

# WESTERN CAPE PROVINCIAL PARLIAMENT



## ANNUAL REPORT 2014/2015

## Table of Contents

### PART A: GENERAL INFORMATION

1.	GENERAL INFORMATION .....	6
2.	LIST OF ABBREVIATIONS/ACRONYMS.....	7
3.	FOREWORD BY THE SPEAKER .....	8
4.	REPORT OF THE ACCOUNTING OFFICER .....	9
4.1	Overview of the operations of the Western Cape Provincial Parliament: .....	9
4.2	Overview of the financial results of Western Cape Provincial Parliament:.....	10
4.2.1	WCPP Receipts:.....	10
4.2.2	Programme Expenditure: .....	10
4.2.3	Supply Chain Management:.....	11
4.2.4	Gifts and Donations received in kind from non-related parties:.....	11
4.2.5	Exemptions and deviations received from the National Treasury: .....	11
4.2.6	Events after the reporting date: .....	12
4.2.7	Compliance with 30 day payments: .....	12
4.2.8	Acknowledgement/s or Appreciation:.....	12
5.	STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT.....	13
6.	STRATEGIC OVERVIEW .....	14
6.1	Vision: .....	14
6.2	Mission:.....	14
6.3	Values: .....	14
7.	LEGISLATIVE AND OTHER MANDATES .....	15
7.1	Constitutional Mandates: .....	15
7.2	Statutory Mandates:.....	16
7.3	Relevant Case Law: .....	18
8.	ORGANISATIONAL STRUCTURE.....	20

### PART B: PERFORMANCE INFORMATION

1.	AUDITOR-GENERAL'S REPORT: PREDETERMINED OBJECTIVES .....	21
2.	OVERVIEW OF WCPP'S PERFORMANCE .....	21
2.1	Service Delivery Environment:.....	21
2.2	Organisational environment:.....	29
2.3	Key policy developments and legislative changes:.....	29
3.	STRATEGIC OUTCOME-ORIENTED GOALS .....	30
4.	PERFORMANCE INFORMATION BY PROGRAMME.....	31
4.1	Programme 1: Administration: .....	31
4.1.1	Purpose:.....	31
4.1.2	Sub-programmes: .....	31
4.1.3	Strategic Objectives: .....	32
4.1.4	Strategic objectives indicators, performance indicators, planned targets and actual achievements:.....	33
4.1.4.1	Sub-programme: Office of the Speaker: .....	35
4.1.4.2	Sub-programme: Office of the Secretary:.....	36
4.1.4.3	Sub-programme: Finance:.....	39
4.1.4.4	Sub-programme: Supply Chain Management:.....	40
4.1.4.5	Sub-programme: Internal Control: .....	42
4.1.4.6	Sub-programme: Human Resources:.....	43
4.1.4.7	Sub-programme: Information Technology: .....	44

4.1.4.8 Sub-programme: Security and Facilities Management:	46
4.2 Programme 2: Facilities for Members and Political Parties:	48
4.2.1 Purpose:	48
4.2.2 Sub-programmes:	48
4.2.3 Strategic Objectives:	48
4.2.4 Strategic objectives indicators, performance indicators, planned targets and actual achievements:	48
4.2.4.1 Sub-programme: Facilities and Benefits for Members:	49
4.2.4.2 Sub-programme: Political Parties Support Services:	51
4.3 Programme 3: Parliamentary Services:	52
4.3.1 Purpose:	52
4.3.2 Sub-programmes:	52
4.3.3 Strategic Objectives:	52
4.3.4 Strategic objectives indicators, performance indicators, planned targets and actual achievements:	52
4.3.4.1 Sub-programme: Plenary Support:	54
4.3.4.2 Sub-programme: Committee Support:	55
4.3.4.3 Sub-programme: Public Education and Outreach:	58
4.3.4.4 Sub-programme: Hansard and Language Services:	60
5. TRANSFER PAYMENTS:	62
5.1 Transfer payments to Non-Profit Institutions:	62
6. DONOR FUNDS:	63
6.1 Previous Year Donor Funds:	63
7. CAPITAL INVESTMENT	63
7.1 Capital investment, maintenance and asset management plan:	63

## **PART C: GOVERNANCE**

1. INTRODUCTION:	64
2. RISK MANAGEMENT	64
3. FRAUD AND CORRUPTION	65
4. MINIMISING CONFLICT OF INTEREST	65
5. CODE OF CONDUCT	65
5.1 Members:	65
5.2 Staff:	66
5.3 Supply Chain Management:	66
6. HEALTH, SAFETY AND ENVIRONMENTAL ISSUES:	66
7. RULES COMMITTEE MEETINGS:	67
8. SCOPA RESOLUTIONS:	68
9. PRIOR MODIFICATIONS TO AUDIT REPORTS	74
10. INTERNAL CONTROL UNIT	74
11. INTERNAL AUDIT AND AUDIT COMMITTEES	74
12. AUDIT COMMITTEE REPORT	76

## **PART D: HUMAN RESOURCE MANAGEMENT**

1. INTRODUCTION:	78
2. HUMAN RESOURCES STRATEGY	78
3. ORGANISATIONAL STRUCTURE as at 31 March 2015:	81
4. EXPENDITURE:	82
4.1 Personnel Costs by Programme, 2014/2015:	82
4.2 Personnel Costs by Salary Bands, 2014/2015:	83
4.2.1 Personnel Costs by Race, 2014/2015:	83

4.2.2	Personnel Costs by Gender, 2014/2015: .....	83
4.3	Salaries, Overtime, Home Owners Allowance and Medical Aid by Programme, 2014/2015: ...	84
4.4	Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Bands, 2014/2015 ...	84
4.5	Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Bands, 2014/2015 ...	85
5.	EMPLOYMENT AND VACANCIES .....	85
5.1	Employment and Vacancies by Programme, 31 March 2015: .....	85
5.2	Employment and Vacancies by Salary Bands, 31 March 2015: .....	86
5.3	Employment and Vacancies by Critical Occupation, 31 March 2015: .....	86
6.	SENIOR MANAGEMENT SERVICE INFORMATION .....	86
6.1	Filling of Senior Management Service Posts: .....	86
7.	JOB EVALUATION .....	87
7.1	Profile of employees whose positions were upgraded due to their posts being upgraded: .....	87
7.2	Employees with salary levels higher than those determined by job evaluation by occupation:.....	87
7.3	Profile of employees who have salary levels higher than those determined by job evaluation: .....	87
8.	EMPLOYMENT CHANGES.....	88
8.1	Annual turnover rates by salary band for the period 1 April 2014 to 31 March 2015:.....	88
8.2	Annual turnover rates by critical occupation for the period 1 April 2014 to 31 March 2015:...	89
8.3	Reasons why staff are leaving the WCPP: .....	89
8.4	Promotions by critical occupation:.....	90
8.5	Promotions by salary bands: .....	90
9.	EMPLOYMENT EQUITY:.....	90
9.1	Total number of employees (including employees with disabilities) in each of the following occupational bands from 1 April 2014 to 31 March 2015:.....	90
9.2	Recruitment for the period 1 April 2014 to 31 March 2015: .....	91
9.3	Promotions for the period 1 April 2014 to 31 March 2015:.....	91
9.4	Terminations for the period 1 April 2014 to 31 March 2015: .....	92
9.5	Disciplinary action for the period 1 April 2014 to 31 March 2015: .....	92
9.6	Skills development for the period 1 April 2014 to 31 March 2015: .....	92
9.6.1	Training courses presented: .....	92
9.6.2	Study Assistance provided for Formal Education: .....	93
9.7	Population group distribution as at 31 March 2015: .....	93
9.8	Gender composition: .....	94
9.9	Age profile: .....	95
10.	PERFORMANCE REWARDS:.....	95
10.1	Performance Increases by race, gender and disability, 1 April 2014 to 31 March 2015 in respect of 2013/2014 financial year:.....	95
10.2	Performance Bonuses, 1 April 2014 to 31 March 2015 in respect of 2013/2014 financial year: .....	96
10.3	Performance by Critical Occupations, 1 April 2014 to 31 March 2015: .....	96
11.	FOREIGN WORKERS .....	96
11.1	Foreign Workers, 1 April 2014 to 31 March 2015, by salary band:.....	96
11.2	Foreign Workers, 1 April 2014 to 31 March 2015, by major occupation: .....	96
12.	LEAVE UTILISATION.....	97
12.1	Sick Leave, 1 January 2014 to 31 December 2014: .....	97
12.2	Disability leave (temporary and permanent), 1 April 2014 to 31 March 2015: .....	99
12.3	Annual Leave, 1 January 2014 to 31 December 2014: .....	99
12.4	Leave payouts for the period 1 April 2014 to 31 March 2015: .....	99
12.5	Capped leave 1 April 2014 – 31 March 2015:.....	99
13.	HIV/AIDS & HEALTH PROMOTION PROGRAMMES.....	100

13.1	Steps taken to reduce the risk of occupational exposure: .....	100
13.2	Details of Health Promotion and HIV/AIDS (2014/2015): .....	100
14.	LABOUR RELATIONS.....	100
14.1	Collective agreements, 1 April 2014 to 31 March 2015: .....	100
14.2	Misconduct and disciplinary hearings finalised, 1 April 2014 to 31 March 2015:.....	100
14.3	Types of misconduct addressed, 1 April 2014 to 31 March 2015: .....	101
14.4	Grievances lodged for the period 1 April 2014 to 31 March 2015:.....	101
14.5	Disputes lodged with Councils for the period 1 April 2014 to 31 March 2015: .....	101
14.6	Strike actions for the period 1 April 2014 to 31 March 2015:.....	101
14.7	Precautionary suspensions for the period 1 April 2014 to 31 March 2015: .....	101
15.	SKILLS DEVELOPMENT .....	101
15.1	Training needs identified 1 April 2014 to 31 March 2015:.....	101
15.2	Training provided 1 April 2014 to 31 March 2015: .....	102
16.	INJURY ON DUTY.....	102
16.1	Injury on duty, 1 April 2013 to 31 March 2014: .....	102
17.	UTILISATION OF CONSULTANTS .....	102
17.1	Report on consultant appointments using appropriated funds*:.....	102
17.2	Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs): .....	102
17.3	Report on consultant appointments using Donor funds:.....	103
17.4	Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs): .....	103

## **PART E: FINANCIAL INFORMATION**

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

PROVINCIAL PARLIAMENT .....	104
THE APPROPRIATION STATEMENT .....	107
NOTES TO THE APPROPRIATION STATEMENT .....	119
STATEMENT OF FINANCIAL PERFORMANCE.....	121
STATEMENT OF FINANCIAL POSITION .....	122
STATEMENT OF CHANGES TO NET ASSETS .....	123
CASH FLOW STATEMENT .....	124
ACCOUNTING POLICIES.....	125
NOTES TO THE ANNUAL FINANCIAL STATEMENTS .....	132

## **PART F: REPORT ON PARLIAMENTARY ACTIVITIES**

1.	INTRODUCTION.....	155
2.	OPENING OF THE WESTERN CAPE PROVINCIAL PARLIAMENT .....	155
2.1	End of term of the last Parliament: .....	155
2.2	First Sitting of the New Parliament (First Session, Fifth Parliament): .....	155
2.3	Election of Premier: .....	155
2.4	Election of a Speaker: .....	156
2.5	Election of Deputy Speaker: .....	156
2.6	State of the Province Address: First Session, Fifth Parliament:.....	156
2.7	State of the Province Address: Second Session, Fifth Parliament:.....	157
3.	MINISTERS AND MEMBERS .....	157
3.1	Party representation:.....	157
3.2	Provincial Cabinet: .....	158
3.2.1	Change of name of portfolio with effect from 17 July 2014: .....	158
3.3	Whippery: .....	158
3.4	The National Council of Provinces (NCOP): .....	159

3.4.1	Permanent delegates of the NCOP:.....	159
3.4.2	Special delegates of the NCOP: .....	159
4.	Orientation Programme for new and returning Members .....	160
5.	Code of Conduct for Members .....	160
6.	PROCEDURAL AND RELATED MATTERS .....	161
6.1	Plenary Support: .....	161
6.2	Statistics relating to Sittings and legislation: .....	161
7.	COMMITTEES .....	162
7.1	Membership of standing committees: .....	162
7.2	Number of committee activities: .....	164
7.3	Committees: highlights, concerns and achievements: .....	165
7.4	Research: Highlights and challenges: .....	179
8.	PUBLIC EDUCATION AND OUTREACH .....	179
8.1	Successes: .....	179
8.1.1	Annual Reports and Appropriation Bills: .....	179
8.1.2	Support for National Council of Provinces (NCOP) Activities: .....	180
8.1.3	Project Citizen and United Nations Association of South Africa (UNASA): .....	180
8.1.4	Youth Programmes: .....	180
8.1.5	Petitions education: .....	181
8.1.6	List of workshops and educational activities facilitated by the PEO Section for 2014/2015: ..	181
9.	INTERNATIONAL TRIPS AND PUBLIC RELATIONS .....	184
9.1	CPA Africa Conference: .....	184
9.2.	Commonwealth Parliamentary Conference: .....	184
9.3	International visits from abroad: .....	185
9.4	Outgoing international study visits by Members and staff: .....	185
9.5	Non-Governmental Organisation Tours / Visits: .....	186
10	HANSARD AND LANGUAGE SERVICES .....	187
10.1	Hansard Services: .....	187
10.2	Interpreting services: .....	187
10.3	Translation Services: .....	188
11	CORPORATE ITEMS .....	188
12	LIBRARY SERVICES .....	189
13	MEMBERS .....	189
14	HUMAN RESOURCES .....	190
14.1	Appointments 2014/2015: .....	190
14.2	Staff training 2014/2015: .....	190
15	LEGAL MATTERS .....	190
	SCHEDULE A .....	191



# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART A GENERAL INFORMATION





The Groote Schuur Hospital Choir welcoming guests at the official opening of the Western Cape Provincial Parliament on 20 February 2015



Members of various civil society organisations in the Western Cape attending a workshop presented by the Public Education and Outreach section on 13 October 2014

**1. GENERAL INFORMATION**

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## 2. LIST OF ABBREVIATIONS/ACRONYMS

AO	Accounting Officer
ACDP	African Christian Democratic Party
AGSA	Auditor-General South Africa
ANC	African National Congress
AIDS	Acquired Immune Deficiency Syndrome
CTMPD	Cape Town Metropolitan Police Department
COPE	Congress of the People
CORC	Community Organisation Resource Centre
CPA	Commonwealth Parliamentary Association
DA	Democratic Alliance
D: ERM	Directorate Enterprise Risk Management
DoTP	Department of the Premier
EFF	Economic Freedom Fighters
ERM	Enterprise Risk Management
ERMCO	Enterprise Risk Management Committee
FFC	Financial and Fiscal Commission
FMIP	Financial Management Improvement Plan
HDI	Historically Disadvantaged Individual
HIV	Human Immunodeficiency Virus
IT	Information Technology
IFMS	Integrated Financial Management System
IPID	Independent Police Investigating Directorate
LSEN	Learners from Special Education Needs
LOGIS	Logical Information System
MERO	Municipal Economic Review Outlook
MTBPS	Medium Term Budget Policy Statement
MOD	Mass Opportunity and Development
MOU	Memorandum of Understanding
MPAC	Municipal Public Accounts Committees
NGO	Non-Profit Organisation
NCOP	National Council of Provinces
NCSL	National Conference of State Legislatures
PSRMF	Public Sector Risk Management Framework
SANTACO	South African National Taxi Council
SAPS	South African Police Service
SAPSET	South African Police Service Education Fund
SOP	Standard Operating Procedure
SLA	Service Level Agreement
PAC	Public Accounts Committee
PPP	Public Private Partner
UNASA	United Nations Association of South Africa
VoIP	Voice over Internet Protocol
WCED	Western Cape Education Department
WCGRB	Western Cape Gambling and Racing Board
WCPP	Western Cape Provincial Parliament
WPRFU	Western Province Rugby Football Union

### 3. FOREWORD BY THE SPEAKER



Sharna Fernandez  
Speaker

I hereby table the annual report of the Western Cape Provincial Parliament (WCPP) for the 2014/2015 financial year.

2014/2015 was a challenging year in that the Fifth Parliament commenced its term in May 2014 with a number of new Members elected to office. It also meant that the new parliament inherited a strategic plan and budget essentially determined by the previous parliament.

However, I wish to commend all Members who literally hit the ground running and assisted WCPP to once again fulfil its constitutional obligations to the full. Also, the administration of the WCPP must be commended for achieving almost 80% of targets set under difficult circumstances.

Preparations to comply with the *Financial Management of Parliament and Provincial Legislatures Act, 2009* have also started in the year under review and will pose further challenges as to the governance of the institution going forward.

I wish to take this opportunity to welcome the new Secretary to the Provincial Parliament, Ms Hamida Fakira, and wish her all the best in her new role and also thank the outgoing Secretary, Mr Royston Hindley, for steering the ship successfully over the past three years.

A special word of thanks is extended to my Deputy, Mr Piet Pretorius, for his invaluable assistance and support over the reporting period.

A handwritten signature in black ink, appearing to be 'Sharna Fernandez', written over a horizontal line.

**Sharna Fernandez**  
**Speaker of the Western Cape Provincial Parliament**  
**Date: 17 August 2015**

#### 4. REPORT OF THE ACCOUNTING OFFICER



Hamida Fakira  
Secretary

##### 4.1 Overview of the operations of the Western Cape Provincial Parliament:

The WCPP had a total of fifty-eight programme performance indicators and a total of fifty-eight planned targets for the 2014/2015 financial year. The WCPP achieved 77.58% 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 2014/15	Achieved	Partially achieved	Not achieved	% Targets achieved
Programme 1: Administration	38	38	28	8	2	73.68%
Programme 2: Facilities for Members and Political Parties	5	5	5	-	-	100.00%
Programme 3: Parliamentary Services	15	15	12	3	-	80.00%
<b>Total</b>	<b>58</b>	<b>58</b>	<b>45</b>	<b>11</b>	<b>2</b>	<b>77.58%</b>

The 2014/2015 financial year was a very challenging year for the WCPP. With 2014/2015 being an election year a number of new Members were elected to the WCPP. With this came the preparations for the election of new Speaker, the swearing in of Members and a thorough orientation programme had to be developed and implemented.

As at 31 March 2015 the WCPP had a total of four unfunded positions, 95 filled positions and four vacant positions. The WCPP experienced resource constraints in a number of critical positions and to address this, six fixed-term contract positions were created and filled until 31 March 2015.



## 4.2 Overview of the financial results of Western Cape Provincial Parliament:

### 4.2.1 WCPP Receipts:

Receipts	2014/2015			2013/2014		
	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	72	(68)	4	43	(39)
Interest, dividends and rent on land	48	128	(80)	48	96	(48)
Sale of capital assets	-	52	(52)	-	21	(21)
Financial transactions in assets and liabilities	-	47	(47)	-	529	(529)
<b>Total</b>	<b>52</b>	<b>299</b>	<b>(247)</b>	<b>52</b>	<b>689</b>	<b>(637)</b>

Revenue collection in the WCPP 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 WCPP retains a portion of parking fees as revenue, after paying over an agreed tariff to the Department of Transport and Public Works.

Members of the WCPP pay for meals prepared by 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 WCPP discloses revenue from interest received on the bank balance.

The WCPP identifies assets that have passed their useful lifespan, are damaged or redundant. The funds received from the sale of these items were also disclosed as a revenue source.

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

### 4.2.2 Programme Expenditure:

Programme Name	2014/2015			2013/2014		
	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
Administration	49 446	46 948	2 498	44 052	43 893	159
Facilities for Members and Political Parties	39 355	37 664	1 691	36 966	36 966	-
Parliamentary Services	22 921	22 429	492	22 263	22 263	-
<b>Total</b>	<b>111 722</b>	<b>107 041</b>	<b>4 681</b>	<b>103 281</b>	<b>103 122</b>	<b>159</b>

In the 2013/2014 financial year there was under expenditure of R159 000.

During the 2014/2015 year, expenditure control and monitoring mechanisms continued to monitor and interrogate current and projected expenditure with the aim of identifying early warning signs for over/under expenditure.

However, due to the impending shortfall of budgetary funding in the Medium Term Expenditure Framework, the Provincial Treasury was unable to provide additional funding to WCPP for the funding of specific expenditure projects over the MTEF period.

The Provincial Treasury then suggested that WCPP provide for a forced saving during the 2014/2015 financial year, to assist in funding the shortfalls in the Medium Term Expenditure Framework period. This process resulted in under expenditure for the 2014/2015 financial year of R4 680 952.84 which was approved by the Speaker to be rolled over into the 2015/2016 financial year.

#### **Virements/roll overs**

The WCPP had an under spending of R4 680 952.84 on the 2014/2015 financial year budget and an amount of R247 016.89 in respect of over-collected own revenue, which was approved as roll-over for projects in the 2015/2016 financial year.

#### **4.2.3 Supply Chain Management:**

During the 2014/15 financial year the WCPP did not receive any unsolicited bids. The Office of the Chief Financial Officer, of which the Supply Chain Management section is an integral part, conducted a drive to ensure better turnaround times while adhering to good corporate governance. The aforementioned was effected by implementing service standards which were thoroughly workshopped with the respective line functions in the In-Year Monitoring meetings, providing continuous training and implementing the reviewed *Supply Chain Management Manual*. All WCPP officials were invited to regular training sessions covering the reviewed chapter 6 of the *Supply Chain Management Manual*. In addition to this, 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 repeat instances thereof.

The challenges within Supply Chain Management relate to the human 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 2014/2015 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.

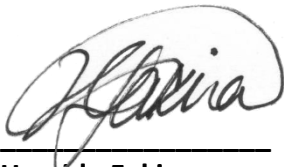
#### **4.2.7 Compliance with 30 day payments:**

During 2014/2015, 16 instances to the accumulated value of R228,716.75, were identified as payments settled in excess of 30 days during the 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 recurrence of such cases.

#### **4.2.8 Acknowledgement/s or Appreciation:**

I would like to thank the Speaker, Sharna Fernandez, for her consistent support and the previous Secretary, Royston Hindley for his contribution during the 2014/2015 financial year. I would also like to thank the staff of the WCPP who are the key drivers behind the achievements of this institution.



**Hamida Fakira**

**Accounting Officer of the Western Cape Provincial Parliament**

**Date: 17 August 2015**



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

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

- All information and amounts disclosed throughout the annual report are consistent;
- The annual report is complete, accurate and free from any omissions;
- The annual report has been prepared, where applicable to the Provincial Parliament, in accordance with the guidelines on annual reports as 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
- The external auditors are engaged to express an independent opinion on the annual financial statements.

In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the department for the financial year ended 31 March 2015.

Yours sincerely,



**Accounting Officer**

**Hamida Fakira**

**Date: 17 August 2015**

## 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 conduct 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 WCPP are based on the following constitutional mandates:

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

The provincial legislatures are established in terms of Chapter 6 of the *Constitution of the Republic of South Africa, 1996* ("the Constitution"). Salient here is:

- (a) Section 114(1) of the Constitution confers the power to make laws on provincial legislatures.
- (b) Section 114(2) of the Constitution states that provincial legislatures must provide for Mechanisms to:
  - ensure that all provincial executive organs of state are accountable to it; and
  - maintain oversight of the exercise of provincial executive authority in the province, including the implementation of legislation, and of any provincial organ of state.
- (c) Section 115 of the Constitution states, among other things, that a provincial legislature may summon any person to appear before it to give evidence; may require any person or provincial institution to report to it; and may receive petitions, representations or submissions from any interested persons or institutions.

The *Western Cape Witnesses Act, 2006* further articulates these powers of compulsion; and the *Western Cape Petitions Act, 2006* creates the framework for the receipt and processing of petitions.

- (d) Section 116(1) of the Constitution provides that provincial legislatures may determine and control their internal arrangements, proceedings and procedures; and may make rules and orders concerning their business with due regard to representative and participatory democracy, accountability, transparency and public involvement.

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

- (e) Section 117 of the Constitution concerns, among other things, the privilege of Members of provincial legislatures, notably the privilege of freedom of speech to be enjoyed subject to the rules and orders of the legislatures.

The powers and privileges of Members have been codified in the *Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004*.

- (f) Section 118 of the Constitution places an obligation on provincial legislatures to facilitate public involvement in the legislative and other processes of the provincial legislatures and to conduct their business in an open manner.

**(ii) The Constitution of the Western Cape, 1997**

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

The Constitution of the Western Cape, 1997 ("the Provincial Constitution"), in as far as its empowering provisions are concerned, is essentially identical to the Constitution of the Republic of South Africa, 1996.

The Provincial Constitution does, however, provide for certain distinctive legislative and executive structures and naming designations which differ from certain structures and naming designations in the Constitution. For example:

- (a) Section 9(1) of the Provincial Constitution refers to the Western Cape's provincial legislature as the Western Cape Provincial Parliament, and section 13 provides that the Provincial Parliament consists of 42 Members;
- (b) Where section 111(1) of the Constitution provides that a provincial legislature must elect a Deputy-Speaker, section 20(3) of the Provincial Constitution makes the election of a Deputy-Speaker by the Provincial Parliament discretionary; and
- (c) Section 42 of the Provincial Constitution refers to Provincial Ministers whereas section 132 of the Constitution refers to members of the Executive Council.

**7.2 Statutory Mandates:**

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

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

This Act came into operation on 1 April 2015, and the WCPP will account for its financial management in terms of this Act from the next annual reporting period onwards.

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

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

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

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

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

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

**(v) Western Cape Petitions Act, 2006**

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

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

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

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

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

**(viii) Public Audit Act, 2004**

This Act assigns the supreme auditing function to the Auditor-General, which includes auditing of the administrations of provincial legislatures. Audit reports are tabled in the Provincial Parliament where they are dealt with as provided for in the *Standing Rules of the Western Cape Provincial Parliament*.

The Auditor-General may determine the relevant criteria, standards, guidelines and frameworks in respect of which the administrations of provincial legislatures are audited.

**(ix) 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.

The *Code of Conduct for Members of the Western Cape Provincial Parliament* (as amended from time to time) is premised on this Act.

**(x) Western Cape Provincial Languages Act, 1998**

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

**(xi) Remuneration of Public Office-bearers Act, 1998**

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

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

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

**(xiii) Electoral Act, 1998**

This Act provides for the election of the National Assembly, provincial legislatures and municipal councils.

**(xiv) State Information Technology Agency Act, 1998**

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

**(xv) Independent Commission for the Remuneration of Public Office-bearers Act, 1997**

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

**(xvi) National Council of Provinces (Permanent Delegates Vacancies) Act, 1997**

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

**(xvii) National Key Points Act, 1980**

This Act provides for the identification of national key points and for the safeguarding of national key points.

The WCPP, situated at 7 Wale Street, Cape Town, was declared a national key point by the Minister of Police, making the Act operative in respect of the WCPP.

**7.3 Relevant Case Law:**

The following judgments have a significant impact on the operations of the Provincial Parliament, and informs on interpretation of the constitutional mandate of the Provincial Parliament:

**(i) *Certification of the Constitution of the Western Cape 1997 [1997] ZACC 8, and Certification of the Amended Text of the Constitution of the Western Cape, 1997 [1997] ZACC 15***

These judgments culminated in certification of the Provincial Constitution by the Constitutional Court.

**(ii) *Doctors for Life International v The Speaker of the National Assembly et al (CCT 12/05)***

This judgment dealt with the interpretation of section 118(1)(a) of the Constitution, and a provincial legislature's duty to facilitate public involvement in the legislative and other processes of the provincial legislature.

The Constitutional Court considered whether Parliament and the provincial legislatures acted reasonably in discharging their duty to facilitate public involvement in respect of certain Acts.

**(iii) *Ex parte President of the Republic of South Africa: In re Constitutionality of the Liquor Bill 2000 (1) SA 732 CC***

This judgment dealt with the domain of Schedule 5 exclusive provincial legislative competences in the context of the Constitution's distribution of legislative power, most notably the extent to which national legislation may intrude on these exclusive provincial competences.

**(iv) *Lindiwe Mazibuko, MP, Leader of the Opposition in the National Assembly v Max Vuyisile Sisulu, MP, Speaker of the National Assembly and Another [2013] ZACC 28***

In this case the Constitutional Court held that the rules of a legislature must give effect to the rights and obligations imposed by the Constitution, and must provide for vindication of Members' constitutional rights in a legislature. The rules of a legislature may not thwart or frustrate Members' constitutional entitlements.

**(v) *Mario Gaspare Oriani-Ambrosini, MP v Maxwell Vuyisile Sisulu, Speaker of the National Assembly ZACC 27 [2012]***

In this judgment the Constitutional Court held that a legislature cannot restrict the power of an individual (private) Member of that legislature to introduce legislation into that legislature.

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

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

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

This judgment dealt with the interpretation of section 104 of the Constitution in the context of the provincial legislatures' capacity to legislate on the management of their own financial affairs, and concluded that the provincial legislatures do not have this legislative capacity.

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

The judgment confirms that any Bill that substantially affects the interests of the provinces must be enacted in accordance with the procedure stipulated in section 76 of the Constitution, which procedure allows for provincial input in the legislative process as it relates to that Bill.

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

In this judgment the Constitutional Court held that the province may determine the number of members in its provincial legislature in the Provincial Constitution. A provincial constitution may permit a province to provide for different legislative structures and procedures in order that provinces may establish their own distinctive legislatures.

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

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

## 8. ORGANISATIONAL STRUCTURE







# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART B PERFORMANCE INFORMATION



The President of the World Blind Cricket Council, Syed Sultan Shah, presents a special cricket ball to Deputy Speaker Piet Pretorius. Cape Town hosted the Blind Cricket World Cup during November-December 2014



A delegation of the Chinese People's Political Consultative Conference, Shanghai met with Members of the Western Cape Provincial Parliament on 17 November 2014 to discuss matters of mutual significance and to share knowledge

## **1. AUDITOR-GENERAL'S REPORT: PREDETERMINED OBJECTIVES**

The Auditor-General of South Africa currently performs certain audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance 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-General's report.

Refer to page 104 for the Report of the Auditor-General, published as Part E: Financial Information.

## **2. OVERVIEW OF WCPP'S PERFORMANCE**

### **2.1 Service Delivery Environment:**

The WCPP is the legislative authority of the Western Cape and is established in terms of Chapter 6 of the Constitution.

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

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

The legislative authority of the WCPP is restricted to certain functional areas of legislative competences enumerated in the Constitution; in some of these functional competences power is shared with Parliament. The functional area of legislative competences on which the WCPP may legislate includes health care, primary and secondary education, agriculture, transport and land use planning.

The WCPP may exercise its legislative power as follows:

- consider, pass, amend or reject any Bill before the legislature; and
- initiate or prepare legislation, except money Bills.

The WCPP must provide for mechanisms:

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

The WCPP or any of its committees may:

- summon any person to appear before it to give evidence on oath or affirmation, or to 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 the above; and
- receive petitions, representations or submissions from any interested persons or institutions.

In terms of section 118 of the Constitution, the WCPP must:

- facilitate public involvement in the legislative and other processes of the legislature and its committees; and
- conduct its business in an open manner, and hold its sittings, and those of its committees, in public, but reasonable measures may be taken to regulate public access, including access of the

media, to the legislature and its committees; and to provide for the searching of any person and, where appropriate, the refusal of entry to, or the removal of, any person.

The WCPP consists of 42 Members and the political parties and representation are as follows:

Political Party	Seats in WCPP	
	Pre-elections	Post elections
Democratic Alliance	22	26
African National Congress	14	14
Congress of the People	3	-
Independent Democrats	2	-
Economic Freedom Fighters	-	1
African Christian Democratic Party	1	1
<b>Total</b>	<b>42</b>	<b>42</b>

The Secretary and staff of the WCPP are appointed in terms of the Western Cape Law on the Powers and Privileges of the Provincial Legislature, 1995 to discharge the work of the administration of the WCPP.

The administration of the WCPP provides support to Members to fulfil their constitutional functions.

The administration consists of three programmes as listed below:

- Programme 1: Administration;
- Programme 2: Facilities and Benefits to Members and Political Parties; and
- Programme 3: Parliamentary Services.

The following provides an overview of the successes, challenges and other factors that affected the WCPP's performance as well as the service delivery environment within which the WCPP operated in order to implement its strategic plan and annual performance plan:

#### **Programme 1: Administration**

The WCPP's Legal Services unit provided legal advice and support to the administration, committees and the Office of the Speaker. The unit advised committees on legislation before the WCPP, as well as legal questions that were pertinent to the WCPP. Compared to the previous financial year, the WCPP dealt with a relatively small number of Bills. This was mainly due to the fact that 2014 was an election year. The *Financial Management of Parliament and Provincial Legislatures Act, 2009* and the implementation of a new oversight mechanism for the WCPP were significant.

The unit supported the administration with the drafting of service level agreements and advised on legislation and legal matters that had an impact on the administration. The unit managed WCPP's legal risks in its dealings with external stakeholders such as service providers. The Legal Services unit advised the Office of the Speaker on pending litigation. During the period under review the WCPP was involved in a High Court review application and in a Constitutional Court application. Both of these court cases are ongoing.

The WCPP was not able to approve its customised Monitoring and Evaluation Framework as there were a number of issues regarding evaluation that had not been finalised yet and will require the input of various stakeholders before the document can be approved. In the absence of this approved document, the WCPP has a standard operating procedure for monitoring and evaluation which



provides guidance on how monitoring is conducted. In addition, senior management, together with managers, monitor their respective sections' performance through meetings, identifying gaps in performance and implementing remedial steps to address poor performance where necessary. This standard operating procedure also makes provision for the validation of performance information with evidence.

While the website went live in the last quarter of the 2013/2014 financial year, it was during 2014/2015 that the site was comprehensively populated and the content management processes fully implemented. This included the creation of a number of content administrators and managers across the institution – officials responsible for the creation of documents/information, also being responsible for uploading the documents/information to the site. While there were teething problems, these have been resolved and resulted in little or no disruption to the front-end and users' experience of the site. Feedback from website users has been very favourable.

With the launch of the website, the WCPP was able to implement its Social Media Plan. This has been most successful with a steadily and exponentially growing follower base – particularly in respect of Facebook and Twitter. The finalisation of the Corporate Identity Manual took place in 2013/2014. During 2014/2015, every WCPP official attended corporate identity training prior to the rollout of the new corporate stationery. All publications, marketing material and corporate items were brought in line with the new corporate identity. One of the challenges facing the Communication and Information section is that while the section met its targets in respect of publications, resource constraints have prevented the section from producing educational and souvenir publications aimed at visitors and guests.

During the 2014/2015 financial year the Library was able to expand its user group licences to various online databases, thus enabling Members and staff to access up-to-date information on provincial and national legislation, as well as parliamentary monitoring services, directly from their desktops. The Library published a *Web Guide*, containing a database of websites Library staff have found useful over the years. Feedback from Members and staff was positive. 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 terms of information and communications technology (ICT) all Members were provided with ICT equipment such as laptops; printers; tablets; etc. as well as the necessary training and guidance to ensure that they are able to utilise the equipment fully. The *Information and Communications Technology Governance Policy Framework* and associated policies and processes were implemented during the period under review. This includes the *Information Security Framework, policy and awareness programmes; Change Management Policy and processes; Operations Management Policy and processes; Antivirus Management Policy and procedures; and Availability Management Policy and Processes*. In addition the *Project Management Framework* and best practice templates were approved during the reporting period.

During the period an E-filing steering committee was established and together with a core custodian group, ensured that the e-filing project was rolled-out to the whole of the WCPP. To further institutionalise e-filing, a launch and various training and information/awareness sessions were provided to the staff of the WCPP.

The WCPP together with the Department of Transport and Public Works and the South African Police Service, provided a safe and enabling working environment for its Members and staff during the

reporting period. However the security challenges relating to the sharing of the building with the Executive of the Western Cape Government still remains.

The WCPP is still experiencing challenges with regard to the shortage of accommodation. The Security and Facilities Management section submitted their *User Asset Management Plan*, containing the WCPP's needs assessment for major and minor capital expenditure to the Department of Transport and Public Works who then prioritises these projects in terms of their own capital expenditure programme.

The Face of the Province Project was completed during the year under review. The WCPP now has new entrances to the Legislature Building with clear separation between the Western Cape Government and the WCPP. The renovations on the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors of the Legislature Building were completed. Renovations to the Ground Floor, included the upgrade to the bathrooms and kitchen facilities to make them more user-friendly for guests of the WCPP. The 7 Wale Street entrance to the Legislature Building has been equipped with an electronic wheelchair lift to provide access to persons using wheelchairs.

In terms of records management, the new File Plan was approved during the reporting period and incorporated into the e-filing project. Training was provided to all sections on how the new file plan is to be utilised. The Security and Facilities Management section was issued with a disposal certificate towards the end of the reporting period in order to start with the disposal process of old records during the new financial year.

Occupational Health and Safety representatives conducted regular inspections and submitted inspection reports that were interrogated and addressed. Details on occupational health and safety issues can be found in Part C: Governance.

The Security and Facilities section facilitated four Joint Planning Committee meetings which are a requirement of the National Key Point calendar. At these meetings, security-related matters regarding the National Key Point, including the parliamentary precinct, are discussed and the progress of the implementation of the Security Appreciation Report is tracked.

The Security and Facilities section also provides support to standing committees during their oversight visits with the section being responsible for pre site inspections to determine possible security threats and provide advice to the chairpersons of the standing committee. During the reporting period the section dealt with a number of marches to the WCPP building where arrangements were made with the South African Police Services to ensure that all security precautions were in place. The section also ensured that security arrangements were in place for each parliamentary sitting, including the official opening and State of the Province Addresses.

### **Programme 2: Facilities and Benefits for Members and Political Parties**

On 7 May 2014 South Africa's fifth democratic elections took place. In preparation for the new and returning Members of the Fifth Parliament of the Western Cape, the administration embarked on developing an extensive orientation programme. The orientation programme for Members took place from 3 to 6 June 2014 and aimed at familiarising and educating Members on their role and functions as well as the facilities available to them to enable them to fulfil their constitutional mandate. Following the orientation programme, the WCPP conducted a survey in order to identify areas in which Members required further training. The WCPP is also co-operating with the Legislative Support Sector to identify appropriate capacity building programmes for Members. In

addition to this, Members were provided with the required technology and furniture as per the *Guide to Members' Facilities*.

All claims that met the requirements and submitted by Members in terms of their enabling allowances as well as allowances paid in terms of the Constituency and Secretarial allowance policies, were paid according to the *Guide to Members' Facilities* and within the required timeframe.

### **Programme 3: Parliamentary Services**

The period under review has particular significance in the five year life span of a parliament in our democratic dispensation. This period marked the transition from the end of the Fourth Parliament to the beginning of the Fifth Parliament. This in itself presented both challenges and opportunities for the administration. The challenges related to having a significant number of new Members requiring training to enable them to be effective in their law-making and oversight roles. The opportunities related to starting afresh over with new Members to re-establish procedurally correct ways of doing things. As part of the overall institutional programme, the Parliamentary Services Division rolled out a comprehensive orientation programme which focussed on assisting a significant number of Members who were new to the WCPP on the constitutional structure of government, the roles and functions of the spheres and branches of government and the specific roles and mandates of National Parliament and the provincial legislatures. The programme also focussed on the specific processes and procedures of the WCPP in the execution of its law-making, oversight and public participation functions. The success of this orientation programme was seen in the speed with which most of Members were able to settle into their various roles within committees, in the House during sittings, and through the number of parliamentary questions submitted, motions introduced and Members' statements tabled.

