observers. The officials who provided secretarial support services to the South African delegation were Mses Carla Muller, Faranaaz Smitsdorff, Zukiswa Sityebi, Nombulelo Mofoko and Mary-Anne Burgess.

10.2 The 58th Commonwealth Parliamentary Conference (CPC)

The annual Commonwealth Parliamentary Conference (CPC) was held in Colombo Sri Lanka from 10-15 September 2012.

The theme of the Conference was *“Ensuring a relevant Commonwealth for the future”*. Speaker Thembekile Majola represented the Provincial Parliament at the conference, while the Secretary, Mr Royston Hindley, attend the conference of the Society of Clerks-at-the-Table. Secretarial support to the South African delegation was provided by two officials, Mr Khayaletu Mkunyanana and Ms Dianne Jantjies.

Refer to ATC76-2012 for a detailed report.

11. International visits from abroad

The Western Cape Provincial Parliament received the following international visitors during the 2012/13 financial year:

Visit by the Chinese People’s Congress

29 June	Six delegates from the Chinese People’s Congress met with senior officials to discuss matters of mutual interest, as well as to gather information around social welfare and service delivery in the Western Cape and South Africa.
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Visit by the United Kingdom House of Commons

16 August	Speaker John Bercow of the United Kingdom House of Commons paid a courtesy call on the Speaker and Deputy Speaker; he was accompanied by his personal assistant, Mr Peter Barratt.
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Visit by the Bavarian State Legislature in Germany

27 February The President (Speaker) of the Bavarian State Legislature in Germany, Hon Barbara Stamm, accompanied by four Deputy Speakers and nine other Members and officials, visited the Provincial Parliament to discuss issues of development co-operation between the Free State of Bavaria and the Western Cape. Issues around public participation and interaction with community organisation were also raised.

Visit from the Shandong Provincial People's Government

1 March The Vice-Governor of the Shandong Provincial People's Government and five senior government officials visited the Provincial Parliament in order to discuss matters of mutual interest, including further strengthening the long-standing relationship between the Western Cape and Shandong Province, trade opportunities, etc.

12. Outgoing international study visits by Members and staff

Standing Committee on Education – Perth, Western Australia

The members of the Standing Committee on Education undertook a study visit to Perth in Western Australia from 22 April to 3 May 2012.

The purpose of the visit to learn more about the Curriculum and Assessment Policy Statements (CAPS) introduced in January 2012; the utilisation of technology to enhance the quality of education outcomes, especially in rural areas, and challenges thereof; and to observe best practice with regards to:

- Measures used to improve the quality of education;
- Retention rate of learners and teachers;
- Overall teacher training and development;
- Involvement of parents in education;
- School governance;
- Social problems influencing learners development; and
- Methods employed in the teaching of science and mathematics.

Hon C Labuschagne led the delegation that included Hons JL Hartnick, AJD Marais, M Tingwe, and AJ Van Zyl. Committee Co-ordinator, Mr ZC Sakasa accompanied the delegation.

Refer to ATC 55E-2012 for a detailed report.

National Conference of State Legislatures (NCSL) - Annual Summit - Chicago, Illinois, United State of America

Speaker Thembekile Majola and Deputy Speaker Piet Pretorius represented the Provincial Parliament at the National Conference of State Legislatures Annual Summit held in Chicago, Illinois, United State of America, from 5-10 August. The topic of the conference was *Building Strong Legislative Networks and Institutions to provide a Unique Environment for all Legislatures Around the World*.

Refer to ATC 68-2012 for a detailed report.

National Council of Provinces (NCOP) - Whippery study tour – Australia

The Chief Whip of the Majority Party, Hon Alta Rossouw, was the Provincial Parliament's representative on an NCOP Whippery study tour that visited Australia from 20-24 August. The aim of this visit was to: strengthen relations and interaction between the NCOP and the Australian Senate, focusing on the issues of the composition of and responsibility of the Whips; mechanisms to enhance the role of the Whippery in daily parliamentary work; systems, processes and mechanisms used to strengthen state representation in the Senate; operational measures used to manage leave, control mechanisms, legal frameworks for the enforcing of discipline and monitoring of Members; and parliamentary support systems and arrangements for Whips.

