

WESTERN CAPE PROVINCIAL PARLIAMENT



SECRETARY'S REPORT January to December 2021

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Promoting tolerance, equity,
diversity, integrity, dignity,
equality, respect and justice



SECRETARY'S REPORT

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FOREWORD

This report aims to record notable activities of the Western Cape Provincial Parliament from the commencement of the Sixth Parliament.

External factors, such as the COVID-19 pandemic, have had a significant impact on the WCPP's ability to perform its constitutional duties. Notwithstanding this, the WCPP has continued to fulfil its mandated functions of lawmaking, oversight and public participation and of serving the Members with excellence in order to enable them to fulfil their functions as public representatives optimally.

I therefore wish to thank the Speaker, Honourable Masizole Mnqasela, Deputy Speaker, Honourable Beverley Schäfer, the Rules Committee, the Parliamentary Oversight Committee, Members and staff for their support over the past year.

A handwritten signature in black ink, appearing to read 'R. Adams', with a stylized flourish underneath.

ROMEO ADAMS
SECRETARY TO THE PROVINCIAL PARLIAMENT

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I. INTRODUCTION

The Secretary's Report provides an overview of activities of the Western Cape Provincial Parliament (WCPP) for the period 1 January to 31 December 2021.

II. PROCEDURAL AND RELATED MATTERS

(1) *Party representation*

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

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

(2) *Speaker and Deputy Speaker*

Speaker	Mr M Mnqasela
Deputy Speaker	Ms BA Schäfer

(3) *Provincial Cabinet*

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

PORTFOLIO	NAME
Premier	Mr AR Winde
Minister of Transport and Public Works	Mr BS Madikizela (until 29 April)
Minister of Transport and Public Works	Mr DG Mitchell (wef 25 May)
Minister of Finance and Economic Opportunities	Mr DJ Maynier
Minister of Agriculture	Dr IH Meyer
Minister of Health	Dr N Mbombo
Minister of Local Government, Environmental Affairs and Development Planning	Mr AW Bredell
Minister of Community Safety	Mr AT Fritz
Minister of Education	Ms DA Schäfer
Minister of Human Settlements	Mr TA Simmers
Minister of Cultural Affairs and Sport	Ms AJD Marais
Minister of Social Development	Ms SG Fernandez

(4) *Whippery*

MEMBER	PARTY	POSITION
Ms MM Wenger	Democratic Alliance	Chief Whip of the Majority Party
Mr DG Mitchell	Democratic Alliance	Deputy Chief Whip of the Majority Party
Ms DM Baartman	Democratic Alliance	Deputy Chief Whip of the Majority Party (wef June)
Mr RD MacKenzie	Democratic Alliance	Whip
Ms WF Philander	Democratic Alliance	Whip
MS PZ Lekker	African National Congress	Chief Whip of the Largest Minority Party
Mr MK Sayed	African National Congress	Whip

(5) **Members of the WCPP**

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

Democratic Alliance:

Mr RI Allen; Mr D America; Ms DM Baartman; Mr G Bosman; Ms LJ Botha; Mr RD MacKenzie; Ms LM Maseko; Mr DG Mitchell (until 24 May); Ms WF Philander; Mr AP van der Westhuizen; and Ms MM Wenger

African National Congress:

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

Economic Freedom Fighters:

Ms N Makamba-Botya and Mr M Xego

GOOD:

Mr BN Herron

African Christian Democratic Party:

Mr FC Christians

Freedom Front Plus:

Mr PJ Marais

Al Jama-ah:

Mr G Brinkhuis

III. PROCEDURAL AND RELATED MATTERS

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

Speaker, Hon Masizole Mnqasela made a commitment in 2019 to take the Provincial Parliament closer to the people. As result of the COVID-19 pandemic, this year's official opening and State of the Province Address took the form of a hybrid event with two physical venues and a virtual venue.

The Premier delivered his third State of the Province Address on 17 February at the Emil Weder High School hall in Genadendal and the WCPP's Chamber in Cape Town. The debate on the Address took place on 18 February at the Emil Weder High School hall in Genadendal, followed by the Premier's reply.

(2) **Plenary Support**

During the period under review, the House met for 23 plenaries, which represented 64 hours and 40 minutes of debating and deliberations. The administration's support included the preparation of the relevant House papers, the preparation of routine guides and procedural advice as required. The House approved a total of 68 resolutions.

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

ACTIVITY	TOTAL
Interpellations debated	22
Questions for oral reply processed	68
Questions for written reply processed	591
Speaker's debates	1
Opportunities for questions to the Premier without notice	4
Subjects for discussion debated	6
Matter of public importance debated	1
Order Papers	22
Minutes of Proceedings	22
Draft resolution	1
Published Announcements, Tablings and Committee Reports (ATCs)	131
Bills introduced	5

(3) **Rules Committee**

The Rules Committee is established in terms of Standing Rule 96 and consists of the Speaker and Deputy Speaker and such other members nominated by parties in accordance with a formula determined by resolution of the House.

In the period under review the Rules Committee held one meeting on 23 March.

Subcommittees of Rules Committee

- Subcommittee on the Review of Rules – No meetings during the period under review.
- Any other subcommittee – None.

(4) **Programming Authority**

In the period under review the Programming Authority held 18 meetings on the following dates: 9 February, 16 February, 9 March, 23 March, 4 May, 18 May, 25 May, 1 June, 8 June, 15 June, 22 June, 10 August, 24 August, 31 August, 7 September, 16 November, 30 November and 3 December.

(5) **Temporary presiding officers**

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

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

None during the period under review.

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

None during the period under review.

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

On 30 September the Minister of Finance, Economic Development and Tourism, Mr DJ Maynier, tabled the Provincial Economic Review and Outlook (PERO) and on 6 December the Municipal Economic Review and Outlook (MERO) was tabled.

(9) **Procedural Hub**

The Procedural Hub was established during 2019 with the following aims:

- To equip the Table and "procedural" staff with better knowledge and understanding of procedural matters through regular and ad-hoc meetings and discussions of relevant topics and issues;

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

The Procedural Hub is composed of the following:

- Secretary (ex officio Chairperson);
- Director: Parliamentary Support Services;
- Specialist Advisor: Office of the Speaker;
- Head of Office: Office of the Speaker;
- Senior Legal Adviser;
- Legal Adviser;
- Manager: Committees;
- Manager: Plenary Support (vacant for the period under review); and
- Senior procedural officers (Committees and Plenary Support).

The Procedural Hub met as follows from 1 January to 31 December:

DATE	AGENDA ITEMS
29 January	Finalising the proposal for Rules Review
26 February	New submissions received, Finalising the proposal for Rules Review
7 May	New submissions received, Finalising the proposal for Rules Review, Petitions Directive
28 May	New submissions received, Finalising the proposal for Rules Review, Petitions Directive
30 July	Schedule of proposals, New submissions received, Finalising the proposal for Rules Review, Petitions Directive, SCOPA request for training, Sectoral Parliament Recommendation Procedures
27 August	Schedule of proposals, Institutional Support to Ordinary Members for the Drafting of Bills
01 October	Schedule of proposals, Proposal: Providing Support to Political Parties for Ordinary Members Bills
29 October	Schedule of proposals, Unanswered questions relating to Rules 45–50 in general
26 November	Schedule of proposals

Considerable discussion took place on the Standing Rules, which is in the process of being finalised for submission to the Office of the Speaker and Deputy Speaker for consideration before being submitted to the Subcommittee on Rules Review.

The proposed procedure for the processing of recommendations from Sectoral Parliaments, which was finalised by the Procedural Hub and considered by the Office of the Speaker and Deputy Speaker, will be discussed at the first Rules Committee meeting scheduled in the new calendar year.

At the last meeting of the Procedural Hub, which took place on 26 November, members were given the opportunity to express their opinion on the work of the Procedural Hub and the majority of the Members found that the regular hub meetings were valuable and beneficial.

IV NATIONAL COUNCIL OF PROVINCES (NCOP)-RELATED ACTIVITIES

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

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

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

NAME	PARTY
Ms C Labuschagne	Democratic Alliance
Mr JJ Londt	Democratic Alliance
Mr IM Sileku	Democratic Alliance
Ms MN Gillion	African National Congress
Mr EZ Njadu	African National Congress
Mr A Arnolds	Economic Freedom Fighters

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

The joint sittings were held on 25 August and 26 November.

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

POLICY VOTES	MINISTER/DEPUTY MINISTER ATTENDING	WC MEMBERS ATTENDING
Select Committees on Appropriations and Education and Technology, Sport, Arts and Culture and Provincial Portfolio Committees on Education and Finance/ Treasury Virtual in-year Oversight (Hearing on conditional grants expenditure)		Hon Member RI Allen
Ministerial Briefing Session on Youth Poverty and Unemployment: "Interventions to address youth unemployment and poverty"	Hon Minister SG Fernandez to speak on behalf of Premier	
Ministerial Briefing Session on the Vaccination Programme, including the expansion and acceleration of the vaccination programme to include other cohorts at national and provincial levels	Hon Minister N Mbombo	
Debate on the Township Economy: "Building a self-reliant and vibrant township economy"	Hon Minister DJ Maynier	Hon Member ND Nkondlo
Ministerial Briefing Session on the Safety and Security response and management of the recent public violence, looting and destruction of public property		Hon Member RI Allen
Debate on Heritage Month: "United in our diversity and rich cultural heritage – The path to constructing a non-racial, non-sexist, united and prosperous democratic society"		Hon Member RI Allen Hon Member AP Bans

POLICY VOTES	MINISTER/DEPUTY MINISTER ATTENDING	WC MEMBERS ATTENDING
Debate on section 139 interventions: "Building a viable mechanism and legislative framework to guide section 139 interventions in municipalities"		Hon Member D America Hon Member P Marran
Debate on the devolution of the South African Police Service (SAPS)	Hon Premier A Winde Hon Minister AT Fritz	
Debate on the Township Economy: "Building a self-reliant and vibrant township economy"		Hon Member Nkondlo
Debate on Heritage Month: <i>United in our diversity and rich cultural heritage – The path to constructing a non-racial, non-sexist, united and prosperous democratic society</i>		Hon Member RI Allen
NCOP Joint Virtual Oversight meeting on HIV&AIDS (Life Skills Education) Grant and Learners with Profound Intellectual Disabilities Grant implementation and expenditure for the 2020/21 financial year	Hon Minister D Schäfer	Hon Member RI Allen Hon Member LJ Botha

(5) **NCOP Provincial Visit Week**

The NCOP Provincial Visit Week took place from 17 to 20 August and was a Joint Session Meeting with the Standing Committee on Transport, Public Service and Administration and Public Works and Infrastructure and the Standing Committee on Trade and Industry, Economic Development, Small Business Development, Tourism Employment and Labour. It was attended by the NCOP Permanent Members, namely Hon Members Labuschagne, Londt, Sileku, Njadu, Gillion and Arnolds and the WCPP Members, Hon Mackenzie, Hon Baartman and Hon America.

(6) **Women's Parliament at National Parliament**

A Women's Parliament was held at the National Parliament on 27 August. The Deputy Speaker, Hon Beverley Schäfer, attended this event on behalf of the Premier of the Western Cape.

(7) **Women's Charter for Accelerated Development**

The Women's Charter for Accelerated Development took place on 20 August. The theme was "Setting a 25-Year Vision and Agenda to Advance Women's Equality, Growth and Development". The Deputy Speaker, Hon Schäfer, attended this event on the behalf of the WCPP.

V OFFICE OF THE SPEAKER (INCLUDING OFFICE OF THE DEPUTY SPEAKER)

(1) **Staffing**

Refinement exercise

On 14 January the Office of the Speaker proposed an outline of the structure and staffing needs of the Speaker's office, which was further unpacked to obtain additional understanding of the specific context of the Office. Although the staffing requirements of the Office of the Speaker (including the Office of the Deputy Speaker) is outlined in the Ministerial Handbook and the Presiding Officer's Manual, the WCPP felt that it is important that internationally acceptable organisational design principles are applied when proposing amendments to the structure, staffing, post requirements as well the grading of positions. With this in mind, the Secretary to the Provincial Parliament gave approval on 26 January for a project to refine the structure in the Office of the Speaker and the procurement of an organisational design specialist consultant or vendor to conduct a work study exercise.

A service provider was appointed who reviewed the existing resourcing levels in the Office of the Speaker against the needs of efficiency and delivery as well as to augment, change and give effect to the Sixth Parliament and the mandate of the WCPP. This exercise was concluded on 31 March.

The recommendations flowing from the work study analysis exercise were approved on 3 June and the processes to finalise the resourcing of the Office of the Speaker were approved on 10 August.

Although the Presiding Officer's Manual makes provision for eight positions, the recommendation that was approved was for seven positions, with the option to create an additional position if the need arises. The seven positions are as follows:

- Head of Office (currently the Manager: Office of the Speaker);
- Parliamentary Adviser;
- Administrative Support and Registry Clerk;
- Executive assistant to the Speaker;
- Personal assistant to the Deputy Speaker;
- Community Liaison and Special Projects Officer; and
- Media and Communication Coordinator.

(2) ***Presiding Officers' Manual***

A process was initiated in 2019 by the Speaker to draft a handbook, largely based on the prescripts of the Provincial Ministerial Handbook, which would only apply to the Speaker and Deputy Speaker.

A special meeting of the Rules Committee was convened on Tuesday 23 March to deliberate on the Presiding Officers' Manual for the enabling benefits and allowances of the Speaker and Deputy Speaker of the Western Cape Provincial Parliament. The Manual was considered and unanimously approved by the Committee for finalisation by the House.

The Report on the Presiding Officers' Manual for the enabling benefits and allowances of the Speaker and Deputy Speaker of the Western Cape Provincial Parliament (see Announcements, Tablings and Committee Reports, No 31, dated 25 March 2021, p 153) was considered by the House and adopted on 29 March.

Subsequent to the approval, amendments were proposed to the Presiding Officer Manual and the consideration of report of the Rules Committee on the Presiding Officers' Manual (see Announcements, Tablings and Committee Reports, No 138, dated 3 December 2021, p 490) took place. The Report was considered and accordingly adopted on 9 December.

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

The Speaker established a multi-forum, consisting of the leaders of all parties represented in the House, to discuss matters of common concern and to share experiences on a non-party political basis.

In the period under review the Forum met as follows:

- 22 January;
- 9 February;
- 2 March;
- 28 April – Preparatory meeting;
- 14 May;
- 13 July – Emergency Speaker's Consultative Political Party Forum Meeting; and
- 3 November.

VI SECTOR-RELATED MATTERS

(1) *Composition of the Speakers' Forum*

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

Speakers

National Assembly	Ms Thandi Modise (until 5 August), Ms Nosiviwe Mapisa-Nqakula (as from 19 August)
NCOP (Chairperson)	Mr Nkosiyakhe Masondo
Western Cape Provincial Parliament	Mr Masizole Mngasela
Gauteng Provincial Legislature	Ms Ntombi Mekgwe
KwaZulu-Natal Provincial Legislature	Ms Nontembeko Boyce
Limpopo Provincial Legislature	Ms Rosmary Molapo (as from end November)
North West Provincial Legislature	Ms Sussana Dantjie
Mpumalanga Provincial Legislature	Ms Busisiwe Shiba (until end March), Ms Christine Masilela (as from April)
Eastern Cape Provincial Legislature	Ms Helen Sauls-August
Free State Provincial Legislature	Ms Ntombizanele Sifuba
Northern Cape Provincial Legislature	Ms Newrene Klaaste

Deputy Speakers

National Assembly	Mr Lechesa Tsenoli
NCOP (Chairperson)	Ms Sylvia Lucas
Western Cape Provincial Parliament	Ms Beverley Schäfer
Gauteng Provincial Legislature	Ms Vuyo Mhlakazi-Manamela
KwaZulu-Natal Provincial Legislature	Mr Themba Mthembu (as from end November)
Limpopo Provincial Legislature	Mr Jeremiah Ndou
Mpumalanga Provincial Legislature	Mr Vusi Mkhathswa
North West Provincial Legislature	Ms Viola Motsumi
Eastern Cape Provincial Legislature	Mr Mlibo Qoboshiyane
Free State Provincial Legislature	Ms Lucy Mapena
Northern Cape Provincial Legislature	Mr Mangaliso Matika

During the period under review the Speaker' Forum met as follows:

- 20–21 July;
- 29–30 September; and
- 9 December.