In terms of Plenary Support section, a key deliverable for this period was the provision of procedural support for all plenaries programmed, the first being support for the first sitting of the new parliament, presided over by Judge President John Hlophe, of the Western Cape High Court.

The support for plenaries was provided primarily through the consistent co-ordination and secretariat support to the Programming Authority. This support also extended to the preparation, production and distribution of parliamentary papers such as Order Papers, Minutes of Proceedings, Announcements, Tablings and Committee Reports (ATCs), and Question Papers. During this period procedural support for the law-making process included facilitating the introduction, referral, consideration, approval, assent and promulgation of Bills.

The second key deliverable for the period was the provision of procedural advice to Presiding Officers and Members. Being a new parliament, procedural advice provided by Plenary Support was critical to guide the orderly conduct of House business in accordance with the Standing Rules. In this period, procedural advice provided included the preparation of Guides for Sittings, Guidelines for Speaker and considered rulings for Presiding Officers, as well as advice during sittings. For Members in general, procedural advice was provided during sittings and, upon request, in the preparation and submission of Motions and Parliamentary Questions. Plenary Support maintained a register of all procedural advice and guidance provided in the House.

The third key deliverable for the period was the communication of House resolutions to third parties within 15 days after the sitting. This was achieved with a total of 213 resolutions being communicated primarily through sending the resolutions via mail to the relevant stakeholders, sending via email and/or publishing on the website.



In the period under review the House met for 24 Sittings, which represented 96 hours and 35 minutes of debating time. During these sittings, the House dealt with the following:

Activity	Total
Interpellations	28
Questions for oral reply	134
Questions for written reply	285
Opportunities for questions to the Premier without notice	7
Subject for discussion	5
Speaker's debate	1
Draft resolution: The non-recognition and undermining of the Kho-Khoi and San communities as well as other traditional leaders by the Democratic Alliance Western Cape Government	1
Announcements, Tablings and Committee Reports (ATCs)	79

Four Bills were introduced and three Acts were passed during the reporting period.

During the period under review, 14 standing committees were active in fulfilling their constitutional functions.

The table below specifies the detail of the standing committee activities for the 2014/2015 financial year:

Activity	Total
Number of meetings held	277
Number of public hearings held	61
Number of oversight visits undertaken	30
Number of international conferences	1
Number of local conferences	3

The Committee section provided a high quality standard of support to standing committees and their members. Taking into account that the period under review included an election year, the staff of the Committee section were instrumental in assisting new Members on how committee and oversight processes work, not only as part of the orientation process, but in terms of procedural advice and guidance provided to enhance the capacity of Members in their transition to becoming improved Members of the standing committees, particularly the chairpersons of the committees. This enabled Members to accustom themselves to the legislative environment and thereby fulfil their constitutional obligations as soon as possible.

The Committee section was also instrumental in providing support to Members of the Provincial Parliament relating to National Council of Provinces (NCOP) activities, which included the NCOP Provincial Visit Week from 8 - 12 September 2014, the NCOP Strategic Planning Workshop held at the Lagoon Beach from 19 - 20 August 2014 and the Taking Parliament to the People programme in Gauteng from 28 October - 1 November 2014.

To further enhance the support to the standing committees the Committee section implemented its Standard Operating Procedure (SOP) relating to Committee Support. The section experienced some challenges with the implementation, thus reviewed the SOP for implementation during the 2015/2016 financial year.

The Research unit provided quality support to the standing committees and their members in terms of the following types of research support: reactive; continuous; cyclical; and proactive. The research support assisted standing committee members to enhance their oversight and accountability constitutional functions. During the period under review a total of 77 research outputs were produced by the Research

unit (reactive research: 58; continuous: 0; cyclical: 6; and proactive: 13). In addition to these outputs, an outsourced service provider, Creative Consulting and Development Works, provided assistance with the analysis of the annual reports of the departments and public entities, of which nine departments and eight public entities were analysed and reports provided. The Research unit was responsible for six of these analyses, two of which were of entities.

During the period under review the Language Services unit was able to meet its obligation in terms of the Western Cape Provincial Language Act, (hereinafter “Language Act”), by providing interpreting services to all programmed House sittings as well as all confirmed committee meetings (inclusive of public hearings). All 24 House sittings, and a total of 226 confirmed committee meetings, were provided with interpreting services. In addition, due to the higher than anticipated number of House papers requiring translation, the unit exceeded its planned target of translating House papers into the three official languages. This essentially means that, in the reporting period, the Language unit ensured that on almost every occasion, translated versions of all House Papers were available to all Members at the time of publication, barring the instances when it was impossible to have the documents ready at the time of publication due to the urgency, length and complexity of the publication. A total of 171 House papers were translated in this period, varying in size, complexity and urgency.

Notwithstanding the above, the WCPP still does not have an approved Language Policy in place that prescribes the language requirements and resource needs of the WCPP in order to be able to fully comply with the Language Act.

During the reporting period the WCPP further customised the *Legislative Sector Oversight Model* into an *Oversight and Accountability Policy* supported by a standard operating procedure (SOP) for oversight and accountability and provide guidance on the minimum oversight requirements and stages within the WCPP. This policy and SOP will enable prioritisation and focused interventions by the various committees. From an administrative perspective, the current oversight and accountability processes will receive improved support in line with the commitments made in the Annual Performance Plan and the resources available for such support. This customised policy and SOP has not been approved yet.

The year under review saw continued stabilisation of Hansard services provided through the contracted service provider, Veritas-Imvusa. In the main, the services included consistent compilation and publication of the unrevised and revised Hansard transcripts within the agreed timeframes. As at end of March 2015 four Hansard volumes (books) were completed for the 5<sup>th</sup> Parliament comprising sittings up to December 2014. It is also during this period that the backlog of Hansard transcripts and indexing in respect of the 2010-2013 period, was completed. These have since been placed on the WCPP website. The Hansard and Languages section meets regularly with the service provider in order to discuss issues and progress on deliverables in terms of the service level agreement. In light of the high costs related to the outsourced service, the WCPP will explore the feasibility of an in-house Hansard service. Plans are in place to complete this feasibility exercise during the 2015/16 financial year.

The WCPP is mandated by the Constitution to facilitate public education programmes on the law-making, oversight and public participation and petitions processes. In order to ensure that they meet this obligation, the Public Education and Outreach section has implemented the annual education programme developed during the previous financial year. A total of 59 education workshops were held during the reporting period. In order to increase public participation the Public Education and Outreach section facilitated community education workshops on key parliamentary activities such as the annual report process and the budget cycle, in order to educate and empower citizens. These education workshops were held in October 2014 and March 2015, respectively, prior to the programmed annual reporting and budget cycle processes.

The Public Education and Outreach section has continued its relationship with the tertiary institutions of the University of Stellenbosch, the Political and Management Sciences Departments of the University of the Western Cape, the School of Journalism of Cape Peninsula University of Technology and the College of Cape Town.

The Public Education and Outreach section has continued to play a significant role in the Project Citizen and United Nations Association of South Africa events. The Project Citizen event took place at the WCPP during September 2014 with 125 participants. Due to construction work the United Nations Model Debate could not be hosted at the WCPP. This event was held at the City of Cape Town with the Public Education and Outreach section supporting the event.

In order to develop a fair spread of legislative education workshops across the province, rural areas were selected for education workshops where these activities had not been conducted previously. The Public Education and Outreach section hosted a joint high school leadership workshop in the Beaufort-West municipality with the four schools.

In addition, an education workshop with 92 participants of the Youth Forum from the Hessequa Municipality was conducted during January 2015, with representatives from Stillbaai, Slangrivier, Riversdal, Swellendam and Heidelberg.

The Public Education and Outreach section also supported the National Council of Provinces oversight report meeting in Malmesbury during October 2014 and ensured that all stakeholders were informed of the meeting and that citizens were educated on the purpose of oversight meetings.

The Public Education and Outreach section conducted a series of education and information workshops in Zoar, Oudtshoorn and Dysseidorp prior to the Taking Parliament to the People programme which contributed to the success of the main event that took place during the new financial year.

One of the challenges with regards to public participation within the WCPP is the absence of an updated Public Participation Strategy which inhibits proper planning.

In 2006 the WCPP passed the Petitions Act thereby giving effect to section 115 of the Constitution. The Act defines a petition as a complaint, request, representation or submission addressed to the legislature by an individual or group after having exhausted all other avenues such as provincial and local government departments. Any person, group of persons, institution or association has the right to submit a petition to the WCPP by allowing citizens of the province to petition provincial and local government departments in the province to ensure that service delivery needs are addressed in an appropriate manner. Petitions education remains a central element of the public education and outreach legislative education workshops. A total of 3000 participants in 59 workshops were educated on the Petitions Act and regulations.

During the period under review the WCPP received two petitions applications. These petitions related to safety concerns from the communities of Kurland in Plettenberg Bay and Citrusdal. The Kurland petition was not compliant with the Petitions Act as all remedies available to residents had not been exhausted. To address these compliance shortcomings, the Public Education and Outreach section conducted a workshop with the community members and provided them with information and education on the petitions process. The Department of Community Safety was invited to take the matter further. The Citrusdal petition on the request for the removal of an illegal structure from which drugs were allegedly being sold, was referred to the Petitions Committee for further action.

In addition the Public Education and Outreach section regularly receives electronic enquiries on petitions and responds accordingly.

Specific detail on these activities can be found in Part F.

## **2.2 Organisational environment:**

During the period under review the secondment period for the Accounting Officer, Mr Royston Hindley, ended on 31 January 2015. The new Secretary, Ms Hamida Fakira, was appointed on 1 February 2015.

During the period under review the WCPP experienced serious resource constraints with regards to critical positions. In order to address this, the WCPP utilised savings generated from vacant funded positions to establish fixed-term contract positions in critical areas. These areas were identified based on serious operational needs or legislative requirements. The reduction of the WCPP's vacancy rate resulted in more effective operations, which in turn improved the WCPP's ability to spend its budget.

Regrettably, the WCPP could not sustain the six fixed-term contract positions beyond the 2014/2015 financial year. Due to austerity measures imposed, the WCPP was not provided with the required funding to address both the critical resource needs and the implementation of the Financial Management of Parliament and Provincial Legislatures Act.

## **2.3 Key policy developments and legislative changes:**

As per the proclamation signed by the President of the Republic of South Africa on 5 February 2015 the Financial Management of Parliament and Provincial Legislatures Act, 10 of 2009 will come into operation on 1 April 2015.

The operation date falls in the 2015/16 reporting period and there were therefore no major changes to relevant policies that affected the WCPP's operations during the reporting period ending 31 March 2015.

When this Act comes into operation it will have the following impact on the WCPP:

- The Public Finance Management Act, 1999 (Act 1 of 1999 as amended) will no longer be applicable to the WCPP;
- The Speaker of the WCPP will be vested with all the rights and obligations of the Executive Authority as described in the Act;
- The Speaker of the National Assembly and the Chairperson of the National Council of Provinces (acting jointly) will be empowered to prescribe regulations and policy and to issue instructions concerning the financial management of the WCPP;
- The WCPP will have to provide for an oversight mechanism (committee) in its Standing Rules in terms of section 4 of the Act;
- The WCPP will have to prepare its financial statements in accordance with the Standards of Generally Recognised Accounting Practice (GRAP);
- The WCPP will have to establish an Internal Audit Unit in terms of the Act; and
- The WCPP's supply chain management policy will have to cover the matters referred to in Schedule 3 of the Act.

### 3. STRATEGIC OUTCOME-ORIENTED GOALS

The 2014/2015 financial year marked the final year of the revised Strategic Plan of the WCPP. The four strategic outcome-oriented goals, and the progress made by the WCPP towards achieving the five-year targets, are as follows:

**Goal 1: To provide procedural and related support to the House and Committees to conduct their business of making laws and performing oversight effectively**

Through the development and implementation of standard operating procedure manuals for Plenary, Committees and Hansard and Language Services, considerable strides have been made in providing procedural and related support to the House and committees in order to enable Members to fulfil their constitutional mandate of making laws and performing oversight effectively. These standard operating procedures provide guidelines for timeliness, accuracy and usefulness of documents produced as well as the efficiency and effectiveness of preparing for meetings of the House and its committees and the resulting follow-up action.

During the period under review all plenaries, Members and Presiding Officers were provided with procedural support. This procedural support included the preparation, production and distribution of parliamentary papers, namely Order Papers, Minutes of Proceedings, Announcements, Tablings and Committee Reports and the preparation of guides and guidance notes for the Presiding Officers. All advice provided was recorded in either registers or quarterly reports.

Of all the House Papers published for the period 94% were translated into the three official languages of the province. Furthermore, all the programmed House sittings and confirmed committee meetings were provided with interpreting services as required. During the period under review two vetting exercises on the quality of interpreting and translation services focussing on isiXhosa and Afrikaans, were conducted by external service providers to ensure the provision of quality interpreting and translation services to facilitate effective deliberations in the process of law-making and oversight.

During the period under review numerous meetings were held with the Hansard service provider to ensure that the services received were in line with the service level agreement. These meetings also ensured that the deliverables as contained in the contract were constantly monitored and tracked to discuss possible problems, anticipate possible deviations and, where possible, mitigate them.

**Goal 2: To provide corporate support to Members and staff to perform their duties effectively**

Although the survey for the 2014/2015 financial year was distributed as planned, only two Members and 22 staff returned the completed questionnaires to the Office of the Secretary. As a result of this a fair assessment on the quality of services provided to the WCPP's stakeholders could not be assessed objectively to determine whether services had improved from the 2013/2014 survey.

The Legal Support unit continued to provide legal support to committees and the administration and, in order to improve this support, a Performance Management Framework that establishes objective and measurable service levels and procedural and management standards, was developed and implemented.

The Information and Communications Technology (ICT) section provided all new and returning Members with the required technology as prescribed by the Members' Facility Guide. In order to prepare for the implementation of the Financial Management of Parliament and Provincial Legislatures Act, 2009 that comes into effect on 1 April 2015 and the implementation of GRAP a feasibility study was conducted for

the implementation of an Enterprise Resource Planning system. While continuing to stabilise the network, the ICT section conducted a feasibility study on the establishment of an off-site recovery site. To improve services, the ICT helpdesk was upgraded to conform to Information Technology Infrastructure Library (ITIL) standards.

The roll-out the e-filing system to the entire organisation was also completed during the period under review.

**Goal 3: To promote optimal public participation in the legislative, committee and other processes of the Provincial Parliament**

The WCPP continued to provide public education and outreach programmes of a high standard and exceeded its target with regards to the number of education workshops conducted during the reporting period.

The Public Education and Outreach section reviewed two of its educational publications, specifically the petitions material, in order to ensure that they are more user-friendly and understandable. The section also developed three new education items which focussed on the budget cycle, the annual report processes and 16 days of activism.

The WCPP continued to play a significant role in hosting the Project Citizen and the United Nations Association of South Africa events and supporting participating schools and educators with legislative programmes. In addition, it continued to extend its partnerships with organisations and institutions that, through networks and programmes, have benefited from education programmes.

**Goal 4: To promote sound administration to ensure organisational efficiency**

Although the WCPP could not finalise its customised Monitoring and Evaluation Strategy it still continued to monitor organisational performance through management meetings, and implementing remedial steps to address poor performance where required. On a quarterly basis evidence to substantiate the achievement of targets was validated to ensure accuracy on the reporting of performance information.

## **4. PERFORMANCE INFORMATION BY PROGRAMME**

### **4.1 Programme 1: Administration:**

#### **4.1.1 Purpose:**

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

#### **4.1.2 Sub-programmes:**

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

- Sub-programme 1.1: Office of the Speaker;
- Sub-programme 1.2: Office of the Secretary (includes Office of the Secretary, Communication and Information and Library);
- Sub-programme 1.3: Finance;
- Sub-programme 1.4: Supply Chain Management;

- Sub-programme 1.5: Internal Control;
- Sub-programme 1.6: Human Resources;
- Sub-programme 1.7: Information Technology; and
- Sub-programme 1.8: Security and Facilities Management.

#### **4.1.3 Strategic Objectives:**

The following strategic objectives are linked to this programme:

- To provide effective strategic management (planning, security, monitoring and evaluation and reporting, risk and information management and legal services);
- To ensure a clean audit outcome through sound financial management, supply chain management and internal control services;
- To ensure 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;
- To provide appropriate information technology and services that will enable Provincial Parliament's stakeholders (Members and administrative staff) to effectively and efficiently perform their duties; and
- To provide effective household and logistical services by providing transport and accommodation; telephony; records management; facility coordination; mail and messenger services; catering; occupational health, safety and security as well as Serjeant-at-Arms function in the House to the satisfaction of the Members and staff.



#### 4.1.4 Strategic objectives indicators, performance indicators, planned targets and actual achievements:

##### Strategic objective performance indicators

Programme 1: Administration						
Strategic Objectives	Strategic objective performance indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
To provide effective strategic management (planning, security, monitoring and evaluation and reporting, risk and information management and legal services)	Audit outcome on performance information	New performance indicator Baseline: clean audit outcome on performance information	Clean audit outcome on performance information	Clean audit outcome on performance information for 2014/2015		
To ensure a clean audit outcome through sound financial management, supply chain management and internal control services	Audit outcome on financial management	New performance indicator Baseline: clean audit outcome	Clean audit outcome	Clean audit outcome for 2014/2015		
To ensure 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	<ul style="list-style-type: none"> <li>A stable organisation as a result of the OD framework implementation;</li> <li>A fully staffed organisation – due to the HR delegations; and</li> <li>HR Management and HR development services adding value to the operations of the WCPP as it addresses areas determined by the Skills Assessment</li> </ul>	New performance indicator	<ul style="list-style-type: none"> <li>Develop and implement Human Resources Delegations by 31 December 2014;</li> <li>OD Guidelines and Framework approved and implemented;</li> <li>Skills Development in terms of Skills Assessment Implemented</li> </ul>	<p>Not achieved:</p> <p>Draft Human Resources delegations submitted.</p> <p>Draft Organisational Design guidelines submitted.</p> <p>Specifications were sent out to obtain quotations but all were above the tender threshold.</p>	<p>With HR Delegations and OD Guidelines, implementation is delayed.</p> <p>Implementation of skills development in terms of the skills assessment could not be implemented.</p>	<p>The draft human resources delegations and organisational design guidelines to be considered during the 2015/2016 financial year.</p> <p>The tender closed and the Bid Evaluation Committee is considering the tenders received.</p>



Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Part B: Performance Information

Programme 1: Administration						
Strategic Objectives	Strategic objective performance indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
To provide appropriate information technology and services that will enable the Provincial Parliament's stakeholders (Members and Administrative staff) to effectively and efficiently perform their duties	Upward change in the Capability Maturity level year-on-year based on the Control Objectives for Information Technology (COBIT) Maturity Model	New performance indicator	2 – Repeatable but intuitive	Not achieved	Whilst the maturity level has improved, this could not be assessed during the reporting period as the benchmarking is only scheduled for take place during 2015/16.  Only certain aspects in place. Approved ICT Governance Framework Policy and associated policies, processes and implementation thereof.	Due to capacity constraints the 2-Repeatable but intuitive, will be completed during 2015/2016.
To provide effective household and logistical services by providing transport and accommodation; telephony; records management; facility coordination; mail and messenger services; catering; occupational health, safety and security as well as Serjeant-at-Arms function in the House to the satisfaction of the Members and staff	Increase in the overall satisfaction rating for Security and Facilities management	New Performance Indicator	Increase in the overall satisfaction rating	Although a survey was distributed as planned during the 2014/2015 financial year, only two Members and 22 staff returned completed questionnaires to the Office of the Secretary. As a result of this it was not possible to assess whether there was an increase in the overall satisfaction level on services provided.	There was not sufficient information from the 2014/2015 survey to analyse whether the overall satisfaction rating for Security and Facilities management has increased.	The survey in respect of the 2015/2016 Annual Performance Plan period will be conducted during the first quarter. More awareness will be done to encourage a better response.

**The significant achievements of this programme are as follows:**

In terms of Information and Communication Technology the following achievements are significant in ensuring that both Members and staff can effectively and efficiently do their work as well as setting the ground work for the next four to five years:

- provisioning and roll out of new Member technology packages;
- implementation of the Information and Communication Technology service desk policies and systems;
- approval and implementation of the Information Communication Technology Governance Framework;
- preparation for the implementation of an Enterprise Resource Planning (ERP) system; and
- assessment and stabilisation of the information communication technology infrastructure.

The e-filing project was successfully rolled-out to the entire WCPP.

In terms of Security and Facilities, the National Key Point, which is administered by the WCPP, scored an overall 86% for the annual assessment.

Turnaround time improved with regards to the issuing of Government Garage vehicles to staff, including rental vehicles from Government Motor Transport. Cleaning services in and around the building also improved.

**4.1.4.1 Sub-programme: Office of the Speaker:**

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

This office is responsible for ensuring that 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 legislature 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 the 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.

The Office of the Speaker is linked to the following strategic outcome-orientated goal and strategic objective:

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

There are no strategic objective performance indicators and indicators linked to the Office of the Speaker for the 2014/2015 financial year.

#### **Linking performance with budgets**

Expenditure for the sub-programme: Office of the Speaker was as follows:

Office of the Speaker	2014/2015			2013/2014		
	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
Total	4 254	4 254	-	4 135	4 135	-

The main purpose of the Office of the Speaker's budget is to fund the operational expenditure for the Speaker, Deputy-Speaker and the support staff within the office.

#### **4.1.4.2 Sub-programme: Office of the Secretary:**

The purpose of the 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.

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

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

Office of the Secretary					
Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of satisfaction surveys completed on support services rendered	<b>Achieved:</b> 1 Satisfaction survey completed on all support services rendered	1	<b>Achieved:</b> 1 Satisfaction survey completed on support services rendered		

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Part B: Performance Information

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of Monitoring and Evaluation Strategies developed and implemented by 31 December 2014	New performance indicator	1	<b>Not achieved</b>	<b>Deviation: -1</b> Draft Monitoring and Evaluation Strategy compiled but not approved.	The draft Monitoring and Evaluation Strategy was drafted with the premise that there will be monitoring and evaluation capacity in place to perform the functions. As there was still uncertainty regarding the functionality of monitoring and evaluation within the Provincial Parliament (centralised/decentralised) the document could not be finalised and approved.
Number of Performance Management Frameworks for Legal Services developed and implemented by 31 December 2014	New performance indicator	1	<b>Achieved:</b> 1 Performance Management Framework for Legal Services developed and implemented by 31 December 2014		
Number of Operational Implementation Plans compiled for the achievement of predetermined objectives	New performance indicator	13	<b>Achieved:</b> 13 Operational Implementation Plans compiled for the achievement of predetermined objectives		
Number of monitoring and evaluation validations of performance information with evidence	<b>Achieved:</b> 4 Monitoring and Evaluation assessment reports on the achievement of quarterly performance targets within the required timeframe	4	<b>Achieved:</b> 4 Monitoring and Evaluation validations of performance information with evidence performed		

Communication and Information and Library					
Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of corporate identity training sessions conducted with staff, Members and support staff	New performance indicator	4	<b>Achieved:</b> 5 Training sessions were held	<b>Deviation:1</b> The section held five training sessions instead of 4.	Due to operational requirements of the staff of the WCPP it was decided to have five sessions instead of four.
Number of publications per annum	<b>Achieved:</b> 8 Publications produced	8	<b>Achieved:</b> 9 Publications were produced	<b>Deviation: 1</b> The section produced 9 instead of 8 publications as planned.	The section exceeded its target in respect of publications produced.
Number of Library publications produced per annum	<b>Achieved:</b> 30 Library publications were produced	30	<b>Achieved:</b> 75 library publications were produced	<b>Deviation: 45</b> The section produced 75 library publications instead of the 30 as planned.	The section exceeded its target in respect of library publications produced.

#### Strategy to overcome areas of under performance

#### **Number of Monitoring and Evaluation Strategies developed and implemented by 31 December 2014:**

A new position, Chief Operations Officer, was created and funded within the Office of the Secretary to perform the monitoring and evaluation function. The draft Monitoring and Evaluation Strategy will be workshopped with the various roleplayers, amended where necessary and will be submitted for approval during the 2015/2016 financial year.

#### 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

Expenditure for the sub-programme was as follows:

Office of the Secretary	2014/2015			2013/2014		
	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	10 263	9 261	1 002	8 248	8 248	-
Communication and Information	4 529	4 371	158	3 834	3 834	-
Library	1 314	1 314	-	1 282	1 282	-
<b>Total</b>	<b>16 106</b>	<b>14 946</b>	<b>1 160</b>	<b>13 364</b>	<b>13 364</b>	<b>-</b>

The budget within the Office of the Secretary (including Monitoring and Evaluation and Legal Services) is not directly linked to the achievement of targets, as expenditure relates mainly to

compensation of employees and other operational expenditure for the office, communication and information function and the running costs relating to the upkeep of the Library.

#### 4.1.4.3 Sub-programme: Finance:

The purpose of the 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	To ensure a clean audit outcome through sound financial management, supply chain management and internal control services

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of verifiable Annual Financial Statements submitted by the statutory due date	<b>Achieved:</b> 1 Verifiable Annual Financial Statements submitted by the statutory due date	1	<b>Achieved:</b> 1 Verifiable Annual Financial Statements submitted by the statutory due date		
Number of Finalised Estimate of Provincial Revenue and Expenditure submitted by the required due date	<b>Achieved:</b> 1 Finalised Estimate of Provincial Revenue and Expenditure submitted by the required due date	1	<b>Achieved:</b> 1 Finalised Estimate of Provincial Revenue and Expenditure submitted by the required due date		
Number of Financial Manuals reviewed	<b>Achieved:</b> 1 Financial Manual reviewed	1	<b>Achieved:</b> 1 Financial Manual reviewed		
Number of verifiable Interim financial statements submitted by the required due date	<b>Achieved:</b> 4 Verifiable Interim financial statements submitted by the required due date	4	<b>Not achieved:</b> 3 Verifiable Interim financial statements submitted by the required due date	<b>Deviation: -1</b> 1 Verifiable Interim Financial statement was not submitted by the required due date	The 4 <sup>th</sup> Quarter Interim financial statements were not required as per Provincial Treasury circular 28 of 2013.
Number of quarterly In-Year-Monitoring (IYM) Narrative reports to track expenditure and identify early warning signals	<b>Achieved:</b> 4 Quarterly In-Year-Monitoring (IYM) Narrative reports to track expenditure and identify early warning signals	4	<b>Achieved:</b> 4 Quarterly In-Year-Monitoring (IYM) Narrative reports to track expenditure and identify early warning signals		

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Percentage of payments processed to creditors within 30 calendar days of receipt of invoice	<b>Achieved:</b> Creditors paid within 30 days	100%	<b>Not achieved:</b> 99.26% of payments processed to creditors within 30 days of receipt of invoice	<b>Deviation:-0.74%</b> 16 Payments out of a total of 2 171 were not processed within 30 days.	These payments related to instances where WCPP had queried invoices with suppliers, whereby the finalisation of these queries resulted in the 30 day period being lapsed.

### Strategy to overcome areas of under performance

#### **Number of verifiable Interim financial statements submitted by the required due date:**

Future target will be amended to three quarterly interim financial statements, as the Annual Financial Statement will serve as the fourth quarter target.

#### **Percentage of payments processed to creditors within 30 calendar days of receipt of invoice:**

Managers will have the 30 day payment requirement included in their Performance Agreements, and they will also continue to receive annual sub-programme appointment letters stating their responsibility to ensure invoices are paid within 30 days.

### Changes to planned targets

Three quarterly Interim Financial Statements submissions instead of four. This change to the quarterly target did not have an implication on the budget, therefore no adjustments were required.

### Linking performance with budgets

Expenditure for the sub-programme was as follows:

Finance	2014/2015			2013/2014		
	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
Total	3 031	3 013	18	2 764	2 764	-

The Finance budget is minimal and is not target/performance driven, therefore the budget is not directly linked to these targets.

#### **4.1.4.4 Sub-programme: 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	To ensure a clean audit outcome through sound financial management, supply chain management and internal control services

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Review Accounting Officer's System	<b>Achieved:</b> Accounting Officer's System reviewed	Review and update AO System	<b>Achieved:</b> Accounting Officer's System reviewed		
Development and implementation of Procurement Service Delivery Standards	New performance indicator	Develop and implement Procurement Service Delivery Standards	<b>Achieved:</b> Procurement Service Delivery Standards developed and implemented		
Number of Procurement Plan for 2015/2016 developed by 30 September 2014	<b>Achieved:</b> 1 Procurement Plan for 2014/2015	1	<b>Achieved:</b> 1 Procurement Plan for 2015/2016		
Reviewed Supply Chain Management Manual by 31 March 2015	<b>Achieved:</b> Supply Chain Management Section(s) of the Financial Manual reviewed	Review SCM Manual	<b>Achieved:</b> Supply Chain Management manual reviewed		
Percentage reconciling of Asset Register to actual assets	New performance indicator  Baseline: 99% reconciling of Asset Register to actual assets	100%	<b>Not achieved:</b> 89.70% reconciling of Asset Register to actual assets	<b>Deviation: -10.3%</b> 7 126 Assets on the Asset Register for WCPP (major and minor). 700 of the 7 126 assets could not be reconciled to the Asset Register.	Some of the assets were incorrectly classified as consumables and there are also virtual locations that should not have been on the asset register.

### **Strategy to overcome areas of under performance**

#### **Percentage reconciling of Asset Register to actual assets:**

The Supply Chain Management Section has commenced the process of correcting the incorrect asset classifications and removing the virtual locations. This process will be finalised early 2015/2016.

#### **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**

Expenditure for the sub-programme was as follows:



Supply Chain Management	2014/2015			2013/2014		
	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
Total	3 739	3 733	6	3 327	3 327	-

The budget can't be linked directly to the achievement of the organisational targets, as expenditure relates mainly to compensation of employees and the procurement of stationary and other consumables for the organisation at large.

#### 4.1.4.5 Sub-programme: 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	To ensure a clean audit outcome through sound financial management, supply chain management and internal control services

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of progress reports against Financial Management Improvement Plan	<b>Achieved:</b> 2 Progress reports against Financial Management Improvement Plan	2	<b>Achieved:</b> 2 Progress reports against Financial Management Improvement Plan		
Number of Inspection reports issued identifying control gaps in process	<b>Achieved:</b> 3 Inspection reports issued identifying control gaps in process	3	<b>Achieved:</b> 3 Inspection reports issued identifying control gaps in process		
Number of follow-up inspection reports reflecting progress on implementation of recommendations	<b>Achieved:</b> 3 Follow-up inspection reports reflecting progress on implementation of recommendations	3	<b>Achieved:</b> 3 Follow-up inspection reports reflecting progress on implementation of recommendations		
Percentage of payment vouchers subjected to post audit	New performance indicator Baseline: 100% of payment vouchers subjected to post audit	100%	<b>Achieved:</b> 100% of payment vouchers subjected to post audit		

#### 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

Expenditure for the sub-programme was as follows:

Internal Control	2014/2015			2013/2014		
	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
Total	4 058	4 035	23	3 467	3 467	-

The budget cannot be directly linked to the achievement of targets, as mainly compensation of employees and Auditor-General fees are in the budget.

#### **4.1.4.6 Sub-programme: 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	To ensure effective utilisation of human resources by providing human resource management, human resource development and organisational development services in terms of the Human Resources Strategy and within agreed timeframes

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Operationalised Resources Delegations by 31 December 2014	New performance indicator	Human Resources Delegations operationalised	<b>Not achieved</b>	<b>Deviation: -1</b> Draft Human Resources Delegations compiled but not approved	The draft HR Delegations were finalised and is pending approval.
Develop and implementation of Organisational Design Guidelines/Framework.	New performance indicator	Organisational Design Guidelines Framework developed and implemented	<b>Not achieved</b>	<b>Deviation: -1</b> Draft Organisational Design Guidelines compiled but not approved	The draft Organisational Design Guidelines were finalised and is pending approval.
Percentage of planned career and skills development interventions based on skills assessment implemented	New performance indicator	80%	<b>Not achieved</b>	<b>Deviation: -100%</b> No career and skills development interventions based on Skills Assessment implemented	The delay was brought about due to procurement challenges.

### Strategy to overcome areas of under performance

#### **Operationalised Resources Delegations by 31 December 2014:**

Will be approved during the 2015/2016 financial year.

**Develop and implementation of Organisational Design Guidelines/Framework:**

Will be approved during the 2015/2016 financial year.

**Percentage of planned career and skills development interventions based on skills assessment implemented:**

The tender process has concluded and the Bid Evaluation Committee is considering the tenders received.

**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**

Expenditure for the sub-programme was as follows:

Human Resources	2014/2015			2013/2014		
	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
Total	5 172	4 891	281	4 787	4 787	-

In terms of the targets relating to the Organisational Design Guideline and the Human Resource Delegations, there was no budgetary implication. For the skills development in line with the results of the skills assessment, the funds set aside to implement the training programme were utilised to complete the MS Office training as well as other training needs that arose during the course of the year. In terms of budgeting for the next financial year, funds have been set aside for the implementation of the programme.

**4.1.4.7 Sub-programme: 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	To provide appropriate information technology services that will enable the Provincial Parliament's stakeholders (Members and administrative staff) to effectively and efficiently perform their duties

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Percentage of new and returning Members provided with the required technology, as per the Member's	New performance indicator	100%	<b>Achieved:</b> 100% of new and returning Members provided with the required technology, as per		

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Facility Guide			the Member's Facility Guide		
Number of feasibility studies conducted on the establishment of an off-site recovery site	New performance indicator	1	<b>Achieved:</b> 1 Feasibility study conducted on the establishment of an off-site recovery site	<b>Deviation:</b> Feasibility study combined with the infrastructure refresh assessment	This was done to first establish whether the current infrastructure can be used off-site.
Number of Infrastructure Standard Operating Procedures implemented	New performance indicator	4	<b>Achieved:</b> 4 Infrastructure Standard Operating Procedures implemented		
Number of Helpdesks upgraded to conform to Information Technology Infrastructure Library (ITIL) standards	New performance indicator	1	<b>Achieved:</b> 1 Helpdesk upgraded to conform to Information Technology Infrastructure Library (ITIL) standards		
Number of feasibility studies conducted for the implementation of ERP system by 30 September 2014	New performance indicator	1	<b>Achieved:</b> 1 Feasibility study conducted for the implementation of ERP system by 30 September 2014.		
Number of Project Management best practise competencies implemented	New performance indicator	1	<b>Achieved:</b> 1 Project Management best practise competency implemented		
Number of IT Governance Framework implemented	New performance indicator	1	<b>Achieved:</b> 1 IT Governance Framework implemented	<b>Deviation:</b> IT Governance Framework was officially approved on 20 March 2015.	IT Governance Framework was in principle approved by the Senior Management Team by 31 December 2014. However, it was only officially approved on 20 March 2015 by the new Secretary, who was appointed on 1 February 2015.

#### 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

Expenditure for the sub-programme was as follows:

Information Technology	2014/2015			2013/2014		
	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
Total	8 122	7 272	850	6 194	6 069	125

All targets were achieved with allocated budget. Some of the tasks done this year were to assess and prepare budget for the following years, e.g. infrastructure and disaster recovery feasibility and assessment and ERP. However, due to budget constraints, infrastructure refresh and disaster recovery implementation was put on hold and all funding directed at the implementation of the ERP system.

#### **4.1.4.8 Sub-programme: 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	To provide effective household and logistical services by providing transport and accommodation; telephone; records management; facility coordination; 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 Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Review Accommodation Plan (include needs assessment of Members)	New Performance indicator	Review Accommodation Plan	<b>Not achieved</b>	<b>Deviation: -1</b> Accommodation Plan was not reviewed as planned.	The accommodation plan could not be reviewed as the organisation is busy with a planned organisational development exercise which impacts on the accommodation needs.
Number of security initiatives implemented as per Security Plan	New Performance indicator	2	<b>Achieved:</b> 2 Security initiatives implemented as per Security Plan.		
Number of Sections utilising the approved	New Performance Indicator	4	<b>Not achieved</b>	<b>Deviation: -1</b> 3 sections instead of 4 utilising the	Only 3 sections were piloted (Security and Facilities)

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
File Plan in collaboration with the Enterprise Content Management System				approved File Plan in collaboration with the Enterprise Content Management System	Management, office of the Chief Financial Officer and Plenary Support). During the last quarter a custodian group was established which consisted of representatives from all units.
Number of standard operating procedure manuals developed	New Performance Indicator	3	<b>Not achieved:</b> 2 Standard Operating procedure manuals developed. (catering and transport)	<b>Deviation: -1</b> 2 Standard Operating procedure manuals (catering and transport) was developed. The one for Security was not developed as planned.	The SOP for security could not be finalised as the Security Plan was not approved.
Number of Health and Safety inspections to identify risk and monitor the implementation of remedial measures	<b>Partially achieved:</b> 3 Health and Safety inspections conducted and reports submitted	4	<b>Achieved:</b> 4 Health and Safety inspections to identify risk and monitor the implementation of remedial measures		

### Strategy to overcome areas of under performance

#### **Review Accommodation Plan (include needs assessment of Members)**

The current needs of staff and Members will be determined early in 2015/16 financial year. The outcome of the organisational design study will however have an impact on the review of the accommodation plan. In collaboration with the Department of Transport and Public Works the optimising of current office space and the additional office space will be investigated.

#### **Number of Sections utilising the approved File Plan in collaboration with the Enterprise Content Management System:**

The indicator was written incorrectly and in future we will ensure that this is verified before publication. The necessary signatures and reports to be obtained on due dates.

#### **Number of standard operating procedure manuals developed:**

Upon the approval of the Security Plan the standard operating procedure will be developed in 2015/16.

### 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

Expenditure for the sub-programme was as follows:

Security and Facilities Management	2014/2015			2013/2014		
	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
Total	4 964	4 804	160	6 014	5 980	34

## **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:

- Sub-programme 2.1: Facilities and Benefits for Members; and
- Sub-programme 2.2: Political Parties Support Services.

### **4.2.3 Strategic Objectives:**

The following strategic objective is linked to this programme

- To ensure 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.

### **4.2.4 Strategic objectives indicators, performance indicators, planned targets and actual achievements:**

Strategic objective	Strategic objective performance indicator	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
To ensure effective Members enabling services by providing an enabling allowance;	Percentage of claims that are complete and correct	40% 4 out of every 10 claims are complete, correct and can be processed	60%	<b>Achieved:</b> 70% of claims are complete, correct and can be processed	<b>Deviation:10%</b> Exceeded planned target of 60% with 10%	7 out of every 10 claims received are complete, correct and can be processed.



Strategic objective	Strategic objective performance indicator	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
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:**

The planned target was exceeded by 10%. Seven out of every ten claims were complete, correct and could be processed.

**4.2.4.1 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	To ensure 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 Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Guide to Member's Facilities revised and implemented by 30 June 2014	<b>Achieved:</b> Guide to Members' Facilities revised and implemented	Guide to Members' Facilities revised and implemented	<b>Achieved:</b> Guide to Members' Facilities revised and implemented		
Develop Standard Operating	New performance indicator	SOP developed	<b>Achieved:</b> Standard Operating Procedure (SOP) for		

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Procedure (SOP) for the Guide to Member's Facilities by 30 June 2014			the Guide to Member's Facilities developed		
Comprehensive Orientation Plan for Members implemented and programme assessed by 31 March 2015	<b>Achieved:</b> Comprehensive Orientation Plan for Members developed	Orientation Plan implemented and assessed	<b>Achieved:</b> Comprehensive Orientation Plan for Members implemented and programme assessed by 31 March 2015		
Number of working days after receipt of required documents in terms of the Member's Facilities Guide to process claims	<b>Achieved:</b> Claims are processed within 7 working days after receipt of required documents in terms of the Members' Facilities Guide	7	<b>Achieved:</b> Claims are processed within 7 working days after receipt of required documents in terms of the Members' Facilities Guide		

#### 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

Expenditure for the sub-programme was as follows:

Facilities and Benefits for Members	2014/2015			2013/2014		
	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
Total	6 185	4 494	1 691	5 394	5 394	-

The budget within Facilities and Benefits for Members is mainly for the payment of allowances to Members in terms of the Guide for Member's Facilities as well as contributions to international organisations, such as the Commonwealth Parliament Association and medical aid contributions to Parmed.