Standing Committee on Finance (SCOF) - Study visit - Vancouver and Toronto, Canada

The Standing Committee on Finance undertook a study visit to Vancouver and Toronto in Canada from 28 September to 6 October. The aim of the visit was to engage with various stakeholders at provincial government and municipal level as well as with the private sector, on matters regarding tourism (particularly business/convention), local economic development and job creation. Hon Eugene von Brandis, chairperson of the committee, led the delegation that included Hons Archie Figlan, Chris Stali, Tomzama Bevu, and Buyelwa Tshungwana. Committee Co-ordinator, Ms Shareen Niekerk accompanied the delegation.

Refer to ATC 90E-2012 Toronto Study Tour for a detailed report.

13. Non-Governmental Organisation Tours / Visits

The Communication and Information section hosted four international delegations and 13 groups on sightseeing and educational tours to the Provincial Parliament. The following groups visited the Provincial Parliament on sightseeing or education tours:

Institution	Date	Number of Participants
Cape Peninsula University of Technology	26 July 2012	49
Western Cape Provincial Government interns	27 July 2012	11
Leadwood Seniors Club	19 September 2012	60
Department of Social Development programme for foster children	20 September 2012	35
Kraaifontein Active Senior's Club	25 September 2012	60
Zava Primary School, Herschel, Eastern Cape	26 September 2012	25
HM Dlikidla Primary School, Beaufort West	2 October 2012	60
RB Dithube Intermediate School, Lerato, North-West	3 October 2012	61
Thanduxolo High School, Uitenhage, Eastern Cape	3 October 2012	27

Institution	Date	Number of Participants
Nieuwoudt Primary School, Klawer	5 October 2012	50
South African National Defence College	10 October 2012	65
Bauer Park High School (United Kingdom), through Manenberg High School	13 February 2013	15
Yale College High School (United Kingdom), through Manenberg High School	15 February 2013	13

14. Members Graduation: Public Administration Leadership and Management Academy (PALAMA)

The Members' Affairs section within the Human Resource's section facilitated the training and development of the Members within this programme. In collaboration with the Legislative Support Programme and the Public Administration Leadership and Management Academy Members of the Provincial Parliament partook in the capacity building programme for Members of Parliament and Provincial Legislatures. The purpose of this programme is to enhance the performance of Members to more effectively execute their constitutional responsibilities as legislators.

The programme consisted of three phases namely:

Phase 1: Certificate in Governance and Leadership
Tertiary Institute: University of South Africa (UNISA)
NQF Level: NQF 5
Number enrolled: 25
Number graduated: 19
Commencement date: 1 June 2010
Completion date: 12 August 2011

Phase 2: Graduate Certificate in Governance and Public Leadership
Tertiary Institution: University of the Witwatersrand (WITS)
NQF Level: NQF 7
Number enrolled: 18
Number graduated: 17
Commencement date: 30 July 2012
Completion date: 29 October 2012

The final Phase: Graduate certificate in Governance and Public Leadership will commence in June 2013.

15. 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' Constituency Programmes. During the 2012/13 financial year the Communication and Information section issued a total of 41 276 corporate items. These were allocated as follows:

Event:	Number:
Members' Constituency Programmes	28 836
Other (official visitors, outgoing official visits, tour groups, long service awards, etc.)	3 387
Public Education and Outreach activities	9 053
TOTAL	41 276

16. Library

The Library continues to provide a high quality reference and information service to Members and staff and during the period under review. The Library has received excellent reviews from Members on the services rendered to them during the annual survey on support services.

In terms of service to patrons, the Library received 169 reference requests (media articles from newspapers and journals, legislation, judgements, company searches, academic reports and articles, books, statistics, provincial and local government annual reports, online resources and database searches, etc.). All of these requests were resolved within the clients' stipulated requirements and timeframes.