(2) **Speakers' Forum reference groups**

As at 31 December the sector presiding officers were allocated to serve on the following four reference groups:

Sector Programme 1: Financial Management, Governance and Administration	
Ms SR Dantjie	Speaker: North West Provincial Legislature (Chairperson)
Ms S Lucas	Deputy Chairperson: NCOP
Ms H Sauls-August	Speaker: Eastern Cape Provincial Legislature
Mr M Matika	Deputy Speaker: Northern Cape Provincial Legislature
Mr J Ndou	Deputy Speaker: Limpopo Provincial Legislature
Sector Programme 2: Core Business Matters	
Ms N Mekgwe	Speaker: Gauteng Provincial Legislature (Chairperson)
Ms N Boyce	Speaker: KwaZulu-Natal Provincial Legislature
Ms M C Masilela	Speaker: Mpumalanga Provincial Legislature
Mr M Mngqasela	Speaker: Western Cape Provincial Parliament
Ms V Motsumi	Deputy Speaker: North West Provincial Legislature
Mr P Mkhathshwa	Deputy Speaker: Mpumalanga Provincial Legislature
Sector Programme 3: Sector Coordination, Local Government and International Relations	
Mr A Masondo	Chairperson: NCOP (Chairperson)
Ms N Sifuba	Speaker: Free State Provincial Legislature
Ms R R Molapo	Speaker: Limpopo Provincial Legislature
Ms B Schäfer	Deputy Speaker: Western Cape Provincial Parliament
Mr R T Mthembu	Deputy Speaker: KwaZulu-Natal Provincial Legislature
Sector Programme 4: Capacity and Knowledge Development	
Mr L Tsenoli	Deputy Speaker: National Assembly (Chairperson)
Ms N Klaaste	Speaker: Northern Cape Provincial Legislature
Mr M Qoboshiyane	Deputy Speaker: Eastern Cape Provincial Legislature
Ms V Mhlakaza-Manamela	Deputy Speaker: Gauteng Provincial Legislature
Ms L Mapena	Deputy Speaker: Free State Provincial Legislature

(3) **Secretaries of Parliament and Provincial Legislatures**

As at 31 December the following secretaries and acting secretaries served in the various institutions and together made up the Secretaries' Association of Legislatures of South Africa (SALSA):

National Council of Provinces	Adv ME Phindela
Parliament	Ms B Tyawa (Acting)
Parliament	Mr M Xaso (Acting Deputy Secretary)
Western Cape Provincial Parliament	Mr R Adams
Gauteng Provincial Legislature	Mr P Skosana
Free State Provincial Legislature	Adv Machaka (Acting)
KwaZulu-Natal Provincial Legislature	Ms N Naidoo
Limpopo Provincial Legislature	Mr S Mothoa
North West Provincial Legislature	Mr A M Maphetle (Acting)
Mpumalanga Provincial Legislature	Mr H Shabangu
Eastern Cape Provincial Legislature	Ms N Ngcakani
Northern Cape Provincial Legislature	Mr P Moopelwa

(4) **Secretaries' Forum and staff clusters**

The following staff clusters were established under the auspices of SALSA and were still in place for the period 1 January to 31 December:

- Cluster 1: Strategy and Governance;
- Cluster 2: Core Business;
- Cluster 3: Sector and International Coordination and Engagement; and
- Cluster 4: Capacity Development and Knowledge Management.

During the period under review SALSA met as follows:

- 13–14 April;
- 21–22 September;
- 27 September; and
- 19 November.

VII COMMITTEES

(1) **Chairpersons' Forum**

The Chairpersons' Forum met on 11 June where matters affecting portfolio committees generally were discussed. Presentations were made on the budget split among committees as well as the status of the budget spending patterns of committees, based on the oversight and accountability cycle planned for the year. There was no international travel of committees undertaken during the year. The Forum deliberated on the following matters, which were still to be resolved at the time of finalising this report: The provision for the budgetary process of the services including: a) procurement of data for use by members of the public to participate in remote public hearings; b) procurement of legislation booklets for standing committees; c) procurement of paid social-media advertising; d) procurement of transport for the public to attend public hearings; and e) Members' use of their own transport for committee activities. Discussions with the Office of the Deputy Speaker, the chairpersons and the Office of the Secretary regarding these matters are still underway.

A total budget of R1 141 446 was available for committee activities until the end of the financial year. Budgets for committees were agreed to as follows: R68 531 for each committee; R30 000 for the Parliamentary Oversight Committee; and R30 000 jointly for the Rules Committee, Chairpersons' Forum, Conduct Committee, Disciplinary Committee and the Programming Authority. An amount of R190 543 was availed for international committee travel, which could not be effected due to COVID-19.

(2) **Constitution of committees**

The committees were clustered in the following manner:

- Cluster A – Social;
- Cluster B – Economic; and
- Cluster C – Corporate.

The total number of committees in the Social and Economic Clusters was 10. The Budget Committee was grouped in the Corporate Cluster.

The committees were composed of five Members, as follows: DA – 3; ANC – 1; and 1 representative jointly from the EFF, GOOD, ACDP, FF Plus, Al Jama-ah, and that, in the event that neither of the smaller parties were able to take up a seat, the seat was defaulted to the ANC.

Members were appointed to the various committees as indicated below. The respective changes of membership during 2021 are indicated in the narrative following the table below:

Rules Committee

Members: 10

DA (6)	ANC (2)	EFF (1)	GOOD (1)
Mnqasela, M (C) Schäfer, BA Wenger, MM Maseko, LM MacKenzie, RD Botha, LJ (*wef 4 June) Alternate Members America, D Philander, WF Bosman, G	Lekker, PZ Sayed, MK Alternate Member Dugmore, CM	Makamba-Botya, N Alternate Member Xego, M	Herron, BN

Programme Authority

Members: 10

DA (6)	ANC (2)	EFF (1)	ACDP (1)
Wenger, MM (C) Baartman, DM (Deputy Chief Whip of the Majority Party>(*wef June) Mitchell, DG (*until 25 May) Botha, LJ Bosman, G Van der Westhuizen, AP Philander, WF Alternate Members America, D Allen, RI Mackenzie, RD Schäfer, BA	Lekker, P Sayed, MK Alternate Member Dugmore, CM	Xego, M Alternate Member Makamba-Botya, N	Christians, FC

Public Accounts Committee

Members: 5

DA (3)	ANC (1)	EFF (1)
America, D Baartman, DM Maseko, LM Alternate Members Allen, RI Bosman, G Botha, LJ Mackenzie, RD Mitchell, DG Philander, WF Van der Westhuizen, AP Wenger, MM	Mvimbi, LL (C) Alternate Members Nkondlo, ND Smith, D	Xego, M Alternate Member Makamba-Botya, N

Parliamentary Oversight Committee

Members: 5

DA (3)	ANC (1)	EFF (1)
Allen, RI Mackenzie, RD Wenger, MM (C) Alternate Members Botha, LJ Maseko, LM Mitchell, DG	Lekker, PZ Alternate Members Dugmore, CM	Xego, M Alternate Members Makamba-Botya, N

Standing Committee on Health

Members: 5

DA (3)	ANC (1)	EFF (1)
Allen, RI Botha, LJ Philander, WF (C) Alternate Members Bosman, G Mackenzie, RD Wenger, MM	Windvogel, R Alternate Members Lili, A BakuBaku-Vos, NG	Xego, M Alternate Member Makamba-Botya, N

Standing Committee on Education

Members: 5

DA (3)	ANC (1)	EFF	ACDP (1)	AL JAMA-AH
Allen, RI Bosman, G Botha, LJ (C) Alternate Members Mackenzie, RD Philander, WF Wenger, MM	Sayed, MK Alternate Member Kama, M	 Alternate Member Makamba-Botya, N	Christians, FC	 Alternate Members Brinkhuis, G

Standing Committee on Social Development

Members: 5

DA (3)	ANC (1)	EFF (1)	AL JAMA-AH (1)
Bosman, G (C) Mackenzie, RD Philander, WF Alternate Members Baartman, DM Botha, LJ Wenger, MM	BakuBaku-Vos, NG Alternate Member Lili, A Windvogel, R	 Alternate Member Makamba-Botya, N	Brinkhuis, G

Standing Committee on Community Safety, Cultural Affairs and Sport

Members: 5

DA (3)	ANC (1)	FF PLUS	EFF, GOOD, AI JAMA-AH
Allen, RI (C) Bosman, G Botha LJ	<u>Community Safety</u> Kama, M <u>Cultural Affairs and Sport</u> Bans AP	<u>Cultural Affairs and Sport</u> Marais, PJ	
Alternate Members Mackenzie, RD Philander, WF Van der Westhuizen, AP	Alternate Members <u>Community Safety</u> Lili, A Lekker, PZ <u>Cultural Affairs and Sport</u> Kama, M Windvogel, R		Alternate Members Brinkhuis, G

Standing Committee on the Premier and Constitutional Matters

Members: 5

DA (3)	ANC (1)	EFF (1)
Allen, RI Mackenzie, RD (C) Philander, WF	Dugmore, CM	Xego, M
Alternate Members Baartman, DM Maseko, LM Mitchell, DG	Alternate Member Lekker, PZ	Alternate Members Makamba-Botya, N

Standing Committee on Human Settlements

Members: 5

DA (3)	ANC (1)	EFF, GOOD
America, D Maseko, LM (C) Van der Westhuizen, AP	Lili, A	Herron, BN
Alternate Members Baartman, DM Mitchell, DG Schäfer, BA	Alternate Members Marran, P Smith, D Bakubaku-Vos, NG	Alternate Members Makamba-Botya, N

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

Members: 5

DA (3)	ANC (1)	EFF (1)
Baartman, D (C) Mitchell, DG Van der Westhuizen, AP	Nkondlo, ND	Makamba-Botya, N
Alternate Members America, D Maseko, LM Schäfer, BA	Alternate Members Mvimbi, LL Bans, A	Alternate Members Xego, M

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

Members: 5

DA (3)	ANC (1)	EFF, GOOD, FF PLUS
America, D (C) Maseko, LM Van der Westhuizen, AP Alternate Members Allen, R I Mitchell, DG Schäfer, BA	Smith, D Alternate Members Marran, P Lili, A	Makamba-Botya, N Alternate Member Xego, M

Standing Committee on Transport and Public Works

Members: 5

DA (3)	ANC (1)	GOOD (1)
America, D Mitchell, DG (C) Van der Westhuizen, AP Alternate Members Baartman, D Maseko, LM Schäfer, BA	Mvimbi, LL Alternate Members Nkondlo, ND Dugmore, CM	Herron, BN

Standing Committee on Agriculture, Environmental Affairs and Development Planning

Members: 5

DA (3)	ANC (1)	FF PLUS (1)
Baartman, DM Maseko, LM Van der Westhuizen, AP (C) Alternate Members America, D Mitchel, DG Schäfer, BA	Marran, P Alternate Member Smith, D	Agriculture Marais, PJ

Conduct Committee

Members: 5

DA (3)	ANC (1)	EFF, AL JAMA-AH
Baartman, DM Mitchell, DG (C) Philander, W F (C) (wef 25 June) Wenger, MM Alternate Members Allen, RI Botha, LJ Maseko, LM	Lekker, PZ Alternate Member Dugmore, CM	Brinkhuis, G (AL JAMA-AH) Alternate Members Makamba-Botya, N (EFF)

Petitions Committee

Members: 5

DA (3)	ANC (1)	EFF (1)
Allen, RI Bosman, G (C) Philander, WF Alternate Members America, D Botha, LJ Mackenzie, RD	Sayed, KM Alternate Member Kama, M	Makamba-Botya, N Alternate Members Xego, M

COVID-19 Ad-hoc Committee

Members: 14

DA	ANC	EFF, GOOD, FF PLUS
Allen, RI America, D Baartman, DM Mitchell, DG Philander, W VD Westhuizen, AP Wenger, MM (C) Alternate Member Botha, LJ Maseko LM, MacKenzie, RD	Dugmore, CM Lekker, PZ Windvogel, R Alternate Members Sayed, MK Smith, D Nkondlo, ND	Christians, FC (ACDP) Marais, PJ (FF Plus) Herron, BN (GOOD) Xego, M (EFF)

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

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

(4) **Committee Support**

The continuation of surges of COVID-19 throughout the year, as well as the short notice of the date of the local-government elections, had a radical impact on the programmes of the committees during those months. There were meetings, workshops and other committee activities that had to be cancelled or postponed due to these programme changes. Despite these setbacks, the work of committees in the Provincial Parliament, which have been proceeded with, has been effectively and successfully proceeded with in terms of procedural and administrative support to the chairpersons and the committees.

The ability of the committees to continue working successfully by means of remote access for hybrid, virtual and in-person formats has proven to be a game changer, together with continued developing aspects of improved oversight and accountability over the Executive and its departments under the COVID-19 situation. Where this situation did not have an impact on the programmes of the committees and the programmes were followed, the support from the WCPP administration was well provided to allow successful continuity.

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

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

COMMITTEE ACTIVITY	TOTAL
*Number of committee activities held	226
Number of public hearings held	68
Number of oversight visits undertaken	24
Number of cluster visits undertaken	0
Number of international visits undertaken	0

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

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

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

In February the Committee conducted an oversight visit to the Genadendal Mission Museum. In the same month the Committee also conducted interviews and shortlisted candidates for the Governing Board of the Western Cape Liquor Authority. During March the Committee considered and finalised the Western Cape Museums Ordinance Amendment Bill [B 5–2020]. The Committee was briefed by the SAPS Crime Intelligence, Anti-Gang Unit, the City of Cape Town's Safety and Security Directorate and the Department of Community Safety on gang-related violence in the Western Cape. The Committee also deliberated on Vote 4: Community Safety and Vote 13: Cultural Affairs and Sports in the Schedule to the Western Cape Appropriation Bill [B 4–2021]. In May the Committee was briefed by the Department of Community Safety and the South African Police Service on the Court Watching Brief Third Quarterly Report for 1 October 2020 to 31 December 2020. In June the Committee conducted an oversight visit to the SAPS Forensic Science Laboratory.

In August the Committee was briefed by the Department of Community Safety on the roles and responsibilities of the Western Cape Police Ombudsman. The Committee was also briefed by the Department of Community Safety on its Western Cape Safety Recovery Plan.

During November the Committee was briefed by the Cape Town Metropolitan Police Department on its 2021/22 Annual Police Plan. The Committee also deliberated on the 2020/21 annual reports of the Department of Cultural Affairs and Sport and its entities. The entities are the Western Cape Language Committee, the Western Cape Cultural Commission and Heritage Western Cape. The Committee further deliberated on the nominees received for the Western Cape Cultural Commission (WCCC) and Western Cape Language Committee (WCLC). The Committee also deliberated on Vote 4: Community Safety and Vote 13: Cultural Affairs and Sport in the Schedule to the Western Cape Adjustments Appropriation Bill [B 6–2021].

(ii) **Standing Committee on Education**

In February the Committee undertook oversight visits to the Emil Weder Secondary School and the Cape Access Centre in Genadendal to observe the learner transport scheme of the school, then undertook a walkabout at the Emil Weder Secondary School, followed by a briefing by the Western Cape Education Department (WCED) on the learner transport scheme and the personal protective equipment and safety measures for learners at the school. The Department of the Premier briefed the Committee on its broadband connectivity for schools in the area.

In March the Committee was briefed by the WCED on the 2020 National Senior Certificate (NSC) results, the 2020 pass rate in the Western Cape and the schools readiness for 2021.

The Committee deliberated on Vote 5: Education in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) and the Vote 5: Education in the Schedule to the Western Cape Appropriation Bill [B 4–2021].

In May the Committee was briefed by the WCED on the unplaced learners in the Western Cape, on an update on the number of learners placed to date, and on the strategy or plan to deal with the projected increase in learners for the 2022 academic school year. The Committee conducted an oversight visit to the Northpine Technical High in Northpine.

In June the Committee conducted an oversight visit to the Crestway Secondary School in Retreat.

In August the Committee was briefed by the WCED on the construction of new schools in Mossel Bay. In August the Committee was also briefed by the Public Service Commission on the following investigative reports: the assessment of the WCED's response to emergency repairs at schools report; the investigation into allegations of maladministration and misappropriation of funds at the Rhodes High School; and the investigative report: complaint Case 9920200731161606 / 1920/02/28/003: Department of Education: Chere Botha School.

The WCED and Umalusi briefed the Committee on the redesigned CAPS curriculum, which was developed for Schools of Skills. In September the Committee embarked on oversight visits to schools in Robertson and Worcester.