The expenditure in terms of the allowances takes place upon receipt of correctly completed claims submitted by the Members. The Human Resources section is assisting Members to spend the enabling allowances allocated to them in order to carry out the duties expected of them.

#### 4.2.4.2 Sub-programme: Political Parties Support Services:

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

- Constituency allowance 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 allowances 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	To ensure 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 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of working days after receipt of required documents in terms of the Member's Facilities Guide to process transfer payments	<b>Achieved:</b> Transfer payments are processed within 7 working days after receipt of required documents in terms of the Members' Facilities Guide	7	<b>Achieved:</b> Transfer payments are processed within 7 working days after receipt of required documents in terms of the Members' Facilities Guide		

#### 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

Expenditure for the sub-programme was as follows:

Political Parties Support Service	2014/2015			2013/2014		
	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
Total	33 170	33 170	-	31 572	31 572	-

The budget is mainly for the payment of constituency and secretarial allowance to political parties. Payments are made in accordance with the approved allocation and in terms of the policies on secretarial and constituency allowances.

#### 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:

- Sub-programme 3.1: Plenary Support;
- Sub-programme 3.2: Committee Support;
- Sub-programme 3.3: Public Education and Outreach; and
- Sub-programme 3.4: Hansard and Language Services.

##### 4.3.3 Strategic Objectives:

The following strategic objectives are linked to this programme

- To provide relevant procedural and related support to Plenary and Committees in the law-making and oversight processes; and
- To facilitate public education and outreach programmes by:
  - providing support to committees in the law-making and oversight processes;
  - facilitating public education programmes;
  - facilitating public outreach; and
  - developing legislative education programmes and materials for stakeholders.

##### 4.3.4 Strategic objectives indicators, performance indicators, planned targets and actual achievements:

Strategic objective	Strategic objective performance indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
To provide relevant procedural and related support to Plenary and Committees in the law-making and oversight processes	Percentage Plenary and Committee procedural and related support for all programmed Sittings and Committee meetings	New performance indicator	100%	93.18%	<b>Deviation: -6.82%</b>  100% in terms of Plenary Support  94.2% Hansard and Language Services  85.33% in terms of Committee Support	See reasons for deviations by Committee Support and Hansard and Language.

Strategic objective	Strategic objective performance indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
To facilitate public education and outreach programmes by: <ul style="list-style-type: none"> <li>• Providing support to committees in the law-making and oversight processes;</li> <li>• Facilitating public education programs;</li> <li>• Facilitating public outreach; and</li> <li>• Developing legislative education programmes and materials for stakeholders</li> </ul>	Percentage increase in the planned education initiatives to improve public participation in the legislative and other processes of the legislature	New performance indicator	10%	<b>Achieved:</b>  22.92% increase on the baseline for 2013/14((48) to 2014/15 (59)	<b>Deviation: 9</b> Planned performance for 2014/15 was 50 and the actual achievement increased to 59.	See below for reasons for deviations.

**The significant achievements of this programme are as follows:**

- The development and roll out of a successful induction and orientation programme for all Members and for chairpersons of committees;
- The provision of procedural advice and administrative support in the successful establishment of all committees of the House;
- The provision of procedural advice and support in the regularised programming and scheduling of the business of the House and its committees;
- The processing of all tabled annual reports for the 2013/2014 period and their successful consideration by the House and its committees, including the tabling of committee reports thereon and adoption of Standing Committee on Public Account's resolutions;
- The co-ordination and successful execution of oversight visits for numerous committees in their first six months of full operation;
- The development and completion of the standard operating procedure manuals for Language Services and Public Education and Outreach; and
- The completion of the backlog of Hansard transcripts and indexing for the period 2010 to 2013.

#### 4.3.4.1 Sub-programme: Plenary Support:

The purpose of this 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: To provide procedural and related support to the House and Committees to conduct their business of making laws and performing oversight effectively	To provide relevant procedural and related support to Plenary and Committees in the law-making and oversight processes

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Percentage of procedural support services provided to all plenaries programmed as per approved parliamentary programme	New performance indicator	100%	<b>Achieved:</b> 100% of procedural support services provided to all plenaries programmed as per approved parliamentary programme		
Percentage of procedural advice provided to Presiding Officers and Members on request	<b>Achieved:</b> 100% 4 Quarterly reports on procedural advice provided to ensure compliance with applicable laws, standing rules and precedents and within stipulated timeframes	100%	<b>Achieved:</b> 100% of procedural advice provided to Presiding Officers and Members on request		
Number of working days taken after a Sitting to communicate House Resolutions to third parties	New performance indicator  Baseline: 15 working days taken after a Sitting to communicate House Resolutions to third parties	15	<b>Achieved:</b> 15 Working days taken after a Sitting to communicate House Resolutions to third parties		

### 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

Expenditure for the sub-programme was as follows:

Plenary Support	2014/2015			2013/2014		
	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
Total	2 755	2 749	6	2 660	2 660	-

Expenditure in Plenary Support services was primarily related to the printing and publication in the Provincial Gazette of all Bills introduced, and the printing of all Acts assented to and the promulgation thereof in the Provincial Gazette.

#### **4.3.4.2 Sub-programme: Committee Support:**

The purpose of this sub-programme is to provide:

- procedural advice and administrative support to the Committees; and
- relevant parliamentary research support to Members; Committees; senior management and Presiding Officers.

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

Strategic Outcome-Oriented Goal	Strategic Objective
Goal 1: To provide procedural and related support to the House and Committees to conduct their business of making laws and performing oversight effectively	To provide relevant procedural and related support to Plenary and Committees in the law-making and oversight processes

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Percentage of committee support provided, in accordance with the approved Standard Operating Procedure for Committees (SOP), to all programmed committee meetings as per approved	<b>Partially achieved:</b> 97% 4 Committee section reports on all the support provided to committees, chairpersons and Members to ensure compliance with applicable laws, standing rules	100%	<b>Not achieved</b>	<b>Deviation:</b> -21.10% 78.90% of committee support provided in accordance with the SOP	During the period under review, there were 226 minutes produced and 101 reports produced of which 50 minutes and 19 reports were not submitted within the agreed timeframes, as indicated in the Standard Operating Procedure document of the Committee Section. This was not in compliance with the SOP timeframes for



Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Part B: Performance Information

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
parliamentary programme	and applicable guidelines				<p>vetting, and submitting the minutes and reports timeously to the Committee.</p> <p>The reasons for the late submission are:</p> <ul style="list-style-type: none"> <li>a) Sick leave;</li> <li>b) Committee Co-ordinators serving more than one committee;</li> <li>c) Cyclical periods of oversight (Budget and Annual Report periods) when the primary focus is on providing Committee Reports ahead of Committee meetings;</li> <li>d) minutes and when there is an unusually heavy workload coupled with extraordinary short timeframes within which to provide their support; and</li> <li>e) Due to the political sensitivity of the committee meeting, additional time was required to draft and vet the documents.</li> </ul> <p>(Note: The standing committees were not negatively impacted due to the late submission of the documents; and because of c) above, the SOP was amended to accommodate these tight timeframes during the cyclical oversight periods.</p>
Percentage of requested research services provided to Committees, senior management and presiding officers in accordance with the approved	<b>Partially achieved:</b> 97% 4 Quarterly Committee section reports on the quality and timely research support rendered	100% of requested research services provided to Committees, senior management and presiding officers in accordance	<b>Not achieved</b>	<b>Deviation:</b> <b>-8.24%</b> 91.76% of requested research services provided in accordance	Of the 85 research requests received, 7 reports were not submitted on time within the agreed upon timeframes as indicated in the Standard Operating Procedure document of the Committee Section. This was not in compliance

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Standard Operating Procedure for Committees (SOP)		with the approved Standard Operating Procedure			<p>with the SOP timeframes for vetting, and submitting the Research Reports to the research requestor.</p> <p>The reasons for the late submission are:</p> <ul style="list-style-type: none"> <li>a) Sick leave;</li> <li>b) External service provider submitted one report late, as an oversight;</li> <li>c) Additional vetting clarity was required before final submission of the documents; and</li> <li>d) Due to a miscommunication between the Manager and the Senior Researcher in terms of the deadline for distribution of the reports.</li> </ul> <p>(Note: the standing committees were not negatively impacted due to the late submission of the documents.)</p>

#### **Strategy to overcome areas of under performance**

**Percentage of committee support provided, in accordance with the approved Standard Operating Procedure for Committees (SOP), to all programmed committee meetings as per approved parliamentary programme:**

**Percentage of requested research services provided to Committees, senior management and presiding officers in accordance with the approved Standard Operating Procedure for Committees (SOP):**

As a measure set in place to partially overcome the underperformance of both targets in the Committee Section, the Standard Operating Procedure for Committees will be amended to eliminate deviations.

#### **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

Expenditure for the sub-programme was as follows:

Committee Support	2014/2015			2013/2014		
	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
Total	11 458	11 144	314	11 074	11 074	-

The over expenditure, and in some cases of committees, the under expenditure did not contribute to the non-attainment of the above targets and performance indicators. Because the support to committees are demand driven, it is at most times difficult to accurately project in terms of targeted expenditure too far down the line, as the politically driven parliamentary programme is an ever changing and developing Programme, impacting on the expenditure projection of committees.

#### **4.3.4.3 Sub-programme: Public Education and Outreach:**

The purpose of this 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: To promote optimal public participation in parliamentary processes	To facilitate public education and outreach programmes by: providing support to committees in the law-making and oversight processes; <ul style="list-style-type: none"> <li>• facilitating public education programmes;</li> <li>• facilitating public outreach; and</li> <li>• developing legislative education programmes and materials for stakeholders.</li> </ul>

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Annual education programme on the law-making, oversight and public participation and petitions processes developed by 31 March 2015	<b>Achieved:</b> An education programme developed for 2014/2015	Annual education programme developed	<b>Achieved:</b> Annual education programme developed for 2015/2016		
Number of existing education material reviewed	New Performance Indicator	2	<b>Achieved:</b> 2 Existing education materials reviewed		
Number of new education material developed	<b>Achieved:</b> 6 New education materials developed	2	<b>Achieved:</b> 3 New education materials developed	<b>Deviation: 1</b> Planned target was 2 and exceeded with 1.	Due to the need at the time and increase in staff the section was able to develop additional education material.

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of educational workshops rolled out as per Quarterly Implementation Plan	<b>Achieved:</b> 42 Education workshops implemented	50	<b>Achieved:</b> 59 Education workshops implemented	<b>Deviation:</b> 6 Planned performance for 2014/2015 was 50 and the actual achievement increased to 59.	The PEO section achieved a higher number of education workshops and generic legislative activities due to the partnerships with organisations. These organisations contributed by providing their own transport, which saved cost for further events. In addition to the above, "The Taking Parliament to the People" created the opportunity for three additional pre-event workshops in the Eden municipal district.
Percentage of petitions processed in accordance with relevant legislation	<b>Achieved:</b> 100%	100%	<b>Achieved:</b> 2 Petitions received and 100% processed according to the Petitions Act		

#### 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

Expenditure for the sub-programme was as follows:

Public Education and Outreach	2014/2015			2013/2014		
	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
Total	2 822	2 650	172	2 261	2 261	-

#### 4.3.4.4 Sub-programme: Hansard and Language Services:

The purpose of this sub-programme is to manage the provision of verbatim reports of the 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: To provide procedural and related support to the House and Committees to conduct their business of making laws and performing oversight effectively	To provide relevant procedural and related support to Plenary and Committees in the law-making and oversight processes

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
Number of facilitated external vetting of interpreting services rendered to the House, Committees and administration to maintain agreed standards	<b>Achieved:</b> 2 Vetting reports on the quality of interpreting services rendered	2	<b>Achieved:</b> 2 Facilitated external vetting of interpreting services rendered to the House, Committees and administration to maintain agreed standards		
Number of facilitated external vetting of translations services rendered to the House, Committees and administration to maintain quality required by stakeholders	<b>Achieved:</b> 2 Vetting reports on the quality of translation services rendered	2	<b>Achieved:</b> 2 Facilitated external vetting of translations services rendered to the House, Committees and administration to maintain quality required by stakeholders		
Percentage availability of official House Papers translated in all official languages	New Performance Indicator	90%	<b>Achieved:</b> 96% availability of official House Papers translated in all official languages	<b>Deviation:</b> 6% Planned target was 90% and exceeded with 6%.	Due to improved planning and resource availability on the translation of ATCs the section was able to translate more than anticipated.
Percentage availability of interpreting services for the House and Committees when required	<b>Achieved:</b> 100% 4 Quarterly reports on interpreting services rendered	100%	<b>Achieved:</b> 100% Availability of interpreting services for the House and Committees when required		
Number of contact meetings held with Service Provider to ensure that Hansard	New Performance Indicator	12	<b>Not achieved:</b>	<b>Deviation:</b> 3 9 out of the 12 targeted contact meetings were	In addition to the 9 meetings focused on deliverables other meeting was

Performance Indicators	Actual Achievement 2013/2014	Planned Target 2014/2015	Actual Achievement 2014/2015	Deviation from planned target to Actual Achievement for 2014/2015	Comment on / reasons for deviations
services provided are as per service level agreement and that deviations are addressed				held with the Hansard Service Provider	held aimed at reaching agreement on disputed contractual aspects relating to tariffs and other related items on the pricing schedules. These meetings were not formally minuted therefore cannot be included in the actual achievement.

#### **Strategy to overcome areas of under performance**

#### **Number of contact meetings held with Service Provider to ensure that Hansard services provided are as per service level agreement and that deviations are addressed:**

All meetings to be scheduled three months in advance. Meetings to be scheduled in the third week of the month, and if postponed, must be held before the last day of the month. Meetings to be held with the service provider to review progress on deliverables irrespective of existing disputes.

#### **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**

Expenditure for the sub-programme was as follows:

Hansard and Language Services	2014/2015			2013/2014		
	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
Total	5 886	5 886	-	6 268	6 268	-

Expenditure within Hansard and Language Services ensures that at all times the provision of the outsourced Hansard services, and the outsourced interpreting services, are available to the House and its committees to facilitate effective law-making and oversight processes.

The sub-programme also ensures that translation of all official House Papers are translated in all official languages. For the period under review the sub-programme exceeded the planned target and ensured that 94% of official House Papers were translated into all the official languages. This exceeded the planned target by 4%.

## 5. TRANSFER PAYMENTS

### 5.1 Transfer payments to Non-Profit Institutions:

Transfer payments such as constituency and secretarial allowances are paid to political parties represented in the WCPP.

The objective of the payment of a constituency allowance is to enable parties represented in the WCPP to establish and maintain 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 WCPP to:

- establish and maintain its own administrative infrastructure within the precincts of the WCPP;
- 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 WCPP.

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 2014 to 31 March 2015

Name of transferee	Purpose for which the funds were received	Compliance with s38(1)(j) of the PFMA	Amount transferred	Amount spent by the entity	Reasons for the funds unspent by the entity
			R'000	R'000	
Democratic Alliance	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	19 742	17 410	An amount of R2 332 was approved to be rolled over to the next financial year.
African National Congress	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	10 985	10 985	
Congress of the People	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	237	237	
Independent Democrats	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	151	151	
African Christian Democratic Party	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	1 108	1 108	
Economic Freedom Fighters	Elected political parties to fulfil its constitutional and legislative mandate.	Yes	947	927	



## **6. DONOR FUNDS**

The WCPP did not receive any new donor funding during the 2014/15 financial year.

### **6.1 Previous Year Donor Funds:**

During November 2011 the WCPP received an amount of R2,709,000 from the Legislative Sector Support Programme for the implementation of the South African Legislative Sector Policy and Strategic Framework. As at 31 March 2015 the WCPP had R1,686,438.50 in its Donor Funding bank account which includes the surplus funds, interest received and bank charges.

To date the funds have not been transferred back to the Legislative Support Sector as the WCPP is still awaiting direction as to how the surplus funds would 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 WCPP which is in line with the respective line function budgets.

On a monthly basis (in conjunction with the Finance section), Supply Chain Management does a BAS/LOGIS reconciliation to account for all asset additions. Notwithstanding the aforesaid, Supply Chain Management conducts an annual stocktake of all WCPP assets and submits a report in respect thereof to the Chief Financial Officer.

The conditions of assets varies as follows:

- Computer hardware – good condition
- Furniture – fair condition
- Equipment – fair condition



# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART C GOVERNANCE



Representatives of various community organisations operating in Macassar, attending a legislative workshop, December 2014



The Speaker of the Parliament of Western Australia paying a courtesy visit to the Speaker in October 2014:  
 Fltr: James and Lynette Pullen, South African friends, Chief Whip Mark Wiley, Michelle Sutherland, Speaker Michael Sutherland, Speaker Sharna Fernandez and Deputy Speaker Piet Pretorius

## **1. INTRODUCTION**

The WCPP is committed to maintaining the highest standards of governance and considers good governance fundamental to the management of public finances and resources. At the WCPP there are structures in place to effectively, efficiently and economically utilise its resources, which are funded by the tax payer.

## **2. RISK MANAGEMENT**

The Accounting Officer (AO) for the WCPP takes responsibility for implementing Enterprise Risk Management (ERM) in accordance with the National Treasury Public Sector Risk Management Framework (PSRMF) and the Directorate Enterprise Risk Management (D:ERM) in the Department of the Premier (DoTP) provides a service agency support to the WCPP. 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 PSRMF and to further embed risk management within the institution, the WCPP has adopted an ERM Policy which sets out the institution's overall intention with regard to ERM. The WCPP adopted an ERM Strategy, approved by the Accounting Officer on the 26 June 2014, and an ERM Implementation Plan, approved by the Accounting Officer on the 14 May 2014. The ERM Implementation Plan gave effect to the WCPP's ERM Policy and ERM Strategy and outlines the roles and responsibilities of management and staff in embedding risk management in the institution.

The WCPP assessed significant risks that could have an impact on the achievement of its objectives, both strategic and programme/operational risks, on a quarterly basis. Risks were prioritised based on their likelihood and impact (inherently and residually) and additional mitigations were agreed upon to reduce risks to acceptable levels. New/emerging risks were identified during the quarterly review processes.

The WCPP established an Enterprise Risk Management Committee (ERMCO) to assist the Accounting Officer in executing her responsibilities relating to risk management. The Committee operates under a Terms of Reference approved by the Accounting Officer on 16 May 2014. ERMCO ratified the strategic and programme/operational risk registers and recommended further action where relevant, and approval by the Accounting Officer of the strategic risk register and programme/operational risk register by the Programme Managers on a quarterly basis during the financial year.

The Audit Committee provided the independent oversight of the WCPP's system of risk management. The Audit Committee was furnished with quarterly ERM progress reports and institutional 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 strategic risks faced by the institution and their relevant risk response/treatment strategies.

### **Impact on institutional performance**

Risk management is incorporated into all planning and strategy of the WCPP, and the institution is definitely more risk aware. There are, however, initiatives or projects identified to address risks that are not currently implemented due to budgetary constraints.

Based on the current risk management system and processes in place, there is a clear improvement in addressing and minimising risks that could have a negative impact on the outcomes of the WCPP.



The Enterprise Risk Management Committee (ERMCO) is critical in providing regular updates to the senior management team that is then responsible for taking corrective measures. The risks report has also been utilised to inform the 2016/2017 Annual Performance Plan.

### **3. FRAUD AND CORRUPTION**

The WCPP has a Fraud Prevention Policy that is reviewed annually and distributed to all staff electronically and is also available on the institution's shared drive. The policy sets the WCPP's stance and attitude towards fraud and corruption. The WCPP does not tolerate corrupt or fraudulent activities, whether internal or external, and will vigorously pursue and prosecute any parties, by all legal means available, who engage in such practices or attempts to do so.

The Fraud Prevention Policy provides that the ERMCO reviews fraud risks in the WCPP.

The WCPP's process of internally reporting fraud is through management and ultimately directly to the Secretary and/or Speaker. In a case where independent reporting is necessitated; the Office of the Public Protector should be contacted. The WCPP has detailed the process in respect of the Public Protector's role and their contact details in the Fraud Prevention Policy, which is distributed and readily available to all employees. Furthermore, the Public Protector held two information sessions to the broader WCPP promoting their role and accessibility.

### **4. MINIMISING CONFLICT OF INTEREST**

The WCPP has a code of conduct for Supply Chain Management employees that prescribes that they must complete declarations of interests annually. Any 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 2015 no conflict of interest was 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 2014/2015, indicated that the Code had been successfully implemented in that:

- All Members, including Members of the Executive, have disclosed their registrable interests in respect of the 2014/2015 financial year. The due date for submission of disclosure forms was 20 July 2014.
- As part of the Orientation Program for new and returning Members, training was provided on the Members of the Western Cape Provincial Parliament Code of Conduct Act, 3 of 2002 (hereinafter "the Act").
- This training included a detailed presentation on the revised Code of Conduct for Members of the Western Cape Provincial Parliament, 2014, (hereinafter "the Code") which was adopted by the House on 25 March 2014 and came into operation on 21 May 2014.

The Registrar of Members' Interest reported that six requests for access to the public part of the register were granted to the media, researchers and a Member.

One complaint of alleged breach of the code was received by the Registrar of Members' Interests on 25 March 2014. This complaint was interrupted by the national elections and was not pursued after the elections.

In a report to the committee, the Registrar reported on the number of advice given to Members of the Provincial Parliament on the Code of Conduct.

During the reporting period, which was the first year after an election and which required the constitution of committees, including this committee, the committee met once to discuss the implementation of the Act and the code.

## **5.2 Staff:**

The WCPP has a Code of Conduct for employees in order to regulate their behaviour in the workplace. The code makes provision for an exhaustive list of behaviour regarded as misconduct. The stipulations of the Disciplinary Policy become applicable when an employee commits misconduct.

## **5.3 Supply Chain Management:**

There is a Code of Conduct specific to Supply Chain Management staff that addresses conflicts of interest, accountability, openness/transparency, confidentiality, bid committee processes and combative practices. This code is reviewed annually and acknowledged and signed for by Supply Chain Management practitioners with their annual declarations of interests.

All declarations of interests were submitted by Supply Chain Management staff for the period under review.

## **6. HEALTH, SAFETY AND ENVIRONMENTAL ISSUES**

The WCPP has an established Occupational Health and Safety Committee and has the necessary representatives to conduct inspections and submit reports which are interrogated. These reports deal mainly with household and electrical challenges. These inspections also revealed that the WCPP did not have adequate equipment and suitable attire for floor marshals to use in the event of emergencies. The relevant equipment was subsequently procured. The household issues were brought to the attention of the Department of Transport and Public Works and most of the problems were addressed.

During the period under review, four Occupational Health and Safety Committee meetings were held.

The Evacuation Plan was updated and placed in the South African Police Services' control room.

During the period under review one fire drill was held during March 2015.

All staff members and other contract workers who were possibly exposed to the blue asbestos were identified and a process is underway with the Department of Transport and Public Works to address



this matter. The presence of exposed blue asbestos at the WCPP was cleared and a certificate issued in this regard. General awareness sessions are being arranged to educate staff on these matters.

## 7. RULES COMMITTEE MEETINGS

Dates of meeting	Committee concerns / Matters raised	Committee's recommendation	Progress made in addressing/resolving the matter
29 October 2014	The lack of a safety and security plan.	The Provincial Parliament provides a safety and security plan which determines the boundaries of the WCPP, has a clear access and egress plan for the precinct and ensures the safety of Members, staff and public both onsite as well as during outreach visits.	A draft Security Plan was compiled and referred to the State Security Agency.  Upon return of the plan from the State Security Agency it will be submitted to the Rules Committee.
	The recruitment process has not succeeded in targeting people living with disabilities in the Province.	The Provincial Parliament ensures that the recruitment process target people living with disabilities.	The WCPP will recruit in terms of its Employment Equity Plan which makes provision for the employment of persons with disabilities.
	There are insufficient accommodation and facilities for Members and staff.	The Provincial Parliament conducts an analysis of the accommodation and facility needs of Members and staff, with specific emphasis on office space, air-conditioning quality, toilet facilities and parking.	The WCPP in collaboration with the Department of Transport and Public Works will conduct the accommodation analysis and will report to the Rules Committee.
	The lack of accommodation for media.	The Provincial Parliament provides adequate accommodation for the Media.	Accommodation for the media has been identified and will be made available to the media early 2015/16.
	The non-compliance regarding the 30 days payment of creditors.	The Provincial Parliament complies with the 30 day payment of creditors.	Managers will have the 30- day payment requirement included in their Performance Agreements, and they will also continue to receive annual sub-programme appointment letters stating their responsibility to ensure invoices are paid within 30 days.
	The lack of an implementation plan on the <i>Financial Management of Parliament Amendment Act</i> , [Act no 34 of 2014].	The Provincial Parliament provides an implementation plan to the Rules committee on the <i>Financial Management of Parliament Amendment Act</i> , [Act no 34 of 2014].	Implemented
	The delay in the finalisation of the Sector Oversight Model customisation.	The Provincial Parliament finalises the customisation of the Sectorial Oversight Model.	The customisation of the Sector Oversight Model is currently under consideration.
13 March 2015	Underfunding of the budget for Vote 2.		The WCPP will take up the matter of underfunding with the Provincial Treasury during

Dates of meeting	Committee concerns / Matters raised	Committee's recommendation	Progress made in addressing/resolving the matter
			the 2015/16 financial year.
	Speaker's Rulings	Ensures that the Speaker's Rulings be distributed to Members.	Implemented
	Financial and Performance reporting	Ensures that finance and performance reports are submitted on a quarterly basis to the Committee.	The WCPP will submit quarterly performance reports to the Parliamentary Oversight Committee
	The use of private security by political parties in the WCPP.	Provides a legal opinion on the legality of the use of private security by political parties in the precincts of the Provincial Parliament and how does it impact on protocol since the precincts are a National Key Point.	Implemented

## 8. SCOPA RESOLUTIONS

### 2013/2014

The Committee noted the Auditor-General's audit opinion regarding WCPP's Annual Financial Statements for the 2013/2014 financial year, having obtained a clean audit opinion.

The Western Cape Provincial Parliament spent R2 035 000 on the capital budget of R2 160 000, resulting in an overall under-expenditure of R125 000 (5.8%). This was mainly due to the non-implementation of the Voice over internet protocol (VOIP) - as set out at the bottom of page 130 of the 2013/2014 annual report.

This audit opinion is an improvement from the 2012/2013 financial year where the Provincial Parliament obtained an unqualified audit opinion with matters related to findings on compliance with laws and regulations (expenditure management), and findings on predetermined objectives.

WCPP is encouraged to concentrate on improving its drivers of internal control, which impacts on the mechanisms of reporting, compliance and information technology controls related to financial and performance management.

Background / Concerns	Recommendations	Action date	Response by the Provincial Parliament	Resolved Yes / No
<p>Page: 117 of the Annual Report of the Department</p> <p><u>Heading:</u> "Compliance with legislation"</p> <p><u>Description:</u> The Committee notes that until the legislative provisions regarding the provincial legislatures' reporting framework is finalised, the Minister of Finance has published notices 33991 and 34112 in the Government Gazette on 2 February and 11 March 2011 respectively, indicating the prescribed Generally Recognised Accounting Practice (GRAP) standards for the nine provincial legislatures.</p> <p>This existing financial management legislation remains valid and applicable until 31 March 2014. Although the Financial Management of Parliament Amendment Act, (Act 34 of 2014) is already in an advanced stage of approval, uncertainty still exists around the date of implementation of the new financial reporting framework to be applied in the preparation for the 2014-15 and subsequent financial statements.</p> <p><u>Pages:</u> 145 of the Annual Report</p> <p><u>Heading:</u> "Computer services"</p> <p><u>Description:</u> The Committee notes the following:</p> <ol style="list-style-type: none"> <li>1) That some progress had been made to rectify previous findings as evidenced by the documentation of an IT security policy, however, it had not been approved, and it did not address key security aspects.</li> <li>2) Management had designed and implemented user account management procedures to manage users' access to applications; it had however not documented processes to manage users' access to the network.</li> <li>3) A disaster recovery plan has been documented; it has however not been updated or reviewed since 2012, which resulted in the disaster recovery plan being outdated.</li> <li>4) Key IT service providers appointed were not monitored to ensure that service levels were in line with the agreed to and signed service level agreements.</li> </ol>	<p>The Committee agreed that:</p> <ol style="list-style-type: none"> <li>1 The WCPP briefs the Committee on its preparedness for the implementation of the Generally Recognised Accounting Practice (GRAP) Standards for the nine provincial legislatures.</li> </ol>	Briefing to be scheduled by the Public Accounts Committee	Still in progress.	No
	<ol style="list-style-type: none"> <li>2 The Auditor-General briefs the Committee on the applicable notes which direct legislatures towards the implementation of the Financial Management of Parliament Amendment Act, (Act 34 of 2014).</li> </ol>			
	<ol style="list-style-type: none"> <li>3 The WCPP briefs the Committee on its IT Governance framework and IT controls and provide the plan of action to rectify the IT challenges.</li> </ol>	Briefing to be scheduled by the Public Accounts Committee	Still in progress	No

List of information required by the Committee		Resolved Yes / No
5.2.2.1	The risk register for the 2013/14 financial year used by management to mitigate potential risks within the institution, as indicated on page 66 of its Annual Report.	Yes
5.2.2.2	A list of all incidents related to health, safety and environmental issues, as indicated on page 69 of its Annual Report.	Yes
5.2.2.3	A financial breakdown of all ICT vendors and contractors used, as indicated on page 85 of its Annual Report.	Yes
5.2.2.4	A list of all consultants and contractors, including a financial breakdown, as indicated on pages 114 and 146 of its Annual Report.	Yes
5.2.2.5	A financial breakdown of the list of Accruals which relates to Note 20, as indicated on page 152 of its Annual Report.	Yes

## 2012/2013

The committee noted the Auditor-General's audit opinion regarding the Provincial Parliament's Annual Financial Statements, being financially unqualified with findings of compliance with laws and regulations relating to procurement, contract management and expenditure management, including findings on predetermined objectives and that this represents a regression from the 2011/2012 unqualified with no findings audit opinion.

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

The committee took cognisance of the fact that 30 per cent of high risk areas were covered by Internal Audit, compared to 42 per cent 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
<b>Page:</b> 95 of the Annual Report <b>Heading:</b> "SCOPA resolutions" <b>Description:</b> 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 3 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.	2	The draft guidelines document should be referred to the Rules Committee for further discussion and finalisation at its next meeting.	The draft guidelines was submitted to the Speaker for approval.	No
	3	The Speaker should consult the State Security Agency to provide further guidance to the draft guideline document.	A draft classification document has been developed taking into consideration the current legislation	No

## 2011/2012

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.

Background / Concerns	Recommendations	Action date	Response by the WCPP	Resolved Yes / No
<p><b>Page:</b> 40 of the Annual Report. <b>Heading:</b> "Areas highlighted by Internal Audit for improvement". <b>Description:</b> 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. 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>	1.1.2 The Speaker provides guidelines to all committees pertaining to obtaining legal opinions.	By April 2013	Guidelines are contained within the Standard Operating Procedure for committees	Yes
	1.1.3 The Speaker provides guidelines to all committees as to the treatment of classified documents submitted to committees.	By 15 April 2013	A recommendation was made to the Speaker as chairperson of the Rules Committee that rule 70A be added to the Standing Rules.	No
	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.	To be scheduled by SCOPA	Draft guidelines were submitted to the Office of the Speaker for approval	No
	2.1.11 The Secretary implements the e-filing system without delay.	By April 2013	E-filing system implemented	Yes
<p><b>Page:</b> 47 of the Annual Report. <b>Heading:</b> "Machinery and equipment". <b>Description:</b> The Committee is concerned that the e-filing system has not been implemented.</p>				

Background / Concerns	Recommendations	Action date	Response by the WCPP	Resolved Yes / No
<p><b>Page:</b> 48 of the Annual Report. <b>Heading:</b> "Services rendered by the Western Cape Provincial Parliament" (Point 2.1). <b>Description:</b> 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><b>Page:</b> 51-52 of the Annual Report. <b>Heading:</b> "Scopa Resolutions". <b>Description:</b> The Committee thanks the Department 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>2.1.13 Provincial Parliament prioritises the customisation and implementation of the Sector Oversight Model.</p>		The customisation of the Sector Oversight Model is currently under consideration.	No
	<p>2.1.15 The Committee resolved to design a new report template relating to the Departments actions on SCOPA Resolutions and requests that the Provincial Parliament replaces the old report template with this for the 2012/2013 Annual Report onwards, once received;</p>		Still in progress:  Reported as per Annual Report template provided by the Provincial Treasury guidelines.	No
<p><b>Page:</b> 85 of the Annual Report. <b>Heading:</b> "Movable Assets". <b>Description:</b> The Committee is concerned that no <b>policy</b> or <b>register</b> 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>2.1.17 Provincial Parliament ensures that heritage assets are located, valued and properly conserved;</p>	By 15 April 2013	A specialist on heritage assets, catalogued and valued the heritage assets by April 2015.	No
	<p>2.18 Provincial Parliament publishes the heritage assets register in its 2012/2013 Annual Report; and</p>	By 15 April 2013	Heritage asset register/catalogue was and is submitted to the relevant portfolio committees annually.	
	<p>2.19 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 policy was submitted to Aesthetics Committee and referred back. Specialist commented on policy, policy in	

Background / Concerns	Recommendations	Action date	Response by the WCpp	Resolved Yes / No
			process of being redrafted, taking FMPPLA into account and anticipated conversion to GRAP by 30 June 2015.	

## **9. PRIOR MODIFICATIONS TO AUDIT REPORTS**

There were no prior modifications to the Audit Report during the 2014/2015 financial year.

## **10. INTERNAL CONTROL UNIT**

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

The Internal Control unit 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 unit completed inspections (identifying control gaps and areas where management could minimise risks) in the following areas:

- Asset Management;
- Human Resource termination process; and
- Tender process.

Furthermore, follow up inspections were conducted in the areas inspected in the previous year, to ensure that management has put their action plans into place.

Voucher control is another key performance area of the unit, and on a monthly basis, all transaction source documents are checked for compliance and completeness before storing for safekeeping.

Loss control is also vested in the Internal Control unit, and all losses are reported here, investigated and concluded for write-off or recoupment.

The Internal Control unit also acts as a liaison with the agency services of Risk Management and Internal Audit provided by the Western Cape Government.

## **11. INTERNAL AUDIT AND AUDIT COMMITTEES**

Internal Audit provides management with independent, objective assurance and consulting services designed to add value and to continuously improve the operations of the institution. It assists 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 the governance processes in order to achieve 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.



The following assurance engagements were approved in the 2014/2015 Internal Audit Plan:

- Employee wellness;
- Contract management;
- Records management; and
- Petitions.

#### Key activities and objectives of the audit committee

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

- Internal audit function;
- External audit function (Auditor-General of South Africa - AGSA);
- Accounting and reporting;
- Accounting policies;
- Review of AGSA management and audit report;
- Review of In-Year Monitoring;
- 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 institution	Date appointed	Date resigned	No. of meetings attended
Mr Mervyn Burton	B Compt; B Compt (Hons); CA(SA); CFP	External	N/a	01 January 2012	N/a	9 including chairs
Ms Judy Gunther	CIA; AGA; Masters in Cost Accounting; BCompt: CRMA	External	N/a	01 January 2013	N/a	8
Mr Louw van der Merwe	CA(SA); ACMA; CIA; CISA; CRMA	External	N/a	01 January 2013	N/a	7
Mr Kerry Larkin	BCompt; ND:FIS; CRMA; CCSA; CIA	External	N/a	01 January 2013		6
Mr Zaid Manjra	BCom; Dip Acc; CA(SA); MBL	External	N/a	01 January 2013		5

## **12. AUDIT COMMITTEE REPORT**

We are pleased to present our report for the financial year ended 31 March 2015.

### **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 has adopted appropriate formal Terms of Reference, has regulated its affairs in compliance with these Terms and has discharged all its responsibilities as contained therein.

### **The Effectiveness of Internal Control**

We reviewed the findings of Internal Audit's work which were based on the risk assessments conducted in the Provincial Parliament.

The following assurance engagements were approved in the 2014/15 Internal Audit Plan and completed during the year.

- Employee Wellness
- Contract Management
- Records Management
- Petitions

The areas for improvements, as noted by Internal Audit during the performance of their work, were agreed to by management.

The Audit Committee continues to monitor the implementation of the agreed actions.

### **In-Year Management and Monthly/Quarterly Report**

Provincial Parliament has reported monthly and quarterly to the 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 Provincial Parliament 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, that these are reported in the annual financial statements;
- reviewed Provincial Parliament's processes to ensure compliance with legal and regulatory provisions;
- reviewed the information on predetermined objectives as reported in the annual report;

- reviewed material adjustments resulting from the audit of Provincial Parliament (where appropriate); and
- reviewed the interim financial statements as presented by Provincial Parliament for the six months ending 30 September 2014.

### **Internal Audit**

Internal Audit has been effective in completing its plan. The Audit Committee remains concerned about the adequacy of Internal Audit Resources to ensure complete coverage of high risk areas.

The combined assurance approach will continue to be applied, to effectively focus limited Internal Audit resources.

### **Risk Management**

The Provincial Parliament has taken full responsibility and ownership for the implementation of the Enterprise-wide Risk Management (ERM) methodology and function and the process is reviewed on a quarterly basis by the Audit Committee.

### **Auditor-General's Report**

We have reviewed the Provincial Parliament's implementation plan for audit issues raised in the previous year and we are satisfied that the matters have been addressed as reported by the Auditor-General.

The Audit Committee has met with the Auditor-General and the Provincial Parliament to ensure that there are no unresolved issues emanating from the regulatory audit.

The Audit Committee concurs and accepts the conclusions of the Auditor-General on the annual financial statements.

### **Appreciation**

The Audit Committee wishes to express its appreciation to the Management of the Provincial Parliament, the Auditor-General and the Corporate Assurance Branch for the co-operation and information they have provided to enable us to fulfil our mandate and to compile this report.



**Mervyn Burton**  
**Chairperson of the Audit Committee**  
**Western Cape Provincial Parliament**  
**Date: 13 August 2015**

# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART D HUMAN RESOURCE MANAGEMENT



Students of the Economic Management and Commerce Faculty of the University of the Western Cape attending an education workshop in August 2014



Top performing staff recognised at a function in November 2014

## 1. INTRODUCTION

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

Human resources management has increasingly moved to a strategic, value adding service and this will reflect in this annual report.

**NOTE:** Please note that in all statistical information provided, the figures will relate to all employees who were employed for the entire financial year. Only where it is expressly stated "As at 31 March 2013 or 1 April 2014" will the figures reflect the position on that particular day.

## 2. HUMAN RESOURCES STRATEGY

This financial year, was the last of the five years for the implementation of the current Human Resources Strategy. During this five-year period, a lot of emphasis was placed on retention.

In reviewing the implementation of the HR Strategy over the stated period, it is essential that some key statistics from the relevant annual reports have to be examined. These are reflected in tabular form below.