Twenty editions of the popular *Periodical Contents* service were produced which generated 698 requests for specific articles.

The Library also produced 20 *Librar-e Bulletins* with topics ranging from alcohol and drug-related issues in Western Cape Schools, and national and provincial budget speeches, to the state of literacy, teaching and learning in South African and the farm workers and wage increases.

The Library produced three *Information Flyers* on the topics of Africa Day, Sixteen Days of Activism, and International Women's Day.

An exhibition in celebration of Library Week was also displayed. Three editions of the Library's accession list, *What's News? Wat's Nuut? Yintni Entsha?* were distributed to all Members and staff.

17. Human Resources

The Human Resources Strategy focuses on two broad areas in the discipline of Human Resources Management, to wit **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.

17.1 Employee Wellness Programmes

On 09 October 2012, the Provincial Parliament facilitated a Health Day at no cost to the employees of which 52 employees participated 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)
- Fitness instructor

One management referral was made for an employee to receive counselling due to matters that affected the performance of the employee. Eighteen self-referrals occurred where employees sought on their own assistance from the service provider to address areas that they were concerned about. The total as per area is as follows:

- 8 were for legal support;
- 1 was for financial support;
- 6 were for personal or work stress; and
- 4 were for family or relationship problems.

17.2 Appointments 2012/13

Rank	Commencement date
Senior Supply Chain Management Officer	1 April 2012
Manager: Finance	16 April 2012
Accountant	16 April 2012
Receptionist	01 June 2012
Administrative Officer: SCM (Contract & Administration)	01 July 2012
Senior Committee Coordinator	01 August 2012
Manager: Committees	01 October 2012
Legal Adviser	22 October 2012
New Media Officer	01 November 2012
Service Officer/ Driver	01 November 2012
Committee Coordinator	01 December 2012
Committee Coordinator	01 December 2012
Accountant	01 December 2012

Rank	Commencement date
Researcher	01 December 2012
Committee Coordinator	04 January 2013
Chief Parliamentary Officer	09 January 2013
Information Communication Technology Assistant (Network)	11 February 2013
Committee Coordinator	01 March 2013
Executive Office Administrator: Office of the Secretary	6 June 2012
Media Liaison Officer: Office of the Speaker	01 December 2012
Rank (Interns)	Commencement date
Risk Control Intern	1 April 2012
Risk Control Intern	01 July 2012

17.3 Staff training and development

After the moratorium on short skills development interventions was eventually 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 (12) external skills development interventions to a combined value of R327,616.00.

Name of course	Number of attendees
BAS training	2
Business writing skills	6
Client orientation	6
Employee orientation training	15
Employee wellness manager training	4
Health day	44
Interpersonal skills	4
Introductory bookkeeping and reporting	4
Labour market analysis	1
Leave system training	53
LOGIS training	10
Microsoft Certified Information Technology Professional.	1
Numeracy	18
Office administrative skills	8
PERSAL training	3
Policy writing skills	5
Procedural training	39
Project management and MS project	18
Storemanship	2
Substance abuse talk	18
Translation skills isiXhosa	2
TOTAL training incidents	263

17. Security and Facility Management

The section drafted the Security Plan and although it was not approved by the Rules Committee, extensive progress has been made in the following areas during the year under review.

Implement physical security measures

The Security appreciation report that was compiled for the National Key Point indicated that the sensitive areas within the precinct should be monitored by means of CCTV cameras. The section engaged the Department of Transport and Public Works who appointed a service provider for the installation of the CCTV cameras as well as the upgrade of the Control Room at 7 Wale Street.

Document Security

In terms of compliance and improved document security, the Records Policy for the Provincial Parliament was approved by the Accounting Officer.

The file plan was also reviewed and amended to incorporate new sections as well as sections which were renamed (Procurement to Supply Chain Management, House Proceedings to Plenaries, General Services to Security and Facilities Management, etc.)