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

Due to the COVID-19 pandemic the Committee conducted its business by way of virtual meetings on Microsoft Teams. The Committee's main focus during this period was on legislation. In terms of provincial legislation, the Committee concluded its processes on the Western Cape Land Use Planning Amendment Bill [B 6–2020], as well as on the Western Cape Biodiversity Bill [B 2–2021].

In terms of subordinate legislation, the Norms and Standards for the Trophy Hunting of Leopard in South Africa, issued in terms of the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004), was addressed by the Committee and comments were submitted to the NCOP for consideration. The Committee also finalised the Upgrading of Land Tenure Rights Amendment Bill [B 6B–2020] (NCOP) (s76), the National Forests Amendment Bill [B 11B–2016] (NCOP) (s76) and the National Environmental Management Laws Amendment Bill [B 14F–2017] (NCOP) (s76).

In terms of Money Bills, the Committee deliberated on Vote 9: Environmental Affairs and Development Planning in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021]. Similarly, the main appropriated budget for the 2021/22 financial year for Vote 9: Environmental Affairs and Development Planning and Vote 11: Agriculture, in the Schedule to the Western Cape Appropriation Bill [B 4–2021] was deliberated on. The Committee concluded the year with deliberations on Vote 9: Environmental Affairs and Development Planning and Vote 11: Agriculture in the Schedule to the Western Cape Adjustments Appropriation Bill [B 6–2021].

The Committee conducted three oversight visits. Firstly, a visit to the Klein Ezeljacht farm in Genadendal, where it obtained an overview of the farming activities, partnerships, successes and challenges, and also ascertained the extent of the support to emerging farmers.

Secondly, a visit to the Brandvlei Dam Project, Holsloot Weir and Papenkuil Pump Station in Worcester where the focus was on water security. This visit concluded with a visit to a farm near De Doorns where good design structures were in place for transporting farm workers. Thirdly, a visit to Elsenburg where the Committee was briefed on the future curricula of the

Elsenburg Agricultural Training Institute, observed a demonstration of the use of unmanned aerial vehicles in the agricultural sector and the Committee also engaged with entrepreneurs who were assisted with product development and business advice by the Department of Agriculture.

Other focus areas, which were linked to the oversight visits undertaken, included enhancing awareness of the risks involved and the need to transport farm workers safely and with dignity, alien invasive vegetation clearing, alternative uses of biomass fuel, the impact of the Draft Western Cape Inclusionary Housing Policy Framework that was advertised for public comment as well as the Agricultural Producer Support and Development Programme of the Department of Agriculture that focused on subsistence and smallholder farmers. The latter gave rise to many requests for further information and the possibility of oversight visits to smallholder farmers in the future.

The Committee deliberated on the annual reports for the 2020/21 financial year of the Department of Agriculture and the Department of Environmental Affairs and Development Planning, as well their respective entities, Casidra and CapeNature.

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

Various COVID-19 restrictions were in place at the start of 2021 and the Committee conducted four meetings by means of MS Teams and one oversight visit to Genadendal. The Committee's first meeting was the adoption of the Draft Committee Report on the Annual Report of the Department of Local Government for the 2019/20 financial year and various other documents. The Committee conducted an oversight visit to Genadendal on 12 February and was briefed by the Department on its second and third quarterly performance reports (July 2020 to September 2020 and October 2020 to December 2020) and the status of all section 106 investigations at municipalities in the Western Cape.

The Committee deliberated on Vote 14: Local Government in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021] and Vote 14: Local Government in the Schedule to the Western Cape Appropriation Bill [B 4–2021]. Upon conclusion of its deliberations the Committee considered and adopted the committee reports on Vote 14: Local Government in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021] and the Western Cape Appropriation Bill [B 4–2021]. The Committee was briefed by the Department of Cooperative Governance on the Local Government: Municipal Systems Amendment Bill [B 2B–2019] (NCOP).

The Committee deliberated and adopted the Negotiating Mandate Report on the Local Government: Municipal Systems Amendment Bill [B 2B–2019] (NCOP). The Independent Electoral Commission briefed the Committee on the state of readiness with regard to the upcoming municipal elections and the Department of Home Affairs briefed the Committee on the status of the issuing of identification documents in preparation for voter registration and the upcoming municipal elections. The Committee was also briefed by the Department of Local Government on the roll-out and purpose of the Sustainable Infrastructure Development and Finance Facility (SIDAFF) Programme.

After the Committee received a briefing on the Department's first Quarterly Performance Reports (April 2021 to June 2021) and Expenditure Report, the Committee was briefed by the Auditor-General on the Local Government (MFMA) Audit Outcomes of Municipalities in the Western Cape for the 2019/20 financial year and the Third Special Report on Financial Management of Government's COVID-19 Initiatives in Municipalities. The Committee received two further briefings by the Department of Local Government on the Progress and Implementation Plan for 2019/20 MFMA Audit's and the corrective measures at underperforming municipalities and the Department's collaboration with the Hans Seidel Foundation to address the capacity and financial stability of municipalities. The Committee

also adopted the Final Mandate Report on the Local Government: Municipal Systems Amendment Bill [B 2D–2019] (NCOP).

The Committee concluded the year with deliberations on the Annual Report of the Department of Local Government and Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation Bill [B 6–2021].

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

Various COVID-19 restrictions were in place at the start of 2021 and the Committee started the year by considering and adopted the Draft Committee Report on the Annual Report of the Department of Transport and Public Works and Government Motor Transport for the 2019/20 financial year. The Committee deliberated on Vote 10: Transport and Public Works in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021] and Vote 10: Transport and Public Works in the Schedule to the Western Cape Appropriation Bill [B 4–2021]. Upon the conclusion of its deliberations, the Committee considered and adopted the Committee Report on Vote 10: Transport and Public Works in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 32021] and the Western Cape Appropriation Bill [B 4–2021].

The Department of Transport and Public Works briefed the Committee on the developments to improve commuter safety and the partnership between the GABS, the Province and the City of Cape Town to ensure stability and safety on the bus service highlighting the role, functions, responsibilities and challenges of the various role players in the partnership. The Committee then conducted an oversight visit to the Go George Integrated Transport Network. The Chairperson of the Committee, Mr D Mitchell, was appointed as the new Minister of Transport and Public Works and Mr R MacKenzie was elected as the new Chairperson of the Committee. PRASA (Passenger Rail Agency of South Africa) briefed the Committee on the status of the turnaround strategy for PRASA in the Western Cape.

With the increase in taxi violence, the Department of Transport and Public Works briefed the Committee on the state of taxi violence in the Western Cape and the mechanisms put in place by the Department to assist the relevant role players. The Committee also received briefings by the Department on the Blue Dot and Red Dot initiatives of the Department, the Memorandum of Agreement signed by the taxi associations and the Committee deliberated on the Provincial Property Committee's Annual Report for 2019 and the Premier's Annual Report for 2019 relating to provincial state land. The Western Cape Provincial Transport Infrastructure Bill [B 5–2021] was introduced and referred to the Committee after which the Committee was briefed on the Bill.

The Committee concluded the year with deliberations on the Annual Report of the Department of Transport and Public Works and Government Motor Transport and Vote 10: Transport and Public Works in the Schedule to the Western Cape Adjustments Appropriation Bill [B 6–2021].

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

In January the Committee invited the Western Cape Regional South African Social Security Agency (SASSA) to brief the Committee on SASSA's plans to address the backlog and process the applications for temporary disability grants in the province. This briefing was scheduled after media reports on the backlog of SASSA's applications for temporary disability grants in the province.

In January the City of Cape Town briefed the Committee on its collaboration with the provincial SASSA and on how the City was assisting SASSA with its facilities to be utilised as grant centres across the province. The meeting was productive.

During February the Department of Social Development briefed the Committee on the food relief measures that are in place and the support the Department provides to vulnerable people, specifically those living with disabilities.

In March the Committee deliberated on Vote 7: Social Development in the Schedule to the Western Cape Third Adjustments Appropriation Bill [B 3–2021] for the 2020/21 financial year.

In May the Committee conducted an oversight visit to the Haven and Night Shelter in Green Point to assess the safety protocols that were in place for the homeless persons. The Committee also conducted an oversight visit to a warehouse for the Sanitary Dignitary Project in Paarl.

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

In February the Department of Health and the WCPP's legal unit were invited to attend a committee meeting to brief the Committee on the implementation of the Western Cape Health Facility Boards and Committees Act, 2016 (Act 4 of 2016). The Department of Health briefed the Committee on the status update on the appointment of clinic committees in the province, and on the implementation section 5(2) of the Act, which refers to the appointment of Members of the Provincial Parliament to the hospital boards. This resulted in the appointment of Members of the Provincial Parliament by the Minister of Health to various hospital boards across the province.

In March the Committee deliberated on Vote 6: Health in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021]. In addition, the Committee deliberated on Vote 6: Health in the Schedule to the Western Cape Appropriation Bill [B 4–2021].

In June the Committee deliberated on the Annual Report of the Department of Health for the 2019/20 financial year. Due to the COVID-19 pandemic, the Department could not table its Annual Report in October 2020. The Department tabled its report in June 2021.

In August the Committee conducted unannounced oversight visits to various health facilities across the province to assess the vaccination roll-out and shortages. All the visits were successful and there was no shortage of vaccinations.

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

Various COVID-19 restrictions were in place at the start of 2021 and the Committee commenced with three meetings and a fact-finding visit to Plettenberg Bay and Knysna. The fact-finding visit came about after the Committee was made aware of a Ground Up article, which reported that millions of rands worth of housing materials were abandoned since 2018.

In addition to the visit to the Plettenberg Bay Airport where the materials were stored, the Committee resolved to conduct a further visit to the White Location Emergency Housing Project to view the housing units that were built with alternative building materials. The Committee was able to interact with the community and take cognisance of their concerns.

The Committee considered and deliberated on Vote 8: Human Settlements in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021] and the Western Cape Appropriation Bill [B 4–2021].

The Committee's attention was once again drawn to the District Six Housing Project. The Committee held several meetings to ascertain the challenges experienced by the Department of Agriculture, Land Reform and Rural Development to expedite the housing project's construction and handover. The Committee resolved to re-invite the Department

of Agriculture, Land Reform and Rural Development to brief it on the progress in the construction of houses in District Six, on the plans to support beneficiaries who are yet to return and on the risks and mitigation measures to counter any further delays in the final processes for restitution.

The Committee conducted an oversight visit to the Langeberg Municipality to observe the current status of the Housing Demand Database for the various towns that fall under the Municipality, including details of the Housing Demand Database in terms of how the Housing Demand Database is updated according to beneficiaries' needs. The Department of Human Settlements briefed the Committee on the Langeberg human-settlements allocations for the past five years, including the allocation for the 2021/22 financial year. The Department also briefed the Committee on its fourth Quarterly Report and provided the Committee with a synopsis of the target indicators achieved and not achieved per programme and on the challenges experienced due to COVID-19.

The Committee conducted one unannounced oversight visit to social housing projects in Glenhaven and Bothasig Gardens respectively. The Anchorage Social Housing Project in Glenhaven is managed by the Devmark Property Management Group and all three spheres of government provided funding for the commencement of the Project. The Bothasig Gardens Social Housing Project is managed by Communicare, which is a non-profit company with two separate property brands, offering a range of accommodation options. The Committee resolved to conduct another oversight visit to a Communicare social housing development.

The Department briefed the Committee on the Western Cape Asset Finance Reserve for Human Settlements and on the Funding Model for Integrated Residential Development Programmes (IRDP) to municipalities.

Due to the slow progress with regard to the District Six Housing Project, the Committee met and resolved to conduct a communication campaign that would involve having a survey and public hearings on the matter to elevate the concerns of the District Six land claimants who reached out to the Standing Committee for assistance. The Committee concluded the year with deliberations on the Vote 8: Human Settlements in the Schedule to the Western Cape Adjustments Appropriation Bill [B 6–2021].

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

In February the Committee considered and adopted the Draft Committee Report on the 2019/20 Annual Report of the Department of the Premier.

In March the Committee deliberated and held public hearings on the Western Cape Third Adjustment Appropriation Bill (2020/21 Financial Year) [B 3–2021] and the Western Cape Appropriation Bill [B 4–2021]. The Committee was also briefed by the Department of the Premier on the Constitution of the Western Cape First Amendment Bill [B 1–2021]. It was at this meeting that the Committee resolved to host four public hearings in May in the Cape Town, Saldanha, George and Mossel Bay. The Committee also conducted an oversight visit to the Mossel Bay Cape Access Centre when they were in the Mossel Bay area.

The Committee met to discuss the way forward on the Constitution of the Western Cape First Amendment Bill [B 1–2021] in June. It was at this meeting that the Committee resolved to hold three additional public hearing in the Cape Winelands area.

In September the Department of the Premier and the Commissioner for Children briefed the Committee on the operations and the progress made in the setting up of the office of the Commissioner. The Department of the Premier also briefed the Committee on the 2021/22 quarterly performance (financial and non-financial) information.

The Committee deliberated on the 2020/21 Annual Report of the Western Cape Commissioner for Children and the Department of Home Affairs appeared before the Committee in November on matters relating to systems, operational hours, staffing and any other related matters at the Home Affairs offices in the Western Cape. Ending off the year, the Committee deliberated and held a public hearing on the Western Cape Adjustments Appropriation Bill [B 6–2021].

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

The Committee deliberated on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021]. The Committee also deliberated on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Appropriation Bill [B 4–2021] on 18 and 19 March respectively.

On 31 March the Committee processed the Western Cape Nineteenth Gambling and Racing Amendment Bill [B 1–2020]. The Committee deliberated on the legal opinions provided on the submissions on 11 March and finalised the legislation with the informal and formal consideration of the Bill.

The Committee undertook a public participation process on the Unemployment Insurance Fund's Temporary Employer/Employee Relief Scheme (TERS) funding application process. The Committee launched this public engagement process to gauge the experiences that claimants have had with the TERS process and to assist with resolving claims that were still outstanding. The process commenced with a briefing by the UIF on 12 May and the public engagement process was held from 12 June to 12 July. The Committee then held a follow-up briefing with the UIF on 11 August on its responses to claimants and on the resolution of unresolved claims.

On 26 May the Committee was briefed by the Department of Economic Development and Tourism and Wesgro on the seasonal tourism statistics for the Western Cape, the process for renewal of tour guide permits and the assistance provided to tour guides.

On 9 June the Committee was briefed by the Department of Economic Development and Tourism on its Business Process Outsourcing and Work Placement Programmes, and the Committee also received a briefing by the Saldanha Bay IDZ Licencing Company on its skills and education programmes for the oil, gas and maritime sector, a briefing by the Atlantis SEZ on its skills and education programmes in respect of energy and coding, and a briefing by Wesgro on its Export Advancement Promotion Programme and the outcomes of its online webinars and virtual international tours.

On 23 June the Committee conducted an oversight visit to the Port of Cape Town. The Committee received a briefing from the Citrus Growers Association, Transnet and the Department of Economic Development and Tourism on the challenges experienced at the Port of Cape Town and the impact on the various affected industries. Thereafter, the Committee received a tour of the Port.

On 25 August the Committee conducted an oversight visit to two Pick n Pay spaza shops located in Langa. The Committee was briefed by the Department of Economic Development and Tourism on the Spaza Shop Project and Initiative, the challenges encountered and the employment opportunities that were created. Thereafter, the Committee embarked on a walkabout of Nabe Market and Thembi's Market in Langa.

On 1 September the Committee was briefed by the Provincial Treasury on the Annual Public Procurement Disclosure Report and the new Grant Framework. The Committee was also briefed on the process leading up to the shortlisting for vacancies in the Western Cape Gambling and Racing Board and the probity outcomes for all the candidates.

The Committee interviewed candidates to fill the vacancy in the Western Cape Gambling and Racing Board. The Committee interviewed four candidates and considered and adopted the report to the Minister on the recommendations of candidates to fill the vacancy in the Board.

On 25 November the Committee deliberated on the 2020/21 Annual Report of the Department of Economic Development and Tourism and its entities; Wesgro, the Saldanha Bay Industrial Development Zone Licencing Company SOC Ltd and the Atlantis Special Economic Zone.

On 7 December the Committee deliberated on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Adjustments Appropriation Bill [B 6–2021].

(xi) **Public Accounts Committee**

During the first quarter of the 2021 calendar year the Committee engaged 13 departments and their entities on the contents of their annual reports for the 2019/20 financial year. From these meetings, the Public Accounts Committee (PAC) adopted various resolutions to be implemented by the departments and entities of the Western Cape Government.