	2010/2011	2011/2012	2012/2013	2013/2014
<b>Personnel Expenditure</b>	24.5 million	27 million	32 million	39 million
<b>Vacancy Rate</b>	10%	17%	9.3%	6.6%
<b>Employee complement</b>	78	78	88	99
<b>Appointments</b>	15	12	16	15
<b>Terminations</b>	6	9	4	3
<b>Average Sick Leave</b>	8.6	7.04	5	6
<b>Study Assistance</b>	23	19	12	12

The impact of the implementation of the findings of the remuneration study is clearly apparent in the increase in personnel expenditure over the period. The increase in personnel expenditure of 10%, 15.6% and 17.95% year-on-year for this period is clearly higher than a normal inflationary increase.

In 2011/12, the results of the remuneration study were implemented to 37.5% of the market as per the updated remuneration information. In 2012/2013, the WCPP implemented a remuneration structure that was based on the median of the market based on that year's remuneration



information. The adjustment of Managers to the job grades that their positions were approved at, took place in the 2013/2014 financial year.

As indicated above, a great deal of emphasis was placed on the attraction of suitable and retention of current employees for the WCPP. The amendments in the remuneration structure were one element of attempting to improve attraction and retention of employees. Other elements included a holistic learning environment and employee wellness.

The success of that drive is evident in the drop in the vacancy rate. After a vacancy rate of 17% in 2011/2012, when 9 employees resigned, it dropped to a record low 6.6% vacancy rate in 2013/2014. The ratio between appointments and terminations per year improved from 4:3 in 2011 to 5:1 in 2014. This has resulted in the employee complement of the WCPP consistently increasing after 2012, reducing the pressure on the WCPP to operate on severely constrained resources.

The performance management processes of the WCPP were constantly improved through information sessions, scrutiny of performance agreements, moderation and specific interventions emanating from the results of the performance management process and the recommendations of the moderating body. These improvements were both process and system related. The reward strategies were also continuously improved in order to ensure that exceptional performance was recognised and rewarded. The top performer recognition was also introduced to further recognise top performing employees.

Employee wellness was formalised during this period with an external service provider being appointed to render professional services to employees and their immediate families. From having an initial once-off professionally facilitated health day, the WCPP has expanded its commitment to the healthy living of its employees and currently the health day is an annual event.

In an attempt to ensure that skills development is performance and outcomes based, the WCPP appointed a service provider to conduct a professional skills assessment of all employees. The training committee, with the help of managers, compiled a skills development programme aimed at addressing the various skills sets and is aimed at specifically targeting development areas. The procurement of such services is currently under way.

During the period under review, the WCPP facilitated 20 successful internship programmes where workplace skills were transferred to interns in order to enhance their ability to enter the labour market.

The Management Development Programme that was envisaged at the commencement of this HR Strategy did not materialise. The option was given to managers to do this as individuals and not the entire management team. As there was no team motivation, very few managers utilised the opportunity.

There are three areas where the HR Strategy did not achieve what it had set out to do. These included modernising and integrating HR processes and disciplines, improving and expanding value adding services, and integrating human resources management into daily management processes.

In truth there is possibly a causal link between the first and the second challenges. Should HR processes have been modernised and integrated, the administrative burden would have been reduced and the section would be able to, with very limited resources, concentrate on adding more value.

The payroll and financial systems are not integrated with each other and information is maintained on an MS Office platform that is neither secure, nor able to integrate with the other systems. Funding was not available for sophisticated and professional business information management systems. One positive achievement on that front was, however, the implementation of an electronic leave system which not only streamlined the process, but also ensured control mechanisms to reduce the chance of human error.

The same might be true of the devolution of human resources management functions to day-to-day management. Managers, for the most, operate with severe resource constraints and do not have the time to dedicate to human resources matters that should be part of daily management.

In summary, the Human Resources section succeeded in most focus areas identified. The Performance Management System not only conforms to all indicators of best practice, but the information is applied to address and improve individual, team and organisational performance. Efforts to improve retention bore fruit and not only did the vacancy rate drop, the recruitment processes resulted in high quality appointments. Employee wellness added a dimension of a caring institution and health awareness particularly increased dramatically. The skills assessment provided the WCPP with invaluable information which will assist us to ensure that skills development is focused, effective and outcomes driven.

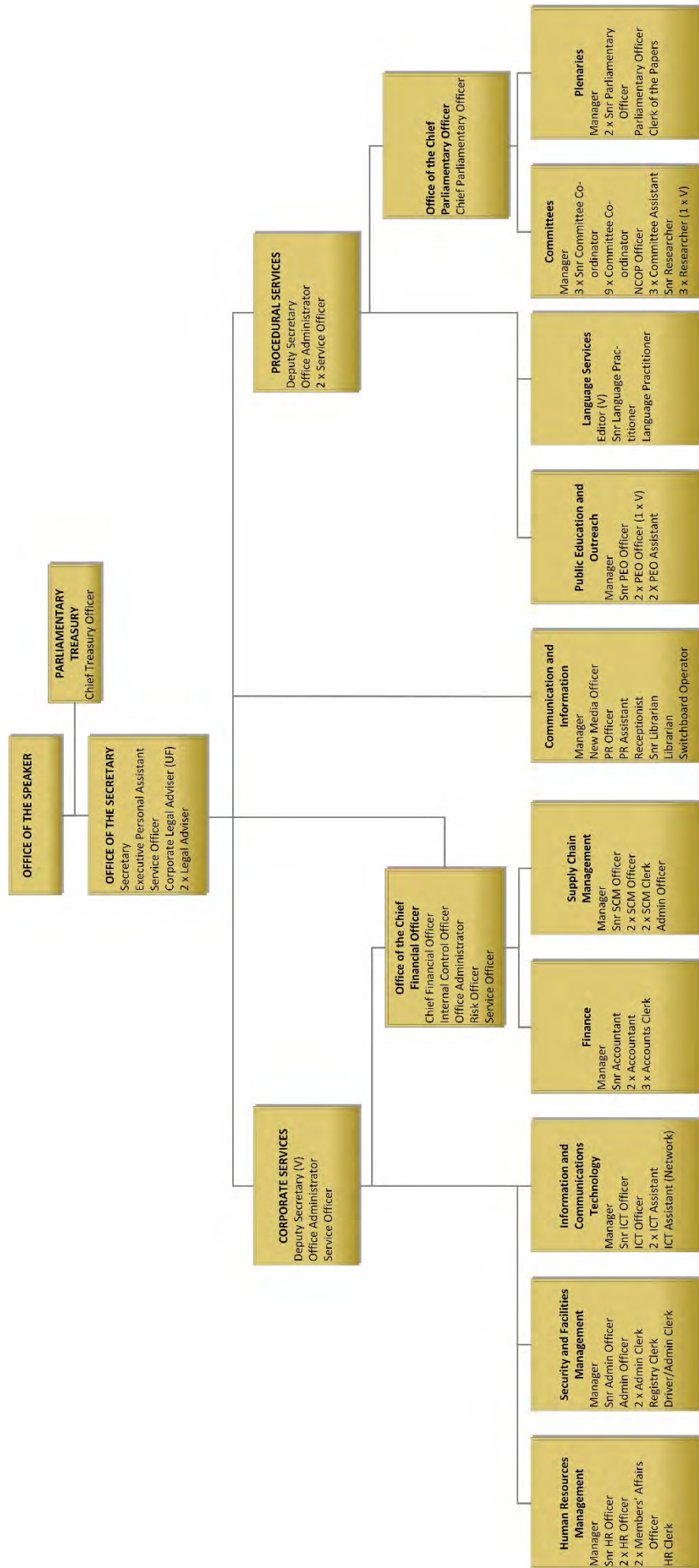
The lack of technological and human resources remains a challenge. The HR section's processes have to be modernised, technology-based and integrated in order for the section to function effectively. The entire human resources discipline, including HR management, HR development, labour relations and organisational design and development cannot be supported with the current staff complement.

In the new Human Resources Strategy for the 2015/2020 period, the main areas of focus will be:

- Digitising and integration of HR processes and information;
- Prioritisation of HR functions considering financial and human resources constraints;
- Policy review of outdated policies; and
- Improving the ability of employees to perform by implementing the WCPP skills development programme.



### 3. ORGANISATIONAL STRUCTURE as at 31 March 2015



#### 4. EXPENDITURE

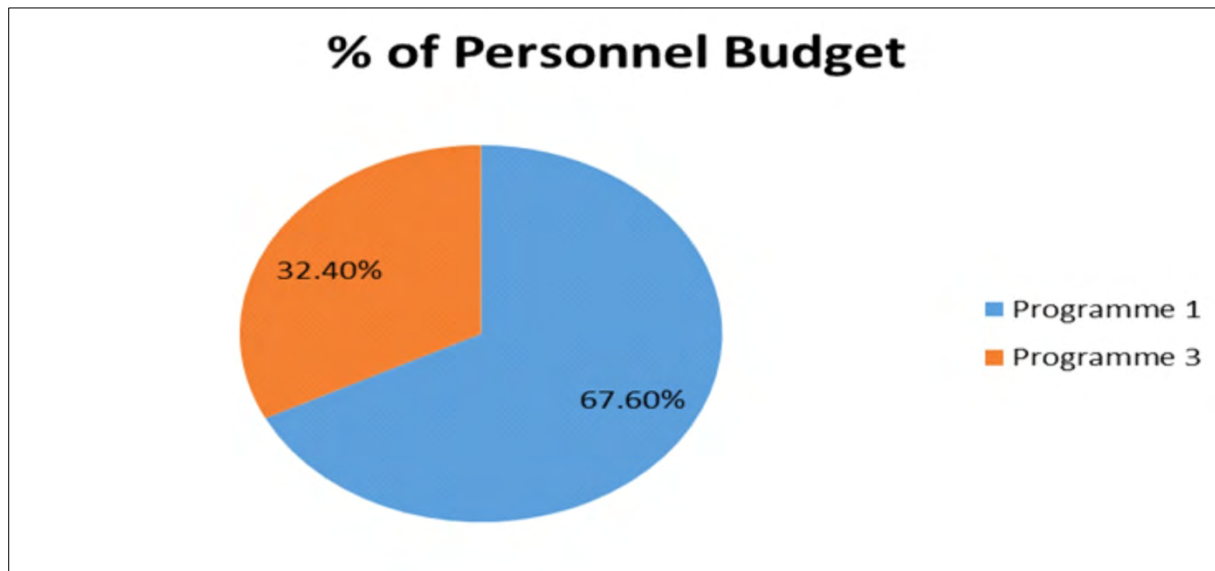
The WCPP budgets in terms of clearly defined programmes. The following tables summarise final audited expenditure by programme (Table 4.1) and by salary bands (Table 4.2). In particular, it provides an indication of the amount spent on personnel costs in terms of each of the programmes or salary bands.

Please note that some employees were on more than one salary band/level during the financial year. They would then be reflected on more than one level, resulting in employee totals seeming not to tally.

##### 4.1 Personnel Costs by Programme, 2014/2015:

Programme	Personnel Expenditure (R'000)	Total Expenditure (R'000)	Training Expenditure (R'000)	Personnel cost as a % of total expenditure	Average personnel cost per employee (R'000)
Programme 1 (Administration)	31 649	46 948	103	67.41%	465
Programme 3 (Parliamentary Services)	15 102	22 429	81	67.33%	458
<b>Total</b>	<b>*46 751</b>	<b>69 377</b>	<b>184</b>	<b>67.39%</b>	<b>462</b>

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



Programme 3 historically has fewer employees than Programme 1 as a result of more sections making up Programme 1. These include the offices of the Speaker and Secretary. On 31 March 2015, there were 67 employees in Programme 1 and 33 in Programme 3. There are five additional, fixed-term positions which are not included in the above.

#### 4.2 Personnel Costs by Salary Bands, 2014/2015:

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)	5	928	1.98%	186
Skilled (Band B2 – C3)	63	21 970	46.99%	349
Highly skilled production (Band C4-5)	15	7 767	16.61%	518
Highly skilled supervision (Band D1 – D3)	13	10 595	22.66%	815
Senior Management (Band D4 – E2)	5	5 422	11.60%	1 085
<b>Interns</b>	<b>2</b>	<b>69</b>	<b>0.15%</b>	<b>35</b>
<b>Total</b>	<b>103</b>	<b>46 751</b>	<b>100.00%</b>	<b>454</b>

\* Other payments refer to life insurance for employees that are paid monthly for the entire employee complement.

##### 4.2.1 Personnel Costs by Race, 2014/2015:

Beneficiary Profile	No. of e'e	Personnel Cost by Race (R'000)	% of total Personnel Cost
African	25	10 050	21.50%
Indian	6	3 996	8.55%
Coloured	56	24 874	53.21%
White	14	7 760	16.60%
<b>Interns and *Other Payments</b>	<b>2</b>	<b>69</b>	<b>0.15%</b>
<b>Total</b>	<b>103</b>	<b>46 751</b>	<b>100.00%</b>

##### 4.2.2 Personnel Costs by Gender, 2014/2015:

Beneficiary Profile	No. of e'e	Personnel Cost by Gender	% of total Personnel Cost
Male	47	22 625	48.39%
Female	54	24 057	51.46%
<b>Interns and Other Payments</b>	<b>2</b>	<b>69</b>	<b>0.15%</b>
<b>Total</b>	<b>103</b>	<b>46 751</b>	<b>100.00%</b>

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 and Other Payments as explained above.

#### 4.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by Programme, 2014/2015:

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	22 314	70.50%	171	0.54%	1 379	4.36%	374	1.18%
Programme 3	10 547	69.84%	128	0.85%	954	6.32%	218	1.44%
<b>Total</b>	<b>32 861</b>	<b>70.29%</b>	<b>299</b>	<b>0.64%</b>	<b>2 333</b>	<b>4.99%</b>	<b>592</b>	<b>1.27%</b>

#### 4.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Bands, 2014/2015 (% of the total personnel cost):

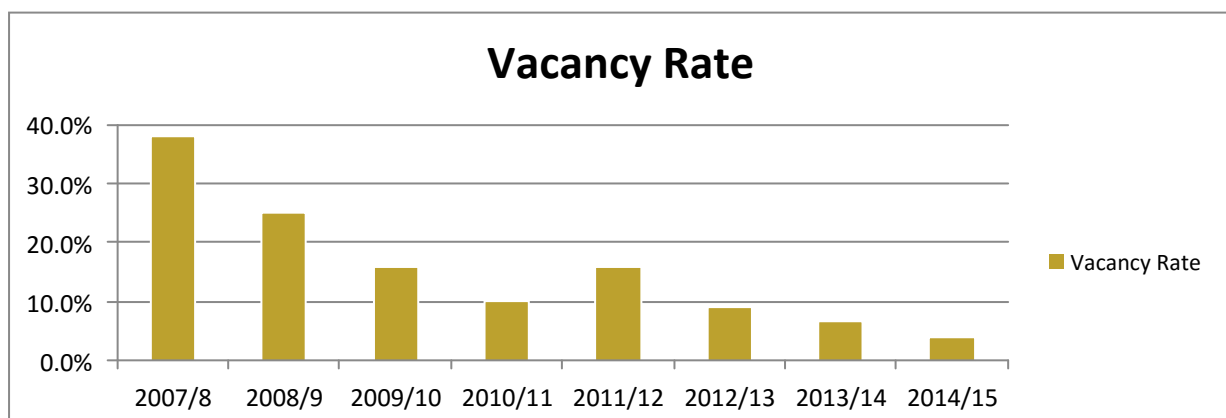
Programme	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Total Personnel Cost	Amount (R'000)	Overtime as a % of Total Personnel Cost	Amount (R'000)	HOA as a % of Total Personnel Cost	Amount (R'000)	Medical Assistance as a % of Total Personnel Cost
Lower Skilled (Band A1 – B1)	539	1.15%	14	0.03%	142	0.30%	-	-
Skilled (Band B2 – C3)	15 922	34.06%	196	0.42%	1 654	3.54%	380	0.81%
Highly skilled production (Band C4-5)	5 483	11.73%	77	0.16%	537	1.15%	97	0.21%
Highly skilled supervision (Band D1 – D3)	7 502	16.05%	12	0.03%	-	-	72	0.15%
Senior Management (Band D4 – E2)	3 346	7.16%	-	-	-	-	43	0.09%
Interns	69	0.15%	-	-	-	-	-	-
<b>Total</b>	<b>32 861</b>	<b>70.29%</b>	<b>299</b>	<b>0.64%</b>	<b>2 333</b>	<b>4.99%</b>	<b>592</b>	<b>1.27%</b>

**4.5 Salaries, Overtime, Home Owners Allowance and Medical Aid by Salary Bands, 2014/2015**  
(% 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)	539	58.08%	14	1.51%	142	15.30%	-	-
Skilled (Band B2 – C3)	15 922	72.47%	196	0.89%	1 654	7.53%	380	1.73%
Highly skilled production (Band C4-5)	5 483	70.61%	77	0.99%	536	6.90%	97	1.25%
Highly skilled supervision (Band D1 – D3)	7 502	70.82%	12	0.10%	-	-	72	0.68%
Senior Management (Band D4 – E2)	3 346	61.71%	-	-	-	-	43	0.79%
Interns	69	100.00%	-	-	-	-	-	-
<b>Total</b>	<b>32 861</b>	<b>70.29%</b>	<b>299</b>	<b>0.64%</b>	<b>2 333</b>	<b>4.99%</b>	<b>592</b>	<b>1.26%</b>

**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 of the WCPP since 2007/2008. The WCPP 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 2007/2008.

### 5.1 Employment and Vacancies by Programme, 31 March 2015:

Programme	Number of posts	Number of funded posts	Number of filled posts	Vacancy Rate	Vacancy Rate for Funded Posts
Programme 1	72	69	68	5.5%	1.5%
Programme 3	37	36	33	10.8%	8.33%
<b>Total</b>	<b>109</b>	<b>105</b>	<b>101</b>	<b>7.4%</b>	<b>3.8%</b>

### 5.2 Employment and Vacancies by Salary Bands, 31 March 2015:

The information in each case reflects the situation as at 31 March 2015. For an indication of the staffing changes during the period under review, please refer to Section 7 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)	5	5	5	-	-
Skilled (Band B2 – C3)	67	66	63	5.9%	4.5%
Highly skilled production (Band C4-5)	17	15	15	11.8%	-
Highly skilled supervision (Band D1 – D3)	15	14	13	13%	6.6%
Senior Management (Band D4 – E2)	5	5	5	-	-
<b>Total</b>	<b>109</b>	<b>105</b>	<b>101</b>	<b>7.3%</b>	<b>3.8%</b>

### 5.3 Employment and Vacancies by Critical Occupation, 31 March 2015:

No critical occupation was identified at the beginning of the 2014/2015 financial year.

## 6. SENIOR MANAGEMENT SERVICE INFORMATION

### 6.1 Filling of Senior Management Service 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 WCPP and hence they cannot be reported on.

#### Senior Management Service post information as on 31 March 2015

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%	-	-
E1	2	2	100%	-	-
D4	2	2	100%	-	-
<b>Total</b>	<b>5</b>	<b>5</b>	<b>100%</b>	<b>-</b>	<b>0%</b>

## Advertising and filling of Senior Management Service posts for the period 1 April 2014 and 31 March 2015

Secretary

### 7. JOB EVALUATION

3 Positions were evaluated in the 2014/2015 financial year. Two of these three positions were new, so they did not result in any upgrade of salary levels.

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

Occupation	Number of employees	Original Level	Job Evaluation Level
Driver/Admin Clerk	1	B1	B2

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
<b>Percentage of total employed</b>				<b>5%</b>

*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
<b>Total</b>	-	-	-	-	5
<b>Employees with a disability</b>	-	-	-	-	-

<b>Total Number of Employees whose remuneration exceeded the grade determined by job evaluation in 2013/2014</b>	<b>5</b>
--	----------

## 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 WCPP. 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 2014 to 31 March 2015:

Salary Band	Number of employees per band as on 1 April 2014	Appointments & Transfers into the Legislature		Terminations and transfers out of the Legislature	Turnover rate
		Internal	External		
Lower Skilled (Band A1 – B1)	5	-	-	-	-
Skilled (Band B2 – C3)	63	3	2	3	12.3%
Highly skilled production (Band C4-5)	15	-	-	-	-
Highly skilled supervision (Band D1 – D3)	13	-	-	-	-
Senior Management (Band D4 – E2)	4	-	1	-	20%
<b>Total number of Employees</b>	<b>100</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>9%</b>
Interns	2				

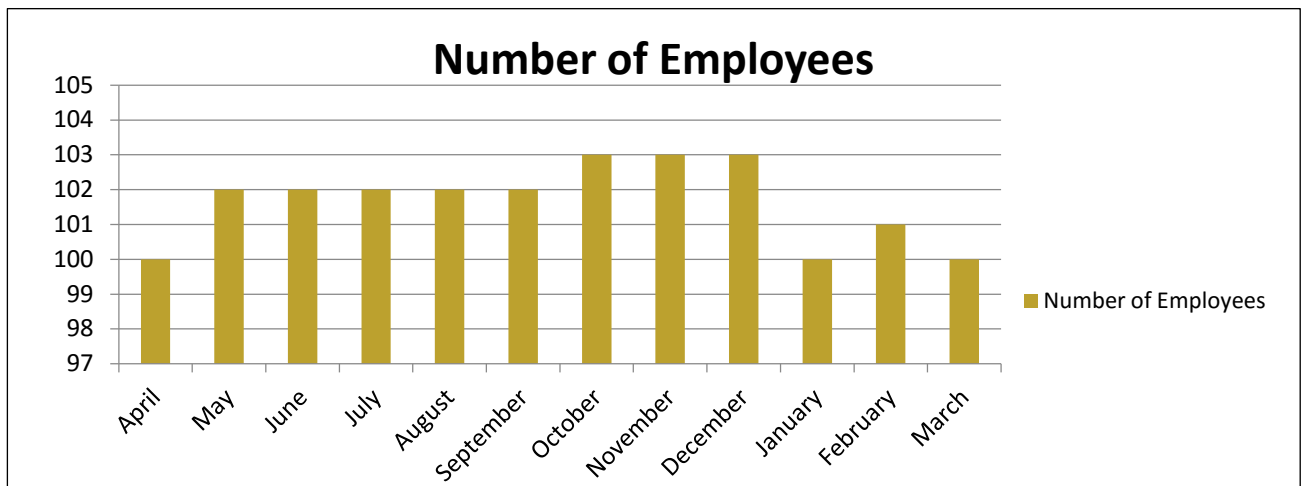
The WCPP was able to turn the tables drastically with regard to appointments and resignations over the last five years.

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
<b>Appointments</b>	15	12	19	15	5
<b>Resignations</b>	6	9	5	3	3
<b>Ratio</b>	5:2	4:3	3,8:1	5:1	1,7:1

The highest ratio of appointments to resignations was achieved in 2013/2014 where it was double what we started with five years ago. The higher ratio however implies that year-on-year there are fewer positions to fill, thus resulting in the ratio being lower. This table does, however, show that the WCPP was very successful in addressing the major concern of the high vacancy rate.

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
<b>Vacancy Rate</b>	10%	16%	8%	6.6%	3.8%





The staff complement of the WCPP did not increase during this financial year despite the fact that there were six appointments and only three resignations. This is as a result of the fact that three of the five appointments were internal. The WCPP opened and close this financial year with 100 employees.

#### 8.2 Annual turnover rates by critical occupation for the period 1 April 2014 to 31 March 2015:

None

#### 8.3 Reasons why staff are leaving the WCPP:

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

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
<b>Vacancy Rate</b>	10%	16%	8%	6.6%	3.8%

#### 8.4 Promotions by critical occupation:

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

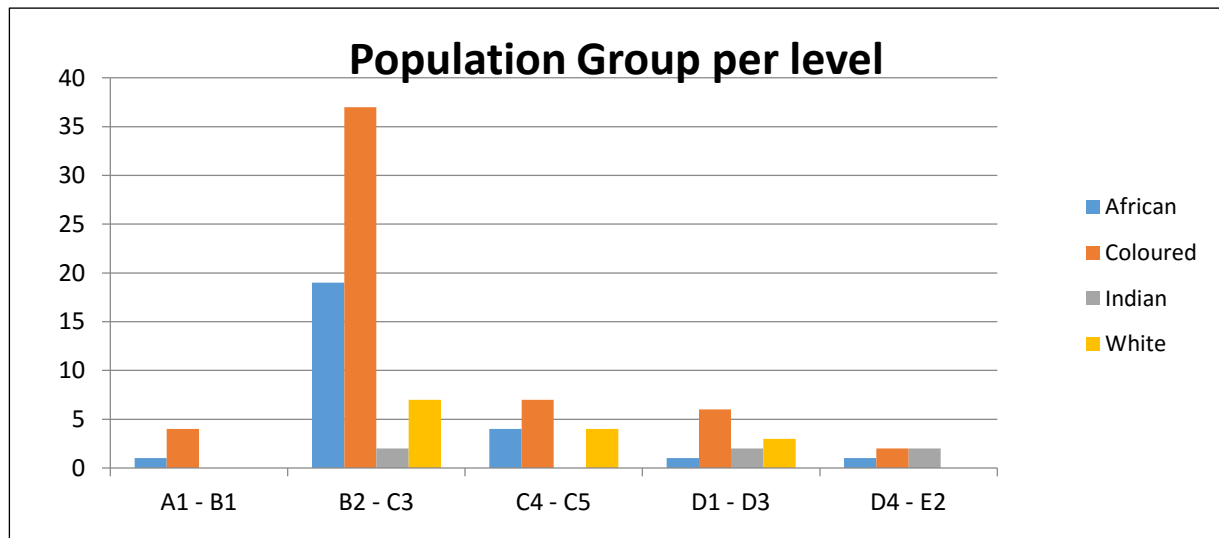
### 9. EMPLOYMENT EQUITY:

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 WCPP.

#### 9.1 Total number of employees (including employees with disabilities) in each of the following occupational bands from 1 April 2014 to 31 March 2015:

Occupational Levels	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 – 3)	1	5	2	2	-	1	-	1	12
Professionally qualified & experienced specialists and mid-management (Band C 4- 5)	2	4	-	2	2	3	-	2	15
Skilled technical & academically qualified workers, junior management, supervisors, foreman & superintendents (Bands B2 – C3)	5	11	2	1	12	21	-	3	55
Semi-skilled & discretionary decision making (Band A1 - B1)	-	4	-	-	1	-	-	-	5
<b>Total</b>	<b>9</b>	<b>25</b>	<b>4</b>	<b>5</b>	<b>15</b>	<b>26</b>	<b>1</b>	<b>6</b>	<b>91</b>
Contract employees (Non-permanent employees)	2	2	-	1	-	3	1	3	12
<b>Grand Total</b>	<b>11</b>	<b>27</b>	<b>4</b>	<b>6</b>	<b>15</b>	<b>29</b>	<b>2</b>	<b>9</b>	<b>103</b>
People with disabilities incl 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 WCPP for the period.



## 9.2 Recruitment for the period 1 April 2014 to 31 March 2015:

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Management (Band D4 – E2)	-	-	-	-	-	-	1	-	1
Highly Skilled Supervision (Band D1 – 3)	-	-	-	-	-	-	-	-	-
Highly skilled production (Band C4-5)	-	-	-	-	-	-	-	-	-
Skilled (Band B2 – C3)	1	1	-	-	-	1	-	1	4
Lower Skilled (Band A1 – B1)	-	-	-	-	-	1	-	-	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>6</b>
Employees with disabilities	-	-	-	-	-	-	-	-	

## 9.3 Promotions for the period 1 April 2014 to 31 March 2015:

See 8.5 above.

#### 9.4 Terminations for the period 1 April 2014 to 31 March 2015:

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	-	-	-	-	-	-	-	-	-
Senior Management	-	-	-	-	-	-	-	-	-
Professionally qualified & experienced specialists and mid-management	-	-	-	-	-	-	-	-	-
Skilled technical & academically qualified workers, junior management, supervisors, foreman & superintendents	-	-	-	1	1	-	-	-	2
Semi-skilled & discretionary decision making	-	-	-	-	-	-	-	-	1
<b>Total</b>	-	-	-	<b>1</b>	<b>1</b>	-	-	<b>1</b>	<b>3</b>
Employees with disabilities	-	-	-	-	-	-	-	-	-

#### 9.5 Disciplinary action for the period 1 April 2014 to 31 March 2015:

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
	1	2	-	1	3	-	-	1	8

#### 9.6 Skills development for the period 1 April 2014 to 31 March 2015:

##### 9.6.1 Training courses presented:

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (1)	2	6	2	1	-	2	3	4	20
Professionals (2)	-	-	-	-	-	-	-	-	-
Technicians and associate professionals (3)	9	30	1	3	15	32	-	13	103
Clerks (4)	3	12	1	-	14	10	-	-	40
Service Workers (5)	-	12	-	-	-	-	-	-	12
<b>Total</b>	<b>14</b>	<b>60</b>	<b>4</b>	<b>4</b>	<b>19</b>	<b>44</b>	<b>3</b>	<b>17</b>	<b>186</b>
Interns	-	-	-	-	-	-	-	-	-
Employees with disabilities	1	-	-	-	-	-	-	-	1

**Note:**

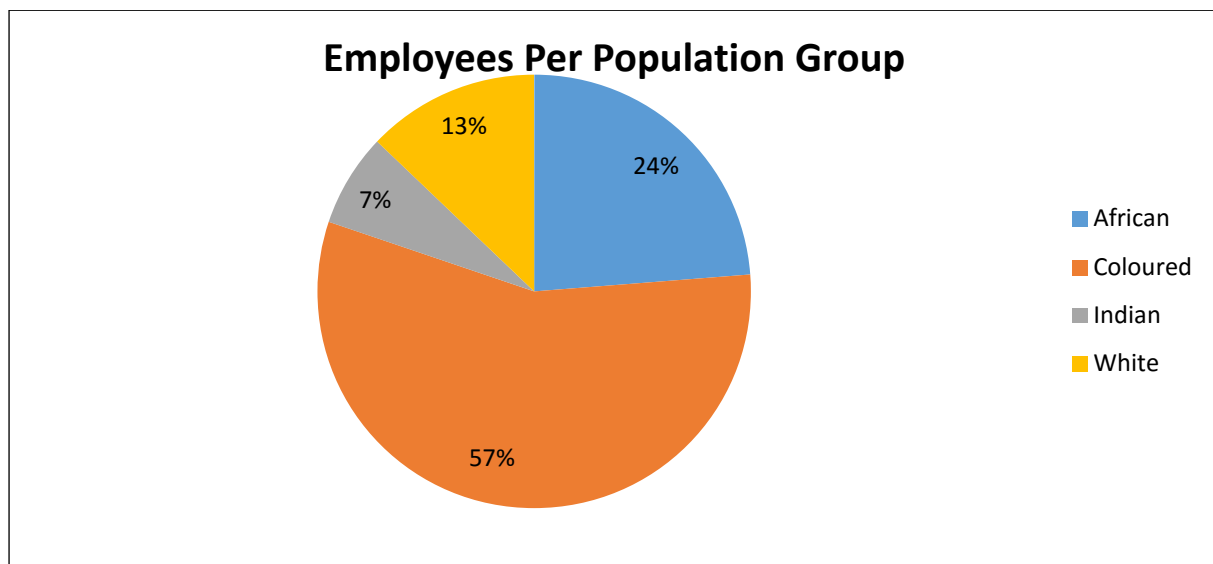
Please note that this indicates incidents of training and not individuals who attended training. Internal training programmes are included.

### 9.6.2 Study Assistance provided for Formal Education:

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (1)	-	-	-	-	-	-	-	-	-
Professionals (2)	-	-	-	-	-	-	-	-	-
Technicians and associate professionals (3)	-	1	-	1	1	3	-	-	6
Clerks (4)	1	1	-	-	1	3	-	-	6
Service Workers (5)	-	1	-	-	-	-	-	-	1
<b>Total</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>13</b>
Employees with disabilities	1	-	-	-	-	-	-	-	-

	2010/11	2011/12	2012/13	2013/14	2014/15
<b>Skills Development</b>	106	329	136	247	186
<b>Study Assistance</b>	9	19	12	12	13
<b>Internships</b>	7	5	5	1	2

### 9.7 Population group distribution as at 31 March 2015:



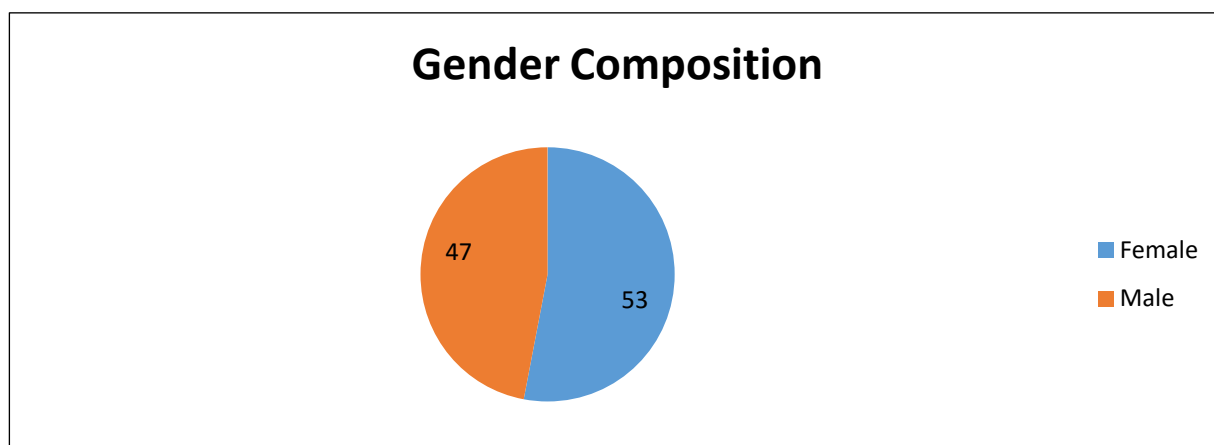
Of the 100 employees in the WCPP at 31 March 2015, 24 are from the African population group, 56 from the Coloured population group, 13 from the White population group and 7 from the Indian population group.

	WCPP	Western Cape*	RSA
<b>African</b>	26.3%	32.8%	79.2%
<b>Coloured</b>	55.6%	48.8%	8.9%
<b>White</b>	13.1%	15.7%	8.9%
<b>Indian</b>	5%	1%	2.5%

\*Stats SA 2011

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
<b>Coloured</b>	52%	56%	58%	55.6%	56%
<b>African</b>	32%	31%	28.4%	26.3%	24%
<b>White</b>	13%	12%	12.5%	13.1%	13%
<b>Indian</b>	3%	1%	1.1%	5%	7%

## 9.8 Gender composition:

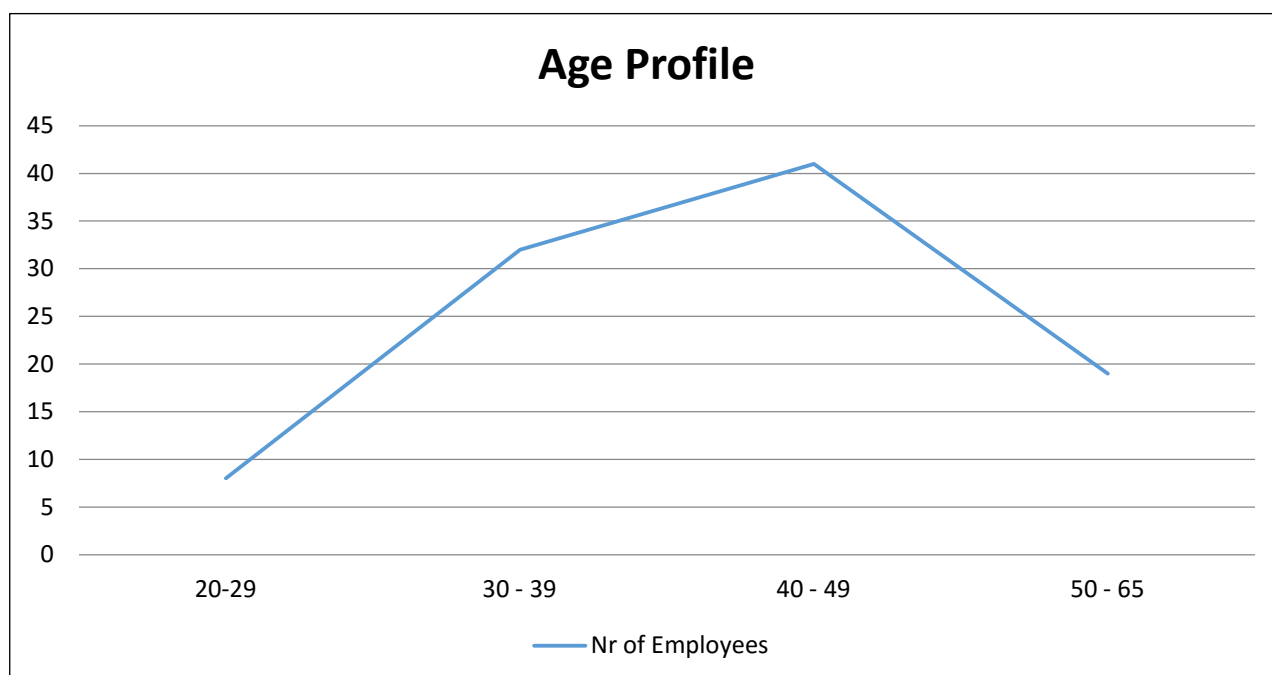


On 31 March 2015, 53 of the employees in the WCPP were female and 47 were male.

	WCPP	Western Cape	RSA
<b>Female</b>	51%	50.9%	51.5%
<b>Male</b>	49%	49.1%	48.5%

The WCPP has succeeded to bring its gender representation more in line with provincial and national representation.

## 9.9 Age profile:



The average age of the employees of the WCPP was 42 on 31 March 2015 as opposed to 41 on 31 March 2014.

## 10. PERFORMANCE REWARDS:

To encourage good performance, the WCPP 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 2014 to 31 March 2015 in respect of 2013/2014 financial year:

The reward strategy of the WCPP for this financial year did not include performance increases, but focused solely on once-off performance bonuses as per the table below.

**10.2 Performance Bonuses, 1 April 2014 to 31 March 2015 in respect of 2013/2014 financial year:**

Salary Bands	Number of posts (31 Mar 2015)	Number of beneficiaries	Africans		Coloured		White		Indian		Cost	
			M	F	M	F	M	F	M	F	Cost (R'000)	Average cost per employee (R'000)
Lower Skilled (Band A1 – B1)	5	3	-	1	2	-	-	-	-	-	22	7
Skilled (Band B2 – C3)	63	33	2	8	7	13	1	2	-	-	446	14
Highly skilled production (Band C4-5)	15	9	1	-	2	3	2	1	-	-	158	17
Highly skilled supervision (Band D1 – D3)	13	7	1	-	1	1	2	1	1	-	173	25
Senior Management (Band D4 – E2)	4	4	1	-	1	1	-	-	-	1	186	47
<b>Total</b>	<b>100</b>	<b>56</b>	<b>5</b>	<b>9</b>	<b>13</b>	<b>18</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>985</b>	<b>18</b>

*M=Male, F=Female*

**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 (1) 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 2014 to 31 March 2015:**

No critical occupations identified for the period 1 April 2014 to 31 March 2015.

**11. FOREIGN WORKERS**

The information below summarises the employment of foreign nationals in the WCPP.

**11.1 Foreign Workers, 1 April 2014 to 31 March 2015, by salary band:**

No foreign workers were appointed.

**11.2 Foreign Workers, 1 April 2014 to 31 March 2015, by major occupation:**

No foreign workers were appointed.