Joint Planning Committee (JPC) and other Meetings

The Provincial Parliament held their quarterly JPC Meetings as prescribed. The Security Manager attended the 4 Security Legislative Forum meetings including the AGM of the State Security Agency which was held in 2012. The local Integrated Safety and Security (ISS) Forum, which involves all role-players in the 7 and 15 Wale street precinct, had bi-monthly meetings to address health and safety measures.

18. Information and Communication Technology (ICT): Achievements and challenges

Hardware

New, improved PABX system was installed, during the period under review. Hardware in terms of dated notebooks and desktops were refreshed.

- Tablets were purchased for all Member (bar one) and Managers;
- Laptops were replaced for all administration officers and Managers;
- Screens were purchased for the Chamber; and
- The Server room was upgraded.

Governance

The section made significant headway with governance issues raised in the previous Auditor-General report with the following:

- Establishment of ICT SteerCom with revised terms of reference;
- The development of the ICT Governance Framework;
- The investigation and proposal for e-filing solution;
- The ICT End User Policy was approved and implemented;
- The ICT Backup Policy was approved and implemented;
- The ICT Change Management Framework was approved and implemented; and
- The ICT Strategy

Staffing remains a challenge, while the Manager post was filled, during the period under review, it was also recently vacated. At 31 March 2013 the vacancy rate was 50% for the section.

Schedule A: Bills and Acts (1 April 2012 to 31 March 2013)

BILLS	ACTS/LAWS PASSED
2012	
	Western Cape Laws Repeal Act, 2012 (Act 4 of 2012) Assented to 16/05/2012
	Western Cape Appropriation Act, 2012 (Act 2 of 2012) Assented to 02/05/2012
<i>Provincial Capital Fund Ordinance Repeal Bill, 2012</i> [B 5–2012]	
<i>Western Cape Provincial Road Traffic Administration Bill, 2012</i> [B 6B–2012]	Western Cape Health Facility Boards Amendment Act, 2012 (Act 7 of 2012) Assented to 05/12/2012
<i>Western Cape Health Facility Boards Amendment Bill, 2012</i> [B 7–2012]	
<i>Western Cape Community Safety Bill, 2012</i> [B 8–2012]	Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012) Assented to 05/12/2012
<i>Western Cape Transport Infrastructure Bill, 2012</i> [B 9–2012]	Provincial Capital Fund Ordinance Repeal Bill, 2012 (Act 5 of 2012) Assented to 30/08/2012
<i>Cape Town International Convention Centre Company Amendment Bill, 2012</i> [B 10–2012]	Western Cape Adjustments Appropriation Act, 2012 (Act 8 of 2012) Assented to 06/12/2012
<i>Western Cape Adjustments Appropriation Bill, 2012</i> [B 11–2012]	
TOTAL: 7	TOTAL: 6

BILLS	ACTS/LAWS PASSED
2013	
	Western Cape Transport Infrastructure Act, 2013 (Act 1 of 2013) Assented to 26/03/2013
	Cape Town International Convention Centre Company Amendment Act, 2013 (Act 2 of 2013) Assented to 26/03/2013
<i>Western Cape Investment and Trade Promotion Bill, 2013</i> [B 1–2013]	
<i>Western Cape Appropriation Bill, 2013</i> [B 2–2013]	
<i>Western Cape Seventeenth Gambling and Racing Amendment Bill, 2013</i> [B 3–2013]	
<i>Western Cape Eighteenth Gambling and Racing Amendment Bill, 2013</i> [B 4–2013]	
<i>Western Cape Additional Adjustments Appropriation Bill (2012/13 Financial Year)</i> [B 5–2013]	
	Western Cape Additional Adjustments Appropriation Act (2012/13 Financial Year, 2013) (Act 4 of 2013) Assented to 28/03/2013
TOTAL: 5	TOTAL: 3
FINAL TOTAL: 12	FINAL TOTAL: 9

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