During the second quarter of the calendar year the Committee operationalised their resolutions and invited the departments of Social Development, Transport and Public Works, Provincial Treasury, Human Settlements, Agriculture, including the Department of Community Safety, to engage it on the implementation of the resolutions the PAC communicated when its report on the resolutions and requests for information of the 2019/20 financial year. The PAC also engaged the Department of Health on the contents of its Annual Report for the 2019/20 financial year.

The third quarter saw the PAC inviting and engaging the Department of Economic Development and Tourism, the Department of the Premier and CASIDRA (on various matters. For example, the Committee engaged the Department of Economic Development on the societal impact, financial value for money and the total number of beneficiaries who benefited from the Small, Medium and Micro-enterprises Booster Fund, the Department of the Premier on the implementation of the Economic Procurement Policy within the Western Cape Government and Casidra (Cape Agency for Sustainable Integrated Development in Rural Areas) on the internal-control deficiencies, which were highlighted by the Auditor-General of South Africa during the 2019/20 financial year.

The fourth quarter of the calendar year saw the Committee engaging some departments and entities on the contents of their annual reports for the 2020/21 financial year.

(xii) **Petitions Committee**

In August the Committee was briefed by the Parliament's Legal Support Section on the non-commencement of the Western Cape Petitions Act, 2006 (Act 3 of 2006). In addition, the Western Cape Provincial Parliament's Directorate Parliamentary Support Services briefed the Committee on the directive on petitions and executive undertakings issued by the Speaker, Hon Mngqasela.

(xiii) **Parliamentary Oversight Committee**

During the financial year under consideration the Parliamentary Oversight Committee (POC) conducted oversight mainly over the following information: the quarterly performance reports of the WCPP; the financial statement reports of the WCPP and the Annual Report of the WCPP for the 2020/21 financial year. The Committee held three meetings in the period under review. One was administrative to finalise committee reports and recommendations, the second was to perform oversight over the WCPP in respect of financial and performance

information and FMPPLA, while the third meeting was to deliberate on the 2020/21 Appropriation Bill, Vote 2.

During the second quarter, the POC engaged the institution on its fourth quarterly performance and financial reports for the 2020/21 financial year, as well as on the institution's readiness for the enactment of the Protection of Personal Information Act, 2013 (Act 4 of 2013).

The third quarter saw the Committee engaging the institution on the first quarterly performance and financial reports for the 2021/22 financial year, as well as on the projected roll-out of the electronic dashboard system, which was aimed to be implemented by the institution by the end of September. During the fourth quarter the POC engaged the institution on the contents of its Annual Report for the 2020/21 financial year.

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

In February the Committee was briefed by the Department of Health on the general update on the COVID-19 virus development and indicators, as well as the vaccine planning, focusing on the following: the receipt of the vaccine in all phases; the number and types of vaccines expected for the province; the roll-out planning of the vaccine; and the possibility of a generic vaccine being developed; and whether the country would be able to acquire it. In addition, the Minister of Finance and the Provincial Treasury briefed the Committee on the funding for the vaccine.

In March the Committee was briefed by the Department of Health on the preparations made by the Department for the third wave and the vaccine planning and roll-out.

The Department of Health briefed the Committee on the situational analysis and health update; on the results of the seroprevalence study; and on projections for a possible third wave and an update on the vaccine roll-out in the Western Cape. In addition, the South African Health Products Regulatory Authority (SAHPRA) briefed the Committee on the overview of the regulatory environment concerning vaccines in general and the COVID-19 vaccine in particular; information on how pharmaceutical companies apply for and obtain approvals for COVID-19 vaccines; expected timelines for COVID-19 vaccine approvals; and information on the recent emergency-use approval of the Pfizer-BioNTech COVID-19 vaccine in South Africa and information on other COVID-19 vaccine applications.

In May the Department of Health briefed the Committee on a health update on COVID-19 indicators and situational analysis; they provided an update on the progress of the vaccine roll-out, which started on 17 May; and whether the B.1.617 COVID-19 variant, which was first detected in India, had been detected in the Western Cape and what measures or preparations were in place to prevent its spread. The Council for Medical Schemes (CMS) briefed the Committee on the preparations for the general vaccine roll-out with specific reference to the estimated number of vaccination sites, vaccinators and information on training readiness in the Western Cape; the estimated capacity of vaccines that could be administered daily in the Western Cape; the estimated cost for clients, admissibility criteria for recipients, information on communication with residents, and partnerships with government; and the information on the progress of the roll-out.

In June the Committee was briefed by Badisa, the ACVV, and the Cape Peninsula Organisation for the Aged on the preparations made by umbrella bodies responsible for care homes for the aged to assist with vaccination registrations on the Electronic Vaccination Data System (EVDS) and the vaccine planning and roll-out readiness. The Department of Health briefed the Committee on a health update on COVID-19, the indicators and situational analysis on the third wave and the preparations and planning for the third wave. The vaccine roll-out includes the receipt of the vaccines from the national government; the number of vaccines to date received; the planning for Pfizer, J&J, and any other planned

vaccinations in place; the number of vaccines administered, vaccinators and vaccine sites; the progress on the vaccine roll-out and the registration of individuals 60 years and older; the plans for vaccine roll-out and registration of individuals 40 years and older; and the vaccine Centre of Hope.

In July the Department of Economic Development and Tourism briefed the Committee on youth employment: support provided to young people to help pursue jobs and keep young people connected to job opportunities; and reducing social exclusion and discouragement of young people; and increasing job search resilience. The Cape Higher Education Consortium gave a presentation to the Committee on the effects of the pandemic on learning at higher education institutions; adapting learning to COVID-19 restrictions; and insights for policymakers. The Department of Health's Division of Child and Adolescent Psychiatry and Jelly Beanz briefed the Committee on the effects of the pandemic on the youth and their mental well-being, the exacerbating factors and additional insights for policymakers.

In August the Committee was briefed by the Department of Health on the progression of the COVID-19 pandemic with specific reference to the indicators, modelling and situational analysis of the third wave, and it gave an update on the progress of the vaccine roll-out.

In September the Department of the Premier briefed the Committee on the Western Cape Government's communication with residents, with specific reference to general information relating to the COVID-19 pandemic; behaviours to limit the spread of COVID-19; the safety of COVID-19 vaccines; vaccine registration and availability; and information and misinformation on the virus. The COVID-19 Actuaries Response Group presented on: the core business of the group, with specific reference to the collaboration of actuaries and how it came about; the information and education strategies; the group's responses to the pandemic, particularly in SA; and insights on information and misinformation on the virus. Twitter influencers Sugan Naidoo and Ridhwaan Suliman presented on the drivers that led to their becoming COVID-19 information influencers; the motivating factors that drive them to report on COVID-19 daily; and the insignificant lessons learned over the past 18 months with regard to communicating, information and misinformation on this virus.

In December the Committee was briefed by the Department of Health on the progression of the COVID-19 pandemic, with specific reference to the indicators, modelling and situational analysis of the fourth wave, and provided an update on the progress of the vaccine roll-out, including vaccinations for 12- to 17-year-olds; and the possibility of boosters for healthcare workers, teachers and individuals 60 years and older.

(xv) ***Budget Committee***

In March the Budget Committee was briefed by the Provincial Treasury on the 2020/21 third quarter performance reports of all departments. The Committee dealt with the Western Cape Third Adjustments Appropriation Bill (2020/21 Financial Year) [B 3–2021] and the Western Cape Appropriation Bill [B 4–2021]. The Committee also considered and finalised the Division of Revenue Bill [B 3–2021] (NCOP) in May 2021.

The Budget Committee resolved to initiate a process to introduce the legislation required by section 120(3) of the Constitution. Section 120(3) of the Constitution of the Republic of South Africa (the Constitution) expressly provides that: "A provincial Act must provide for a procedure by which the province's legislature may amend a Money Bill." In light of this, the Committee held a three-day workshop in July with multiple stakeholders. In the same month the Committee was also briefed by the Financial and Fiscal Commission on the 2022/23 submissions for the division of revenue and by the Provincial Treasury on the 2020/21 fourth quarter performance of all departments.

In September the Provincial Treasury briefed the Committee on the 2021/22 First Quarter Performance (Financial and Non-financial) Information, the Minister of Finance also tabled

the Provincial Economic Review and Outlook, whereafter the Committee considered and adopted its report.

In preparation for the annual-report season, the Committee was briefed by the Provincial Treasury on the 2020/21 annual-report process pertaining to departments and entities of the provincial government of the Western Cape and by the Auditor-General of South Africa on the 2020/21 audit outcomes of the Public Finance Management Act, 1999 (Act 1 of 1999), for the Western Cape provincial departments and entities.

As part of the provincial legislature mandate, the Committee held public hearings on the Division of Revenue Amendment Bill (S76) (NCOP) and on the Western Cape Adjustments Appropriation Bill [B 6–2021] that was referred to the Committee in December.

(xvi) **Cluster Visit Weeks**

No cluster visit weeks were undertaken by the WCPP during the period under review. The cluster visit weeks that were planned had to be cancelled due to the impact of COVID-19.

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

(1) **Service Level Agreement – WCPP and DTPW**

The service level agreement (SLA) between the WCPP and the DTPW was signed on 12 October. This was signed after months of deliberations between the WCPP and the DTPW. The Serjeant-at-Arms Section is now responsible for ensuring that the time frames and applicable clauses are reached by due date. For this purpose a maintenance schedule forms part of the SLA for tracking purposes.

(2) **Memorandum of Understanding (MOU) with the Department of Community Safety (DOCS)**

The memorandum of understanding (MOU) makes provision for the Department of Community Safety to provide comprehensive security support at parliamentary activities, including at public education and outreach activities.

During the period under review the DOCS provided security support at a number of external visits and public hearings, including the State of the Province Address, which was held in Genadendal in February.

(3) **National Key Points (NKP) matters**

Due to the coronavirus pandemic all Joint Planning Committee (JPC) meetings were held by means of MS Teams during 2021. The WCPP hosted the Security Officers Liaison Forum in the auditorium during August. A presentation on the Critical Infrastructure Protection Act was presented by SAPS, the PSS and head office.

The JPC also adopted the new terms of reference for the functioning of the JPC for the National Key Point. In addition, the JPC approved the new entrance design for 7 Wale Street. These renovation will commence in November.

(4) **Business Continuity Management**

The audit on the Business Continuity Plan (BCP) was finalised in October and a report was issued by Internal Audit (IA). All 12 areas audited were finalised and the WCPP could present all the evidence related to the specific areas.

The Business Continuity Committee also did a formal Business Impact Analysis (BIA) in 2021. The business continuity coordinator held a BCP meeting with all role players where the BIA project was unpacked and the BIA report was concluded towards the end of October.

The Pandemic Management Plan was approved in June and was also referenced in the BCP.

(5) ***The Integrated Safety and Security Forum (ISSF)***

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

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

The Integrated Safety and Security Forum also arranged a fire drill in the building during March.

(6) ***Occupational Health and Safety (OHS)***

The Occupational Health and Safety Committee increased its membership from four to seven in response to the impact of COVID-19. During the period under review the Occupational Health and Safety Committee was responsible for the issue of personal protective equipment and also continued to do regular OHS inspections in the building. The Serjeant-at-Arms presented a quarterly report at the extended management meeting of the WCPP.

(7) ***COVID-19***

The Serjeant-at-Arms continued with the chairing of the monthly COVID-19 task team meetings. The national alert levels fluctuated throughout the year and was back at alert level 4 at one stage. The task team deliberated on the return-to-work plans and made valuable input to ensure that we comply with all COVID-19 regulations at the office. All cases of staff members who were at the office at the time of contracting COVID-19 were reported to the DTPW for the required sanitisation of the specific work areas. The Serjeant-at-Arms Section presented a two-day information session on COVID-19 from 29 to 30 June.

(8) ***7 Wale Street Entrance reconfiguration project.***

The 7 Wale Street entrance reconfiguration project was completed during December. The entrance into the Provincial Legislature building is now more secure and user-friendly as traffic is now directed in one direction for persons entering the building while people exiting the building are directed in another direction. It also allows for smooth access and easier processing of staff and visitors at the Chrysalis helpdesk for daily COVID-19 screening.

IX REGISTRAR OF MEMBERS' INTERESTS

(1) ***Registrar***

The current Registrar of Members' Interests, Adv Peter Burgers' appointment in terms of section 3 of the Members of the Western Cape Provincial Parliament Code of Conduct Act, 2002 (Act 3 of 2002), from 1 December 2020 to 30 November 2023 was confirmed in the House on 26 November 2021 by motion of the then Deputy Chief Whip of the Majority Party, Hon DG Mitchell.

(2) ***Code of Conduct***

The Conduct Committee held four meetings during 2021 on 26 February; 7 May; 22 June and 25 August.

The Registrar reported to the Conduct Committee that:

- All Members submitted their disclosure forms by the deadline of 30 April 2021;
- Three requests for access to the public part of the Register were received by the Registrar.

The Conduct Committee dealt with an alleged breach of the code, case EOW and presented its report on the case to the House on 2 September 2021.

The proposed amendments to the Code of Conduct (English version) was adopted by the House on 3 December 2020. The Code of Conduct for Members of the Western Cape Provincial Parliament, 2020, was signed by Speaker, Hon Mngqasela on 8 March and 1 April 2021 was determined to be the date for implementation of the Code.

X LEGAL MATTERS

The Legal Support Section continued to provide specialist legal advisory support in respect of:

- contracts and memoranda of understanding between the legislature and external third parties and service providers;
- provincial bills and national legislation referred to the legislature in accordance with section 76 of the Constitution; and
- legal matters of importance to the administration, including advice on labour matters.

The following matters were particularly noteworthy:

(1) ***Regulations in accordance with the Disaster Management Act, 2002 (regarding the COVID-19 pandemic)***

The Section advised on the legal implications of the regulations, notably (i) regarding the impact of the regulations on the work and freedom to travel of Members, (ii) the impact of the regulations on the State of the Province Address and (iii) the identification of essential services by the Secretary.

(2) ***Protection of Personal Information Act, 2013***

This Act came into operation on 1 July. The Section provided advice on the implications of the Act and implementation of the Act, and drafted the various legal instruments required for successful implementation.

The Section prepared a draft POPI Compliance Framework, which was brought into effect by the Secretary.

The legislature is in substantial compliance with the Act and will continue to review its compliance with the requirements of the Act annually.

(3) ***Towards a money bills amendment procedure bill for the Western Cape***

Section 114(1) of the Constitution provides that a provincial Act must provide a procedure for the amendment of money bills.

The Section advised the Budget Committee on legal matters regarding the amendment of money bills and prepared policy options for consideration by the Committee.

The Section attended a workshop arranged by the Budget Committee and presented the proposed policy options for further consideration by the Committee.

(4) ***Draft Legislative Sector Bill***

Work in the legislative sector regarding a Legislative Sector Bill has been ongoing for a number of years.

It is proposed, among other things, for a Legislative Sector Bill to formalise the legislative sector of South Africa, to regulate and promote inter-legislature relations, to provide for the governance of the legislative sector, to endorse a parliamentary service in each legislature, and to provide for the standardisation of the administration of these parliamentary services.

The Section provided legal advice on the Bill during all its developmental stages.

The Draft Legislative Sector Bill was amended in 2021, and the Section advised on the extent to which the amended bill addresses certainty constitutional concerns that were raised by the legislature in the past.

(5) ***Political Party Funding Act, 2018***

The Act came into effect in 2021. Among other things, the Act provides for the public and private funding of political parties, the establishment and management of certain funds to support political parties, and the duties of political parties in respect of funding.

The Section advised on the implications of the Act for the administration.

(6) ***Investigation into fruitless and wasteful expenditure in respect of use of an official vehicle***

External legal counsel was appointed to investigate a matter of fruitless and wasteful expenditure.

The Section provided ongoing logistical support to counsel, notably to ensure ready access to information and stakeholders, and to act as intermediary between counsel and the legislature.

Counsel released the investigation report in October.

(7) ***Constitutionality of the Financial Management of Parliament and Provincial Legislatures Act, 2009***

There has been concerns, for a number of years, that certain aspects of the Act is unconstitutional.

As is the case with the Draft Legislative Sector Bill, from a legal perspective, the issue of constitutionally concerns, in essence, limitation of the institutional autonomy of the provincial legislatures, and whether the Act delimits this autonomy lawfully.

The Section advised the Office of the Speaker on the issues of constitutionality and on correspondences with the presiding officers of Parliament to seek to resolve the concerns.