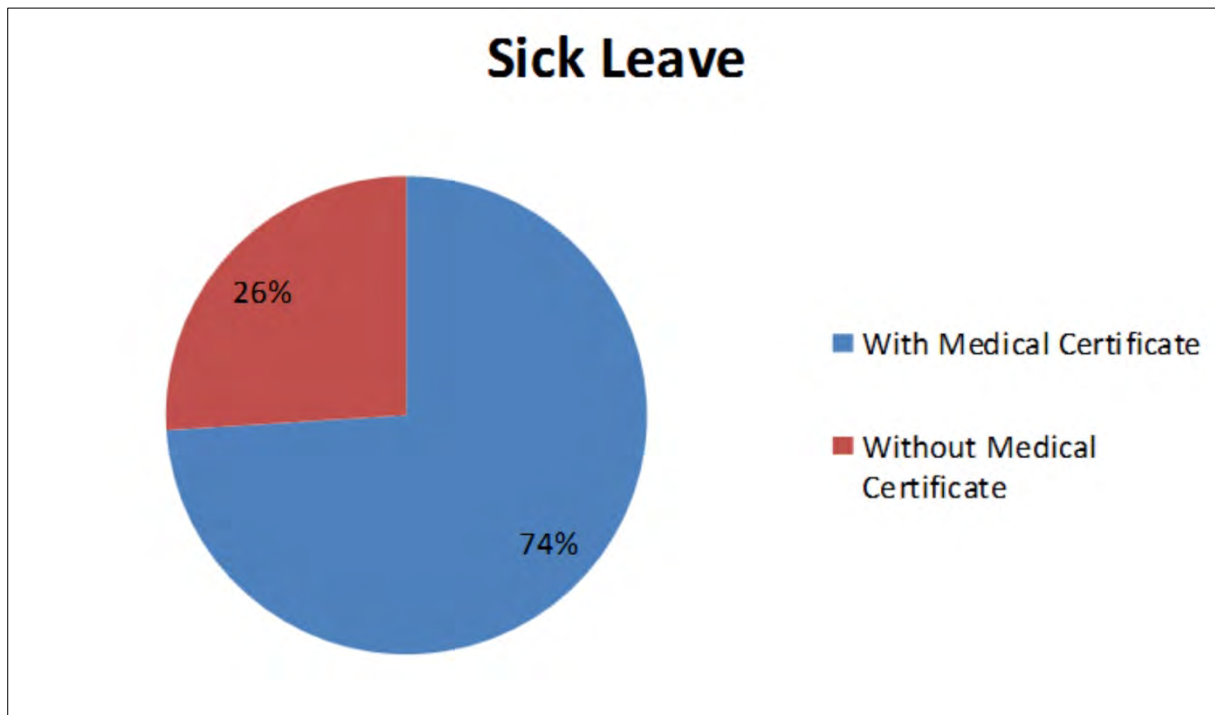
## 12. LEAVE UTILISATION

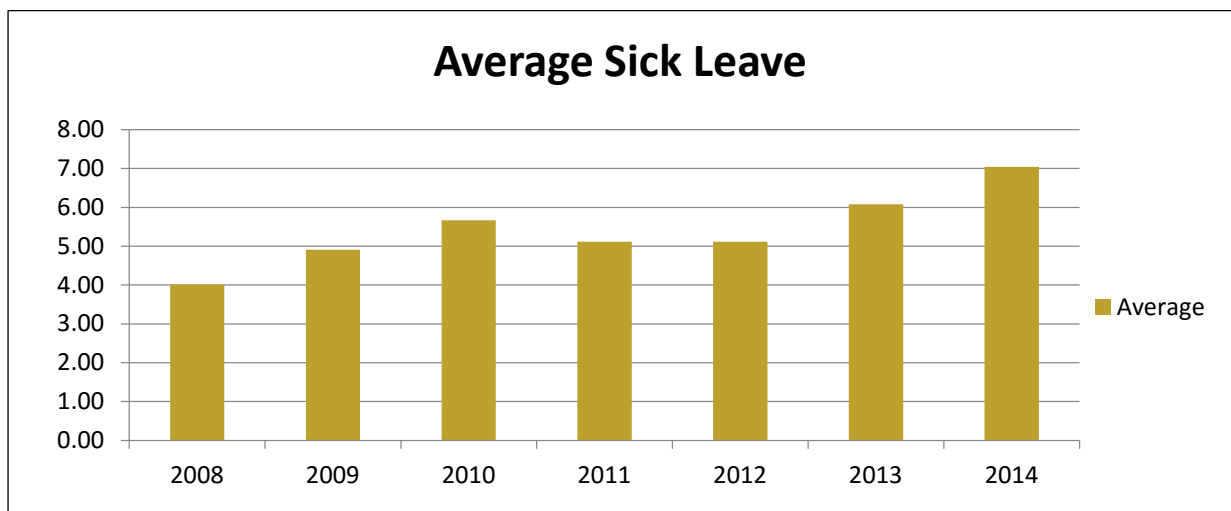
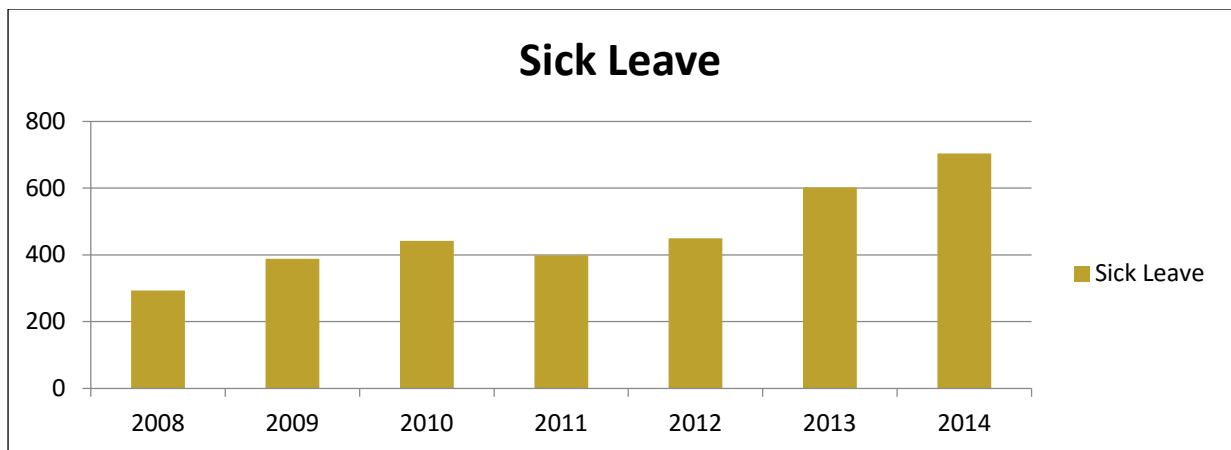
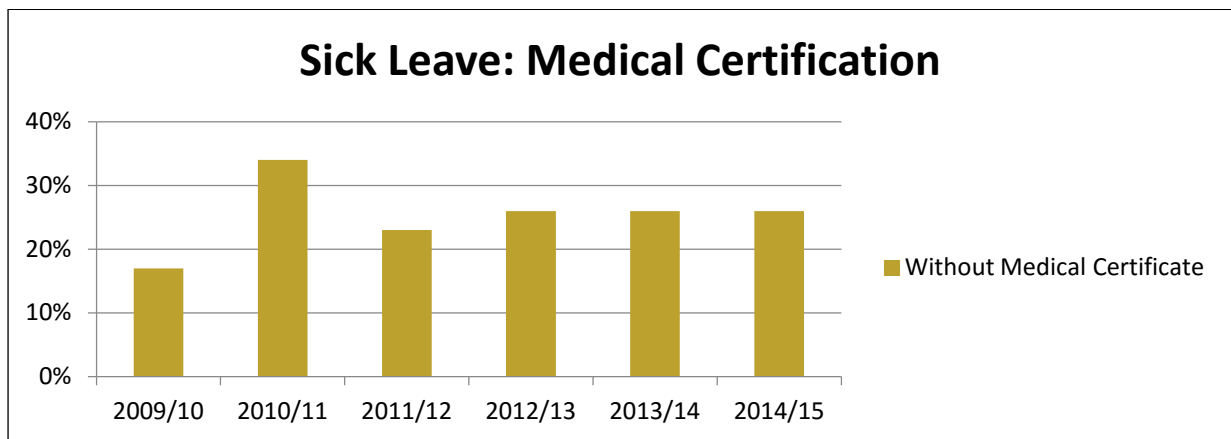
The following tables indicate the use of sick leave, with an estimated cost. The use of annual leave and annual leave payouts is also provided.

### 12.1 Sick Leave, 1 January 2014 to 31 December 2014:

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)	72	88.89%	4	80%	18	50
Skilled (Band B2 – C3)	412	72.54%	54	83%	7.62	519
Highly skilled production (Band C4-5)	142	71.13%	14	93.33%	10.14	274
Highly skilled supervision (Band D1 – D3)	55	72.73%	10	76.92%	5.5	170
Senior Management (Band D4 – E2)	23	78.26%	4	100%	5.75	103
<b>Total</b>	<b>704</b>	<b>74.08%</b>	<b>86</b>	<b>84.3%</b>	<b>8.18</b>	<b>1 117</b>

\*To calculate the average, ONLY the employees who used sick leave were considered.





## 12.2 Disability leave (temporary and permanent), 1 April 2014 to 31 March 2015:

None.

## 12.3 Annual Leave, 1 January 2014 to 31 December 2014:

Salary Bands	Total days taken	Average per employee
Lower Skilled (Band A1 – B1)	124	25
Skilled (Band B2 – C3)	1 208	19
Highly skilled production (Band C4-5)	291	19
Highly skilled supervision (Band D1 – D3)	228	18
Senior Management (Band D4 – E2)	76	19
<b>Total</b>	<b>1 927</b>	<b>18.9</b>

## 12.4 Leave payouts for the period 1 April 2014 to 31 March 2015:

Band	Total number of Employees	Total costs (R'000)	Average Cost per Employee (R'000)
Lower Skilled (Band A1 – B1)	5	1	<1
Skilled (Band B2 – C3)	65	88	1
Highly skilled production (Band C4-5)	15	16	1
Highly skilled supervision (Band D1 – D3)	13	23	2
Senior Management (Band D4 – E2)	5	46	9
<b>Total</b>	<b>103</b>	<b>174</b>	<b>2</b>
Interns	1	1	1

*\*This amount excludes the time-off credits paid out to employees upon resignation.*

## 12.5 Capped leave 1 April 2014 – 31 March 2015:

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 2015
Lower skilled (Band A1 – B1)	-	-	-	-
Skilled Levels (Band B2 – C3)	6	1	6	15
Highly skilled production (Band C4-C5)	-	-	-	8
Highly skilled supervision (Band D1 – D3)	-	-	-	15
Senior management (Band D4 – E2)	-	-	-	135
<b>Total</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>320</b>

### 13. HIV/AIDS & 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 (2014/2015):

Employee wellness activities for the 2014/2015 financial year included these main events:

- Completing the SLA and appointing a service provider for the next 12 months.
- Conducting an employee survey which included a focus group and completing a questionnaire.
- The results were used to determine:
  - the level of satisfaction with the service provider's quality of service and the kind of services offered;
  - the agenda of the next health day; and
  - the specifications for the procurement of a new service provider and the resulting SLA.
- Presenting a cancer awareness session which focussed on male and female cancers.
- Presenting a men's only cancer awareness session.
- Presenting a health day.
- Presenting a lunch time walk outing.

### 14. LABOUR RELATIONS

#### 14.1 Collective agreements, 1 April 2014 to 31 March 2015:

Subject Matter	Date
2013/2014 Salary Agreement	26 May 2014

#### 14.2 Misconduct and disciplinary hearings finalised, 1 April 2014 to 31 March 2015:

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	-	-
Verbal warning	2	16.67%
Written warning	8	66.66%
Final written warning	2	16.67%
Suspended without pay	-	-
Fine	-	-
Demotion	-	-
Dismissal	-	-
Not guilty	-	-
Case withdrawn	-	-
<b>Total</b>	<b>12</b>	<b>100%</b>

#### 14.3 Types of misconduct addressed, 1 April 2014 to 31 March 2015:

Type of misconduct	Number	% of total
Dereliction of Duty	1	8.3%
Negligently failing to adhere to WCPP procedures	5	42%
Absenteeism	1	8.3%
Fraudulently altering official documents	1	8.3%
Insubordination	3	25%
Misuse of Parliament's Property	1	8.3%
<b>Total</b>	<b>12</b>	<b>100%</b>

#### 14.4 Grievances lodged for the period 1 April 2014 to 31 March 2015:

Four grievances were lodged during the year under review. Two of these were performance management disputes in terms of the Performance Management Policy.

#### 14.5 Disputes lodged with Councils for the period 1 April 2014 to 31 March 2015:

Disputes	Number	% of Total
Number of disputes upheld	-	-
Number of disputes dismissed	2	100%
<b>Total number of disputes lodged</b>	<b>2</b>	<b>100%</b>

#### 14.6 Strike actions for the period 1 April 2014 to 31 March 2015:

No strikes occurred during the period under review.

#### 14.7 Precautionary suspensions for the period 1 April 2014 to 31 March 2015:

None.

### 15. SKILLS DEVELOPMENT

#### 15.1 Training needs identified 1 April 2014 to 31 March 2015:

Occupational Categories	Gender	Training needs identified	Total Training needs identified
Legislators, senior officials and managers	Female	28	92
	Male	64	
Technicians and associate professionals (3)	Female	153	244
	Male	91	
Administrative workers and clerks	Female	83	127
	Male	44	
Service Workers (5)	Female	9	37
	Male	28	
<b>Sub Total</b>	<b>Female</b>	<b>273</b>	<b>500</b>
	<b>Male</b>	<b>227</b>	
<b>Total</b>		<b>500</b>	<b>500</b>

\* Internal on the job training was provided to interns.

## 15.2 Training provided 1 April 2014 to 31 March 2015:

Occupational Categories	Gender	Number of employees as at 31 March 2015	Skills Programmes & other short course	Total
Legislators, senior officials and managers (1)	Female	5	9	9
	Male	13	11	11
Professionals (2)	Female	-	-	-
	Male	-	-	-
Technicians and associate professionals (3)	Female	30	65	65
	Male	21	49	49
Clerks (4)	Female	17	24	24
	Male	9	16	16
Service Workers (5)	Female	1	-	-
	Male	4	12	12
<b>Sub Total</b>	<b>Female</b>	<b>53</b>	<b>98</b>	<b>98</b>
	<b>Male</b>	<b>47</b>	<b>88</b>	<b>88</b>
<b>Total</b>		<b>100</b>	<b>186</b>	<b>186</b>
<b>Interns</b>	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	2	100%
Temporary Total Disablement	-	-
Permanent Disablement	-	-
Fatal	-	-
<b>Total</b>	<b>2</b>	<b>100%</b>

## 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	81
Assessment Centres	2	10	69
Job Evaluation	2	4	4
<b>Total Number of projects</b>	<b>3</b>		<b>154</b>

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

No consultant was appointed in terms of HDIs.

# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART E FINANCIAL INFORMATION





The Standing Committee on Economic Opportunities, Tourism and Agriculture holding a public hearing on the effects of the implementation of new Regulations to the Immigration Act in September 2014



Members with Auditor-General Kimi Makwetu during his visit to the Western Cape Provincial Parliament in October 2014



## **REPORT OF THE AUDITOR-GENERAL TO WESTERN CAPE PROVINCIAL PARLIAMENT ON VOTE NO.2: 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 107 to 148, which comprise the appropriation statement, the statement of financial position as at 31 March 2015, the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, as well as 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 modified cash standard and the requirements of the Provincial Parliament treasury directives, 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 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 2015 and its financial performance and cash flows for the year then ended, in accordance with modified cash standard and the requirements of the Provincial Parliament treasury directives.

### **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 149 to 154 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 Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) and the general notice issued in terms thereof, I have a responsibility to report findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation and 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 Western Cape Provincial Parliament for the year ended 31 March 2015:
- Programme 2: Facilities for members and political parties on pages 48 to 52
  - Programme 3: Parliamentary services on pages 52 to 61
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 against the National Treasury's annual reporting principles to determine 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 identify any material findings on the usefulness and reliability of the reported performance information for the following programmes:
- Programme 2: Facilities for members and political parties
  - Programme 3: Parliamentary services.

**Additional matter**

15. Although I identified 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 21 to 61 for information on the achievement of the planned targets for the year.

**Unaudited supplementary information**

17. The supplementary information set out on pages 6 to 20 and 62 to 103 does not form part of the annual performance report and is presented as additional information. I have not audited these schedules and, accordingly, I do not report thereon.

**Compliance with legislation**

18. I performed procedures to obtain evidence that the Western Cape Provincial Parliament had complied with legislation applicable to procurement and contract management. I was unable perform compliance procedures regarding other financial matters, financial management and other related matters as the legislature does not have legislation that regulates its financial management.

**Internal control**

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

*Auditor-General*

Cape Town

29 July 2015



AUDITOR - GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*

## THE APPROPRIATION STATEMENT

Appropriation per programme									
2014/15							2013/14		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
Voted funds and Direct charges	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Programme</b>									
1. Administration	49 446	-	-	49 446	46 948	2 498	94.9%	44 052	43 893
2. Facilities for members and Political Parties	39 355	-	-	39 355	37 664	1 691	95.7%	36 966	36 966
3. Parliamentary services	22 921	-	-	22 921	22 429	492	97.9%	22 263	22 263
<b>Programme sub total</b>	<b>111 722</b>	<b>-</b>	<b>-</b>	<b>111 722</b>	<b>107 041</b>	<b>4 681</b>	<b>95.8%</b>	<b>103 281</b>	<b>103 122</b>
<b>Direct charges</b>									
Members remuneration	39 334	-	-	39 334	37 627	1 707	95.7%	33 535	31 486
<b>Total</b>	<b>151 056</b>	<b>-</b>	<b>-</b>	<b>151 056</b>	<b>144 668</b>	<b>6 388</b>	<b>95.8%</b>	<b>136 816</b>	<b>134 608</b>
<b>Reconciliation with Statement of Financial Performance</b>									
<b>Add:</b>									
Departmental receipts				247				637	
Aids assistance				85				222	
<b>Actual amounts per Statement of Financial Performance (Total Revenue)</b>				<b>151 388</b>				<b>137 675</b>	
<b>Add:</b> Aids assistance					1				683
<b>Actual amounts per Statement of Financial Performance (Expenditure)</b>					<b>144 669</b>				<b>135 291</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Appropriation per programme									
Programme 1: Administration									
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>	<b>110 018</b>	<b>193</b>	-	<b>110 211</b>	<b>103 890</b>	<b>6 321</b>	<b>94.3%</b>	<b>101 298</b>	<b>99 249</b>
Compensation of employees	83 031	(279)	-	82 752	80 590	2 162	97.4%	73 474	71 425
Salaries and wages	73 237	(281)	-	72 956	71 350	1 606	97.8%	-	-
Social contributions	9 794	2	-	9 796	9 240	556	94.3%	-	-
Goods and services	26 987	472	-	27 459	23 300	4 159	84.9%	27 824	27 824
Administrative fees	110	-	-	110	84	26	76.4%	-	-
Advertising	1 124	143	-	1 267	1 257	10	99.2%	-	-
Minor assets	791	(53)	-	738	700	38	94.9%	-	-
Audit cost: external	2 650	46	-	2 696	2 696	-	100.0%	-	-
Bursaries: employees	106	-	-	106	70	36	66.0%	-	-
Catering: departmental activities	2 050	230	-	2 280	2 145	135	94.1%	-	-
Communication	821	(13)	-	808	610	198	75.5%	-	-
Computer services	2 509	88	-	2 597	2 171	426	83.6%	-	-
Consultants: business and advisory services	4 350	510	-	4 860	4 859	1	100.0%	-	-
Legal services	702	-	-	702	165	537	23.5%	-	-
Contractors	1 601	(250)	-	1 351	897	454	66.4%	-	-
Agency and support / outsourced services	624	(72)	-	552	542	10	98.2%	-	-
Entertainment	29	(9)	-	20	18	2	90.0%	-	-
Fleet Services	475	6	-	481	472	9	98.1%	-	-
Inventory: other supplies	46	(46)	-	-	-	-	-	-	-
Consumable supplies	72	224	-	296	294	2	99.3%	-	-
Consumables: stationery, printing and office supplies	1 128	(83)	-	1 045	1 045	-	100.0%	-	-
Operating leases	198	3	-	201	201	-	100.0%	-	-
Travel and subsistence	6 050	(258)	-	5 792	3 873	1 919	66.9%	-	-
Training and development	436	(1)	-	435	187	248	43.0%	-	-
Operating payments	1 025	33	-	1 058	965	93	91.2%	-	-
Venues and facilities	90	(28)	-	62	47	15	75.8%	-	-
Rental and Hiring	-	2	-	2	2	-	100.0%	-	-
<b>Transfers and subsidies</b>	<b>38 566</b>	<b>78</b>	-	<b>38 644</b>	<b>38 644</b>	-	<b>100.0%</b>	<b>33 282</b>	<b>33 248</b>
Departmental agencies and accounts	36	(15)	-	21	21	-	100.0%	317	283
Departmental agencies	36	(15)	-	21	21	-	100.0%	-	-
Foreign governments and international organisations	144	95	-	239	239	-	100.0%	128	128
Non-profit institutions	33 313	(143)	-	33 170	33 170	-	100.0%	31 572	31 572
Households	5 073	141	-	5 214	5 214	-	100.0%	1 265	1 265
Social benefits	4 988	140	-	5 128	5 128	-	100.0%	-	-
Other transfers to households	85	1	-	86	86	-	100.0%	-	-
<b>Payments for capital assets</b>	<b>2 457</b>	<b>(280)</b>	-	<b>2 177</b>	<b>2 110</b>	<b>67</b>	<b>96.9%</b>	<b>2 160</b>	<b>2 035</b>
Machinery and equipment	2 457	(280)	-	2 177	2 110	67	96.9%	2 160	2 035
Transport equipment	965	(68)	-	897	897	-	100.0%	-	-
Other machinery and equipment	1 492	(212)	-	1 280	1 213	67	94.8%	-	-
<b>Payments for financial assets</b>	<b>15</b>	<b>9</b>	-	<b>24</b>	<b>24</b>	-	<b>100.0%</b>	<b>76</b>	<b>76</b>
<b>Total</b>	<b>151 056</b>	-	-	<b>151 056</b>	<b>144 668</b>	<b>6 388</b>	<b>95.8%</b>	<b>136 816</b>	<b>134 608</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Sub programme	2014/15							2013/14	
	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. Office of the Speaker	4 080	174	-	4 254	4 254	-	100.0%	4 135	4 135
2. Office of the Secretary	16 100	6	-	16 106	14 946	1 160	92.8%	13 364	13 364
3. Finance	3 031	-	-	3 031	3 013	18	99.4%	2 764	2 764
4. Supply Chain Management	3 700	39	-	3 739	3 733	6	99.8%	3 327	3 327
5. Internal Control	4 058	-	-	4 058	4 035	23	99.4%	3 467	3 467
6. Human Resources	5 161	11	-	5 172	4 891	281	94.6%	4 787	4 787
7. Information Technology	8 142	(20)	-	8 122	7 272	850	89.5%	6 194	6 069
8. Security and Facilities Management	5 174	(210)	-	4 964	4 804	160	96.8%	6 014	5 980
<b>Total</b>	<b>49 446</b>	<b>-</b>	<b>-</b>	<b>49 446</b>	<b>46 948</b>	<b>2 498</b>	<b>94.9%</b>	<b>44 052</b>	<b>43 893</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>46 882</b>	<b>281</b>	-	<b>47 163</b>	<b>44 732</b>	<b>2 431</b>	<b>94.8%</b>	<b>41 420</b>	<b>41 420</b>
Compensation of employees	31 948	-	-	31 948	31 649	299	99.1%	27 098	27 098
Salaries and wages	29 056	(26)	-	29 030	28 741	289	99.0%	-	-
Social contributions	2 892	26	-	2 918	2 908	10	99.7%	-	-
Goods and services	14 934	281	-	15 215	13 083	2 132	86.0%	14 322	14 322
Administrative fees	110	-	-	110	84	26	76.4%	-	-
Advertising	887	(30)	-	857	847	10	98.8%	-	-
Minor assets	791	(53)	-	738	700	38	94.9%	-	-
Audit cost: external	2 650	46	-	2 696	2 696	-	100.0%	-	-
Bursaries: employees	106	-	-	106	70	36	66.0%	-	-
Catering: departmental activities	1 124	67	-	1 191	1 168	23	98.1%	-	-
Communication	349	(6)	-	343	321	22	93.6%	-	-
Computer services	2 509	88	-	2 597	2 171	426	83.6%	-	-
Consultants: business and advisory services	95	(23)	-	72	72	-	100.0%	-	-
Legal services	700	-	-	700	163	537	23.3%	-	-
Contractors	1 258	(5)	-	1 253	801	452	63.9%	-	-
Agency and support / outsourced services	557	(5)	-	552	542	10	98.2%	-	-
Entertainment	23	(6)	-	17	15	2	88.2%	-	-
Fleet Services	475	6	-	481	472	9	98.1%	-	-
Inventory: other supplies	46	(46)	-	-	-	-	-	-	-
Consumable supplies	72	224	-	296	294	2	99.3%	-	-
Consumables: stationery, printing and office supplies	1 128	(83)	-	1 045	1 045	-	100.0%	-	-
Operating leases	198	3	-	201	201	-	100.0%	-	-
Travel and subsistence	979	99	-	1 078	821	257	76.2%	978	100
Training and development	363	(1)	-	362	170	192	47.0%	362	-
Operating payments	495	4	-	499	409	90	82.0%	496	3
Venues and facilities	19	-	-	19	19	-	100.0%	19	-
Rental and Hiring	-	2	-	2	2	-	100.0%	-	2
<b>Transfers and subsidies</b>	<b>92</b>	<b>(10)</b>	-	<b>82</b>	<b>82</b>	-	<b>100.0%</b>	<b>396</b>	<b>362</b>
Departmental agencies and accounts	36	(15)	-	21	21	-	100.0%	317	283
Departmental agencies	36	(15)	-	21	21	-	100.0%	-	-
Households	56	5	-	61	61	-	100.0%	79	79
Social benefits	-	29	-	29	29	-	100.0%	-	-
Other transfers to households	56	(24)	-	32	32	-	100.0%	-	-
<b>Payments for capital assets</b>	<b>2 457</b>	<b>(280)</b>	-	<b>2 177</b>	<b>2 110</b>	<b>67</b>	<b>96.9%</b>	<b>2 160</b>	<b>2 035</b>
Machinery and equipment	2 457	(280)	-	2 177	2 110	67	96.9%	2 160	2 035
Transport equipment	965	(68)	-	897	897	-	100.0%	-	-
Other machinery and equipment	1 492	(212)	-	1 280	1 213	67	94.8%	-	-
<b>Payments for financial assets</b>	<b>15</b>	<b>9</b>	-	<b>24</b>	<b>24</b>	-	<b>100.0%</b>	<b>76</b>	<b>76</b>
<b>Total</b>	<b>49 446</b>	<b>-</b>	<b>-</b>	<b>49 446</b>	<b>46 948</b>	<b>2 498</b>	<b>94.9%</b>	<b>44 052</b>	<b>43 893</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Sub programme 1.1: Office of the Speaker									
	2014/15							2013/14	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>	<b>3 556</b>	<b>91</b>	-	<b>3 647</b>	<b>3 647</b>	-	<b>100.0%</b>	<b>4 131</b>	<b>4 131</b>
Compensation of employees	2 685	-	-	2 685	2 685	-	100.0%	2 465	2 465
Goods and services	871	91	-	962	962	-	100.0%	1 666	1 666
<b>Transfers and subsidies</b>	<b>9</b>	<b>(1)</b>	-	<b>8</b>	<b>8</b>	-	<b>100.0%</b>	-	-
Households	9	(1)	-	8	8	-	100.0%	-	-
<b>Payments for capital assets</b>	<b>515</b>	<b>83</b>	-	<b>598</b>	<b>598</b>	-	<b>100.0%</b>	-	-
Machinery and equipment	515	83	-	598	598	-	100.0%	-	-
<b>Payments for financial assets</b>	<b>-</b>	<b>1</b>	-	<b>1</b>	<b>1</b>	-	<b>100.0%</b>	<b>4</b>	<b>4</b>
<b>Total</b>	<b>4 080</b>	<b>174</b>	-	<b>4 254</b>	<b>4 254</b>	-	<b>100.0%</b>	<b>4 135</b>	<b>4 135</b>

Sub programme 1.2: Office of the Secretary									
	2014/15							2013/14	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>	<b>16 062</b>	<b>14</b>	-	<b>16 076</b>	<b>14 915</b>	<b>1 161</b>	<b>92.8%</b>	<b>13 301</b>	<b>13 301</b>
Compensation of employees	12 823	-	-	12 823	12 577	246	98.1%	11 097	11 097
Goods and services	3 239	14	-	3 253	2 338	915	71.9%	2 204	2 204
<b>Transfers and subsidies</b>	<b>8</b>	<b>22</b>	-	<b>30</b>	<b>31</b>	<b>(1)</b>	<b>103.3%</b>	<b>1</b>	<b>1</b>
Households	8	22	-	30	31	(1)	103.3%	1	1
<b>Payments for capital assets</b>	<b>30</b>	<b>(30)</b>	-	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62</b>	<b>62</b>
Machinery and equipment	30	(30)	-	-	-	-	-	62	62
<b>Total</b>	<b>16 100</b>	<b>6</b>	-	<b>16 106</b>	<b>14 946</b>	<b>1 160</b>	<b>92.8%</b>	<b>13 364</b>	<b>13 364</b>

Sub programme 1.3: Finance									
	2014/15							2013/14	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>	<b>3 025</b>	<b>(7)</b>	-	<b>3 018</b>	<b>3 000</b>	<b>18</b>	<b>99.4%</b>	<b>2 740</b>	<b>2 740</b>
Compensation of employees	2 968	-	-	2 968	2 965	3	99.9%	2 709	2 709
Goods and services	57	(7)	-	50	35	15	70.0%	31	31
<b>Transfers and subsidies</b>	<b>6</b>	<b>(1)</b>	-	<b>5</b>	<b>5</b>	<b>-</b>	<b>100.0%</b>	<b>3</b>	<b>3</b>
Households	6	(1)	-	5	5	-	100.0%	3	3
<b>Payments for financial assets</b>	<b>-</b>	<b>8</b>	-	<b>8</b>	<b>8</b>	<b>-</b>	<b>100.0%</b>	<b>21</b>	<b>21</b>
<b>Total</b>	<b>3 031</b>	<b>-</b>	-	<b>3 031</b>	<b>3 013</b>	<b>18</b>	<b>99.4%</b>	<b>2 764</b>	<b>2 764</b>



Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Sub programme 1.4: Supply Chain Management									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>3 694</b>	<b>45</b>	-	<b>3 739</b>	<b>3 733</b>	<b>6</b>	<b>99.8%</b>	<b>3 323</b>	<b>3 323</b>
Compensation of employees	3 050	(9)	-	3 041	3 037	4	99.9%	2 846	2 846
Goods and services	644	54	-	698	696	2	99.7%	477	477
<b>Transfers and subsidies</b>	<b>6</b>	<b>(6)</b>	-	-	-	-	-	<b>4</b>	<b>4</b>
Households	6	(6)	-	-	-	-	-	4	4
<b>Total</b>	<b>3 700</b>	<b>39</b>	-	<b>3 739</b>	<b>3 733</b>	<b>6</b>	<b>99.8%</b>	<b>3 327</b>	<b>3 327</b>

Sub programme 1.5: Internal Control									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>4 057</b>	<b>1</b>	-	<b>4 058</b>	<b>4 035</b>	<b>23</b>	<b>99.4%</b>	<b>3 467</b>	<b>3 467</b>
Compensation of employees	895	-	-	895	882	13	98.5%	550	550
Goods and services	3 162	1	-	3 163	3 153	10	99.7%	2 917	2 917
<b>Transfers and subsidies</b>	<b>1</b>	<b>(1)</b>	-	-	-	-	-	-	-
Households	1	(1)	-	-	-	-	-	-	-
<b>Total</b>	<b>4 058</b>	<b>-</b>	-	<b>4 058</b>	<b>4 035</b>	<b>23</b>	<b>99.4%</b>	<b>3 467</b>	<b>3 467</b>

Sub programme 1.6: Human Resources									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>5 146</b>	<b>15</b>	-	<b>5 161</b>	<b>4 880</b>	<b>281</b>	<b>94.6%</b>	<b>4 772</b>	<b>4 772</b>
Compensation of employees	3 966	9	-	3 975	3 975	-	100.0%	3 342	3 342
Goods and services	1 180	6	-	1 186	905	281	76.3%	1 430	1 430
<b>Transfers and subsidies</b>	<b>15</b>	<b>(4)</b>	-	<b>11</b>	<b>11</b>	-	<b>100.0%</b>	<b>15</b>	<b>15</b>
Households	15	(4)	-	11	11	-	100.0%	15	15
<b>Total</b>	<b>5 161</b>	<b>11</b>	-	<b>5 172</b>	<b>4 891</b>	<b>281</b>	<b>94.6%</b>	<b>4 787</b>	<b>4 787</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Sub programme 1.7: Information Technology									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>7 040</b>	<b>23</b>	-	<b>7 063</b>	<b>6 212</b>	<b>851</b>	<b>88.0%</b>	<b>5 537</b>	<b>5 537</b>
Compensation of employees	2 983	-	-	2 983	2 981	2	99.9%	1 484	1 484
Goods and services	4 057	23	-	4 080	3 231	849	79.2%	4 053	4 053
<b>Transfers and subsidies</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>6</b>	<b>-</b>	<b>100.0%</b>	<b>53</b>	<b>53</b>
Households	6	-	-	6	6	-	100.0%	53	53
<b>Payments for capital assets</b>	<b>1 081</b>	<b>(43)</b>	<b>-</b>	<b>1 038</b>	<b>1 039</b>	<b>(1)</b>	<b>100.1%</b>	<b>604</b>	<b>479</b>
Machinery and equipment	1 081	(43)	-	1 038	1 039	(1)	100.1%	604	479
<b>Payments for financial assets</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>15</b>	<b>15</b>	<b>-</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>8 142</b>	<b>(20)</b>	<b>-</b>	<b>8 122</b>	<b>7 272</b>	<b>850</b>	<b>89.5%</b>	<b>6 194</b>	<b>6 069</b>

Sub programme 1.8: Security and Facilities Management									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>4 302</b>	<b>99</b>	-	<b>4 401</b>	<b>4 310</b>	<b>91</b>	<b>97.9%</b>	<b>4 149</b>	<b>4 149</b>
Compensation of employees	2 578	-	-	2 578	2 547	31	98.8%	2 605	2 605
Goods and services	1 724	99	-	1 823	1 763	60	96.7%	1 544	1 544
<b>Transfers and subsidies</b>	<b>41</b>	<b>(19)</b>	<b>-</b>	<b>22</b>	<b>21</b>	<b>1</b>	<b>95.5%</b>	<b>320</b>	<b>286</b>
Departmental agencies and accounts	36	(15)	-	21	21	-	100.0%	317	283
Households	5	(4)	-	1	-	1	-	3	3
<b>Payments for capital assets</b>	<b>831</b>	<b>(290)</b>	<b>-</b>	<b>541</b>	<b>473</b>	<b>68</b>	<b>87.4%</b>	<b>1 494</b>	<b>1 494</b>
Machinery and equipment	831	(290)	-	541	473	68	87.4%	1 494	1 494
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51</b>	<b>51</b>
<b>Total</b>	<b>5 174</b>	<b>(210)</b>	<b>-</b>	<b>4 964</b>	<b>4 804</b>	<b>160</b>	<b>96.8%</b>	<b>6 014</b>	<b>5 980</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Programme 2: Facilities for members and Political Parties									
Sub programme	2014/15							2013/14	
	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. Facilities and Benefits to Members	6 042	143	-	6 185	4 494	1 691	72.7%	5 394	5 394
2. Political Parties Support Services	33 313	(143)	-	33 170	33 170	-	100.0%	31 572	31 572
<b>Total</b>	<b>39 355</b>	<b>-</b>	<b>-</b>	<b>39 355</b>	<b>37 664</b>	<b>1 691</b>	<b>95.7%</b>	<b>36 966</b>	<b>36 966</b>

Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>4 698</b>	<b>(6)</b>	<b>-</b>	<b>4 692</b>	<b>3 001</b>	<b>1 691</b>	<b>64.0%</b>	<b>4 113</b>	<b>4 113</b>
Goods and services	4 698	(6)	-	4 692	3 001	1 691	64.0%	4 113	4 113
Catering: Departmental activities	421	-	-	421	310	111	73.6%	-	-
Communication (G&S)	403	-	-	403	227	176	56.3%	-	-
Consultants: Business and advisory services	-	14	-	14	14	-	100.0%	-	-
Travel and subsistence	3 708	(32)	-	3 676	2 329	1 347	63.4%	-	-
Training and development	56	-	-	56	-	56	-	-	-
Operating payments	110	12	-	122	121	1	99.2%	-	-
<b>Transfers and subsidies</b>	<b>34 657</b>	<b>6</b>	<b>-</b>	<b>34 663</b>	<b>34 663</b>	<b>-</b>	<b>100.0%</b>	<b>32 853</b>	<b>32 853</b>
Foreign governments and international organisations	144	95	-	239	239	-	100.0%	128	128
Non-profit institutions	33 313	(143)	-	33 170	33 170	-	100.0%	31 572	31 572
Households	1 200	54	-	1 254	1 254	-	100.0%	1 153	1 153
Social benefits	1 200	54	-	1 254	1 254	-	100.0%	-	-
<b>Total</b>	<b>39 355</b>	<b>-</b>	<b>-</b>	<b>39 355</b>	<b>37 664</b>	<b>1 691</b>	<b>95.7%</b>	<b>36 966</b>	<b>36 966</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Sub programme 2.1: Facilities and Benefits to Members									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>4 698</b>	<b>(6)</b>	-	<b>4 692</b>	<b>3 001</b>	<b>1 691</b>	<b>64.0%</b>	<b>4 113</b>	<b>4 113</b>
Goods and services	4 698	(6)	-	4 692	3 001	1 691	64.0%	4 113	4 113
<b>Transfers and subsidies</b>	<b>1 344</b>	<b>149</b>	-	<b>1 493</b>	<b>1 493</b>	-	<b>100.0%</b>	<b>1 281</b>	<b>1 281</b>
Foreign governments and international organisations	144	95	-	239	239	-	100.0%	128	128
Households	1 200	54	-	1 254	1 254	-	100.0%	1 153	1 153
<b>Total</b>	<b>6 042</b>	<b>143</b>	-	<b>6 185</b>	<b>4 494</b>	<b>1 691</b>	<b>72.7%</b>	<b>5 394</b>	<b>5 394</b>