(8) ***Concerns raised regarding "oversight" over the national executive***

The Leader of Government Business, in a letter to the Speaker, raised concerns regarding perceived "oversight" of the provincial legislature over the national executive.

The Section advised on the legal relationship between the provincial legislature and the national executive, and affirmed the legislature's entitlement to such information as may be necessary for the legislature to have oversight of provincial matters.

(9) ***Candidacy of staff members for public office and conflicts of interests***

In 2021, a staff member stood as a candidate for public office in the local government elections.

This raised questions regarding the weighing of conflicting legal interests when one considers (i) the constitutional right to stand for public office, together with (ii) the constitutional prohibition of persons employed by organs of state simultaneously serving in public office, as well as (iii) the legitimate expectation of the legislature that staff must avoid conflicts of interests between their work at the legislature and private political-party activities.

The Section advised on these matters.

XI STRATEGY AND INSTITUTIONAL OVERSIGHT

(1) *Strategy, Innovation and Organisational Performance*

Strategy and Institutional Oversight (S&IO) manages and oversees the development of institutional strategy, organisational performance monitoring and evaluation, policy coordination and certain aspects of institutional governance, principally Enterprise Risk Management. The establishment of this Directorate, following a Functional Enhancement exercise undertaken by global consulting firm PWC, elevated and committed dedicated resources to this function.

In line with this mandate, S&IO led a strategy session from 24 to 25 August. The session was chaired by the Speaker, supported by the Deputy Speaker and officials from that office. The session marked the mid-term of the Sixth Parliament and provided an opportunity for the following:

- A reflection on the key strategic issues that have an impact on the WCPP (ie the impact of COVID-19, the constrained fiscal environment, accelerated technology adoption and asserting the relevance of the legislature);
- A review of the performance of the WCPP in executing its legislative mandate;
- A review of progress in relations to key commitments since the start of the Sixth Parliament; and
- Identifying emerging issues, including risks, and identifying critical imperatives to the end of the term.

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

The Directorate has started and will continue to support the development of a digital transformation strategy for the institution in collaboration with the Directorate: Institutional Enablement. The strategy seeks to map a trajectory toward an IT-enabled environment that responds to a changing technological landscape and an increasingly hybrid organisational environment. The strategic intent is to improve the effectiveness and impact of the WCPP as a legislative institution by modernising its operating and business model.

To strengthen the alignment between strategy and budgeting, the Directorate S&IO supported the WCPP's budget submissions to and engagements with the Provincial Treasury, thereby contributing to ensuring resources are directed to identify priority areas as identified for the remainder of the term of the Sixth Parliament and beyond.

In February S&IO circulated the first annual Members Survey for the strategic period to all WCPP Members to assess their satisfaction with administrative services. The results of the 2020/21 survey showed that Members are on average 91 per cent satisfied with the support services they receive from the administration since the start of the sixth parliamentary term. Year-on-year improvement in administration services will be measured through the continuation of the annual Members Surveys for the remainder of the strategic period.

A follow-up survey was launched in late 2021 that will track improvement against action plans implemented to address areas of weakness identified in the previous survey.

The 2022/23 Annual Performance Plan was prepared, following extensive consultation with line functions on priorities for inclusion, as well as technical refinements to the indicators and targets. Planning for the new financial year (2023/24) in terms of conceptualising an annual strategic planning process, as well as the preparation of the first draft for 2023/24, will commence in quarter four of 2023/24 and will mark a period of further consolidation towards the end of the term.

S&IO continues to provide thought leadership on matters of organisational strategy and performance.

Monitoring and Evaluation

S&IO leads organisational performance monitoring and evaluation to ensure compliance with statutory reporting mandates. It provides advice on recognised performance monitoring and reporting good practice, including methodologies and tools. In 2021 the Directorate worked towards improving the management of performance information for the purposes of accountability reporting.

Quarterly performance reports and the mid-year budget and performance assessment reports were submitted and tabled by the Executive Authority. The reports were also referred to the POC in terms of section 52 and sections 54(1) and (2) of the FMPPLA.

As part of actively building and strengthening relations with assurance bodies and ensuring cooperation and an amicable relationship between the WCPP and these bodies, the Directorate supported the organisation's compliance with all reporting requirements and participated in engagements with the POC, the Audit Committee and the Provincial Treasury on organisational performance matters.

Policy Coordination

A core competency of the Directorate is the management of institutional policies as part of a broader governance and compliance role. The Directorate has worked towards ensuring the maintenance of a policy register, a policy framework in the organisation and provided general oversight with regard to policy development in terms of the organisation's policy framework.

(2) *Enterprise Risk Management*

The Director serves as Risk Champion for the WCPP and works towards establishing and maintaining a risk-management philosophy and culture in the WCPP. A core element involves managing the development, implementation and maintenance of an Enterprise Risk Management (ERM) Framework, a strategic and annual ERM plan and the compilation of strategic and operational risk registers using established risk-assessment methodologies.

An annual assessment of the risk maturity profile of the WCPP was undertaken with the senior management team in November. The assessment in the main confirmed that the executive management team and the organisation broadly are able to sustain a culture based on compliance but also institutional governance.

The Directorate S&IO is mandated to develop and maintain a governance framework for the WCPP and plays an advisory role on corporate governance matters. In this regard the Directorate initiated a review of the governance framework, led by the Enterprise Risk Management Section. The draft report, concluded in December, draws on interviews with internal and external stakeholders, desktop research and benchmarking of the governance structures and processes and the extent to which these structures continue to support the attainment of our institutional strategic objectives. The review also highlighted issues of organisational culture. Further engagement on the findings and recommendations of the report will ensue in the fourth quarter of 2021.

XII COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)

(1) *CPA Western Cape Branch General Meeting*

The annual CPA Western Cape Branch General Meeting was held on 8 December. The Branch discussed the CPA virtual conference: Fourth Industrial Revolution and noted the various CPA conferences which took and will be taking place namely:

- 51st Regional Conference and Annual General Meeting: 8–13 November, Abuja, Nigeria;
- 17th Commonwealth Speakers and Presiding Officers Conference (CSPOC) Africa Region, 17–28 November, Kigali, Rwanda; and
- CPC Canada 20–26 August 2022, Halifax, Nova Scotia, Canada.

The Branch also discussed the CPA benchmarking exercise, CPA constitution, programme of action for the branch and gender sensitisation.

XIII STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES

(1) *International relations*

The WCPP regularly participates in the international legislative arena by participating in international events and undertaking and receiving international study visits. This year, despite the COVID-19 pandemic, the WCPP continued to do so by participating in virtual engagements and in-person meetings, where required.

(i) *Outgoing visits and international virtual conferences and webinars* **Gender Sensitive Parliaments in the 21st Century**

Following the successful launch of the CWP Gender Sensitising Parliaments Guidelines, the CWP Africa Region hosted a virtual roundtable discussion on Wednesday 17 February on gender sensitivity in parliaments.

This was an opportunity for Members and staff from various jurisdictions to share ideas, ask questions and raise concerns on the matter of gender sensitivity within their space. The discussions were facilitated by the CWP international office and moderated by Sarah Child, Professor of Gender and Politics, at Royal Holloway, University of London.

Post-election workshop for the new and returning Members of the Parliament of Trinidad and Tobago

Following the elections in Trinidad and Tobago and the swearing-in of their Presiding Officer and Members, the CPA conducted a workshop with the Parliament as part of their orientation programme for new and returning Members on 22 February, 24 February and 1 March. During this workshop, Deputy Speaker, Hon Schäfer formed part of the panel and gave a presentation on “The impact of technological innovation on parliaments and parliamentarians”.

International Women’s Day

On Wednesday 17 March the Gauteng Provincial Legislature (GPL) Multi-Party Women’s Caucus (MPWC) convened a virtual session in celebration of International Women’s Day and the Commonwealth Women Parliamentarians’ Day. The theme of the programme was “Choose to challenge”.

Deputy Speaker, Hon Schäfer, together with women Members from the WCPP, participated in the programme. The Deputy Speaker was also invited to deliver a presentation to the participants on “Setting up an environment for progressive change”.

Post-Election Seminar, National Assembly of Belize

Following the elections in Belize and the swearing-in of their Presiding Officer and Members, the CPA conducted a workshop with the National Assembly as part of their orientation programme for Members on 3, 5 and 7 May.

During this workshop the Deputy Speaker formed part of the panel and gave a presentation on “Technology innovation and the committee system”.

NCSL Base Camp

From 3–5 August, the National Conference of State Legislatures held their second virtual Base Camp. The WCPP has been a regular participant of the annual Legislative Summit, however, due to the impact of COVID-19, the WCPP participated in their virtual programme.

The Speaker, Deputy Speaker, Secretary to Provincial Parliament and the Stakeholder Management Officer participated in the three-day event and as part of the international programme. Speaker, Hon Mngqasela joined the Consul General of Canada and the former Ambassador of Israel to the USA in a panel discussion on the impact of COVID-19 within their respective countries.

Virtual Commonwealth Youth Parliament

For the second consecutive year the CPA organised a Virtual Commonwealth Youth Parliament (CYP). The Virtual CYP is designed to demonstrate to potential future parliamentarians the role and purpose of parliaments as paramount institutions for democracy and good governance. The programme took place from 18–22 October.

The WCPP nominated Ms Rayahna Isaacs from Bishop Lavis to participate in the programme. Ms Isaacs was one of six representatives from the Africa Region of the CPA and was elected as the Whip for the independent candidates of the 2021 CYP.

SoCATT Professional Development Seminar

The Society of Clerks at the Table (SoCATT), Africa Region, organised a Professional Development Seminar in Nairobi, Kenya, from 21–25 October for secretaries and clerks from the various branch and subbranch members in the region.

The Secretary to the Provincial Parliament, Mr Romeo Adams, and the Director: Parliamentary Support Services, Mr Lubabalo Stemele, participated in the seminar.

51st Conference of the Commonwealth Parliamentary Association, Africa Region, Conference of the Commonwealth Women Parliamentarians, Africa Region and SoCATT Annual General Meeting

The Executive Committee of the Commonwealth Parliamentary Association, Africa Region, nominated the Nigerian CPA Branch to host all these engagements conference from 8–14 November in Abuja.

The theme of the conference was “African parliaments and the challenge of the COVID-19 pandemic”. Speaker, Hon Mngqasela, Honourable Members Lorraine Botha and Rachel Windvogel, Secretary to the Provincial Parliament, Mr Romeo Adams, and Stakeholder Management Officer, Mr Achmat Patience, participated in the conference.

At the Annual General Meeting of the Society of Clerks at the Table (SoCATT) which took place on 12 November the Secretary to the WCPP, Mr Romeo Adams, was nominated and accepted to serve for a three-year term as the Southern-Africa Regional representative for SoCATT. This implies that he represents the Clerks/Secretaries from the parliaments of Eswathini, Lesotho, Namibia, and South Africa.

17th Commonwealth Speakers and Presiding Officers Conference, Africa Region

The Speaker of the Parliament of Rwanda hosted a conference for speakers and presiding officers from branches and subbranches of the Africa Region in Kigali from 24–27 November.

The theme of the conference was “African parliaments in the 21st century”. The Speaker, Hon Mngqasela, participated in the conference as an observer.

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

Members of the Provincial Parliament were provided the opportunity to attend a two-day training session on the "Introduction to international relations, protocol and etiquette" from 17–18 August. The training was presented virtually by the Department of International Relations and Cooperation (Dirco).

Training for staff

Staff members from the Committee Section were provided the opportunity to participate in a one-day training session on the "Introduction to international relations, protocol and etiquette". The training was conducted by the Stakeholder Management Officer, Mr Achmat Patience.

(3) ***Incoming visits***

Courtesy visit by officials from the Nigerian Ministry of Foreign Affairs

A high-level delegation from the Nigerian Ministry of Foreign Affairs visited the WCPP on Thursday 6 May. They were participating in an immersive Executive Leadership Development Programme with the University of Cape Town Graduate School of Business for three months.

The group was sponsored by the Nigerian Foreign Ministry. Besides the academic content, the delegation was also keen to understand the South African environment of policies and politics better.

(4) ***International Relations Policy***

In order to provide a framework for planning and organising all international relations activities of the WCPP, including Members and staff who are required to undertake official foreign travel, an International Relations Policy was drafted. The purpose of this policy is to provide clear guidelines and prescriptions for international travel for Members and officials. The policy was approved by the Speaker on 3 March.

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

On Wednesday 10 March the Speaker, Hon Mngqasela, and Deputy Speaker, Deputy Speaker, Hon Schäfer, paid a courtesy visit to the Acting Consul General of the United States of America, Mr William Stevens.

On Wednesday 19 May the Speaker, Hon Mngqasela, and Deputy Speaker, Hon Schäfer, were introduced to the newly appointed Consul General of India, Mr PK Ashok Babu.

On Wednesday 4 August the Deputy Speaker, Hon Schäfer, met virtually with the newly appointed Consul General of Germany, Ms Tanja Werheit.

On Friday 17 September the Deputy Speaker, Hon Schäfer, met virtually with the newly appointed Consul General of Spain, Mr Jesus Silva Fernandez.

On Wednesday 15 December the Speaker, Hon Mngqasela, had a courtesy meeting with the newly appointed Consul General of Germany, Ms Tanja Werheit.

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

Speaker, Hon Mngqasela made a commitment in 2019 to take the Provincial Parliament closer to the people. As result of the COVID-19 pandemic, this year's official opening and State of the Province Address took the form of a hybrid event with two physical venues and a virtual venue.

The WCPP successfully hosted the 2021 official opening and State of the Province Address (SOPA) on 17 February at the Emil Weder High School hall in Genadendal and WCPP's Chamber in Cape Town.

Due to COVID-19 regulations, the event in Genadendal was attended by approximately 18 guests, including mayors and speakers, as well as business representatives from the Overberg region. Thirty-one guests were in attendance in the WCPP Chamber.

All the official proceedings were dispatched on time and the Premier was able to deliver his State of the Province Address without upset or delay. All Members and guests in Genadendal attended the lunch in the Hester Dorothea Conference Centre in the historical part of Genadendal. Members and guests were able to participate in a guided tour of the Genadendal Mission Museum after the lunch.

This was the second time in the history of the WCPP that the opening and SOPA was held at a remote location.

Speaker, Hon Mnqasela said, "By holding this important event in Genadendal, the WCPP is making its desire and commitment to connect with the citizens of the Western Cape a reality."

The State of the Province Address outlined the Western Cape Government's plans for the next year and the WCPP, representing the people of the province, will monitor and oversee the government to ensure that the plans are put into action to benefit the people of the province.

"It is the aim of the WCPP to engage with the citizens of the province actively through a series of public engagement initiatives that will take place over the next four years. From being defined by a building in Cape Town's city centre, the WCPP seeks to reach out to the furthest corners of the province in order to build a relationship with the people that it represents", said Speaker, Hon Mnqasela.

Community members were invited to attend this opening and the State of the Province Address in order to witness first-hand the Premier contracting with the people of the Western Cape.

SOPA debate and reply of the Premier

The debate on the SOPA and the reply of the Premier took place on 18 February at the Emil Weder High School hall in Genadendal. The event was attended by approximately 24 guests, including political party guests, community stakeholders and members of the public from Genadendal. Approximately 19 guests attended the proceedings in the in the WCPP's Chamber in Cape Town.

(7) Tours

As result of the COVID-19 pandemic there were no tours during the period under review.

(8) Corporate items and marketing

This year focus was placed on procuring handmade and locally produced corporate items that reflect the Western Cape. Slip cast plates, hand-decorated with the WCPP logo, packaged in presentation boxes with acrylic stands, as well as gift packs consisting of branded enamel mugs and locally produced Rooibos tea in a tin were some of the items procured this year.

Members requested just fewer than 11 870 corporate items for special events in their constituencies. The remainder of the approximately 13 960 items were requested for standing committee and PEO activities.

(9) Social media

The WCPP's social media platforms saw consistent growth in 2021, specifically as a result of messaging related to the COVID-19 pandemic and supporting the institution's meetings, events and sittings that were mainly hosted virtually or in hybrid format.

The number of posts on Twitter increased by 6 per cent, that is 1 708 Tweets in 2021 compared to 1 618 Tweets in 2020. Similarly, posts on the institution's Facebook page increased by 8 per cent,

that is 1 930 posts in 2021 compared to 1 779 posts in 2020. The WCPP's activity on Instagram has also seem consistent growth, mainly due to the sharing of information on the COVID-19 pandemic.

The significant growth in activity on the WCPP's YouTube channel was achieved with the commencement of the livestreaming of all standing committee meetings, all sittings of the House and a number of special events hosted virtually and in hybrid format since the start of the COVID-19 pandemic, and has been sustained in 2021. In 2020, 210 events were streamed on YouTube and 211 events in 2021.

In 2021, apart from the institution's regular programme, a number of special events were streamed live on YouTube. These included the launch of the Theta Nathi programme on 21 September, the Western Cape Women's Parliament on 13 August and the Western Cape Youth Parliament on 28 June. The hybrid official opening and State of the Province Address, hosted remotely in Genadendal and in the chamber of the Western Cape Provincial Parliament on 17 February, was particularly popular with 747 views.

(10) **Website**

The WCPP's website remains a central point for sharing information with the public. In 2021 a number of new functionalities were added to ease navigation and to provide even more sources of information to site visitors. A "Live" button was added to the homepage allowing users to navigate to the videos page more swiftly and the "Questions and Replies" functionality was added.

In 2021, 70 114 website user-sessions were recorded.

In 2021 the image slider on the homepage was updated 35 times, 18 articles were published on the media carousel and 211 video albums were created.

In addition to the activities above, the calendar, Papers of the House, legislation and other information on the website were updated on an ongoing basis in order to ensure the currency of the site.

(11) **Internal communication**

Communicating with Members and employees through the institution's electronic internal communication channels has always been a priority to keep Members and employees informed about what is happening at the WCPP.

In 2021 the WCPP's electronic internal newsletter, *Legis-thetha*, was distributed bimonthly. IntraComm, the corporate internal communication email service, fulfilled an important role in keeping employees informed about corporate matters. In 2021, 172 emails were distributed to Members and employees from IntraComm, a 25 per cent increase on the 138 emails distributed in 2020.

To enhance the effectiveness of internal communication, WhatsApp groups were established to communicate with Members and employees. These WhatsApp groups have since become one of the institution's primary internal communication tools.

(12) **Media**

The WCPP can pride itself on the positive media relationships it has built through the years. The media remains an important vehicle to relay information about the institution, its activities and public participation processes.

With the outbreak of COVID-19 and the hosting of meetings and sittings on virtual platforms, it was very important to keep the media abreast of developments and invite media representatives to join and follow these virtual meetings and sittings.

In 2020 the Stakeholder Management and Communication Services Section issued 241 media alerts, a 609 per cent increase on the same reporting period in 2019. The majority of media alerts issued were to invite the media and the public to view online meetings of the standing committees and the virtual sittings of the House streamed on YouTube.

(13) **Publications**

During 2021 six publications were published, including the 2020/21 Annual Report, the 2021/22 Annual Performance Plan, the 2020 Secretary's Report, the Fifth Parliament Legacy publication, the 2022 tent calendar and the constitutional booklet was reprinted.

Due to the COVID-19 lockdown, fewer public-education workshops were presented, fewer visitors were received at the WCPP and no tours were conducted during the pandemic, resulting in fewer public-education and marketing publications being distributed or required.

XIV PUBLIC EDUCATION AND OUTREACH

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

The following are the key performance targets for the Section: Public Education and Outreach (PEO) of the WCPP for the 2021/22 financial year:

Annual education programme on law-making, oversight, public participation and petitions processes developed by 28 February 2022

An annual education programme on law-making, oversight, public education and the petitions process is developed each year for approval and implementation in the next financial year. This ensures that the PEO's targets relating to public engagement are met and that the WCPP is able to engage with communities and stakeholders throughout the province.

Number of educational initiatives rolled out in accordance with an annual programme

From January to December, 17 educational initiatives have been rolled out covering the West Coast, the Garden Route, the Overberg and the Cape Winelands district, as well as the Cape Town metropolitan area. They are listed below:

FEBRUARY						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
1	Cape Agulhas Municipality	16 February	Cape Agulhas Municipality	O Madlingozi, PEO Officer	Information session in preparation of SOPA 2021	Completed
2	Oudtshoorn Municipality	16 February	Oudtshoorn Municipality	K Mkunzana, Snr PEO Officer	Information session in preparation of SOPA 2021	Completed
3	Oudtshoorn Municipality	17 February	Oudtshoorn Municipality	K Mkunzana, Snr PEO Officer	Live streaming of SOPA 2021	Completed

MARCH						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
No workshops facilitated this month						

APRIL						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
1	Cape Nature	19 April	Cape Nature, Drift Sands, Cape Town	K Mkunzana, Snr PEO Officer N Nqabeni, PEO Assistant	Workshop with community representatives from in and around Delft. A total of 20 participants attended the workshop.	Completed
2	Durbanville Children's Home	19 April	Durbanville Children's Home	O Madlingozi, PEO Officer Z Sityebi, PEO Assistant	Human rights educational workshop with youth representatives from the Durbanville Children's Home. A total of 30 attended the workshop.	Completed

MAY						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
1	Drakenstein Youth District Programme	24 May	Paarl	O Madlingozi, PEO Officer N Nqabeni, PEO Assistant	A total of 20 youth representatives attended the workshop. Educational Workshop in collaboration with (IEC, Prov. Dept. Health & Keagan Gertse Foundation). A total of 20 youth representatives attended the workshop.	Completed
2	TWK Youth Programme	31 May	Microsoft Teams	O Madlingozi, PEO Officer Z Sityebi, PEO Assistant	Educational workshop in collaboration with the Villiersdorp Youth Café. A total of 30 youth representatives attended the workshop.	Completed

JUNE						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
1	Activate Leadership	3 June	Zoom	O Madlingozi, PEO Officer Z Sityebi, PEO Assistant	Educational workshop in collaboration with Activate Change Drivers. A total of 30 participants attended the workshop.	Completed
2	Provincial Youth Parliament	28 June	MS Teams	All PEO staff	Western Cape Youth Parliament: 365+ days' youth lived experiences under COVID-19. A total of 50 participants attended the workshop.	Completed

JULY						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
No workshops as the country was on adjusted level of lockdown.						

AUGUST						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENAGEMENT	STATUS
1	Virtual Women's Parliament	13 August	MS Teams	All PEO staff	A women's parliament with an international touch.	Completed
2	Saldanha Bay Women's Programme	28 August	Citrusdal Multi-purpose Centre	K Mkunyana, Snr PEO Officer N Nqabeni, PEO Assistant	Women participants from Saldanha Bay attended a workshop. A total of 20 women participants attended the programme.	Completed

SEPTEMBER						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENAGEMENT	STATUS
1	Umyezo wama-Apile Primary School	11 September	Ocean Breeze Hotel, Strand	O Madlingozi, PEO Officer N Nqabeni, PEO Assistant	Workshop with Grade 7 RCL learners from the Umyezo Secondary School. A total of 30 learners attended the workshop.	Completed

OCTOBER						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENAGEMENT	STATUS
1	Oudtshoorn Women's Event	28 October	Kleinplaas, Oudtshoorn	O Madlingozi, PEO Officer N Nqabeni, PEO Assistant	Women representatives from various community organisation in Oudtshoorn. A total of 35 representatives attended the event.	Completed
2	Oudtshoorn Municipality	29-31 October	Kango Mountain Resort	K Mkunyana, Snr PEO Officer O Madlingozi, PEO Officer N Nqabeni, PEO Assistant	Ward-based youth representatives' educational programme in collaboration with the Oudtshoorn Municipality. A total of 35 representatives attended the programme.	Completed

NOVEMBER						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
1	Kannaland Municipality Petitions Workshop	18 November	Ladismith City Hall	K Mkunanya, Snr PEO Officer N Ngabeni, PEO Assistant	Representatives from various community organisations from the Kannaland District were invited to attend the workshop. A total of 38 representatives attended the workshop.	Completed
2	In collaboration with Commission for Gender Equality (CGE) and Western Cape Autism	26 November	Woodstock, Cape Town	O Madlingozi, PEO Officer B Cloete, PEO Officer	16 Days of Activism Against Abuse of Women and Children and 30 participants attended the programme.	Completed

DECEMBER						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
1	Gertse Foundation	1 December	Wellington	O Madlingozi, PEO Officer B Cloete, PEO Officer	Commemoration of World Aids Day and 30 participants attended the programme.	Completed

Develop and maintain a stakeholder database to ensure targeted stakeholder engagement

Public and other stakeholder engagement remains an important aspect of public participation due to the underlying concept that public involvement in the affairs of a provincial legislature is paramount. However, implementing a system for public and other stakeholder engagement has its challenges and a solution the WCPP identified the blending of its manual system with the advantages that an ICT environment can offer. The WCPP contracted the services of an external company to build and configure a central stakeholder database for the WCPP. This database is intended to assist all sections of the WCPP to have easy access to and communicate effectively with stakeholders throughout the province.

Develop and implement a standard procedure for the proactive preparation for processing legislation

PEO supports the work of the Committees Section of the WCPP through the facilitation of public involvement in its oversight and law-making processes. Public hearings, in particular, present the WCPP with an opportunity to engage with the citizens of the Western Cape on matters before it and on issues that might have a great impact on them.

The procedure for ensuring that the WCPP prepares proactively for legislation was established in 2021. The aim is to take an initiative and proactively prepare for the processing of legislation. This includes ensuring a good environment and preparing ahead for a prospective legislation.

The PEO Section participated in the following proposed legislation:

- Land Reform and Rural Development on the Upgrading of Land Tenure Rights Bill [B 6B–2020] (section 76);
- Constitution of the Western Cape First Amendment Bill [B 1–2021] in May; and
- Western Cape Biodiversity Bill [B 2–2021].

Develop improved and formalised processes for dealing with submissions

Members of the public are able to make submissions to the Western Cape Provincial Parliament (WCPP). A submission is a presentation of views or opinions on a matter or piece of legislation under consideration by a committee of Parliament.

Submissions are mostly resultant from public hearings that the WCPP arranges for legislation before committees for consideration. The WCPP is, however, striving to expand this by inviting submissions directly from a broader base of interested parties as contained on the WCPP stakeholder database, as well as utilising the WCPP's social media platforms. In attempting to stimulate and grow public engagement, it is essential for the communication between the WCPP and the public to be two-way communication and it is of the utmost importance that members of the public who engaged with the WCPP by way of a submission or submissions receive feedback from the WCPP. It is only through such communication that the WCPP can meaningfully engage with the public to deepen democracy in the Western Cape. This process will create a uniform manner of how submissions are dealt with at the WCPP. The process is still ongoing.

Number of strategic partnerships established to enhance effectiveness

The WCPP seeks to maximise its impact in the Western Cape by establishing strategic partnerships with external bodies, whose mandate is aligned with that of the WCPP. The partnerships are mutually beneficial and further the objective of good democratic governance. On 22 July the Secretary to the Provincial Parliament entered into a memorandum of understanding (MoU) with the Commission on Gender Equality. This MoU will result in collaborations on matters of mutual interests regarding gender issues between the two offices. In November the two offices collaborated and facilitated a commemorative event for 16 Days of No Violence against Women and Children in Cape Town.

Develop a digital platform for interaction with the public

Public and other stakeholder engagement remains an important aspect of public participation due to the underlying concept that public involvement in the affairs of a provincial legislature is paramount.

To improve the communication between Members, the public and constituencies, the WCPP seeks to digitise that engagement with a digital online platform in the form of a smartphone application. The digital platform will improve that communication process. Discussions are ongoing with a potential service provider regarding the configuration of the process.

Constituency programmes approved and implemented to establish relations between Members and their constituents

In its quest to be an inclusive parliament and to demonstrate that it is a parliament that is in touch with its people, the Western Cape Provincial Parliament (WCPP) hosted a Public Engagement Conference in 2019.

During that conference it was resolved that public engagement will be one of the central programmes at the WCPP.

One of the outcomes of the conference was Programme Theta Nathi, a programme wherein the Members of the WCPP will be introduced to and interact with their constituents in their constituencies around the province. Theta Nathi is an instrument serving that purpose. It is a programme that seeks to introduce constituency heads to their constituents. It also promotes interaction between constituency heads and constituents.

Programme Theta Nathi was launched in the Garden Route and covered the following towns:

DATE	VENUE
21 September	Oudtshoorn (Launch) George
22 September	Mossel Bay Ladismith

In all the venues the programme was made up of two parts. One part consisted of interaction with stakeholders, including input from the Speaker, introductions by all the participants, opportunity for questions and answers, as well as time to interact and take photographs. The other part was focused on public education, particularly around the Members of the WCPP, the roles and responsibilities of the Members and mechanisms for the public to engage and participate.

In all the Programme Theta Nathi venues COVID-19 health protocols, including the wearing of masks, social distancing, constant sanitising, ventilation and limiting of the participants numbers, were observed. On 21 September an official launch was held in Oudtshoorn where the WCPP Speaker made a keynote address, which was simultaneously broadcast in George. In addition to the Speaker, some of the WCPP Members, constituency heads and the Oudtshoorn municipal political leadership were present to support the launch. Participants from diverse organisations, such as the Youth Council, ward committees, councillors, Members of Parliament, faith-based leaders and members of the LGBTIQ+ community were present through media streaming and on the WCPP Facebook page. Members and other stakeholders who could not attend physically were invited to follow and participate online.

(2) **Petitions**

The Constitution, in section 115(d), gives the public the right to petition the legislature on any matter within the competency of the provincial government. A directive on Petitions and Executive Undertakings issued by the Speaker in accordance with Rule 1 of the Standing Rules

of the Western Cape Provincial Parliament came into effect on 25 June. The directive provides direction for the processing of petitions before the Western Cape Provincial Parliament.

On 30 September a petition was received from a citizen from Oudtshoorn. The matter related to a matter under the competence of the national government. PEO assisted the petitioner in the collation of his petition and it was delivered to the NCOP.

(3) ***School posters delivery***

Schools are some of the stakeholders in the WCPP and the WCPP often collaborates with schools as part of a public education programme. In 2019 the WCPP embarked on delivering posters as learning aids to schools in the Western Cape. The posters support the curriculum of the Life Orientation subject and covers:

- The legislative process
- Three sphere of government
- Three arms of the state

The posters are available in Afrikaans, English and Xhosa.

In November the posters were delivered to the following schools:

- Blue Downs Primary School, Cape Town
- Mfuleni Primary School, Cape Town
- Manzomthombo Primary School, Cape Town
- Wesbank Primary School, Cape Town
- Imekhaya Primary School, Mossel Bay
- De Waalville Primary School, Helderberg
- Kranshoek Primary School
- Malibu High School, Cape Town
- Simanele High School, Strand
- Indwe Secondary School, Heidelberg
- Imizamoyethu Secondary School

More school posters were delivered to the CDWs during the Theta Nathi Programme in Oudtshoorn, George, Mossel Bay and Ladismith in the Garden Route in September.

(4) ***New education material developed***

In January new educational material was finalised. The "Order!" boardgame is a new piece of educational material that is an engagement tool during PEO educational initiatives. "Order!" is fun, exciting and fast-paced for the educational participants. 50 units of "Order!", involving playing cards and guided by rules to improve facilitation, have been ordered.

PEO has already utilised "Order!" in educational initiatives.

(5) *Communicating with stakeholders*

APRIL	
DATE	DESCRIPTION
13 April	From 13 to 15 April Speaker Masizole Mqasela, in collaboration with Youth4Life SA and Samaritan's Feet SA, continued their Shoe of Hope Programme by distributing school shoes to needy learners in the Durbanville, Bishop Lavis, Philippi, Lotus River, Mfuleni and Gugulethu areas.
28 April	The Standing Committee on Human Settlements met with the three spheres of government during a hybrid meeting to discuss the challenges associated with the District Six Land Restitution Housing Project, associated delays and possibilities on how to fast track the project.