Sub programme 2.2: Political Parties Support Services									
Economic classification	2014/15							2013/14	
	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
<b>Transfers and subsidies</b>	<b>33 313</b>	<b>(143)</b>	-	<b>33 170</b>	<b>33 170</b>	-	<b>100.0%</b>	<b>31 572</b>	<b>31 572</b>
Non-profit institutions	33 313	(143)	-	33 170	33 170	-	100.0%	31 572	31 572
<b>Total</b>	<b>33 313</b>	<b>(143)</b>	-	<b>33 170</b>	<b>33 170</b>	-	<b>100.0%</b>	<b>31 572</b>	<b>31 572</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Programme 3: Parliamentary Services									
Sub programme	2014/15							2013/14	
	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. Plenary Support	2 895	(140)	-	2 755	2 749	6	99.8%	2 660	2 660
2. Committee Support	11 670	(212)	-	11 458	11 144	314	97.3%	11 074	11 074
3. Public Education and Outreach	2 993	(171)	-	2 822	2 650	172	93.9%	2 261	2 261
4. Hansard and Language Services	5 363	523	-	5 886	5 886	-	100.0%	6 268	6 268
<b>Total</b>	<b>22 921</b>	<b>-</b>	<b>-</b>	<b>22 921</b>	<b>22 429</b>	<b>492</b>	<b>97.9%</b>	<b>22 263</b>	<b>22 263</b>

Programme 3: Parliamentary Services									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>22 892</b>	<b>(82)</b>	<b>-</b>	<b>22 810</b>	<b>22 318</b>	<b>492</b>	<b>97.8%</b>	<b>22 230</b>	<b>22 230</b>
Compensation of employees	15 537	(279)	-	15 258	15 102	156	99.0%	12 841	12 841
Salaries and wages	13 942	(257)	-	13 685	13 543	142	99.0%	-	-
Social contributions	1 595	(22)	-	1 573	1 559	14	99.1%	-	-
Goods and services	7 355	197	-	7 552	7 216	336	95.6%	9 389	9 389
Advertising	237	173	-	410	410	-	100.0%	-	-
Catering: Departmental activities	505	163	-	668	667	1	99.9%	-	-
Communication	69	(7)	-	62	62	-	100.0%	-	-
Consultants: Business and advisory services	4 255	519	-	4 774	4 773	1	100.0%	-	-
Legal services	2	-	-	2	2	-	100.0%	-	-
Contractors	343	(245)	-	98	96	2	98.0%	-	-
Agency and support / outsourced services	67	(67)	-	-	-	-	-	-	-
Entertainment	6	(3)	-	3	3	-	100.0%	-	-
Travel and subsistence	1 363	(325)	-	1 038	723	315	69.7%	-	-
Training and development	17	-	-	17	17	-	100.0%	-	-
Operating payments	420	17	-	437	435	2	99.5%	-	-
Venues and facilities	71	(28)	-	43	28	15	65.1%	-	-
<b>Transfers and subsidies</b>	<b>29</b>	<b>82</b>	<b>-</b>	<b>111</b>	<b>111</b>	<b>-</b>	<b>100.0%</b>	<b>33</b>	<b>33</b>
Households	29	82	-	111	111	-	100.0%	33	33
Social benefits	-	57	-	57	57	-	100.0%	-	-
Other transfers to households	29	25	-	54	54	-	100.0%	-	-
<b>Total</b>	<b>22 921</b>	<b>-</b>	<b>-</b>	<b>22 921</b>	<b>22 429</b>	<b>492</b>	<b>97.9%</b>	<b>22 263</b>	<b>22 263</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Sub programme 3.1: Plenary Support									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>2 891</b>	<b>(137)</b>	-	<b>2 754</b>	<b>2 748</b>	<b>6</b>	<b>99.8%</b>	<b>2 660</b>	<b>2 660</b>
Compensation of employees	2 542	(5)	-	2 537	2 537	-	100.0%	2 351	2 351
Goods and services	349	(132)	-	217	211	6	97.2%	309	309
<b>Transfers and subsidies</b>	<b>4</b>	<b>(3)</b>	-	<b>1</b>	<b>1</b>	-	<b>100.0%</b>	-	-
Households	4	(3)	-	1	1	-	100.0%	-	-
<b>Total</b>	<b>2 895</b>	<b>(140)</b>	-	<b>2 755</b>	<b>2 749</b>	<b>6</b>	<b>99.8%</b>	<b>2 660</b>	<b>2 660</b>

Sub programme 3.2: Committee Support									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>11 650</b>	<b>(221)</b>	-	<b>11 429</b>	<b>11 115</b>	<b>314</b>	<b>97.3%</b>	<b>11 042</b>	<b>11 042</b>
Compensation of employees	9 298	(191)	-	9 107	9 107	-	100.0%	7 777	7 777
Goods and services	2 352	(30)	-	2 322	2 008	314	86.5%	3 265	3 265
<b>Transfers and subsidies</b>	<b>20</b>	<b>9</b>	-	<b>29</b>	<b>29</b>	-	<b>100.0%</b>	<b>32</b>	<b>32</b>
Households	20	9	-	29	29	-	100.0%	32	32
<b>Total</b>	<b>11 670</b>	<b>(212)</b>	-	<b>11 458</b>	<b>11 144</b>	<b>314</b>	<b>97.3%</b>	<b>11 074</b>	<b>11 074</b>

Sub programme 3.3: Public Education and Outreach									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	<b>2 990</b>	<b>(247)</b>	-	<b>2 743</b>	<b>2 571</b>	<b>172</b>	<b>93.7%</b>	<b>2 260</b>	<b>2 260</b>
Compensation of employees	2 371	(78)	-	2 293	2 137	156	93.2%	1 774	1 774
Goods and services	619	(169)	-	450	434	16	96.4%	486	486
<b>Transfers and subsidies</b>	<b>3</b>	<b>76</b>	-	<b>79</b>	<b>79</b>	-	<b>100.0%</b>	<b>1</b>	<b>1</b>
Households	3	76	-	79	79	-	100.0%	1	1
<b>Total</b>	<b>2 993</b>	<b>(171)</b>	-	<b>2 822</b>	<b>2 650</b>	<b>172</b>	<b>93.9%</b>	<b>2 261</b>	<b>2 261</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Appropriation Statement for the year ended 31 March 2015

Sub programme 3.4: Hansard and Language Services									
Economic classification	2014/15							2013/14	
	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
<b>Current payments</b>	5 361	523	-	5 884	5 884	-	100.0%	6 268	6 268
Compensation of employees	1 326	(5)	-	1 321	1 321	-	100.0%	939	939
Goods and services	4 035	528	-	4 563	4 563	-	100.0%	5 329	5 329
<b>Transfers and subsidies</b>	2	-	-	2	2	-	100.0%	-	-
Households	2	-	-	2	2	-	100.0%	-	-
<b>Total</b>	<b>5 363</b>	<b>523</b>	<b>-</b>	<b>5 886</b>	<b>5 886</b>	<b>-</b>	<b>100.0%</b>	<b>6 268</b>	<b>6 268</b>

## NOTES TO THE APPROPRIATION STATEMENT

### 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 Annexures 1A to 3 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:

Per programme	Final Appropriation	Final Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
Programme 1: Administration	49 446	46 948	2 498	5.05%
Programme 2: Facilities for Members and Political Parties	39 355	37 664	1 691	4.30%
Programme 3: Parliamentary Services	22 921	22 429	492	2.15%
<b>Total</b>	<b>111 722</b>	<b>107 041</b>	<b>4 681</b>	<b>4.19%</b>

#### Programme 1: Administration

The under spending on compensation of employees is mainly due to vacancies and posts filled later than expected.

The under spending on goods and services is mainly due to a forced saving of R2.0 million that will be included in the appropriation for 2015/2016.

The under spending of R67 000 on payments for capital assets is due to the unclaimed amount from Public Works in respect of the renovation of the Legislature building as at 31 March 2015.

#### Programme 2: Facilities for Members and Political Parties

The under spending on goods and services is mainly due to the unspent or unutilised provision for Member's enabling allowances.



### Programme 3: Parliamentary Services

The under spending on goods and services of R492 000 is due to foreign travel by standing committees that was postponed to 2015/2016.

#### 4.2 Per economic classification:

Per economic classification	Final Appropriation	Final Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
<b>Current expenditure</b>				
Compensation of employees	47 206	46 751	455	0.96%
Goods and services	27 459	23 300	4 159	15.15%
<b>Transfers and subsidies</b>				
Departmental agencies and accounts	21	21	-	0.00%
Foreign governments and international organisations	239	239	-	0.00%
Non-profit institutions	33 170	33 170	-	0.00%
Households	1 426	1 426	-	0.00%
<b>Payments for capital assets</b>				
Machinery and equipment	2 177	2 110	67	3.08%
<b>Payments for financial assets</b>	24	24	-	0.00%
<b>Total</b>	<b>111 722</b>	<b>107 041</b>	<b>4 681</b>	<b>4.19%</b>

Per programme	Final Appropriation	Final Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
Programme 1: Administration	49 446	46 948	2 498	5.05%
Programme 2: Facilities for Members and Political Parties	39 355	37 664	1 691	4.30%
Programme 3: Parliamentary Services	22 921	22 429	492	2.15%
<b>Total</b>	<b>111 722</b>	<b>107 041</b>	<b>4 681</b>	<b>4.19%</b>

The under spending on compensation of employees is mainly due to vacancies, the later than anticipated filling of posts as well as resignations during the year.

The under spending on goods and services is mainly due to a forced saving of R2.0 million that will be included in the appropriation for 2015/2016, the unspent or unutilised provision for Member's enabling allowances and R492 000 provided for foreign travel by standing committees that was postponed to 2015/2016.

The under spending of R67 000 on payments for capital assets is due to the unclaimed amount from Public Works in respect of the renovation of the Legislature building as at 31 March 2015.

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Statement of Financial Performance for the year ended 31 March 2015

**STATEMENT OF FINANCIAL PERFORMANCE**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
<b>REVENUE</b>			
Annual appropriation	<u>1</u>	111 722	103 281
Statutory appropriation	<u>2</u>	39 334	33 535
Departmental revenue	<u>3</u>	247	637
Aid assistance	<u>4</u>	85 <sup>1</sup>	222
<b>TOTAL REVENUE</b>		<b>151 388</b>	<b>137 675</b>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	<u>5</u>	80 590	71 425
Goods and services	<u>6</u>	23 300	27 824
Aid assistance	<u>4</u>	1	683
<b>Total current expenditure</b>		<b>103 891</b>	<b>99 932</b>
<b>Transfers and subsidies</b>			
Transfers and subsidies	<u>8</u>	38 644	33 248
<b>Total transfers and subsidies</b>		<b>38 644</b>	<b>33 248</b>
<b>Expenditure for capital assets</b>			
Tangible assets	<u>9</u>	2 110	2 035
<b>Total expenditure for capital assets</b>		<b>2 110</b>	<b>2 035</b>
<b>Payments for financial assets</b>	<u>7</u>	<b>24</b>	<b>76</b>
<b>TOTAL EXPENDITURE</b>		<b>144 669</b>	<b>135 291</b>
<b>SURPLUS FOR THE YEAR</b>		<b>6 719</b>	<b>2 384</b>
<b>Reconciliation of Net Surplus/(Deficit) for the year</b>			
Voted funds		6 388	2 208
Annual appropriation	<u>13</u>	6 388	2 208
Departmental revenue	<u>14</u>	247	637
Aid assistance	<u>4</u>	84 <sup>1</sup>	(461)
<b>SURPLUS FOR THE YEAR</b>		<b>6 719</b>	<b>2 384</b>

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, 2013/14 and 2014/15 years.

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Statement of Financial Position for the year ended 31 March 2015

**STATEMENT OF FINANCIAL POSITION**

	<i>Note</i>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
<b>ASSETS</b>			
<b>Current assets</b>		<b>8 781</b>	<b>3 875</b>
Cash and cash equivalents	<u>10</u>	8 040	3 496
Prepayments and advances	<u>11</u>	124	120
Receivables	<u>12</u>	617	259
<b>Non-current assets</b>		<b>98</b>	<b>-</b>
Receivables	<u>12</u>	98	-
<b>TOTAL ASSETS</b>		<b>8 879</b>	<b>3 875</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>		<b>8 857</b>	<b>3 875</b>
Voted funds to be surrendered to the Revenue Fund	<u>13</u>	6 388	2 208
Departmental revenue to be surrendered to the Revenue Fund	<u>14</u>	23	8
Payables	<u>15</u>	759	56
Aid assistance repayable/unutilised	<u>4</u>	1 687 <sup>1</sup>	1 603
<b>Non-current liabilities</b>			
Payables	<u>16</u>	22	-
<b>TOTAL LIABILITIES</b>		<b>8 879</b>	<b>3 875</b>
<b>NET ASSETS</b>		<b>-</b>	<b>-</b>

**Represented by:**

Recoverable revenue		-	-
<b>TOTAL</b>		<b>-</b>	<b>-</b>

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, 2013/14 and 2014/15 years.

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Statement of Changes in Net Assets for the year ended 31 March 2015

**STATEMENT OF CHANGES TO NET ASSETS**

	<i>Note</i>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
<b>Recoverable revenue</b>			
Opening balance		-	492
Transfers:			
Debts recovered (included in departmental receipts)	<b>3.4</b>	-	(492)
<b>Closing balance</b>		-	-
<b>TOTAL</b>		-	-

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Cash Flow Statement for the year ended 31 March 2015

**CASH FLOW STATEMENT**

	<i>Note</i>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>		<b>151 388</b>	<b>137 706</b>
Annual appropriated funds received	<u>1.1</u>	111 722	103 281
Statutory appropriated funds received	<u>2.</u>	39 334	33 535
Departmental revenue received	<u>3.1; 3.4</u>	119 <sup>2</sup>	572
Interest received	<u>3.2</u>	128	96
Aid assistance received	<u>4</u>	85 <sup>1</sup>	222
Net (increase)/decrease in working capital		243	942
Surrendered to Revenue Fund		(2 492)	(5 800)
Current payments		(103 891)	(99 932)
Payments for financial assets		(24)	(76)
Transfers and subsidies paid		(38 644)	(33 248)
<b>Net cash flow available from operating activities</b>	<u>17</u>	<b>6 580</b>	<b>(408)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for capital assets	<u>9</u>	(2 110)	(2 035)
Proceeds from sale of capital assets	<u>3.3</u>	52 <sup>2</sup>	21
<b>Net cash flows from investing activities</b>		<b>(2 058)</b>	<b>(2 014)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in net assets		-	(492)
Increase/(decrease) in non-current payables		22	-
<b>Net cash flows from financing activities</b>		<b>22</b>	<b>(492)</b>
Net increase/(decrease) in cash and cash equivalents		4 544	(2 914)
Cash and cash equivalents at beginning of period		3 496	6 410
<b>Cash and cash equivalents at end of period</b>	<u>10</u>	<b>8 040</b>	<b>3 496</b>

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, 2013/14 and 2014/15 years.

2. The total for own revenue received only relates to revenue received from operating activities. Proceeds from sale of assets of R52 183.01 are disclosed under cash flows from investing activities.

## ACCOUNTING POLICIES

### 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 department.

#### 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 Comparative information:

##### 6.1 Prior period comparative information:

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

##### 6.2 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 departmental 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 Departmental 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 departmental revenue:**

Accruals in respect of departmental 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 department; 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.

#### **8.1.2 Social contributions:**

Social contributions made by the department in respect of current employees are recognised in the statement of financial performance on the date of payment.

Social contributions made by the department 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 department.

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 payables 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) may be 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 in which case the completed project costs are transferred to that department.

## **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) may be 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.

## **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 department 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) may be 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.

## **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.

**21 Related party**

A related party transaction is a transfer of resources, services or obligations between the reporting entity and a related party. Related party transactions are recorded in the notes to the financial statements when the transaction is not at arm's length.

**22 Key management personnel**

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the department. The number of individuals and their full compensation is recorded in the notes to the financial statements.

**23 Agent-principal arrangements**

An agent-principal arrangement is entered into between the reporting entity (principal) and an agent. The principal directs an agent, through a binding arrangement, to undertake transactions with third parties on its behalf and for its own benefit.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

### 1. Annual Appropriation

#### 1.1 Annual Appropriation

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

	2014/15			2013/14
	Final Appropriation	Actual Funds Received	Funds not requested/ not received	Appropriation received
	R'000	R'000	R'000	R'000
<b>Programmes</b>				
Administration	49 446	49 446	-	44 052
Facilities for Members and Political Parties	39 355	39 355	-	36 966
Parliamentary Services	22 921	22 921	-	22 263
<b>Total</b>	<b>111 722</b>	<b>111 722</b>	<b>-</b>	<b>103 281</b>

### 2. Statutory Appropriation

	2014/15	2013/14
	R'000	R'000
Members' remuneration	39 334	33 535
<b>Total</b>	<b>39 334</b>	<b>33 535</b>
<b>Actual Statutory Appropriation received</b>	<b>39 334</b>	<b>33 535</b>

### 3. Own revenue

	Note	2014/15	2013/14
		R'000	R'000
Sales of goods and services other than capital assets	<u>3.1</u>	72	43
Interest, dividends and rent on land	<u>3.2</u>	128	96
Sales of capital assets	<u>3.3</u>	52	21
Transactions in financial assets and liabilities	<u>3.4</u>	47	529
Total revenue collected		299	689
Less: Own revenue included in appropriation	<u>14</u>	52	52
<b>Own revenue collected</b>		<b>247</b>	<b>637</b>

**3.1 Sales of goods and services other than capital assets**

	<i>Note</i> <u>3</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
<b>Sales of goods and services produced by the WCPP</b>		<b>72</b>	<b>43</b>
Sales by market establishment		11	10
Other sales		61	33
Sales of scrap, waste and other used current goods		-	-
<b>Total</b>		<b>72</b>	<b>43</b>

**3.2 Interest, dividends and rent on land**

	<i>Note</i> <u>3</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Interest		128	96
<b>Total</b>		<b>128</b>	<b>96</b>

**3.3 Sale of capital assets**

	<i>Note</i> <u>3</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
<b>Tangible assets</b>			
Machinery and equipment	<u>30</u>	52	21
<b>Total</b>		<b>52</b>	<b>21</b>

**3.4 Transactions in financial assets and liabilities**

	<i>Note</i> <u>3</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Receivables		2	492
Other Receipts including Recoverable Revenue		45	37
<b>Total</b>		<b>47</b>	<b>529</b>

**4. Aid assistance**

	<i>Note</i>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Opening Balance		1 603	2 064
As restated		1 603	2 064
Transferred from statement of financial performance		84	222
Paid during the year		-	(683)
<b>Closing Balance</b>		<b>1 687</b>	<b>1 603</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Notes to the Annual Financial Statements for the year ended 31 March 2015

**4.1 Analysis of balance by source**

	<b>2014/15</b>	<b>2013/14</b>
<i>Note</i>	<b>R'000</b>	<b>R'000</b>
Aid assistance from other sources	1 687	1 603
<b>Closing balance</b>	<b>1 687</b>	<b>1 603</b>

**4.2 Analysis of balance**

	<b>2014/15</b>	<b>2013/14</b>
<i>Note</i>	<b>R'000</b>	<b>R'000</b>
Aid assistance unutilised	-	-
Aid assistance repayable	1 687	1 603
<b>Closing balance</b>	<b>1 687</b>	<b>1 603</b>

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, 2013/14 and 2014/15 years.

**5. Compensation of employees and Members**

**5.1 Salaries and Wages of employees**

	<b>2014/15</b>	<b>2013/14</b>
<i>Note</i>	<b>R'000</b>	<b>R'000</b>
Basic salary	32 861	28 112
Performance award	981	196
Service Based	105	193
Compensative/circumstantial	350	412
Other non-pensionable allowances	7 987	7 053
<b>Total</b>	<b>42 284</b>	<b>35 966</b>

**5.2 Social contributions**

	<b>2014/15</b>	<b>2013/14</b>
<i>Note</i>	<b>R'000</b>	<b>R'000</b>
<b>Employer contributions</b>		
Pension	3 695	3 283
Medical	593	529
UIF	179	161
<b>Total</b>	<b>4 467</b>	<b>3 973</b>

**Total compensation of employees**

**Average number of employees**

<b>46 751</b>	<b>39 939</b>
<b>101<sup>1</sup></b>	<b>94</b>

1. Excludes the Speaker, Deputy Speaker and Members of the Western Cape Provincial Parliament.

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Notes to the Annual Financial Statements for the year ended 31 March 2015

**5.3 Salaries of Members**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Basic salary		20 385	18 897
Housing allowance		52	524
Other non-pensionable allowances		8 336	7 008
Service bonus		293	256
<b>Total</b>		<b>29 066</b>	<b>26 685</b>

**5.4 Social contributions**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
<b>Employer contributions</b>			
Pension		4 587	4 252
Medical		186	549
<b>Total</b>		<b>4 773</b>	<b>4 801</b>

<b>Total compensation of Members</b>	<b>33 839</b>	<b>31 486</b>
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Average number of employees	31	31
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<b>Total compensation of employees and Members</b>	<b>80 590</b>	<b>71 425</b>
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**6. Goods and services**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Administrative fees		84	189
Advertising		1 257	2 139
Minor assets	<u>6.1</u>	700	620
Bursaries (employees)		70	93
Catering		2 145	1 951
Communication		610	722
Computer services	<u>6.2</u>	2 171	2 055
Consultants: Business and advisory services		4 859	6 279
Legal services		165	48
Contractors		897	2 098
Agency and support / outsourced services		542	482
Entertainment		18	21
Audit cost – external	<u>6.3</u>	2 696	2 469
Fleet services		472	436 <sup>2</sup>
Consumables	<u>6.4</u>	1 339 <sup>1</sup>	1 038
Operating leases		201	195
Rental and hiring		2	-
Travel and subsistence	<u>6.5</u>	3 873	5 864
Venues and facilities		47	112
Training and development		187	165
Other operating expenditure	<u>6.6</u>	965	848
<b>Total</b>		<b>23 300</b>	<b>27 824</b>

1. Inventory has been reclassified as consumables in 2013/14 in terms of SCoA V4 roll-out by National Treasury. These items are not used in achieving the mandate of the Western Cape Provincial Parliament.

2. In the 2013/14 year fleet services was included in the Travel and subsistence total, this was a SCoA classification amendment.



Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Notes to the Annual Financial Statements for the year ended 31 March 2015

**6.1 Minor assets**

	<i>Note</i> <u>6</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
<b>Tangible assets</b>			
Machinery and equipment		700	620
<b>Total</b>		<b>700</b>	<b>620</b>

**6.2 Computer services**

	<i>Note</i> <u>6</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
SITA computer services		350	326
External computer service providers		1821	1 729
<b>Total</b>		<b>2171</b>	<b>2 055</b>

**6.3 Audit cost – External**

	<i>Note</i> <u>6</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Regularity audits		2 696	2 469
<b>Total</b>		<b>2 696</b>	<b>2 469</b>

**6.4 Consumables**

	<i>Note</i> <u>6</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Consumable supplies		294	143
Uniform and clothing		53	61
Household supplies		73	4
Building material and supplies		24	20
IT consumables		137	51
Other consumables		7	7
Stationery, printing and office supplies		1 045	895
<b>Total</b>		<b>1 339</b>	<b>1 038</b>

Inventory has been reclassified as consumables in 2013/14 in terms of SCoA V4 roll-out by National Treasury. These items are not used in achieving the mandate of the Western Cape Provincial Parliament.

**6.5 Travel and subsistence**

	<i>Note</i> <u>6</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Local		3 455	5 278
Foreign		418	586
<b>Total</b>		<b>3 873</b>	<b>5 864</b>

**6.6 Other operating expenditure**

	<i>Note</i> <u>6</u>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Professional bodies, membership and subscription fees		265	120
Resettlement costs		61	-
Other		639	728
<b>Total</b>		<b>965</b>	<b>848</b>

**7. Payments for financial assets**

	<i>Note</i>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
Other material losses written off	<u>7.1</u>	16	55
Debts written off	<u>7.2</u>	8	21
<b>Total</b>		<b>24</b>	<b>76</b>

**7.1 Other material losses written off**

	<i>Note</i>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
<b>Nature of losses</b>	<u>7</u>		
Government vehicle accident		-	30
Damaged government vehicle		1	25
Loss of laptop		15	-
<b>Total</b>		<b>16</b>	<b>55</b>

**7.2 Debts written off**

	<i>Note</i>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
<b>Nature of debts written off</b>	<u>7</u>		
Other debt written off			
Supplier debt		8	-
Medical aid overpayment: ex Members.		-	5
Pension overpayment: ex Members.		-	16
<b>Total debt written off</b>		<b>8</b>	<b>21</b>

**8. Transfers and subsidies**

		<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
	<i>Note</i>		
Departmental agencies and accounts	<i>Annex 1A</i>	21	283
Foreign governments and international organisations	<i>Annex 1B</i>	239	128
Non-profit institutions	<i>Annex 1C</i>	33 170	31 572
Households	<i>Annex 1D</i>	5 214	1 265
<b>Total</b>		<b>38 644</b>	<b>33 248</b>

**9. Expenditure for capital assets**

	<i>Note</i>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
<b>Tangible assets</b>			
Machinery and equipment	<u>30</u>	2 110	2 035
<b>Total</b>		<b>2 110</b>	<b>2 035</b>

**9.1 Analysis of funds utilised to acquire capital assets – 2014/15**

	Voted funds R'000	Total R'000
<b>Tangible assets</b>		
Machinery and equipment	2 110	2 110
<b>Total</b>	<b>2 110</b>	<b>2 110</b>

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

	Voted funds R'000	Total R'000
<b>Tangible assets</b>		
Machinery and equipment	2 035	2 035
<b>Total</b>	<b>2 035</b>	<b>2 035</b>

**9.3 Finance lease expenditure included in Expenditure for capital assets**

	<i>Note</i> 2014/15 R'000	2013/14 R'000
<b>Tangible assets</b>		
Machinery and equipment	896	928
<b>Total</b>	<b>896</b>	<b>928</b>

**10. Cash and cash equivalents**

	<i>Note</i> 2014/15 R'000	2013/14 R'000
Consolidated Paymaster General Account	7 949	3 158
Disbursements	(1 597)	(1 266)
Cash on hand	1	1
LSS Bank account	1 687 <sup>1</sup>	1 603
<b>Total</b>	<b>8 040</b>	<b>3 496</b>

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, 2013/14 and 2014/15 years.

**11. Prepayments and advances**

	<i>Note</i> 2014/15 R'000	2013/14 R'000
Staff advances	124	120
<b>Total</b>	<b>124</b>	<b>120</b>

## 12. Receivables

		2014/15			2013/14
		R'000	R'000	R'000	R'000
		Less	One	Older	
		than	to	than	
		one	three	three	
		year	years	years	
Note					Total
Recoverable expenditure	<u>12.1</u>	542	-		542
Staff debt	<u>12.2</u>	13	6	25	44
Other debtors	<u>12.3</u>	62	43	24	129
<b>Total</b>		<b>617</b>	<b>49</b>	<b>49</b>	<b>715</b>
					<b>259</b>

### 12.1 Recoverable expenditure (disallowance accounts)

	Note	2014/15	2013/14
	<u>12</u>	R'000	R'000
Government vehicle accident		37	1
SARS UIF debt		500 <sup>1</sup>	-
SARS UIF Interpreters		2	-
Cancelled air tickets		3	-
Disallowance miscellaneous		-	70
Disallowance suppliers		-	5
<b>Total</b>		<b>542</b>	<b>76</b>

1. The amount of R500 000 relates to a SARS UIF deduction which is currently under investigation.

### 12.2 Staff debt

	Note	2014/15	2013/14
	<u>12</u>	R'000	R'000
Government vehicle accident		25	27
Salary overpayment		4	7
Staff debt		15	2
<b>Total</b>		<b>44</b>	<b>36</b>

### 12.3 Other debtors

	Note	2014/15	2013/14
	<u>12</u>	R'000	R'000
SARS UIF: Members and interpreters		43	43
Interpreters tax debt		-	47
Ex personnel and Members		21	22
Political parties support staff telephone accounts		16	22
Supplier overpayment		3	3
Supplier telephone account		1	10
Parmed medical aid debt		45	-
<b>Total</b>		<b>129</b>	<b>147</b>

**13. Voted funds to be surrendered to the Revenue Fund**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Opening balance		2 208	4 961
Transfer from statement of financial performance		6 388	2 208
Paid during the year		(2 208)	(4 961)
<b>Closing balance</b>		<b>6 388</b>	<b>2 208</b>

**14. Departmental revenue to be surrendered to the Revenue Fund**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Opening balance		8	158
Transfer from Statement of Financial Performance		247	637
Own revenue included in appropriation		52	52
Paid during the year		(284)	(839)
<b>Closing balance</b>		<b>23</b>	<b>8</b>

**15. Payables – current**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Other payables	<u>15.1</u>	759	56
<b>Total</b>		<b>759</b>	<b>56</b>

**15.1 Other payables**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
<b>Description</b>	<u>15</u>	<b>R'000</b>	<b>R'000</b>
Income tax		489	23
Unallocated receipts		1	33
Pension fund		264	-
Backpay on salary		5	-
<b>Total</b>		<b>759</b>	<b>56</b>

**16. Payables – non-current**

		<b>2014/15</b>			<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>
		<b>One to</b>	<b>Two</b>	<b>More</b>	
		<b>two</b>	<b>to</b>	<b>than</b>	
		<b>years</b>	<b>three</b>	<b>three</b>	
			<b>years</b>	<b>years</b>	<b>Total</b>
<i>Note</i>				<b>Total</b>	<b>Total</b>
Other payables	<u>16.1</u>	10	12	-	-
<b>Total</b>		<b>10</b>	<b>12</b>	<b>-</b>	<b>-</b>

Notes to the Annual Financial Statements for the year ended 31 March 2015

**16.1 Other payables**

<b>Description</b>	<b>Note <u>16</u></b>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
UIF: Interpreters in respect of 2013/14r		10	-
UIF: Interpreters in respect of 2012/13		7	-
UIF: Interpreters in respect of 2011/12		5	-
<b>Total</b>		<b>22</b>	<b>-</b>

**17. Net cash flow available from operating activities**

	<b>Note</b>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
Net surplus/(deficit) as per Statement of Financial Performance		6 719	2 384
Add back non cash/cash movements not deemed operating activities		(139)	(2 792)
(Increase)/decrease in receivables – current		(456)	1 087
(Increase)/decrease in prepayments and advances		(4)	(51)
Increase/(decrease) in payables – current		703	(94)
Proceeds from sale of capital assets		(52)	(21)
Expenditure on capital assets		2 110	2 035
Surrenders to Revenue Fund		(2 492)	(5 800)
Own revenue included in appropriation		52	52
<b>Net cash flow generated by operating activities</b>		<b>6 580</b>	<b>(408)</b>

**18. Reconciliation of cash and cash equivalents for cash flow purposes**

	<b>Note</b>	<b>2014/15 R'000</b>	<b>2013/14 R'000</b>
Consolidated Paymaster General account		7 949	3 158
Disbursements		(1 597)	(1 266)
Cash on hand		1	1
LSS Bank account		1 687	1 603
<b>Total</b>		<b>8 040</b>	<b>3 496</b>

**19. Contingent liabilities and contingent assets**

**19.1 Contingent liabilities**

	<i>Note</i>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Liable to			
Nature			
Claims against the department	<i>Annex 2</i>	37	19
<b>Total</b>		<b>37</b>	<b>19</b>

**20. Commitments**

	<i>Note</i>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
<b>Current expenditure</b>			
Approved and contracted		2 051	1816
Approved but not yet contracted		24	-
<b>Total Commitments</b>		<b>2 075</b>	<b>1816</b>

**21. Accruals and payables not recognised**

		<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Listed by economic classification			
	<b>30 Days</b>	<b>30+ Days</b>	<b>Total</b>
Compensation of employees	54	-	54
Goods and services	1 653	-	1 653
Transfers and subsidies	281	-	281
<b>Total</b>	<b>1 988</b>	<b>-</b>	<b>1 988</b>

	<i>Note</i>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
<b>Listed by programme level</b>			
Programme 1: Administration		1 189	512
Programme 2: Facilities for Members and Political Parties		395	170
Programme 3: Parliamentary Services		404	420
<b>Total</b>		<b>1 988</b>	<b>1 102</b>

	<i>Note</i>	<b>2014/15</b> <b>R'000</b>	<b>2013/14</b> <b>R'000</b>
Confirmed balances with other departments	<i>Annex 3</i>	52	21
<b>Total</b>		<b>52</b>	<b>21</b>

**22. Employee benefits**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Leave entitlement		2 963	2 539
Service bonus (Thirteenth cheque)		1 373	1 132
Performance awards		849	595
<b>Total</b>		<b>5 185</b>	<b>4 266</b>

**23. Lease commitments**

**23.1 Operating leases expenditure**

	<b>Machinery and equipment</b>	<b>Total</b>
<b>2014/15</b>		
Not later than 1 year	370	370
Later than 1 year and not later than 5 years	767	767
<b>Total lease commitments</b>	<b>1 137</b>	<b>1 137</b>

	<b>Machinery and equipment</b>	<b>Total</b>
<b>2013/14</b>		
Not later than 1 year	427	427
Later than 1 year and not later than 5 years	1 114	1 114
Later than five years	22	22
<b>Total lease commitments</b>	<b>1 563</b>	<b>1 563</b>

**23.2 Finance leases expenditure**

	<b>Machinery and equipment</b>	<b>Total</b>
<b>2014/15</b>		
Not later than 1 year	523	523
Later than 1 year and not later than 5 years	1 432	1 432
Later than five years	83	83
<b>Total lease commitments</b>	<b>2 038</b>	<b>2 038</b>

	<b>Machinery and equipment</b>	<b>Total</b>
<b>2013/14</b>		
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
<b>Total lease commitments</b>	<b>2 653</b>	<b>2 653</b>

The Western Cape Provincial Parliament (WCPP) leased 6 vehicles from Government Motor Transport (GMT) as at 31 March 2015 (March 2014: 6). 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. The implicit interest is based on Provincial Treasury's approved tariffs for GMT. The department uses the vehicle for most of the useful life of the vehicle. The agreement does not provide for contingent lease payments, and at the end of the useful life as determined by the lessor, the vehicles are returned where it is sold on auction for the benefit of the lessor.



**24. Irregular expenditure**

**24.1 Reconciliation of irregular expenditure**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Opening balance		-	897
Add: Irregular expenditure – relating to current year		-	151
Less: Prior year amounts condoned		-	(897)
Less: Current year amounts condoned		-	(151)
<b>Closing balance</b>		<b>-</b>	<b>-</b>

**25. Fruitless and wasteful expenditure**

**25.1 Reconciliation of fruitless and wasteful expenditure**

	<i>Note</i>	<b>2014/15</b>	<b>2013/14</b>
		<b>R'000</b>	<b>R'000</b>
Opening balance		-	-
Fruitless and wasteful expenditure – relating to current year		-	3
Less: Amounts resolved		-	(1)
Less: Amounts transferred to receivables for recovery	<u>12</u>	-	(2)
<b>Fruitless and wasteful expenditure awaiting resolution</b>		<b>-</b>	<b>-</b>

**26. Related party transactions**

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

- 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.
- Department of Community Safety: security services in the Legislature building.
- The Western Cape Provincial Parliament entered into an arrangement with the Corporate Services Centre of the Department of the Premier in respect of Enterprise Risk Management and Internal Audit inclusive of the Audit Committee.
- South African Police Services (SAPS): front desk security services within the National Key Point facility.
- A related party relationship exists between WCPP and GMT 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.

**27. Key management personnel**

Key management personnel (Parliament/Legislatures)

	No. of Individuals	2014/15 R'000	2013/14 R'000
Speaker to Parliament	2	3 231	2 956
Secretary to Parliament	2	1 599	1 434
Deputy Secretary	2	1 652	1 752
Chief Financial Officer	1	1 118	596
Chief Parliamentary Officer	1	1 059	950
<b>Total</b>		<b>8 659</b>	<b>7 688</b>

The figure as disclosed under Secretary to Parliament is disclosed as 2 individuals, due to the fact that as from February 2015 a new Secretary was appointed, therefore the salary is included from this date. As from 1 February 2015 the previous Secretary's salary is included under the Deputy Secretary.

**28. Impairment: other**

	Note	2014/15 R'000	2013/14 R'000
Debtors		24	35
<b>Total</b>		<b>24</b>	<b>35</b>

**29. Provisions**

	Note	2014/15 R'000	2013/14 R'000
Once-off gratuities paid to non-returning Members.		3 631	5 272
Time-off hours in respect of overtime worked by staff.		784	594
<b>Total</b>		<b>4 415</b>	<b>5 866</b>

**29.1 Reconciliation of movement in provisions – 2014/15**

	Provision 1 R'000	Provision 2 R'000	Total provisions R'000
Opening balance	5 272	594	5 866
Provisions raised	-	190	190
Settlement of provision without cost to the department	(1 641)	-	(1 641)
<b>Closing balance</b>	<b>3 631</b>	<b>784</b>	<b>4 415</b>

**Reconciliation of movement in provisions – 2013/14**

	Provision 1 R'000	Provision 2 R'000	Total provisions R'000
Opening balance	4 418	447	4 865
Provisions raised	854	147	1 001
<b>Closing balance</b>	<b>5 272</b>	<b>594</b>	<b>5 866</b>

**30. Movable Tangible Capital Assets**

**MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2015**

	Opening balance R'000	Additions R'000	Disposals R'000	Closing Balance R'000
<b>HERITAGE ASSETS</b>	<b>233</b>	-	-	<b>233</b>
Heritage assets	233	-	-	233
<b>MACHINERY AND EQUIPMENT</b>	<b>10 578</b>	<b>1 170</b>	<b>(362)</b>	<b>11 386</b>
Transport assets	1 405	-	-	1 405
Computer equipment	4 349	777	(28)	5 098
Furniture and office equipment	1 422	134	-	1 556
Other machinery and equipment	3 402	259	(334)	3 327
<b>TOTAL MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>10 811</b>	<b>1 170</b>	<b>(362)</b>	<b>11 619</b>

Major assets to the value of R23 855.68 are in the process of being reconciled.

Minor assets to the value of R647 581.70 are in the process of being reconciled.

**30.1 Additions**

**ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2015**

	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
<b>MACHINERY AND EQUIPMENT</b>	<b>2 107</b>	<b>(937)</b>	-	<b>1 170</b>
Transport assets	896	(896)	-	-
Computer equipment	777	-	-	777
Furniture and office equipment	134	-	-	134
Other machinery and equipment	300	(41)	-	259
<b>TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>2 107</b>	<b>(937)</b>	-	<b>1 170</b>

### 30.2 Disposals

#### DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2015

	Sold for cash	Total disposals	Cash Received Actual
	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>	<b>362</b>	<b>362</b>	<b>52</b>
Computer equipment	28	28	52
Other machinery and equipment	334	334	-
<b>TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>362</b>	<b>362</b>	<b>52</b>

### 30.3 Movement for 2013/14

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

	Opening balance R'000	Prior period adjustment R'000	Additions R'000	Disposals R'000	Closing Balance R'000
<b>HERITAGE ASSETS</b>	<b>233</b>	-	-	-	<b>233</b>
Heritage assets	233	-	-	-	233
<b>MACHINERY AND EQUIPMENT</b>	<b>10 734</b>	<b>(73)</b>	<b>1 698</b>	<b>(1 781)</b>	<b>10 578</b>
Transport assets	1 403	-	625	(623)	1 405
Computer equipment	5 040	(94)	361	(958)	4 349
Furniture and office equipment	826	233	452	(89)	1 422
Other machinery and equipment	3 465	(212)	260	(111)	3 402
<b>TOTAL MOVABLE TANGIBLE CAPITAL ASSETS</b>	<b>10 967</b>	<b>(73)</b>	<b>1 698</b>	<b>(1 781)</b>	<b>10 811</b>

The amount above includes classification adjustments as follows, reducing Furniture and Equipment by R8,500.00 due to incorrect classification, reducing Other Machinery and Equipment by R164,552.00 due to incorrect classification and increasing Computer Equipment with an amount of R173,052.00. A further amount was of R7,978.86 was reclassified from Computer Equipment to consumables.

### 30.4 Minor assets

#### MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2015

	Heritage assets R'000	Machinery and equipment R'000	Total R'000
Opening balance-	25	6 015	6 040
Current year adjustments	10	(217)	207
Additions	-	630	630
Disposals	-	(135)	(135)
<b>TOTAL MINOR ASSETS</b>	<b>35</b>	<b>6 293</b>	<b>6 328</b>

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Notes to the Annual Financial Statements for the year ended 31 March 2015

	Heritage assets	Machinery and equipment	Total
Number of R1 minor assets-	209	499	708
Number of minor assets at cost-	89	5 734	5 823
<b>TOTAL NUMBER OF MINOR ASSETS-</b>	<b>298</b>	<b>6 233</b>	<b>6 531</b>

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

	Heritage assets	Machinery and equipment	Total
	R'000	R'000	R'000
Opening balance	25	5 483	5 508
Prior period error	-	(33)	(33)
Additions	-	620	620
Disposals	-	(55)	(55)
<b>TOTAL MINOR ASSETS</b>	<b>25</b>	<b>6 015</b>	<b>6 040</b>

	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
<b>TOTAL NUMBER OF MINOR ASSETS</b>	<b>217</b>	<b>4 758</b>	<b>4 975</b>

**31. Agent-principal arrangements**

**31.1 Department acting as the agent**

	Note	2014/15 R'000	2013/14 R'000
Department of the Premier		457	448
<b>Total</b>		<b>457</b>	<b>448</b>

The Western Cape Provincial Parliament entered into an arrangement with the Corporate Services Centre of the Department of the Premier in respect of Enterprise Risk Management and Internal Audit inclusive of the Audit Committee.

**ANNEXURE 1A**  
**STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS**

DEPARTMENT / AGENCY / ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2013/14 Appropriation Act R'000
	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	-	-	-	-	-	-	282
SABC Television Licences	36	-	(15)	21	21	100%	35
<b>Total</b>	<b>36</b>	<b>-</b>	<b>(15)</b>	<b>21</b>	<b>21</b>	<b>100%</b>	<b>317</b>

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

	TRANSFER ALLOCATION				EXPENDITURE		2013/14
	Adjusted Appropriation	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	
<b>FOREIGN GOVERNMENT/ INTERNATIONAL ORGANISATION</b>							
Transfers							
Commonwealth Parliamentary Association (CPA) subscription fees	144	-	95	239	239	100%	128
<b>Total</b>	<b>144</b>	<b>-</b>	<b>95</b>	<b>239</b>	<b>239</b>	<b>100%</b>	<b>128</b>

**ANNEXURE 1C  
STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS**

	TRANSFER ALLOCATION				EXPENDITURE		2013/14 Appropriation Act R'000
	Adjusted Appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Funds Transferred %	
<b>NON-PROFIT INSTITUTIONS</b>							
Transfers							
Democratic Alliance	19 885	-	(143)	19 742	19 742	100%	16 160
African National Congress	10 985	-	-	10 985	10 985	100%	10 481
Congress of the People	237	-	-	237	237	100%	2 293
Independent Democrats	151	-	-	151	151	100%	1 582
African Christian Democratic Party	1 108	-	-	1 108	1 108	100%	1 056
Economic Freedom Fighters	947	-	-	947	947	100%	-
<b>Total</b>	<b>33 313</b>	<b>-</b>	<b>(143)</b>	<b>33 170</b>	<b>33 170</b>	<b>100%</b>	<b>31 572</b>

The original budget of R33 313 million for transfers to Political Parties was based on inflationary adjustments before the elections. The budget was re-calculated to R33 170 million based on National's annual increase and the new composition of Political Parties after the elections.



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

	TRANSFER ALLOCATION				EXPENDITURE		2013/14 Appropriation Act
	Adjusted Appropriation	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>HOUSEHOLDS</b>							
Transfers							
Incentive rewards paid to employees	71	-	(34)	37	37	100%	26
Long service awards	6	-	-	6	6	100%	9
Donation to Badisa	8	-	-	8	8	100%	-
CCMA settlement agreement	-	-	35	35	35	100%	-
Leave gratuities due to resignations	-	-	86	86	86	100%	77
Medical in respect of continuation Members	1 200	-	54	1 254	1 254	100%	1 153
Gratuities paid to non-returning Members	3 788	-	-	3 788	3 788	100%	-
<b>Total</b>	<b>5 073</b>	<b>-</b>	<b>141</b>	<b>5 214</b>	<b>5 214</b>	<b>100%</b>	<b>1 265</b>

**ANNEXURE 2**  
**STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2015**

NATURE OF LIABILITY	Opening Balance 1 April 2014	Liabilities incurred during the year	Liabilities paid/cancelled/redu ced during the year	Liabilities recoverable (Provide details hereunder)	Closing Balance 31 March 2015
	R'000	R'000	R'000	R'000	R'000
<b>Claims against the department</b>					
Transcription Africa (PTY) Ltd	19	-	19	-	-
WingsNaledi Corporate Travel (Pty) Ltd	-	37	-	-	37
<b>Total</b>	<b>19</b>	<b>37</b>	<b>19</b>	<b>-</b>	<b>37</b>

NATURE OF LIABILITIES RECOVERABLE	DETAILS OF LIABILITY AND RECOVERABILITY		Opening Balance 1 April 2014	Movement during year	Closing Balance 31 March 2015
			R'000	R'000	R'000
WingsNaledi Corporate Travel (Pty) Ltd	Dispute over settlement of accommodation invoices.		-	37	37
<b>Total</b>			<b>-</b>	<b>37</b>	<b>37</b>

**ANNEXURE 3  
INTER-GOVERNMENT PAYABLES**

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL		Cash in transit at year end 2014/15	
	31/03/2015	31/03/2014	31/03/2015	31/03/2014	31/03/2015	31/03/2014	Payment date up to six (6) working days before year end	Amount
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
<b>Current</b>								
Department of the Premier	52	21	-	-	52	21	-	-
<b>Total</b>	<b>52</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>52</b>	<b>21</b>	<b>-</b>	<b>-</b>



# WESTERN CAPE PROVINCIAL PARLIAMENT



## PART F REPORT ON PARLIAMENTARY ACTIVITIES



In celebration of Women's month, a panel discussion led by Speaker Sharna Fernandez, took place on 7 August 2014, during which various issues affecting the wellbeing of women were discussed



Hon Theo Olivier signs a pledge in support of the 16 Days of Activism for No Violence Against Women and Children campaign, December 2014

## **1. INTRODUCTION**

The report on parliamentary activities provides an overview of the activities of the WCPP for the period 1 April 2014 to 31 March 2015 which are not covered parts of the annual report.

## **2. OPENING OF THE WESTERN CAPE PROVINCIAL PARLIAMENT**

### **2.1 End of term of the last Parliament:**

Prior to the upcoming general election, the Fourth Provincial Parliament of the Western Cape last sat on 25 March 2014.

### **2.2 First Sitting of the New Parliament (First Session, Fifth Parliament):**

Following the general election on 7 May 2014, the first sitting of the newly elected Provincial Parliament took place on Wednesday, 21 May 2014. The following items, amongst others, appeared on the agenda, namely the swearing of new and returning Members, the appointment of Returning Officer and Assistant Returning Officers and the election of the Premier, Speaker and the Deputy Speaker.

Judge President *J M Hlope*, Judge of the Western Cape High Court, presided over the swearing in of the new and returning Members, the appointment of the Returning Officer and Assistant Returning Officers, the election of the Premier and Speaker.

The Judge President announced that the Secretary to the Provincial, Mr R G Hindley had been appointed the Returning Officer. Ms R K Begg and Mr A T Nage were appointed Assistant Returning Officers.

Members made and subscribed the oath or solemn affirmation before the Honourable the Judge and took their seats.

### **2.3 Election of Premier:**

The Returning Officer read out the following Notice, dated 13 May 2014:

#### **FIRST MEETING OF THE WESTERN CAPE PROVINCIAL PARLIAMENT**

*It is hereby notified for general information that under and by virtue of the power vested in me by section 110(1), read with sections 128(1) and 111(1) of the Constitution of the Republic of South Africa, 1996, as well as section 19(3), read with sections 38(1) and 20(1) and 20(2) of the Constitution of the Western Cape, 199, I, John Mandlakayise Hlophe, Judge President of the Western Cape High Court, Cape Town, have fixed Wednesday, 21 May 2014, at 10:30, as the date and time, and the Chamber of the Western Cape Provincial Parliament, Cape Town, as the place for the nomination and election of a Premier of the Western Cape and thereafter for the nomination and election of Speaker and Deputy Speaker of the Provincial Parliament.*

Judge President *J M Hlope*, presided over to the election of the Premier in terms of the Rules applicable to the election of a Premier. Dr I H Meyer (DA), seconded by Mr T L Botha (DA) nominated



Ms O H Maree (Zille) (DA) for election as Premier. Mr S G Tyatyam (ANC), seconded by Ms S W Davids (ANC), nominated Mr M L Fransman (ANC) for election as Premier. As there were two nominations, the Honourable Judge announced that a secret ballot would be taken in terms of Item 6 of Part A of Schedule 3 of the Constitution and Item 6 of Schedule 2 of the Western Cape Constitution.

The results of the secret ballot was that Ms O H Maree (Zille) received 27 votes against 14 received by Mr M L Fransman. Ms O H Maree (Zille) was then duly elected the Premier of the Western Cape Province. The newly elected Premier expressed her sense of the honour conferred on her.

#### **2.4 Election of a Speaker:**

Judge President *J M Hlope* also presided over the election of the Speaker on the same date. In terms of the Rules applicable to the election of a Speaker. Dr I H Meyer (DA) seconded by Mr T L Botha (DA), nominated Ms S G Fernandez (DA) for election as Speaker. Ms P Z Lekker (ANC), seconded by Mr C M Dugmore (ANC), nominated Ms M N Gillion (ANC) for election as Speaker. As there were two nominations, the Honourable Judge announced that a secret ballot would be taken in terms of Item 6 of Part A of Schedule 3 of the Constitution and Item 6 of Schedule 2 of the Western Cape Constitution.

From the results, Ms S G Fernandez received 27 votes against 15 received by Ms M N Gillion. Ms S G Fernandez was then duly elected the Speaker of the Western Cape Province. The newly elected Speaker, having been conducted to the Chair by Mr D Joseph (DA) and Ms M M Wenger (DA), expressed her sense of the honour conferred upon her.

#### **2.5 Election of Deputy Speaker:**

On the same day, 21 May 2014, the newly elected Speaker Ms S G Fernandez presided over the election of the Deputy Speaker.

Dr I H Meyer (DA), seconded by Mr T L Botha (DA), nominated Mr P J C Pretorius (DA) for election as Deputy Speaker. Ms T M Dijana (ANC), seconded by Mr Q R Dyantyi (ANC) nominated Ms S W Davids (ANC) for election as Deputy Speaker. As there were two nominations, the Speaker announced that a secret ballot would be taken in terms of Item 6 of Part A of Schedule 3 of the Constitution and Item 6 of Schedule 2 of the Western Cape Constitution.

Mr P J C Pretorius received 26 votes against 14 received by Ms S W Davids. Mr P J C Pretorius was then duly elected the Deputy Speaker of the Western Cape Province. The newly elected Deputy Speaker, having been conducted to the Chair by Ms A J D Marais (DA) and Mr R B Lentit (DA), expressed his sense of the honour conferred upon him.

#### **2.6 State of the Province Address: First Session, Fifth Parliament:**

The State of the Province Address took place on 20 June 2014 and was attended by more than 250 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 full text of the Premier's State of the Province Address was printed in the Minutes of Proceedings on 20 June 2014.

## 2.7 State of the Province Address: Second Session, Fifth Parliament:

The State of the Province Address for the Second Session of the Fifth Parliament took place on 20 February 2015 and 239 guests, including Members' guests, the Premier's guests, Heads of Departments and other dignitaries attended.

Before the Premier could deliver her State of the Province Address, Mr P Uys (ANC) raised a point of order regarding a procedure to deal with a disputed ruling that emanated from an announcement by the Deputy Speaker on 4 December 2014. Numerous further points of order were raised.

For disregarding the authority of the Chair, Messrs P Uys and S G Tyatyam were requested to withdrawn from the Chamber, but refused to withdraw. They were accordingly named by the Speaker in terms of Rule 45. On a motion by the Chief Whip of the DA, Mr M G E Wiley, the two members, respectively were suspended from the service of the House.

Due to the disruption of the sitting, the Premier could not deliver her State of the Province Address on the day, but tabled it, and the full text in English was printed in *Announcements, Tablings and Committee Reports*. (See Minutes of Proceedings dated 20 February 2015).

## 3. MINISTERS AND MEMBERS

### 3.1 Party representation:

Before the election in May 2014, representation of parties in the WCPP 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 Alliance	1
<b>TOTAL</b>	<b>42</b>

After the election in May 2014, representation of parties in the WCPP is as follows:

Party	Number of Seats
Democratic Alliance	26
African National Congress	14
Economic Freedom Fighters	1
African Christian Democratic Alliance	1
<b>TOTAL</b>	<b>42</b>

### 3.2 Provincial Cabinet:

The Provincial Cabinet was constituted as follows:

Minister	Portfolio
Ms OH Zille	Premier
Dr IH Meyer	Minister of Finance
Mr TL Botha (till 31 December 2014) Ms N Mbombo (from 1 January 2015)	Minister of Health
Mr AW Bredell	Minister of Local Government, Environmental Affairs and Development Planning
Mr BS Madikizela	Minister of Human Settlements
Mr AR Winde	Minister of Agriculture, Economic Development and Tourism
Ms N Mbombo (till 31 December 2014) Mr TL Botha (from 1 January 2015)	Minister of Cultural Affairs and Sport
Mr AT Fritz	Minister of Social Development
Mr D Plato	Minister of Community Safety
Ms DA Schäfer	Minister of Education

A reshuffling of the Cabinet took place at the end of December 2014. Ms N Mbombo was appointed as the new Minister of Health, replacing Mr T L Botha. Mr T L Botha became the new Minister of Cultural Affairs and Sport, replacing Ms N Mbombo. These changes became effective as from 1 January 2015.

#### 3.2.1 Change of name of portfolio with effect from 17 July 2014:

Minister	Old Portfolio	
Mr AR Winde	Ministry of Agriculture, Economic Development and Tourism	Ministry of Economic Opportunities ( <i>Economic Development, Tourism and Agriculture</i> )

### 3.3 Whippers:

At its first meeting (29 May 2014) after the new Parliament was constituted, the Rules Committee agreed that the ratio of Whips would be 1:7, meaning that the DA would be entitled to four (4) whips and the ANC to two (2) whips.

Minister	Port Folio	Position
Mr MGE Wiley	Democratic Alliance	Chief Whip
Mr D Joseph	Democratic Alliance	Deputy Chief Whip
Mr NE Hinana	Democratic Alliance	Whip
Ms BA Schäfer	Democratic Alliance	Whip
Mr P Uys	African National Congress	Chief Whip of the Largest Minority Party
Mr SG Tyatyam	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	Permanent Delegates	Special Delegates
Democratic Alliance	3	2
African National Congress	2	1
Congress of the People	1	0
African Christian Democratic Alliance	0	0
Independent Democrats	0	1
<b>TOTAL</b>	<b>6</b>	<b>4</b>

The ratio of party representation to the NCOP after the May election was:

Party Representation	Permanent Delegates	Special Delegates
Democratic Alliance	4	2
African National Congress	2	2
<b>TOTAL</b>	<b>6</b>	<b>4</b>

#### 3.4.1 Permanent delegates of the NCOP:

The NCOP delegates comprises of six permanent delegates, namely:

Name	Party
Ms C Labuschagne	Democratic Alliance
Mr EJ Von Brandis	Democratic Alliance
Ms TG Mpambo-Sibhukwana	Democratic Alliance
Mr JJ Londt	Democratic Alliance
Ms E Prins	African National Congress
Mr DL Ximbi	African National Congress

#### 3.4.2 Special delegates of the NCOP:

The delegation of special delegates at the beginning of the financial year was:

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

The delegation of special delegates post the elections is as follows:

Party	Representation
Democratic Alliance	3
African National Congress	1

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

#### **4. Orientation Programme for new and returning Members**

New and returning Members participated in an orientation programme which took place from 3 June to 6 June 2014 and dealt with the following topics:

- Introduction to Western Cape Provincial Parliament's Vision, Mission, Strategic Goals, Organisational Structure, Role of the Office of the Secretary and Senior Management Team
- Management Introduction to each Section:
  - Procedural Services
  - Corporate Services
- Institutional Governance
- Constitutional and Role Function of the WCPP
- Constitutional Role: Law-making (including reference to the Standing Rules)
- Members Facilities – Overview
- Remuneration of Public Bearers
- Pension
- Medical Aid
- Accident Insurance
- Constitutional Role: Oversight in Committees
- Constitutional Role: Oversight in the House
- Constitutional Role: Public Participation, Petitions and Submissions
- Members Allowances
- Members Facilities
- ICT Support
- Powers and Privileges and Immunities of Members
- Introduction to Practice and Procedures in the House
- Code of Conduct for Members
- Institution: Auditor-General
- Role and Functions of Members
- Member's and the Media
- Website, Members Portal, foreign travel, official passports
- Role of Legislative Support Sector (LSS), South African Legislature Secretary's Association (SALSA) and Speaker's forum
- Protocol, Diplomacy and Decorum
- Security, facilities, health and safety and Role of the Sergeant-at arms
- Inter-parliamentary relations
  - Commonwealth Parliamentary Association
  - National Conference of State Legislatures

A survey on the orientation sessions was compiled and completed by Members who attend the sessions. The survey results indicated that Members were satisfied with the orientation programme.

#### **5. Code of Conduct for Members**

##### **Members' first disclosures after elections**

The elections were held on 7 May 2014 and the first sitting of the Provincial Parliament on 21 May 2014. As part of the Orientation Program for new and returning Members, the Registrar of

Members' Interests, Ms RK Begg, did a presentation to Members on the Code of Conduct and Members' disclosure forms.

The Conduct Committee was established in accordance with the Standing Rules and all the Members of the Conduct Committee, alternates, the Registrar of Member's Interests and staff supporting the Conduct Committee and the Registrar took the required oath/affirmation of confidentiality on 31 July 2014.

The due date for Member's disclosures was 60 days after the first sitting, namely 20 July 2014. All disclosure forms were received by 21 July 2014.

## **6. PROCEDURAL AND RELATED MATTERS**

### **6.1 Plenary Support:**

#### **Rulings:**

The Presiding Officers made 16 rulings in the House. One of the considered rulings relates to Rule 62, Rule of anticipation, "a member may not anticipate the discussion of a matter appearing on the Order Paper". The object of the rule is to avoid duplication. During a sitting, an Honourable Member moved two motions, the content of the second proposed motion was substantively similar to the first proposed motion, such that the two proposals can be discussed in one debate. The Presiding Officer ruled that the issues in the honourable Member's motion could be discussed thoroughly under the first motion. The Speaker has thus instructed the Secretary to remove the second Notice of Motion from the Order Paper as it is in conflict with Rule 62 of the Standing Orders.

### **6.2 Statistics relating to Sittings and legislation:**

#### **Sittings:**

In the 2014/2015 financial year, the House met for 24 sittings, which represented 69 hours and 35 minutes of debating time. In the previous financial year, the House met 23 times, which represented 80 hours and 10 minutes of debating time. The reason for the difference in hours of sittings was contributed by the fact that 2014 was the year for national and provincial election.

During the sittings, the House dealt with 28 interpellations, 134 questions for oral reply, 7 opportunities for questions to the Premier without notice and 5 subjects for discussion. There were 285 questions for written reply sent to the Executive Members. In the previous year, the House dealt with 39 interpellations, 205 questions for oral reply, 6 opportunities for questions to the Premier without notice, 12 subjects for discussion and one Executive statement. 325 written questions were sent to the Executive Members. The reason for the difference in numbers is as mentioned above.

#### **Bills:**

Four Bills were introduced during this period. See Schedule A on page 191.

#### **Acts:**

Three Acts were passed during this period. See Schedule A on page 191.

## 7. COMMITTEES

During this financial year the committees of the Provincial Parliament held 267 meetings. There were 61 public hearings held and 30 oversight visits were undertaken by committees throughout the province. One international conference and one national conference were attended by designated committee members. The Committee Section was also instrumental in providing support to Members of the Provincial Parliament relating to NCOP activities, which included the NCOP Provincial Visit Week from 08 – 12 September 2014, the NCOP Strategic Planning Workshop held at the Lagoon Beach from 19 to 20 August 2014 and the Taking Parliament to the People, programme in Gauteng from 28 October – 01 November 2014. Standing committees considered nine provincial Bills and 28 national (NCOP) Bills.

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.

A key focus in the year was the induction of new members of the Provincial Parliament. The Committee Section staff provided members, especially the committee chairpersons, with necessary procedural advice and administrative support. Committees were guided with the drafting and co-ordination of the respective committee programmes. Members were also empowered and familiarised themselves during this financial year, in terms of knowledge and understanding of committee related matters pertaining to their core constitutional mandate. It was a year of learning, development and gaining knowledge of the provincial expectations.

As the new parliamentary term commenced, the standing committees were faced with very few Bills (both provincial and NCOP Bills) to consider and finalise. Most of their committee meetings deal with briefings by departments and oversight visits. The members of committees performed their oversight and accountability functions professionally and the quality of the procedural support was of a high standard. The number of committee meetings were fewer in comparison with that of the previous financial year, primarily due to the fact that it was an election year in 2014. The Committee Section's Standard Operating Procedure document was amended at the end of the 2014/2015 financial year.

### 7.1 Membership of standing committees:

The portfolios and size of committees of the Provincial Parliament were clustered as follows:

Standing Committee	Portfolios	Size of Membership
Standing Committee on Premier	Premier	5
Standing Committee on Finance	Provincial Treasury	5
Standing Committee on Economic Opportunities, Tourism and Agriculture	Economic Development Agriculture	5
Budget Committee		5
Standing Committee on Local Government	Local Government Local Government Oversight National	5

Standing Committee	Portfolios	Size of Membership
	Council of Provinces	
Standing Committee on Environmental Affairs and Development Planning	Environmental Affairs and Development Planning	5
Standing Committee on Human Settlements	Human Settlements	5
Standing Committee on Transport and Public Works	Transport and Public Works	5
Standing Committee Cultural Affairs and Sport	Cultural Affairs and Sport	5
Standing Committee on Community Safety	Community Safety	5
Standing Committee on Education	Education	5
Standing Committee on Community Development	Health Social Development	5
Public Accounts Committee		5
Petitions Committee		5
Chairpersons Forum		11
Rules Committee		9

## 7.2 Number of committee activities:

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	Number of oversight visits undertaken	International Study Tours	Local Conferences	International Conferences
Standing Committee on Premier	19	3	2	0	0	0
Standing Committee on Finance	16	3	1	0	0	0
Standing Committee on Agriculture and Economic Development	30	8	3	0	0	0
Budget Committee	17	3	0	0	0	0
Standing Committee on Local Government	16	3	2	0	0	0
Standing Committee on Environmental Affairs and Development Planning	18	3	2	0	0	0
Standing Committee on Human Settlements	18	4	2	0	0	0
Standing Committee on Transport and Public Works	15	3	0	0	0	0
Standing Committee Cultural Affairs and Sport	15	3	2	0	0	0
Standing Committee on Community Safety	25	4	3	0	1 and 1 launch	
Standing Committee on Education	18	3	2	0	0	0
Standing Committee on Community Development	29	7	11	0	0	0
Standing Committee on Public Accounts (SCOPA)	27	14	0	0	1 APAC (Sun City)	1 (Zambia)
Petitions Committee	2	0	0	0	0	0
Chairpersons Forum	2	0	0	0	0	0
Rules Committee	10	0	0	0	0	0
<b>Total</b>	<b>277</b>	<b>61</b>	<b>30</b>	<b>0</b>	<b>3</b>	<b>1</b>

\*Number of committee meetings held includes all categories of committee meetings held, such as briefings by departments, public hearings, oversight visits, etc., but excluding national and international conferences and international study tours.



### **7.3 Committees: highlights, concerns and achievements:**

The following are some of the highlights, concerns and achievements of standing committees:

#### **Standing Committee on Cultural Affairs and Sport**

The Committee comprises of the following members:

MacKenzie, RD (DA) (Chairperson)  
Kivedo, BD (DA)  
Wenger, MM (DA)  
Makeleni, P (ANC)  
Olivier, RT (ANC)

In August 2014, the Committee conducted an oversight visit to the Western Cape Archives and Records Service. The visit was preceded by an introductory briefing of the facility. The inspection included witnessing the digitisation of records, the repair and restoration of old and damaged records as well as several other facilities on the premises.

During September the Department of Cultural Affairs and Sport presented on its Mass Opportunity and Development (MOD) programme. This briefing proved to be good preparation for the Committee's involvement in the oversight visit to a MOD Centre in Vredendal during the National Council of Provinces (NCOP) visit week to the West Coast District.

In November 2014 the Committee participated in the Annual Report of the Department of Cultural Affairs and Sport as well as the entities, namely Heritage Western Cape, the Western Cape Language Committee and the Western Cape Cultural Commission.

The Committee also hosted a cocktail lunch as part of recognition for the Western Province Rugby Football Union's (WPRFU) Currie Cup success of 2014. The attendees included several high profile persons from the Provincial rugby fraternity, officials of the Department of Cultural Affairs and Sport, members of the sports council and executive members and players of the WPRFU. Cape Rugby TV was also in attendance and broadcasted interview footage of the event on its weekly show aired on Cape TV.

The Committee conducted an unannounced oversight visit to the Cape Medical Museum. The Museum is fairly small, however its exhibits are pertinent to the preservation of the medical history of the Cape. The Acting Manager of the museum explained the challenges faced and the strategies used to attract and maintain the number of visitors to the Museum.

During March 2015 the Committee took part in the Western Cape Appropriations Bill discussions.

#### **Standing Committee on Community Safety**

The Committee comprises of the following members:

Wenger, MM (DA) (Chairperson)  
Kivedo, BD (DA)  
Marais, AJD (DA)  
Lekker, PZ (ANC)

Christians, FC (ACDP)

The Standing Committee on Community Safety held introductory briefings of the Department of Community Safety, the South African Police Service (SAPS) Western Cape as well as the Independent Police Investigating Directorate (IPID).

In August 2014, the Committee invited the SAPS Western Cape to brief it on the Widows and Orphans Fund as well as the SAPS Education Trust (SAPSET). The pretext for the briefing was the increase in deaths of SAPS officers in the line of duty. Consequently, the families of slain officers were left without breadwinners. The Committee thus requested a briefing to understand the support structures in place for dependents of officers killed in the line of duty.

In September 2014, the Committee requested an emergency briefing on the status of taxi violence in the Province. The purpose of the briefing was as a result of taxi related violence flare-ups in the days preceding the briefing. The SAPS Western Cape and the Cape Town Metropolitan Police Department (CTMPD) provided the status update. Members of the Standing Committee on Transport and Public Works were also in attendance.

The Committee participated in the National Council of Provinces (NCOP) visit week to the West Coast District during September 2014. As part of the visit week delegation, the Committee conducted oversight visits to Vredendal, Elands Bay, Clanwilliam and Hopefield Police Stations. All stations were requested in advance to present on specific areas. In this way, the delegation could compare the different stations using the same criteria.

During October 2014, the SAPS Western Cape presented its Provincial Crime Statistics for 2013/2014. Immediately after the SAPS presentation, the Department of Community Safety provided its analysis of the overall perception on safety in the Western Cape subsequent to the release of the 2013/2014 crime statistics. The Committee did not conduct oversight visits to police stations, other than during the September NCOP visit week, as it waited for the release of the crime statistics in order to prioritise police stations exhibiting the most problematic statistics.

The Committee was invited to the School Safety Project Launch in Worcester. Committee members along with dignitaries of the South African Police Service, Deputy National Ministers of Police, Water & Sanitation and Land Reform, Members of National Parliament as well as officials from other provincial government departments visited primary schools, interacted with the school principals and learners and participated in presenting donations to the respective schools.

Also during October, the Committee reviewed the nomination for the first Provincial Police Ombudsman as per Section 11(2b) of the *Western Cape Community Safety Act* (Act 3 of 2013). The Department of Community Safety was invited to brief the Committee on the legal framework and process of the Committee's role in the appointment of the Provincial Police Ombudsman. This review and recommendation of the candidate for the position of the Provincial Police Ombudsman was the first of its kind.

In November 2014 the Committee participated in the discussions on the Annual Reports of the Department of Community Safety and the SAPS Western Cape, the IPID as pertaining to the Western Cape, as well as the Annual Police Plan of the CTMPD.

In addition to these discussions, the Committee also conducted an oversight visit to the Nyanga Police Station. The briefing by the Station Commander and relevant senior SAPS officials was based

on specific criteria requested by the Committee. These criteria are currently standardised for the Committee's oversight visits to police stations earmarked for inspection based on the 2013/2014 Crime Statistics.

During February 2015 the Committee discussed the declining number of police officers in the Western Cape. This discussion included a presentation by the Chairperson, Ms Mireille Wenger, on the current and projected figures related to the staff contingent of SAPS Western Cape. The Committee also conducted oversight visits to the Mitchell's Plain and Lentegeur Police Stations.

During March 2015 the Committee partook in the Western Cape Appropriation Bill [B2-2015] discussions. The Committee also invited the Provincial SAPS Commissioner to provide clarity on the role of Western Cape SAPS members in events surrounding the State of the Nation Address that transpired on 12 February 2015. The purpose of the briefing was to establish the processes, protocols, planning and action of the day in question. The Chairperson indicated from the onset that the purpose of the briefing was to gain clarity on the SAPS Western Cape's role in the reported event.

The IPID, in conjunction with the Civil Society Prison Reform Initiative, based at the Community Law Centre at the University of the Western Cape, invited the Committee to an Inception Seminar. The purpose of the seminar was to discuss the dynamics of a study the Committee recommended to the IPID after the November Annual Report briefing. The following research question was developed during the seminar: *What are the incentives/facilitators and obstacles to report cases to the Independent Police Investigative Directorate?*

#### **Standing Committee on Human Settlements**

The Committee comprises of the following members:

Maseko, LM (DA) (Chairperson)  
Schäfer, BA (DA)  
Hinana, NE (DA)  
Magaxa, KE (ANC)  
Paulsen, MN (EFF)

The Committee convened its first meeting of the 5<sup>th</sup> Parliament on 25 June 2014. The Department of Human Settlements presented the Committee with an overview of its activities for the financial year with specific focus on its Annual Performance Plan and its Quarterly Performance Reports.

The Department indicated that its strategic focus was derived from national strategic goals, which focused on accelerated delivery of shelter opportunities, improved access to basic services, more efficient land utilisation and improved property markets.

The Committee held four public hearings during the financial year. This included consideration of the Department's Annual Report (2013/2014 financial year) and that of its entity the Western Cape Rental Housing Tribunal, the Schedule to the *Western Cape Adjustments Appropriation Bill* [B 5–2014], the Schedule to the *Additional Adjustments Appropriation Bill* [B 1–2015] and the *Western Cape Appropriation Bill* [B 2–2015]. In addition hereto the focus of the Committees was aimed at the housing backlog, the apportionment of houses to beneficiaries and the utilisation of alternative building material for construction and land fill.

Meetings on alternative building material were conducted with companies such as Magnastruct and Futurehouse. These companies elaborated on the application and utilisation of alternative building material focusing on the durability, cost-effectiveness and the environmental impact of these materials in comparison to traditional building methods and material.

In a meeting dated 11 November 2014 the Committee resolved to conduct oversight visits to housing projects where alternative building material had been utilised. The Department indicated that a single structure built the traditional way was valued at R160 000. Challenges regarding costs associated with importing alternative building material and training artisans could prove to be very costly.

The City of Cape Town briefed the Committee on its contingency plans for the flood victims of Thabo Mbeki and other informal settlements. The Committee was informed of the humanitarian relief aid and the assistance that was provided by the three spheres of government to remedy the situation. Further hereto the City informed the Committee that alternative building technology for construction and landfill was being considered and tested for future projects.

The Community Organisation Resource Centre (CORG) briefed the Committee on the international precedent on housing models. They elaborated on India's alternative development projects focusing on the planning, integration and implementation of the units that was constructed for the resettlement of the informal settlements. CORC indicated that the implementation of the alternative development projects has proven to be cost effective and sustainable.

The Sector Task Team for Older Persons (STTOP) briefed the Committee on Special Needs Housing for social pensioners and the need for legislation, which deals directly with special needs housing for social pensioners. The Committee requested that the Ministry provide it with the status of the draft Policy Framework, which will aid social pensioners in obtaining Special Needs Housing. The Department informed the Committee that the Policy Framework was developed in January 2015 and that it was still in the process of being finalised.

The Committee conducted an oversight visit to Communicare's Social Housing Projects namely the Drommedaris and Bothasig Gardens, after which a resolution was made to invite Communicare to brief the Committee on its Business Plan and core functions. Further hereto an oversight visit was undertaken to Leo Mews in Leonsdale, Elsiesriver to observe the rental units.

The City of Cape Town briefed the Committee on the status of the handover of title deeds to beneficiaries and the rehabilitation of the vandalised units. Further oversight was undertaken to Nyanga, Mpetha Square, to observe the status of the vandalised and incomplete houses. The Department briefed the Committee on the status of the housing project, the problems experienced and the measures put in place to finalise the project by 31 March 2015.

The Petitions Committee received a petition which detailed the complaints received from the Wolwedans Human Settlements, Grootbrakrivier, Mosselbay. The Standing Committee on Human Settlements looked into this matter and requested that the Department investigate and rehabilitate the defective houses.

In the speech pertaining to the Medium Term Budget Policy Statement and Adjusted Estimates of Provincial Expenditure 2014, reference was made regarding an amount of R6 million which had been allocated to the Department of Human Settlements for the rectification of the houses in Mosselbay. The Committee endeavoured to conduct an oversight visit by 5 May 2015 to observe the status of

the Rehabilitated Wolwedans Human Settlements Housing Project and thereby concluding its obligation in terms of the petition.

#### **Standing Committee on Transport and Public Works**

The Committee comprises of the following members:

Max, LH (DA) (Chairperson)  
Mnqasela, M (DA)  
Hinana, NE (DA)  
Dugmore, CM (ANC)  
Magaxa, KE (ANC)

The 2014/2015 year was one in which interactions with departments and entities and the many stakeholders consulted were cordial and ensured that Committee Members could approach their oversight functions with objectivity and insight.

The vandalism and violence targeting the transport system in the Western Cape was of grave concern to the Committee. The interruption of transport services to commuters had a negative effect on the economy and more importantly threatened the safety of commuters. The Committee therefore focused on transportation in the Western Cape which was spurred on by the acts of vandalism that took place on Metrorail infrastructure. The Committee focused on the impact, contingency measures and interventions that were put into place to address these issues.

The Committee engaged with the Regional Manager of Metrorail in the Western Cape and the South African Police Services in this regard and also met with the Chief Executive Officer of Golden Arrow Bus Services and representatives from the South African National Taxi Council (SANTACO) in order to understand their specific role in terms of transport operations in the Western Cape, the nature of their services, challenges experienced and the nature of their partnership with the Provincial Department. In the same light, the Department provided the Committee with clarification on the nature of their partnership with the associations mentioned above.

Road safety featured prominently on the agenda of the Committee and the Department's non achievement and partial achievement of set targets were investigated.

The Committee held three public hearings for the financial year. This included oversight over the Department's Annual Report (2013/2014 financial year) and consideration of the Schedule to the *Adjustments Appropriation Bill* [B 5–2014] and the *Western Cape Appropriation Bill* [B 2–2015].

Of concern to the Committee was the lack of equitable representation within the Department in terms of gender and race.

#### **Standing Committee on Environmental Affairs and Development Planning**

The Committee comprises of the following members:

Lentit, RB (DA) (Chairperson)  
Max, LH (DA)

Mnqasela, M (DA)  
Beerwinkel, CF (ANC)  
Dijana, TM (ANC)

In its first year of the 5<sup>th</sup> Parliament the Committee strived to understand the linkages between the respective Strategic Plans, Annual Performance Plans, Quarterly Performance Reports and Annual Reports of the Department of Environmental Affairs and Development Planning and its Entity, CapeNature.

The Committee therefore scrutinised the Department's and CapeNature's quarterly reports focusing on targets that were partially achieved and not achieved and requested reasons for deviating from the set targets while considering the impact that this has on the allocated budget. This assisted members in understanding target settings and its challenges and also assisted with easy referencing relevant to the Annual Report 2013/2014 discussions, thus providing a better understanding of the 2015/2016 Annual Performance Plan target settings.

Topical areas of concern such as the progress of the Spatial Planning Land Use Management Act (Act 16 of 2013) and the Western Cape Land Use Management Act (Act 3 of 2014) were addressed through inputs from the Department. The State of the Environment Outlook Report and Environmental Impact Assessment process also received the attention of the Committee. An insightful visit to the Kraaifontein and Bellville South integrated waste management facilities was undertaken by the Committee that focused on the operations at the facilities and its impact on renewable energy and the possible economic prospects. In addition to this, the Committee focused on unlicensed landfill sites in the Western Cape and its effect on effective waste management.

The Committee conducted an oversight visit to the Rocherpan, Cederberg and Lamberts Bay Nature Reserves to gain an understanding of the biodiversity and conservation issues linked to the Reserves and its impact on economic growth and tourism in the area.

The Committee held three public hearings for the financial year. This included oversight over the Department's Annual Report (2013/2014 financial year) and consideration of the Schedule to the *Adjustments Appropriation Bill* [B 5–2014] and the *Western Cape Appropriation Bill* [B 2–2015].

The 2014/2015 financial year has set the scene for more focused oversight on all programmes of the Department of Environmental Affairs and Development Planning.

#### *Standing Committee on Local Government*

The Committee comprises of the following members:

Mnqasela, M (DA) (Chairperson)  
Max, LH (DA)  
Hinana, NE (DA)  
Dyantyi, QR (ANC)  
Paulsen, MN (EFF)

The Standing Committee on Local Government convened its first Committee meeting in June 2014 during which the Department of Local Government introduced its organisational structure and the operational aspects of its various programmes. Given the important role Ward Committees can play in ensuring that strategic planning documents, such as Integrated Development Plans, are linked to

community priorities, the Committee shortly afterwards requested the Department of Local Government to brief it on the functionality of Ward Committees throughout the Province. A number of matters of concern were raised during this meeting and the Department subsequently briefed the Committee on its intended intervention plans for the improving Ward Committee functionality. The Committee also subsequently conducted an unannounced oversight visit to a Ward Committee meeting in Durbanville.

Given the challenges Oudtshoorn Municipality had experienced with regards to improving its audit outcomes, the Committee engaged with the Municipality in September 2014. The purpose of the meeting was to discuss the way forward in improving financial and administrative governance within the Municipality.

The Committee hosted the annual symposium on the establishment and functioning of Municipal Public Accounts Committees (MPAC's) which was well attended by participants from across the Province and all participants were in agreement about the need to establish the Western Cape Association of Municipal Public Accounts Committees.

The Committee also undertook an oversight visit to the Stellenbosch Aerial Firefighting Base and the Provincial Disaster Management Centre. The purpose of the visit was to conduct oversight over how the Department of Local Government executes its mandate in relation to disaster management. As part of the oversight visit members went on a flight on a Huey helicopter. This allowed members to observe the aerial operations underway to combat a fire that had started on the Helderberg Mountain in Theewaterskloof.