MAY	
DATE	DESCRIPTION
3 May	Media Alert: Standing Committee on Social Development to visit the Haven night shelter and project dignity warehouse.
3 May	Media Alert: Standing Committee on Local Government to deliberate on submissions.
3 May	Media Alert: Standing Committee to consider stakeholder input on the Western Cape Land Use Planning Amendment Bill.
3 May	Media Alert: Standing Committee on Education to be briefed by Western Cape Education Department.
4 May	Media Alert: Budget Committee to be briefed on the Division of Revenue Bill.
5 May	Media Alert: Members to pose questions without notice to the Premier during sitting of the House.
6 May	Media Alert: Standing Committee to consider stakeholder input on the Western Cape Land Use Planning Amendment Bill and visit projects in Worcester.
7 May	Media Release: Public to have their say on the Constitution of the Western Cape First Amendment Bill.
10 May	Media Alert: Standing Committee on the Premier and Constitutional matters on oversight visit in Mossel Bay and to hold public hearing.
10 May	Media Alert: Standing Committee on Transport and Public Works to be briefed on the Golden Arrow Bus Service.
11 May	Media Alert: Standing Committee on Health to be briefed on medical male circumcision.
11 May	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to discuss the COVID-19 Temporary Employer/Employee Relief Scheme.
11 May	Media Alert: Public hearing on the Constitution of the Western Cape First Amendment Bill in George.
12 May	Media Release: Standing Committee on Health honours International Nurses' Day.
13 May	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to be briefed on the Court Watching Brief Report.
17 May	Media Alert: Speaker Mqasela continues to distribute school shoes to needy learners.
17 May	Media Alert: Budget Committee to consider mandate on bill.
17 May	Media Alert: Standing Committee to meet with stakeholders on the safe and dignified transport of farm workers.
17 May	Media Alert: Public hearing on the Constitution of the Western Cape First Amendment Bill in Saldanha Bay.
18 May	Media Alert: Standing Committee on Health to discuss the implementation of Western Cape Hospital Boards and Clinic Committees Act.

MAY	
DATE	DESCRIPTION
19 May	Media Alert: Status of local municipalities to be discussed during sitting of the House.
20 May	Media Alert: Standing Committees to be briefed on the readiness for upcoming local-government elections.
20 May	Media Alert: Public Accounts Committee to be briefed by the Provincial Treasury.
20 May	Media Alert: Standing Committee on Education to conduct oversight visit at the Northpine Technical High School.
20 May	Media Alert: Public Accounts Committee meeting cancelled.
24 May	Media Alert: Speaker Mngasela continues to distribute school shoes to needy learners.
24 May	Media Alert: Budget Committee to consider final mandate.
24 May	Media Alert: Ad-hoc Committee on COVID-19 to be briefed by the Department of Health.
25 May	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to be briefed on tourism in the Western Cape.
25 May	Media Alert: Public hearing on the Constitution of the Western Cape First Amendment Bill in Cape Town.

JUNE	
DATE	DESCRIPTION
1 June	Media Alert: Standing Committee to discuss way forward in respect of the Constitution of the Western Cape First Amendment Bill.
1 June	Media Alert: Standing Committee on Human Settlements to meet with the Langeberg Municipality.
7 June	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in the Overstrand municipal area.
7 June	Media Alert: Speaker Mngasela to distribute food parcels to the neediest residents in Stanford.
8 June	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to conduct oversight visit at the South African Police Service Forensics Science Laboratory.
8 June	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to be briefed on skills programmes.
8 June	Media Alert: Standing Committee on Health to be briefed by the Department of Health.
8 June	Media Alert: Public Accounts Committee to be briefed on the contents of the 2019/20 Annual Report of the Department of Health.
9 June	Media Alert: Sitting of the House.
10 June	Media Alert: Parliamentary Oversight Committee to engage with the Western Cape Provincial Parliament.
11 June	Media Alert: Ad-hoc Committee on COVID-19 to be briefed by bodies responsible for care homes for the aged.
14 June	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in Worcester.
14 June	Media Alert: Standing Committee on Local Government to be briefed by the Department of Local Government.
14 June	Media Alert: Standing Committee on Social Development to be briefed by the Department of Social Development.

JUNE	
DATE	DESCRIPTION
15 June	Media Alert: Standing Committee on Education to be briefed by the Western Cape Education Department.
15 June	Media Alert: Standing Committee to be briefed on the Western Cape Biodiversity Bill.
15 June	Media Alert: Western Cape Provincial Parliament to host hybrid Youth Parliament.
15 June	Media Alert: Invitation to Western Cape employers and employees to have their say on the UIF COVID-19 Temporary Employer/Employee Relief Scheme.
17 June	Media Alert: Sitting of the House today.
17 June	Media Alert: Standing Committee on Human Settlements to discuss District Six Restitution Projects and Fourth Quarterly Report of the Department of Human Settlements.
17 June	Media Alert: Public Accounts Committee to engage with the Western Cape Provincial Parliament and the Provincial Treasury.
21 June	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in the Theewaterskloof and Stellenbosch municipalities.
21 June	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to be briefed by the Department of Cultural Affairs and Sport.
21 June	Media Alert: Standing Committee on Education to be briefed by the Western Cape Education Department.
22 June	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to be briefed on challenges at the Cape Town port.
22 June	Media Alert: Standing Committee on Health to consider its report on the 2019/20 Annual Report of the Department of Health.
23 June	Media Alert: Sitting of the House.
23 June	Media Alert: Western Cape Provincial Parliament to host hybrid Youth Parliament.
24 June	Media Alert: Public Accounts Committee to be briefed by the Auditor-General of South Africa, Casidra and the Department of Agriculture and the Department of Community Safety.
27 June	Media Alert: Western Cape Provincial Youth Parliament now to be presented as virtual event.
28 June	Media Release: Youth discusses effects of COVID-19 on young people during the Youth Parliament.

JULY	
DATE	DESCRIPTION
12 July	Media Alert: Speaker Mngasela to distribute food parcels in Overstrand today.
12 July	Media Alert: Nominations for vacancies on the Western Cape Language Committee.
12 July	Media Alert: Nominations for vacancies on the Western Cape Cultural Commission.
13 July	Media Alert: Standing Committee invites submissions on the Western Cape Biodiversity Bill.
15 July	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism receives numerous submissions on the Covid-19 UIF Temporary Employer/Employee Relief Scheme.
22 July	Media Alert: Budget Committee to be briefed by the Financial and Fiscal Commission, the Provincial Treasury and the Department of the Premier.

22 July	Media Alert: Ad-hoc Committee on Covid-19 to be briefed on the vaccine roll-out progress.
27 July	Speaker Masizole Mngasela meets with municipal speakers and representatives of political parties in the Western Cape Provincial Parliament.
27 July	Media Alert: Standing Committee on Transport and Public Works to be briefed on current state of taxi violence and public transport in the province.
28 July	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to be briefed on the roles and responsibilities of the Western Cape Police Ombudsman.
31 July	Media Alert: Speaker Mngasela to receive his COVID-19 vaccination.

AUGUST	
DATE	DESCRIPTION
2 August	Media Alert: Standing Committee on Local Government to be briefed by the Department of Local Government.
2 August	Media Alert: Standing Committee to be briefed on biomass and blue gums.
4 August	Media Alert: Speaker Mngasela to participate in sandwich drive on Women's Day.
4 August	Media Alert: 2021 Western Cape Women's Parliament.
6 August	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to discuss submissions received on the Unemployment Insurance Fund's Temporary Employer/Employee Relief Scheme process.
9 August	Media Alert: Speaker Mngasela to participate in Women's Day sandwich drive in Hermanus today.
10 August	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to receive response from the Unemployment Insurance Fund.
12 August	Media Alert: Sitting of the House.
12 August	Media Alert: 2021 Western Cape Women's Parliament.
13 August	Media Release: 2021 Western Cape Women's Parliament successfully hosted virtually.
16 August	Media Alert: Standing Committee on Local Government to be briefed by the Auditor-General on Local Government Audit Outcomes.
17 August	Media Alert: Standing Committee on Human Settlements to be briefed by the Department of Human Settlements.
17 August	Media Alert: Due dates for nominations for vacancies on the Western Cape Cultural Commission and the Western Cape Language Committee extended.
24 August	Media Alert: Standing Committee to be briefed on the Emerging Farmer Development Programme.
24 August	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to receive update on the Western Cape Safety Recovery Plan.
24 August	Media Alert: Standing Committee on Transport and Public Works to be briefed on the Western Cape Transport Infrastructure Bill.
24 August	Media Alert: Standing Committee on Education to be briefed by the Western Cape Education Department.
24 August	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to be briefed on the Township Economy Revitalisation Initiative.
24 August	Media Alert: Ad-hoc Committee on COVID-19 to be briefed on the vaccine roll-out progress.
25 August	Media Alert: Sitting of the House.
26 August	Media Alert: Public Accounts Committee to be briefed by the Department of Economic Development, the Department of the Premier and Casidra.

30 August	Media Alert: Standing Committee on Local Government to be briefed by the Department of Local Government.
30 August	Media Alert: Standing Committee to discuss submissions received on the Biodiversity Bill.
30 August	Media Alert: Standing Committee on Education to be briefed by the Western Cape Education Department.
31 August	Media Alert: Speaker to provide flip-flops and food relief on Spring Day.
31 August	Media Alert: Standing Committee on Finance, Economic Opportunities and Tourism to be briefed by the Provincial Treasury.

SEPTEMBER	
DATE	DESCRIPTION
1 September	Media Alert: Standing Committee to be briefed on the Office of the Commissioner for Children.
2 September	Media Alert: Sitting of the House.
3 September	Media Alert: Ad-hoc Committee on COVID-19 to be briefed on information and misinformation.
6 September	Media Alert: Standing Committee on Local Government to consider Final Mandate Report.
6 September	Media Alert: Standing Committee on Transport and Public Works to finalise plan for public participation process.
6 September	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in the Cape Town Metropolitan Municipality.
7 September	Media Alert: Standing Committee to be briefed by the Office of the Premier.
8 September	Media Alert: Debate on strengthening Western Cape health facilities during sitting of the House.
9 September	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in the Central Karoo district today.
10 September	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in the Central Karoo district today.
13 September	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in the Central Karoo district this week.
13 September	Media Alert: Standing Committee on Local Government to be briefed by the Department of Local Government.
13 September	Media Alert: Standing Committee to discuss Western Cape Biodiversity Bill submissions.
14 September	Media Alert: Standing Committee on Human Settlements to discuss public engagement on District Six land restitution.
17 September	Media Release: Official launch of the Thetha Nathi Public Engagement Programme.
20 September	Media Alert: Speaker Mngasela to distribute school shoes to needy learners in the Oudtshoorn and Mossel Bay municipalities this week.
20 September	Media Release: Thetha Nathi Public Engagement Programme officially launched today.
21 September	Media Alert: Committee on Justice calls for public input on Information Regulator candidates.
21 September	Media Release: Thetha Nathi Public Engagement Programme officially launched today.
28 September	Media Alert: Invitation to District Six land claimants to share their experiences with the Standing Committee on Human Settlements.
29 September	Media Alert: Provincial Economic Review and Outlook to be tabled during sitting of the House.
29 September	Media Alert: Budget Committee to be briefed by the Provincial treasury.

OCTOBER	
DATE	DESCRIPTION
11 October	Media Release: Transport Committee reminds public to make submissions on the Rail Safety Bill as deadline looms.
19 October	Media Release: Winner of the Western Cape Youth Parliament representing the province during virtual Commonwealth Youth Parliament.
22 October	Media Release: Western Cape youth represented at Commonwealth Youth Parliament.
29 October	Media Release: Voting is the first step.
29 October	Media Release (Amended): Voting is the first step. (Amended version to replace media release sent.)
NOVEMBER	
DATE	DESCRIPTION
8 November	Media Release: WCPP to participate in the CPA Africa Region Conference in Nigeria.
8 November	Media Alert: Standing Committee to deliberate on Western Cape Department of Agriculture and Casidra annual reports.
8 November	Media Alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning to continue deliberations on the Western Cape Biodiversity Bill.
9 November	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to be briefed by the Cape Town Metropolitan Police Department.
10 November	Media Alert: Standing Committee on the Premier and Constitutional Matters to deliberate on annual reports.
10 November	Media Alert: Public Accounts Committee to be briefed on the audit outcome of the 2020/21 Annual Report of the Department of the Premier.
11 November	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to deliberate on nominations.
11 November	Media Alert: Standing Committee on Transport and Public Works to deliberate on 2020/21 annual reports.
11 November	Media Alert: Standing Committee on Community Safety, Cultural Affairs and Sport to conduct interviews.
11 November	Media Alert: Public Accounts Committee to deliberate on 2020/21 annual reports of the Department of Transport and Public Works and Government Motor Transport.
15 November	Media Alert: Standing Committee on Education to deliberate on Annual Report.
15 November	Media Alert: Public Accounts Committee to deliberate on 2020/21 Annual Report of the Department of Local Government.
16 November	Media Alert: Parliamentary Oversight Committee to deliberate on the 2020/21 Annual Report of the Western Cape Provincial Parliament.
16 November	Media Alert: Standing Committee on Local Government to deliberate on Annual Report.
16 November	Media Alert: Standing Committee on Health to deliberate on Annual Report.
17 November	Media Alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning to deliberate on annual reports.
18 November	Media Alert: Public Accounts Committee to deliberate on 2020/21 annual reports.
18 November	Media Alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning to consider the Biodiversity Bill.
23 November	Media Alert: Standing Committee on the Premier and Constitutional Matters to be briefed by the Department of Home Affairs.
23 November	Media Alert: Standing Committee on Human Settlements to deliberate on submissions received from District Six land restitution claimants.

24 November	Media Alert: Public Accounts Committee to deliberate on 2020/21 annual reports.
30 November	Media Alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning to consider the National Environmental Laws Amendment Bill.

DECEMBER	
DATE	DESCRIPTION
1 December	Media Alert: Ad-hoc Committee on COVID-19 to be briefed by the Department of Health.
2 December	Media Alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning to consider the National Environmental Laws Amendment Bill.
2 December	Media Alert: Budget Committee to consider report on the Division of Revenue Bill.
2 December	Media Alert: Standing Committee on Health to consider reports, 2 December.
2 December	Media Alert: Standing Committee on Social Development to consider Annual Report.
5 December	Media Alert: Committee on Social Development to hold public hearings on the Children's Amendment Bill in Khayelitsha.
6 December	Media Alert: Standing Committees to consider budget votes.
7 December	Media Alert: Budget Committee to deliberate on budget votes.
7 December	Media Alert: Second reading debate on the 2021 Western Cape Adjustments Appropriation Bill.
7 December	Media Statement: West Coast residents call for shorter time frames on adoption processes in Children's Amendment Bill.
8 December	Upcoming Gas Amendment Bill: Public hearings in the Central Karoo, Beaufort West, Garden Route and the West Coast between Friday 21 January 2022 and Sunday 23 January 2022.
8 December	Media Alert: First day of budget vote debates.
9 December	Media Alert: Second day of budget vote debates.
10 December	Media Alert: Official launch of the Western Cape Provincial Parliament tolerance logo.
14 December	Media Release: Official launch of the Western Cape Provincial Parliament tolerance logo.
15 December	Media Alert: Official launch of the Western Cape Provincial Parliament tolerance logo.
27 December	Media Release by Speaker Masizole Mngasela on the passing of Archbishop Emeritus Desmond Tutu.
27 December	(Amended version) Media release by Speaker Masizole Mngasela on the passing of Archbishop Emeritus Desmond Tutu.
27 December	National Parliament Support: Social Development Committee welcomes intention of Free State Government to hold summit on ECDS.

(6) **Youth dialogue**

In South Africa the month of June is Youth Month. Over the years the Western Cape Provincial Parliament (WCPP) has deemed it vitally important to engage on, commemorate and recognise the immense contribution of the youth in the province.

The national state of disaster instituted by South African President Cyril Ramaphosa on 15 March 2020 in terms of the Disaster Management Act, 2002 (Act 57 of 2002), enabled the government to implement a coordinated disaster management mechanism in response to the coronavirus (COVID-19) outbreak. However, the National State of Disaster also inevitably disrupted the day-to-day normal lives of South Africans, especially the youth.

It was against that background that the WCPP, as a representative body of the people of the Western Cape, proposed that the WCPP engage the youth on their lived experiences during COVID-19, with a targeted focus on the impact of the disruption to traditional education on the youth of the province. The Youth Parliament aimed to enhance public participation and good governance in the Western Cape.

It was envisaged that the discussion around the youth's lived experience under COVID-19 and the disruption to traditional education, specifically in the Western Cape, would resonate and inform how the WCPP broadens its oversight responsibilities in the light of these issues. The disruption of traditional education directly affected the youth in the province, as in the rest of the country, directly and significantly and was identified as a key topic for discussion. In addition, the South African government came under sharp criticism from Amnesty International (AI), the international human-rights organisation, for the violation of its citizens' rights under the COVID-19 lockdown.

The expected outcomes were that a platform would be created for Members to engage with a stakeholder group on two important topics. Members of Parliament, parliamentary staff members and community organisations would be able to learn about pertinent socio-economic issues affecting the youth in the Western Cape. The Youth Parliament would foster greater collaboration between the WCPP and the community.