The Committee also considered the Annual Report of the Department of Local Government for the 2013/2014 financial year. The briefings the Committee had received on the quarterly performance reports for the Department allowed the Committee to keep abreast of progress and challenges with regards to the Department's attainment of targets contained within its Annual Performance Plan, and prepared the Committee well for the Annual reports process.

The Committee also executed a key aspect of their oversight function by having three public hearings during the financial year, namely the consideration of the 2013/2014 Annual Report for the Department of Local Government as well as Vote 14: Local Government in the schedule to the *Adjustments Appropriation Bill* [B 5–2014] and the *Western Cape Appropriation Bill* [B 2–2015].

### **Standing Committee on Community Development**

The Committee comprises of the following members:

Marais, AJD (DA) (Chairperson)  
Wenger, MM (DA)  
Botha, LJ (DA)  
Gopie, D (ANC)  
Gillion, MN (ANC)

The Committee meeting of Tuesday, 29 July 2014 was the first highlight of the Standing Committee on Community Development during the 2014/2015 financial year. The Committee was briefed by the South African Social Security Agency (SASSA) on their social relief programmes in the Province. The



Committee was briefed by SASSA following media reports where SASSA in the Province was criticised for providing poor service delivery to community members.

On 11 November 2014 the Committee conducted an oversight visit to a Youth Café in Rocklands, Mitchells Plain. The Committee undertook this visit to get a first-hand experience of the Centre and assess the activities of this Non-Profit Organisation (NGO). The Youth Café was opened by the Western Cape Government on 20 January 2014. The Centre was designed to give young people, between the ages of 17 to 25 years old, access to opportunities and encourage them to use their talents, while at the same time unleashing their potential, channelling their energy and mentoring them in a way that they can identify with and in a language that the youth speaks and understands. The Committee recommended that the Department of Social Development investigate the operating hours of the Youth Café so that it may open later in the afternoons and on weekends to accommodate a broader spectrum of young people in Mitchells Plain and its surrounding areas.

### **Challenges:**

Part of the mandate of the Standing Committee on Community Development is to exercise effective oversight over the Department of Health and Social Development. One of the challenges that the Committee is facing is the limited time that has been allocated to Committees, although the Standing Committee on Community Development is regarded as one Committee which has a mandate to exercise effective oversight over two departments. The Committee meets with these departments on a weekly basis either by briefing meetings or conducting oversight visits to facilities that fall under the responsibility of these departments. Time has therefore always been a challenge because at times the Committee had to rush the meeting with one department in order to meet and accommodate the other department.

The second challenge is that Committee members are also members of other Committees which meets immediately after the meeting of the Standing Committee on Community Development and this makes it difficult for the Committee to conduct oversight visit to areas outside of the Metro sub-districts.

### **Standing Committee on Education**

The Committee comprises of the following members:

Kivedo, BD (DA) (Chairperson)  
MacKenzie, RD (DA)  
Botha, LJ (DA)  
Olivier, RT (ANC)  
Christians, FC (ACDP)

The Committee is highly appreciative of its longstanding relationship with the Western Cape Education Department's regular briefings on various educational matters. These briefings proved particularly insightful. During the year under review (2014/2015) the Committee held 16 meetings and during those meetings the Committee recognised that attention should be paid and intervention and measures be put in place to deal with the following needs at schools:

- Learners from Special Education Needs (LSEN) Schools;
- Training and up skilling of educators and School Governing Bodies;



- Mass Opportunity and Development Schools;
- Community buy-in and taking ownership of schools;
- School Volunteerism by parents and other interested parties;
- Partnership with private sector;
- School Safety, which includes vandalism of schools, external threats as well as internal conflict and School discipline;
- Adding Xhosa as an extra language at schools;
- Feeding schemes at school;
- Infrastructure and maintenance;
- Schooling, sport and recreation; and
- The review of the quintile system for all schools, so that schools are correctly registered and learners are placed in school that can provide meals as well as extra support where needed.

The Committee undertook two oversight visits. The first visit was to John Ramsay High School in Bishop Lavis, where the Committee resolved to look at the significant infrastructure maintenance and transformation which was undertaken, while located in a gang infested area. The second was an unannounced visit to Highlands Primary School in, to investigate allegations of poor management and to obtain an overall status of the operations of the school and to inspect the infrastructure of the school.

### **Standing Committee on Finance**

The Committee comprises of the following members:

Joseph, D (DA) (Chairperson)  
Max, LH (DA)  
Mnqasela, M (DA)  
Beerwinkel, CF (ANC)  
Uys, P (ANC)

The Standing Committee on Finance convened its first Committee meeting in June 2014, during which the Provincial Treasury and its entity, the Western Cape Gambling and Racing Board, introduced their organisational structures and the operational aspects of its various programmes.

The Committee received a briefing by Provincial Treasury on the implementation of the Integrated Financial Management System (IFMS). The Committee undertook to receive follow-up briefings on the implementation of its recommendations in order to keep abreast of the roll-out of the system.

The Committee also received a briefing on the 2014 Municipal Economic Review Outlook (MERO), a research document that analyses past trends and assesses present performance. The main objective of the MERO is to provide economic intelligence to municipalities within the Western Cape in support of enhanced planning for economic growth, job creation and socio-economic upliftment.

In November, the Committee conducted interviews for the purpose of recommending a candidate for appointment on the Western Cape Gambling and Racing Board.

The Committee undertook an oversight visit to Grandwest Casino to oversee the way in which Provincial Treasury and the Western Cape Gambling and Racing Board (WCGRB) perform their respective responsibilities in terms of ensuring compliance to the Western Cape Gambling and

Racing Act (Act 4 of 1996), as amended, and associated regulations. As part of the oversight visit the Committee was lead on a tour of the Casino complex.

The Committee also considered the Annual Report of Provincial Treasury and the Western Cape Gambling and Racing Board for the 2013/2014 financial year. The Committee had received briefings on the quarterly performance reports for both the Department and Entity allowed the Committee to keep abreast of progress and challenges with regards to the Department's and Entity's attainment of targets contained within their respective Annual Performance Plans, and prepared the Committee well for the Annual reports process.

The Committee also executed a key aspect of their oversight function, namely the consideration of the 2013/2014 Annual Report for Provincial Treasury and the Western Cape Gambling and Racing Board as well as Vote 3: Provincial Treasury in the Schedule to the *Western Cape Adjustments Appropriation Bill* [B5 – 2014] and the *Western Cape Appropriation Bill* [B2 – 2015].

### **Public Accounts Committee (PAC)**

The Committee comprises of the following members:

Christians, FC (ACDP) (Chairperson)  
Tyatyam, SG (ANC)  
Botha, LJ (DA)  
MacKenzie, RD (DA)  
Joseph, D (DA)

The Public Accounts Committee of the Western Cape fulfilled its mandate during the 2014/2015 financial year by arranging meetings whereby the Committee executed oversight over the Departments and Entities of the Western Cape.

During the first quarter of the 2014/2015 financial year the Committee was occupied with conducting meetings on the report of the Auditor-General of South Africa on a performance audit on the use of consultants in selected departments of the Western Cape Provincial Government in January 2014. The meetings commenced on 20 January 2014 and continued until 23 April 2014.

The Committee exercised oversight over the most "pressing issues", during the second quarter, on which the Committee of the 4<sup>th</sup> Parliament passed recommendations during the Annual Report period which covered the 2012/2013 financial year. Of the matters covered, the following were included:

- A briefing by the Department of Health on the implementation of mechanisms to recover funds incurred (deemed as alleged fruitless and wasteful expenditure) on the infrastructure projects, namely the Western Cape Nursing College and the Valkenberg High Care Unit
- A briefing by Provincial Treasury on the outcome of the implementation and verification of the LOGIS (Logical Information System) data within the Department of Local Government (as and when the communication and agreement between the National Treasury and Provincial Treasury is completed).
- How Provincial Treasury links its targets to the predetermined objectives, including the formulation and analysis of the budgets against these targets.
- The monitoring and outcomes of emerging risks by Provincial Treasury within the Province.

The Committee was also served with a notice of motion from the previous Deputy Minister of International Relations and Cooperation, currently a Member of the Western Cape Provincial Parliament. The motion highlighted that the applicant was in dispute with the proceedings of the PAC meeting of 23 April 2014. The Committee resolved (through a vote) that the Speaker and Chairperson will jointly represent themselves (as the first and second respondents- respectively) including the Committee itself. The litigation process is currently underway.

During October to December, the Committee conducted hearings on the Annual Reports of the departments of the Western Cape Provincial Government, including their entities (for the 2013/2014 financial year).

The Committee noted that during the financial year under review, the movement in audit outcomes of the different departments and entities resulted in the net improvement in the audit outcomes of the Western Cape Provincial Government. The improved audit outcomes included those of departments and entities that progressed to clean audit outcomes by addressing control deficiencies in respect of Predetermined Objectives (PDO's) and/or compliance with laws and regulations which were reported respectively in the 2011/2012 and 2012/2013 financial years.

In addition, the Committee finalised its PAC Annual Report Resolutions document to Departments for the first time in its history before the end of business of the calendar year.

The Committee finalised all the outstanding resolutions of the 4<sup>th</sup> Parliament Public Accounts Committee, during the 4<sup>th</sup> quarter of the 2014/2015 financial year, based on the 2012/2013 PAC Annual Report Resolutions document. The following departments were called to account for the mechanisms which were introduced to improve their audit outcomes for the 2015/2016 financial year.

These included:

- Department of the Premier
- Western Cape Education Department
- Department of Social Development
- Department of Environmental Affairs and Development Planning
- Western Cape Housing Development Fund
- Government Motor Transport
- Western Cape Gambling and Racing Board
- Western Cape Cultural Commission
- Provincial Treasury

#### **Standing Committee on Premier**

The Committee comprises of the following members:

Marais, AJD (DA)  
Botha, LJ (DA)  
MacKenzie, RD (DA)  
Fransman, ML (ANC)  
Dugmore, CM (ANC)

The focus for the Standing Committee on Premier was to establish the strategies and plans set out in the Department of the Premier. The Department of the Premier briefed the Committee on the Employment Equity Plan, Skills Transfer Plan, Youth Development Strategy, Green Economy Strategy and the International Relations Strategy for the Provincial Departments.

The Committee requested a status update on the progress made on the current priorities that were mentioned by the Department of the Premier on the following strategies:

- Integrated Human Settlements Strategy;
- People Management Strategy; and
- The Human Rights Strategy.

The Committee envisages to be briefed on these strategies in the near future.

The Committee expressed their satisfaction on the progress made in the Forensic Investigation Unit relating to the filling of vacant posts.

#### **Standing Committee on Economic Opportunities, Agriculture and Tourism**

The Committee comprises of the following members:

Schäfer, BA (DA) (Chairperson)  
Maseko, LM (DA)  
Lentit, RB (DA)  
Davids, SW (ANC)  
Paulsen, MN (EFF)

The Standing Committee on Agriculture and Economic Development (*Agriculture, Economic Development and Tourism*) was renamed the Standing Committee on Economic Opportunities, Tourism and Agriculture (*Economic Development, Tourism and Agriculture*) on 1 October 2014.

The Standing Committee on Economic Opportunities, Tourism and Agriculture held public hearings over two days on the impact of the Regulations in the Schedule to the Immigration Act, 2002 (Act No13. of 2002), in the Western Cape.

The outcomes of these hearings demonstrated the negative impact on key economic sectors such as Tourism, Immigration Services, the Film Industry, the Hospitality Industry, Conferencing, Events and the Meetings Industry, Educational and Training Institutions, the Business Process Outsourcing industry, modelling agencies and the wine industry. 43 written and verbal submissions were received.

Considering all the information delivered during these hearings and the extensive amount of written and oral inputs received, the Committee agreed to several recommendations and actions for the attention of the National Assembly, the Minister and Department of Home Affairs and Provincial Ministers. The Committee engaged with the National Minister, Mr Gigaba, to discuss the impact of these regulations.

In line with Greencape's vision, the Committee had taken note of Old Mutual and FirstRand Banks' joint commitment to sustainable economic development and investment and visited the FirstRand Bank to observe the green innovations and features of the Portside Building.

During the end of the financial year, the Western Cape Liquor Authority Board's term ended on 11 March 2015, following the referral in terms of section 3(3) of Western Cape Liquor Act (Act 4 of 2008) read with regulation (2)5 of the Western Cape Liquor Regulations, 2011, the Committee resolved to interview 18 candidates, having considered the nominations, the Committee recommended seven Governing Board Members to the Provincial Minister of Economic Opportunities for consideration for appointment.

### **Budget Committee**

The Committee comprises of the following members:

Joseph, D (DA) (Chairperson)  
Marais, AJD (DA)  
Botha, LJ (DA)  
MacKenzie, RD (DA)  
Kivedo, BD (DA)  
Wenger, MM (DA)  
Maseko, LM (DA)  
Schäfer, BA (DA)  
Max, LH (DA)  
Mnqasela, M (DA)  
Lentit, RB (DA)  
Beerwinkel, CF (ANC)  
Uys, P (ANC)  
Paulsen, MN (EFF)  
Christians, FC (ACDP)

The Budget Committee's primary mandate is to consider and make recommendations to the House on budget allocations in the annual Medium Term Budget Policy Statement (MTBPS) as well as the main budget, the Budget Review and the relevant bills with a view to improving spending effectiveness and efficiency; review and assess overall provincial expenditure and non-financial reports on a quarterly basis for spending efficiency and effectiveness and to engage the provincial government on spending patterns. The methodology employed by the Committee is to have meetings with Provincial Treasury to review and assess the overall expenditure, as the transversal agent for the departments.

During the first quarter of the 2014/2015 financial year the Budget Committee met for the first time to engage with Provincial Treasury. The meeting allowed for an opportunity by which the new Members could be introduced to the Head of Department, including the officials of Provincial Treasury. Provincial Treasury briefed Members on its organisational structure, core functions and elaborated on the relationship between Treasury and the Budget Committee.

Provincial Treasury further briefed the Committee on the 2013/2014 4<sup>th</sup> Quarter Departmental Financial and non-financial Performance. As the majority of Members were newly elected, this engagement afforded Members of the Committee, and in particular, the various Standing

Committee Chairpersons that serve on the Budget Committee, the opportunity to assess the extent to which the respective reporting Departments achieved their predetermined targets and performance indicators in the previous financial year.

The Financial and Fiscal Commission (FFC) presented to the Committee on the division of revenue amongst the three spheres of government (equitable share of Provincial Revenue) to the nine Provincial Legislatures to inform the following year's budget (2015/2016). The Chairperson of the FFC, Mr B Kumalo briefed the Committee on the 2015/2016 submissions' theme entitled "*Balancing fiscal sustainability with socio-economic impact*". Following this briefing, the Committee formally adopted a report which was considered by the House.

During November 2014 the Budget Committee successfully considered the Western Cape Adjustments Bill [B5-2014].

In conclusion, the Committee successfully conducted hearings on the Western Cape Appropriation Bill [B2-2015]; Western Cape Additional Adjustments Appropriation Bill [B1-2015] and the Division on Revenue Bill [B5-2015].

#### **Rules Committee:**

The Committee comprises of the following Members:

##### **Before Elections:**

Majola, TR (Speaker) (DA) (Chairperson)  
Pretorius, PJC (Deputy Speaker) (DA)  
Marais, AJD (DA)  
Wiley, MGE (DA)  
Rossouw, A (DA)  
Lentit, RB (DA)  
Uys, P (ANC)  
Ncedana, M (COPE)  
Haskin, GCR (ACDP)

##### **Post Elections:**

Fernandez S G (Speaker) (Chairperson)  
Pretorius, P J C (Deputy Speaker)  
Marais, AJD (DA)  
Wiley, MGE (DA)  
Joseph, D (DA)  
Schäfer, BA (DA)  
Uys, P (ANC)  
Tyatyam, SG (ANC)  
Christians, FC (ACDP)

The Rules committee convened its first meeting of the 5<sup>th</sup> Parliament on 29 May 2014 where new Members met for the first time and were also introduced to the Secretary and senior officials of the Provincial Parliament.

The main focus of this meeting was the appointment of the Whippers, the allocation of Standing Committees and the party representation in Standing Committees.

During October 2014 the Committee was briefed by the Secretary of the Western Cape Provincial Parliament on the *Financial Management of Parliament Amendment Act* [Act no 34 of 2014].

The Rules Committee also dealt with the establishment of a Sub Committee on Internal Arrangements. This Committee would replace the existing Aesthetics Committee. The Internal arrangements Subcommittee would provide guidance and political leadership relating to the physical infrastructure and related services to the Western Cape Provincial Parliament.

In November 2014 the Rules Committee successfully dealt with the consideration of Vote 2 in the Western Cape Adjustment Appropriation Bill [B5 – 2014].

In March 2015 the Rules Committee executed its oversight function, namely the consideration of Vote 2 in the Western Cape Appropriation Bill [B2 – 2015].

During the March 2015 the Rules Committee with reference to the *Financial Management of Parliament Act*, also resolved the establishment of a Parliamentary Oversight Committee with the implementation date as 1 April 2015.

This Committee would in future oversee the Provincial Parliament and this necessitated an adjustment to the Rules applicable to SCOPA and the Rules Committee itself.

The Rules Committee also considered and agreed to the amendments to Standing Rules 95, 98 and a new Rule 99A.

#### **7.4 Research: Highlights and challenges:**

A total of 73 research outputs were produced during the 2014/2015 financial year.

Reactive research	Proactive research	Continuous research	Cyclical research	Total
54	13	0	6	73

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 amended during the 2014/2015 financial year.

One of the highlights for the Research Unit was the preparation of Member Profiles in April 2014, as part of the reactive research prior to the national general election, as well as proactive research where research reports were done as an analysis of the State of the Nation and State of the Province Addresses in July 2014.

The research regarding the analysis of the 2013/2014 annual reports of provincial departments and entities was outsourced to an external service provider, Creative Consulting and Development Works. 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.

### **8. PUBLIC EDUCATION AND OUTREACH**

#### **8.1 Successes:**

##### **8.1.1 Annual Reports and Appropriation Bills:**

The Public Education and Outreach (PEO) Section made concerted efforts to involve citizens in the Annual Reports and Budget Cycle processes. Educations workshops were conducted in October 2014 and March 2015, prior to both of these events. Basic information fact sheets were produced on the

Budget and Annual Report processes to educate citizens. An Official of Provincial Treasury was invited to inform participants on the detailed processes followed during the budget cycle from Treasury perspective.

#### **8.1.2 Support for National Council of Provinces (NCOP) Activities:**

The PEO Section supported the NCOP oversight report meeting in Malmesbury during October 2014 by ensuring that all stakeholders are informed of the event, the purpose thereof and that citizens are invited to the public meeting.

#### **Taking Parliament to the People in Eden Municipality**

The Section conducted a series of education and information workshops in Zoar, Oudtshoorn and Dysselsdorp prior to the Taking Parliament to The People programme. This contributed to the success of the main events.

#### **8.1.3 Project Citizen and United Nations Association of South Africa (UNASA):**

The WCPP continued to play a significant role in hosting the Project Citizen and UNASA events and supporting participating schools and educators with legislative programmes.

The Project Citizen event was held at the WCPP during September 2014 with 125 participants. Due to the construction work at the WCPP we could not host the United Nations Model Debate. This event was held at the City of Cape Town with the PEO Section supporting the Deputy Speaker with his address at the event. UNASA continues its partnership with the WCPP and has made application for its main event to be held at the WCPP in 2015.

The WCPP hosted a planning workshop with 50 educators from Project Citizen and UNASA during March 2015. Proposals were made for a number of joint activities during 2015.

#### **8.1.4 Youth Programmes:**

In order to develop a fair spread of legislative education workshops across the province, rural areas are selected for education workshops where these activities have not been conducted previously.

#### **Beaufort West High Schools**

A joint high school leadership workshop was conducted in the Beaufort West municipality with the four schools of Bastiaanse Hoër Skool, Beaufort-Wes Senior Secondary School, Sentraal Hoër Skool and Mandlankosi High School. It was the first time that the Representative Council of Learners leadership of the schools attended joint non-racial programme.

#### **Hessequa Municipality Youth Forum**

The PEO Section hosted an education workshop with 92 participants of the Youth Forum from the Hessequa municipality during January 2015, with representatives from Stilbaai, Slangrivier, Riversdale, Swellendam and Heidelberg. The mayor of the district addressed the workshop to encourage the youth forum and participants development.



#### 8.1.5 Petitions education:

Petitions education remains a central element of the Public Education and Outreach legislative education workshops. A total of 3000 participants in 59 workshops were educated on the Petitions Act and Regulations.

On request of the Beaufort West Community Police Forum a successful legislative education workshop was conducted in October 2014 with ward committee members, churches and neighbourhood watches. The objective of the workshop was to educate the relevant stakeholder on the law-making and petitions processes at WCPP.

During 2014/2015 two petitions applications were received. These were petitions on safety from the communities of Kurland in Plettenberg Bay and Citrusdal. The Kurland petition was not successful, but a workshop was conducted with the petitioners and the Department of Community Safety was invited to take the matter further.

The Citrusdal petition, on the request for the removal of an illegal structure from which drugs is allegedly sold, was referred to the Petitions Committee for further action.

#### 8.1.6 List of workshops and educational activities facilitated by the PEO Section for 2014/2015:

No	Organisation/Area	Date	Venue	Urban	Rural
1	Kiddz Buzz Educare	12 April 2014	WCPP	X	
2	Zola Secondary School, Khayelitsha	14 April 2014	Zola Secondary School	X	
3	Vuyiseka High School, Phillippi	16 April 2014	Vuyiseka High School	X	
4	Vusisizwe Secondary School, Worcester	23 April 2014	Vusisizwe Secondary School		X
5	Gordon Secondary School	17 May 2014	WCPP	X	
6	Thembaletu Secondary School, George	19 May 2014	Thembaletu Secondary School		X
7	Imizamo Yethu Secondary School, George	20 May 2014	Imizamo Yethu Secondary School		X
8	Percy Mdala High School, Knysna	21 May 2014	Percy Mdala High Knysna		X
9	Concordia Secondary School, Knysna	22 May 2014	Concordia Secondary		X
10	Indwe Secondary School, Mossel Bay	23 May 2014	Indwe Secondary School		x
11	Lingcinga Zethu Secondary School, Ceres	2 June 2014	Ceres learners		X
12	Mfuleni Community Development Workers and community representatives	7 June 2014	WCPP	X	

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Part F: Report on Parliamentary Activities

No	Organisation/Area	Date	Venue	Urban	Rural
13	Central Karoo High School youth workshop	30 June – 2 July 2014	Beaufort West Murraysburg Nelspoort Prince Albert		X
14	Khayelitsha Community Development Workers	7 July 2014	WCPP	X	
15	Illingulethu High School, Malmesbury	28 July 2014	Malmesbury		X
16	Mitchell's Plain Advice Office	2 August 2014	WCPP	X	
17	UWC Economic Management and Commerce Faculty	19 Aug 2014	WCPP	X	
18	UWC Economic Management and Commerce Faculty	20 August 2014	WCPP	X	
19	Theewaterskloof Junior High School Council	30 August 2014	WCPP		X
20	University of Stellenbosch Ecology students	4 September 2014	WCPP	X	
21	United Nations Association of South Africa (UNASA)	6 September 2014	City of Cape Town	X	
22	Blackheath Senior Club	10 September 2014	WCPP	X	
23	Cape Town College	11 September 2014	WCPP Auditorium	X	
24	Drakenstein Municipality Youth workshop	13 September 2014	WCPP		X
25	Young Men's Christian Association Youth club	27 September 2014	WCPP	X	
26	Blackheath Seniors	28 September 2014	WCPP		
27	Eersterivier Youth Group	8 October 2014	WCPP	X	
28	Foundation Nation Restoration Farm workers	11 October 2014	WCPP		X
29	Education Workshop: Annual Reports	13 October 2014	WCPP	X	
30	Beaufort West Community Development Forums- Community Police Forum etc. Petitions workshop	18 October 2014	Beaufort West Thusong Centre		x
31	Strand Secondary School	21 October 2014	Strand Secondary School	X	

Annual Report for 2014/15 Financial Year  
Vote 2: Western Cape Provincial Parliament  
Part F: Report on Parliamentary Activities

No	Organisation/Area	Date	Venue	Urban	Rural
32	Mountain Road Primary School	30 October 2014	Mountain Road Primary School	X	
33	Ceres Secondary School	4 November 2014	School Hall		X
34	Lückhoff High School Stellenbosch	6 November 2014	Lückhoff High School		X
35	Noorder-Paarl Secondary School	13 November 2014	School Hall		X
36	The Institute for Social Concerns	19 November 2014	Wild Fig Conference Centre (Somerset West)	X	
37	Evergreen Seniors Club	26 November 2014	WCPP	X	
38	African Methodist Episcopal Women's Gender Forum (Tulbagh Group)	11 December 2014	WCPP		X
39	Macassar Community Workshop	9 December 2014	WCPP	X	
40	Mitchell's Plain Apostolic Metropolitan Church Youth Network	17 December 2014	Mitchell's Plain	X	
41	Slangrivier Riversdale Heidelberg Youth Leadership Workshop	16-18 January 2015	Preekstoel Youth Camp Stilbaai		X
42	Gouritzmond Albertinia Youth Leadership Workshop	18-19 January 2015	Preekstoel Youth Camp		X
43	Drakenstein District High School Leadership Programme New Orleans Secondary School Paulus Joubert Secondary School Desmond Tutu Sec. Ihlumelo Sec.	29-30 January 2015	Drakenstein Agter Paarl		X
44	Kurland Plettenberg Bay Petitions workshop	7 February 2015	The Craggs, Kurland Community Hall		X
45	Schoonspruit Secondary School	17 February 2015	School Hall		X
46	Hawston Secondary School	18 February 2015	Hawston Community Hall		X
47	Swartberg Secondary School	17 February 2015	School's Media Room		X
48	Genadendal Legal Information Desk	19 February 2015	Hester Dorothea Conference Centre		X
49	Zoar NCOP pre-hearing workshop	27 February 2015	Sports Complex		X
50	Oudtshoorn NCOP	28 February 2015	Thusong Centre		X

No	Organisation/Area	Date	Venue	Urban	Rural
	pre-hearing workshop				
51	Dysselsdorp NCOP pre-hearing workshop	2 March 2015	Dysselsdorp Com. Centre		X
52	Annual Appropriations Bill	3 March 2015	WCPP	X	
53	Macassar High School	10 March 2015	Macassar High School Hall	X	
54	Rotary Interact Youth Group	14 March 2015	WCPP	X	
55	Unathi Youth and Community Development	18 March 2015	WCPP	X	
56	Matzikama Klawer	21 March 2015	Klawer Sports field		X
57	Matzikama Vredendal	21 March 2015	Vredendal Community Hall		X
58	UNASA and Project Citizen Educators	28 March 2015	WCPP	X	
59	Swartland Secondary School	28 March 2015	WCPP		X
<b>Total</b>				<b>28</b>	<b>31</b>

## 9. INTERNATIONAL TRIPS AND PUBLIC RELATIONS

### 9.1 CPA Africa Conference:

Due to the relatively short space of time following the establishment of the Fifth Parliament, the WCPP was not represented at the 45<sup>th</sup> Commonwealth Parliamentary Association Africa Region Conference in Arusha, Tanzania

### 9.2. Commonwealth Parliamentary Conference:

Due to the outbreak of Ebola in West Africa in 2014, the risk of attending the 60<sup>th</sup> Commonwealth Parliamentary Conference in Yaounde, Cameroon was considered too high and the WCPP was not represented.

### 9.3 International visits from abroad:

The WCPP received the following international visitors during the 2014/2015 financial year:

Date	Delegation
26 June 2014	Eight mid- and senior-level officials from the Public Private Partner (PPP) Programme in the People's Republic of Bangladesh, headed by Mr Mohammad Shahidul Haque, Secretary: Legislativen and Parliamentary Affairs Division, Ministry of Law, Justice and Parliamentary Affairs, met with a representative group of Members; lead by Chief Whip Mark Wiley. The purpose of the visit was to learn from experience gained in other countries having adopted and successfully implemented private public partnerships.
26 September 2014	The President of the Legislative Assembly of the Friuli-Venezia region of Italy, Mr Franco Iacop, paid a courtesy visit to the Speaker while on a visit to South Africa as the guest of the Italian Community of SA. Mr Iacop was accompanied by senior Legislative Assembly staff, the Italian Consul General, Mr Edoardo Vitali, and representatives of the Italian community Cape Town.
1 October 2014	The Speaker of the Parliament of Western Australia, Mr Michael Sutherland, paid a courtesy visit to the Speaker while on a personal trip to South Africa.
19 February 2015	The Vice President (Deputy Speaker) of the German Federal Parliament, Hon Ulla Schmidt, paid a courtesy visit to the Speaker while on an official visit to South Africa. Hon Schmidt was accompanied by Hon Dagmar Freitag, Chairperson of Parliamentary Group on SADC States & Standing Committee on Sport, senior parliamentary staff and the German Consul General Dr Bernd Rinnert.
23 February 2015	Fourteen students and a lecturer, Prof Gert Fieguth, from the Fachhochschule (University of Applied Studies) Kehl visited the WCPP while on a study visit to South Africa. Deputy Speaker Piet Pretorius addressed the group whereafter they were taken on a guided tour of the facilities.
16 March 2015	On 16 March a group of 12 students, alumni and academics from Rutgers School of Law in the US visited the WCPP in order to hold discussions with Members and officials regarding their role as legislators, particularly around matters of human rights and socio-economic development. The students were in South Africa as part of a programme with the Community Law Centre at the University of the Western Cape.

### 9.4 Outgoing international study visits by Members and staff:

#### Minneapolis, USA, 18-23 August 2014

Speaker Sharna Fernandez, Deputy Speaker Piet Pretorius and Chief Parliamentary Officer, Tshepiso Nage, attended the 2014 National Conference of State Legislatures (NCSL) Legislative Summit in Minneapolis, Minnesota.

#### London, England, 1-5 December 2014

Speaker Sharna Fernandez attended a professional certificate course in Parliamentary Affairs at the International Centre for Parliamentary Studies in London. The Speaker also paid a courtesy visit to the Speaker of the House of Commons, John Bercow, and visited the Houses of Parliament as a guest of the Overseas Office.

### 9.5 Non-Governmental Organisation Tours / Visits:

Institution	Date	Number of participants
Eurocentre	09 July 2014	10
Erijaville Community Forum	10 July 2014	16
New Apostolic Church, Kalksteenfontein	16 July 2014	30
Eurocentre	29 July 2014	31
Du Noon community representatives	14 August 2014	16
Eurocentre	20 August 2014	5
University of the Western Cape, Public Administration students	20 August 2014	46
University of the Western Cape, Public Administration students	21 August 2014	47
Witzenberg Women's Group	28 August 2014	50
Mitchells Plein Women's Group	28 August 2014	50
Eurocentre	03 September 2014	10
Taipei Liaison Office - students	04 September 2014	10
College of Cape Town	11 September 2014	63
Blackheath Seniors Club	30 September 2014	25
Vision Afrika	06 October 2014	32
Eerste River Youth Programme	08 October 2014	50
Public Education and Outreach workshop delegates	26 November 2014	50
Kwafaku Primary School	28 November 2014	34
New Apostolic Church, Eerste river	29 November 2014	15
Ubunye Township Debating League	09 December 2014	15
Londa Mavundla	02 March 2015	1
Eurocentre	16 March 2015	33
Bridges of Hope	27 March 2015	99
Livity Africa	31 March 2015	12

## 10 HANSARD AND LANGUAGE SERVICES

This sub-programme ensured the provision of relevant procedural and related support to Plenary and Committees in the law-making and oversight processes, by providing translations and interpreting services; recording of House proceedings and the production of Hansard reports.

### 10.1 Hansard Services:

In this period, Hansard services continued to improve in its operations. This being the second year of operation of the contract with VERITAS-IMVUSA, the basic services in terms of the service level agreement (SLA) were satisfactorily provided. These included the compilation and publication of the unrevised and final revised Hansard transcripts within the stipulated timeframes for all of the 24 sittings, the production of completed Hansard volumes, as well as the translation and production of the complete IsiXhosa and Afrikaans Hansard language versions. It is also during this period that the task of completing the Hansard backlog for the period 2010-2013 was eventually accomplished, resulting in the production of 21 Hansard volumes for the said period.

#### Hansard volumes completed as at 31 March 2014

Total Number of Hansard Volumes Completed for Current Year (1 April 2014- 31 March 2015)	Total Number of Hansard Volumes Completed from the Backlog Period (4 May 2010 - 31 March 2013)
4	21

During the period under review a total of 9 meetings were held with the Hansard service provider to ensure that the services received were in line with the service level agreement. These meetings also ensured that the deliverables as contained in the contract were constantly monitored and tracked to discuss possible problems, anticipate possible deviations and where possible mitigate them. In addition, meetings were also held to deal with contractual matters relating to the review on the pricing of items as contained in the SLA.

### 10.2 Interpreting services:

With regard to interpreting services, the Unit provided interpreting services to all programmed House sittings as well as all confirmed committee meetings. A total of 24 House sittings and 226 confirmed committee meetings (inclusive of public hearings) were provided with interpreting services. The Unit has also continued its focus on the quality management of its interpreting service by conducting at least two (2) assessments of its interpreters during the period.

Total Number of House Sittings	Total Number of House Sittings Provided with Interpreting Services
24	24
Total Number of Committee Meetings Confirming Requirement of Interpreting Services (inclusive of public hearings)	Total Number of Committee Meetings Provided with Interpreting Services (inclusive of public hearings)
226	226

### 10.3 Translation Services:

With regard to Language Services, despite the limited human resource capacity available, the Unit has been able to meet its obligations in terms of the Western Cape Provincial Languages Act. For the period under review, the Unit operated with only two (2) permanent IsiXhosa language practitioners, and one (1) Afrikaans/English language practitioner on a short term contract. The position of Editor remained unfilled for the period.

A total of 238 documents were submitted to the Language Services Unit for the period, varying in size, complexity, and urgency. Of these, 234 were successfully completed by our language practitioners either for translation, or proof-reading and /or editing into either of the three official languages of the province. These included official House Papers (177), as well as other official documents (57) submitted for translation by the Administration of the WCPP.

This essentially means that in the reporting period, the Language Unit ensured that almost all the time that translated versions of all House Papers were available to all Members at the time of publication, barring the instances when it was impossible to have the document ready on publication due to the urgency, length and complexity of the publication.

There was also continued focus on the quality management of translations service by conducting at least two (2) assessments of a sample of material translated in the preceding six months.

Total Number of House Papers Published	Total Number of House Papers Published and Translated in all 3 Languages
181	177 (some ATCs containing longer committee reports could not be translated in full due to shorter time frames for publication)
Total Number of Other Official Documents Submitted for Translation	Total Number of Other Official Documents Translated
57	57

Despite the limited human resource capacity, Language Services Unit was able to maintain the provision of required services, and at the same time produce a Standard Operating Procedure (SOP) manual to guide operations, standardise services, and create regularity in service provision. The SOP will be implemented in the new financial year to guide service provision in language services.

## 11 CORPORATE ITEMS

The Communication and Information section is responsible for the procurement of branded corporate items. During the 2014/2015 financial year the section issued a total of 34 546 corporate items. This reflects a decrease of 59% from the previous financial year.

Event	Quantity
Members' special programmes	21 187
Other (official visitors, outgoing official trips, tour groups, events, etc.)	3 596
Public Education and Outreach activities	9 763
<b>Total</b>	<b>34 546</b>



## 12 LIBRARY SERVICES

The Library received 61 reference requests, which were all fulfilled within the timeframes stipulated by the clients. Information was sourced from online databases, media articles, as well as books and journals.

The Library produced 69 *Librar-e* Bulletins, covering topics such as women in parliament and wages and employment in agriculture, to the fishing rights allocation process.

Fourteen editions of the *Periodical Contents* service were produced, which generated 175 requests from members for specific articles.

The Library produced five *Information Flyers* with topics ranging from Heritage Day and Mandela Day, to the South African Library Week. Four editions of the Library's accession list, *What's New?* were produced.

Following the elections and the arrival of new Members, the Library produced various publications to assist Members to familiarise themselves with the Library services, such as a Fast Facts guide and an introduction to the Library databases, as well as a *World Wide Web Guide*, with useful website information.

## 13 MEMBERS

Following the 2014 elections, the Members Affairs Unit experienced a packed programme, commencing with the exiting of non-returning Members. This included Pension and Medical Aid processes, gratuities as well as service certificates.

Parallel to this process, the Orientation of new Members was being planned. A comprehensive Members' Orientation Process took place from 3 – 6 June 2014. The WCPP welcomed 23 new Members following the elections. Apart from the Orientation and training processes inherent to the orientation process, the Members' Affairs unit had to appoint all the Members, as well as register them with the Medical Aid and Pension Fund.

A training needs survey was conducted with all Members to determine the practical training needs of Members. An Internal Members Training Programme was established in order to address these matters. This is envisaged to run parallel to the formal Members' Capacity Building Programme and focus on practical, as opposed to academic training.

## **14 HUMAN RESOURCES**

### **14.1 Appointments 2014/2015:**

The staff complement of the Western Cape Provincial Parliament did not increase during this financial year despite the fact that there were six appointments and only three resignations. This is as a result of the fact that three of the five appointments were internal. The WCPP opened and close this financial year with 100 employees.

The WCPP achieved the lowest ever vacancy rate of 6.6% during this year.

### **14.2 Staff training 2014/2015:**

During the year under review, training focused mainly on the effective use of technology tools. In addition, specific training requests were attended to.

In total, 186 training incidents took place during the year. As part of the holistic learning programme, 13 employees utilised study assistance and the WCPP facilitated 3 internship programmes.

## **15 LEGAL MATTERS**

During the financial year, the WCPP was involved in the following litigation:

- In July 2014, the WCPP was served with notice that a Member of the WCPP seeks to review the proceedings of the Standing Committee on Public Accounts during a meeting of that committee held on the 23<sup>rd</sup> of April 2014. The WCPP indicated its intention to oppose the review application, and the matter is ongoing in the Western Cape High Court.
- In March 2015, the WCPP was served with notice that the Land Access Movement of South Africa and others seek to apply to the Constitutional Court *inter alia* for a declaration that the public involvement processes of Parliament and the provincial legislatures, in respect of the Restitution of Land Rights Amendment Bill [B35B-2013], were inadequate. The WCPP indicated its intention to oppose the relief sought, and the matter is ongoing in the Constitutional Court.

## SCHEDULE A

### Bills and Acts (1 April 2014 to 31 March 2015)

Bills	Acts
<b>2014</b>	
	Western Cape Appropriation Act, (Act 5 of 2014) (Assented to 14 May 2015)
<i>Western Cape Adjustments Appropriation Bill</i> [B 5–2014]	Western Cape Adjustments Appropriation Act, 2014 (Act 6 of 2014) (Assented to 9 December 2014)
<b>Subtotal: 1</b>	<b>Subtotal: 2</b>

Bills	Acts
<b>2015</b>	
<i>Constitution of the Western Cape First Amendment Bill</i> [B 4–2014]	
<i>Western Cape Additional Adjustments Appropriation Bill</i> (2014/15 Financial Year) [B 1–2015]	Western Cape Additional Adjustments Appropriation Act (2014/15 Financial Year), 2015 (Assented to 31 March 2015)
<i>Western Cape Appropriation Bill</i> [B 2–2015]	
<b>Subtotal: 3</b>	<b>Subtotal: 1</b>
<b>Total: 4</b>	<b>Total: 3</b>