The diverse invited stakeholders included the Western Cape Minister of Education; Provincial Representative Council of Learners (PRCL) and the eight District Representative Councils of Learners (RCL); youth delegates aged between 15 and 35 years of age from six districts; representatives from the SA Youth Cadets; the Western Cape Children's Commissioner; organised civil society youth formations, schools and municipal councils from across the Western Cape; the office of the Human Rights Commission, Western Cape; the office of the Independent Electoral Commission (IEC), Western Cape; one Member from each of the political parties represented in the WCPP; and one youth leader from the youth movement of each of the political parties represented in the WCPP.

Participants reflected an equal composition of learners from affluent school communities, schools located in the townships and schools located in rural areas. As the country was on adjusted level 3 due to the COVID-19 pandemic, and because public events are recognised as potential super spreaders of the virus, the number of participants at the Youth Parliament was capped at 50 and the event was facilitated on a virtual platform. As there was a strong emphasis on school learner participation in this Youth Parliament, most participants were of schoolgoing age. All the participants participated remotely from their homes and or from their local municipal offices. Participants, including the Provincial Representative Council of Learners (PRCL), were nominated by each district to participate.

Topics and discussion points

365+ days – Youth lived experiences under COVID-19 in the Western Cape.

Under this topic, various diverse youth delegates discussed their lived experiences over 365+ days under COVID-19. Experiences ranged on the following themes:

- Traditional education disruption;
- Human rights and the law; and
- Message to your public representatives.

The WCPP Youth Parliament was attended by 38 individuals in total comprising 14 youth participants from across the six districts of the Western Cape representing the district municipalities, PRCLs and political parties, as well as the WCPP staff complement.

XV FINANCIAL MANAGEMENT

(1) ***Audit outcome***

The Audit Report for the 2020/21 financial year was issued during the period under review and once again the WCPP achieved a clean audit. This has been the tenth consecutive unqualified audit.

The Section: Financial Compliance and Internal Control plays an important liaison role between the WCPP and the office of the Auditor-General (AGSA). The Section routes and facilitates and follows up on all audit queries and findings, ensuring a smooth audit process for both the WCPP and the AGSA.

(2) ***2020/21 audit process***

The 2020/21 audit process was not without its challenges as the institution was for the second year audited under the COVID-19 conditions. The lessons learnt from the prior year's audit played an important role in preparing the institution for the audit. A proactive approach to the audit process was also undertaken where, during the course of last year and the beginning of this year, information and records were collected and stored in a central location to enable the easy retrieval for audit purposes. This assisted in ensuring that the WCPP met audit timelines for requests for information and in quite a number of instances information was made available to the auditors on the same day that it was requested. This had a positive impact on the relationship that WCPP has with its auditors and further demonstrates our commitment to good governance.

(3) ***Declaration of Interest Policy***

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

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

(4) ***Annual financial statements***

The Section: Financial and Management Accounting prepared and submitted the annual financial statements (AFS) in accordance with the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA). The submission of the 2020/21 statements was a significant event as it was once again prepared predominantly from "work-from-home" processes, as the country was in lockdown due the global COVID-19 pandemic.

The WCPP has also, as stated above, obtained a clean audit outcome for the 2020/21 financial year and this was an achievement on its own, as all challenges were overcome and new working conditions were incorporated to ensure the quality of reporting and financial compliance were not affected.

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

During the 2021/22 financial year, as a result of the financial impact of the COVID-19 pandemic, the budgeting process proved to be challenging, especially in an attempt to streamline the budget to contribute towards the provincial response to the pandemic.

The financial effects of the pandemic on the economy had also to be taken into account during the drafting of the 2021/22 and 2022/23 budget submissions.

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

In the calendar year, as part of the Auditor-General's management and audit reports, the Supply Chain and Asset Management Section (SC&AM) had two instances of irregular expenditure findings. These findings did not necessarily refer to untoward activity, but dealt with (1) a requirement for a foreign vendor to complete a declaration of interest, whereas the template requires an ex officio South African Commissioner to attest the document; and (2) the SC&AM officials, capturer and approver, failed to take into account the BBBEE certification status of the supplier's subcontractor. Given the COVID-19 pandemic and the related Disaster Management Act regulations, for a second time the AGSA audit was conducted virtually while under lockdown and the entire Financial Directorate assisted in this regard with a successful outcome, ie an unqualified audit outcome.

In addition to the aforementioned, SC&AM had to effect its operational requirements virtually for the period April through to mid-June with a limited presence at the office and effectively with the third wave, from mid-June to late September, all operational work of SC&AM was conducted virtually. SC&AM had an office presence from October to November. Daily from November SC&AM had an average of approximately 40 per cent of staff working at the office on a daily rotational basis, while other SC&AM practitioners were working remotely from home. The Accounting Officer's delegated authority, as well as the SCM Manual, was reviewed and approved on 25 March.

In terms of asset management, the Auditor-General reported no non-compliance in relation to the GRAP compliance for assets for the annual financial statements. The Asset Management Section conducted an asset count during February and March and has conducted a second asset count that commenced in August and ended in September.

In addition, the WCPP's Asset Management Policy was reviewed and approved by the Secretary on 25 March with an effective date of signature of 1 April.

(6) **Tender for a corporate video**

During the period under review a tender for a WCPP corporate video was approved and the SLA agreement in respect thereof is currently being concluded. It is envisaged that the video will be concluded in approximately six months after signing the SLA.

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

A service level agreement (SLA) was concluded with T3T Technologies to ensure continuity and support for the enterprise SAGE system. For the purpose of continuity and support for SAGE People, an SLA was entered into with XFOUR. Both of these vendors were appointed through SAGE in terms of the manufacturer's model of business partner appointments. Also with regard to SAGE People problems experienced within the ERP, it was agreed that to overcome backend compliance issues henceforth, SAGE 300 would be implemented with minimum configuration. The SAGE 300 SLA and order was effected in the latter part of 2021 and implementation of the module is envisaged at end of quarter 2 of the 2022/23 financial year.

XVI INSTITUTIONAL ENABLEMENT

(1) *Implementation of Functional Enhancement*

The administration continued to implement its Functional Enhancement project by filling posts on the new organisational structure. During 2021 all senior management positions were filled. For the first time the Senior Management Team (SMT) consisted of 50 per cent women as part of its targeted demographic.

The following positions were also filled during the year, namely the Senior Officer Members Affairs (internal), Senior Officer Talent Management and Development (external), Senior Officer Employee Relations (external), Office Administrator: Institutional Enablement (internal) and the PEO Officer (external).

Apart from these, the recruitment and selection processes for the following positions have been concluded and the expectation is that the new employees will join the WCPP from 1 January 2022: Senior Officer: Strategy and M&E (external), Manager: Plenary Support (external), Senior Officer: Knowledge Management and Digitalisation (external).

The Directorate: Institution Enablement further embarked on a review of the Functional Enhancement implementation. The focus has been on the assessment of the coherence of the organisational structure and the alignment of its functionality to drive the WCPP's strategic intent. An in-principle decision was made at SMT level based on a proposal for refinement of the structure to meet the organisational needs. This would not involve additional budget for cost of employment, nor would it involve retrenchments.

However, given the hybrid business model that the WCPP has embarked on, certain positions whose functions cannot be performed remotely, will have to be repurposed. Affected staff will have to be reskilled to fulfil new roles that are required in the WCPP.

The administration furthermore also provided support for the structural refinement process in the Office of the Speaker. In this regard a new Community Liaison and Special Projects Officer and a Media and Communications Coordinator position were established. These posts, along with the existing positions, would give impetus to the strategic work in the Office of the Speaker.

Organogram as at 31 December



(2) **Information Technology and Digital Services (ITDS)**

(i) **The SAGE 300**

A service level agreement has been signed between the WCPP and XFOUR Solutions. The SAGE 300 Project Steering Committee was convened and the project PID was drafted for implementation in 2022.

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

A solution was developed to streamline the procurement lifecycle and associated delegations of authority and to enhance the insights to the line function on the status of procurement further. The solution will be extended to track invoices and associated payments timeously and provide alerts pertaining to payment timeframes and processing.

The full supply-chain lifecycle is addressed and the associated financial processes. The User Acceptance and Testing (UAT) phase of the project has been planned for the fourth quarter of the 2022/23 financial year. This will include a process where SC&AM would train users within the line.

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

A Document Management Solution linking the financial transactions in the ERP database with unstructured electronic documents (PDF, Word, Excel, Email) was started during 2021. The TO-BE process was finalised in a business requirements specification document was drafted. Business value will be derived from improved oversight of structured and unstructured financial data. The enabling of workflow with line functions and search functionality will simplify the discovery of document packs for audit purposes.

(iv) **ERP: Upgrade to Version 12**

The SAGE X3 ERP system is currently on version 9. Due diligence was done to consider the upgrade to version 12 to ensure the system can be supported, is patched effectively, results in the effective elimination of bugs, and enhanced overall system benefits are realised.

Planning outcomes suggested that the project can only proceed after the SAGE 300 project is concluded. This sequential dependency has resulted in the project being temporarily postponed.

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

Further enhancements were effected to the WCPP's in-house organisational performance monitoring system. The manual Quarterly Performance Reports (QPRs) were incrementally automated during the calendar year. This included functionality which allows Senior Management to sign-off on achievements at the program level within the system. Signatures are automatically reflected in the QPR report. An executive dashboard was developed which summarises the overall achievement of performance indicators against planned indicators within the APP; and which allows for drills-down to subprogramme level.

(vi) **Microsoft: Office 365 Migration**

WCPP adopted the system with the initial defaults of the ONMICROSOFT.COM without integrating with wcpp.gov.za, using a single sign on. Technical delays due to system complexities to enable the O365 migration, delayed organisation-wide Change Management. System planning which intends to take full advantage of the value of the O365 collaboration platform is scheduled to take place early during 2022.

(vii) **Management of House Papers App**

A prototype was developed for the management of the papers of the House. The system allows for improved document automation using the SharePoint mobile application and to enable Members in terms of mobility and seamless access to Q&A. Further enhancements are planned once the prototype is adopted and historical data capturing are completed.

(viii) **Invoice Management Mobile APP**

An invoice management prototype was developed to illustrate the benefits and agility of O365 PowerApps technology. The application handles complexities with respect to 3rd party invoices for translation services.

(ix) **Uploading of Questions for written reply on the WCPP Websites**

The functionality for Questions and associated Written replies on the website was reactivated and modified as requested.

(x) **Cybersecurity**

The ITDS developed a Cybersecurity Strategy and investigated the various technologies and processes required to enable the Strategy. This key strategy was approved in 2021. In addition, the section conducted security awareness training for Staff to build a 'human firewall' and improve user behaviour. In this regard, phishing emails were sent out to bait users to understand the risks associated with phishing in WCPP. The drafting of the Cybersecurity Tender is planned for early 2022.

(xi) **General ICT Operations**

A range of projects were initiated as per the tactical objectives of the ICT strategic plan. The foundations for a SharePoint taxonomy were investigated. The first draft of the ICT systems development lifecycle was reviewed and planning of the upgrade of all servers from 2008 to the latest Microsoft operating system were reviewed and the associated licensing requirements. ICT Governance activities and audit action plans were submitted as required.

(3) **Human Resources Management**

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

During the 2019/20 financial year a Human Resources Information Systems Project was launched to investigate the continued feasibility of SAGE X3 PEOPLE, as well as to identify the additional aspects that are to be included in the stabilisation and optimisation process of the HR Module of SAGE X3 PEOPLE. This investigation culminated in a recommendation and subsequent approval of a move to SAGE 300. The implementation of this decision began in October and X Four Solutions is the appointed vendor in this regard.

(ii) **Employee Wellness Programme**

Employee wellness support became particularly important with the pressure and stress brought about by the vastly changed environment of the COVID-19 pandemic and strict lockdown regulations in the 2020/21 financial year. In response, the Employee Wellness Programme has focused keenly on psychosocial support, in particular the prioritisation of the continuous availability of professional counselling services for all employees throughout the year.

Webinar topics aimed at helping build an understanding of and mechanisms to deal with stress, time management and leadership have been conducted. In recognition of the fact that employee wellness requires a holistic approach, the physical wellbeing of employees has been an additional focus area. In April the primary health clinic was launched. Employees have monthly access to a professional nurse to provide them with insight and guidance on a range of health issues. Statistics from the primary health clinic have assisted in pinpointing the medical health issues that require heightened awareness among staff. In response, awareness and information campaigns focusing on hypertension, diabetes and the benefits of physical movement have taken place.

(iii) **Organisational structure**

The total staff complement is 117 posts. With reference to improving recruitment processes in the Section, in October 2019 Human Resources entered into an online recruitment and response handling contract with PNet to alleviate the challenges it has had with the time-consuming capturing of the database for all the vacancies that originated from the

Functional Enhancement process. This contract came to an end in September. Following a procurement process, Careers24 was appointed on 1 October as the new service provider for a period of 24 months.

(iv) **Performance moderation**

The performance moderation process for 2020/21 was successfully completed. Based on the moderation, 75 employees qualified for pay progression.

(v) **Staff turnover**

The WCPP maintained an annual staff turnover of approximately 11 per cent. This threshold is regarded a healthy churn for an organisation. While the Human Resources Section cannot solely be responsible for staff turnover, measuring employee turnover can be helpful to the organisation to examine the reasons for turnover or to estimate the cost-to-hire for budget purposes.

(vi) **Disputes lodged**

During the period under review one dispute was lodged by a staff member. The matter was settled.

(vii) **Disciplinary matters**

During the period under review there were no disciplinary hearings.

(viii) **Annual staff salary increase**

With effect from 1 April the salaries of staff, excluding senior management, were increased as follows:

SALARY LEVEL	% INCREASE
Bands A1–B5	4,3%
Bands C1–C5	3,8%
Bands D1–D2	3,3%

The salaries of senior management were increased by 2,8 per cent with effect from 1 April.

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

The KMIS Section is comprised of Language Services, Knowledge Management and Information Services.

(i) **Language Services**

Language Services is comprised of Translation Services and Interpreting Services.

Translation Services

Translation Services is responsible for ensuring that all House papers, such as ATCs, Order Papers, Minutes, Written Question Papers and Oral Question Papers are translated into all three official languages of the province. Language Services is responsible for facilitating the translation of official WCPP documents, such as annual reports and annual performance plans.

During the period under review Translation Services experienced a challenges with lengthy ATCs due to limited staff capacity but the unit has subsequently completed all outstanding translations. The unit completed the following translation during the period under review:

- ATCs;
- Order Papers;
- Minutes of House Sitings;
- Written Question Papers;
- Oral Question Papers;
- Advertisements for standing committees; and
- Workbook from Public Education and Outreach.

Interpreting Services

Interpreting Services, which includes sign language interpreting, is provided by independent contractors. Language interpreters ensure that all House sittings, and where requested, committee meetings, are conducted in all three official languages of the Western Cape. The WCPP also offers interpreting services for hybrid and virtual meetings through Microsoft Teams. Interpreting, for these type of meetings, is accessed remotely through a secondary electronic device. Interpreting Services continues to ensure a minimum of three interpreters for standing committees and a maximum of six interpreters for each House sitting at any point in time.

Language Services ensured that the terms and conditions contained in the SLA were followed consistently, and that the hourly and daily rates offered by WCPP were consistent with industry norms and standards. Registers are always produced for each House sitting, as well as for standing committee meetings. Interpreters are given a chance to alternate, when requested, to provide service either for House sitting or for standing committees.

Due to the ongoing challenges experienced, such as incorrect calculations or invoice numbers, IDTS developed a digital application for the processing of interpreter invoices. The application will not only reduce these errors but also ensure that invoices are processed and paid within 30 days.

(ii) Knowledge Management

Knowledge Management comprises Knowledge Management and Records Management. The WCPP KM Strategic Framework was approved during the period under review.

A comprehensive KM audit will commence early in the 2022 calendar year. The purpose of this audit will be as follows:

- Identify critical knowledge needed to realise strategic priorities and objectives of the legislature;
- Identify knowledge that meets the expectations of WCPP Members and business function that provides direct support to Members;
- Gather tangible evidence of the extent to which knowledge is being effectively managed and indicates where improvements are needed;
- Understand how knowledge is disseminated and used by WCPP Members and staff;
- Map what knowledge exists in the organisation and where it exists;
- Identify where and how explicit knowledge is stored;
- Identify who holds critical tacit knowledge and how it is currently shared; and
- Create an inventory of knowledge assets.

The KM audit will provide in-depth insight into the specific information and knowledge needs of the institution. The findings and recommendations of the audit will be used to inform the remaining WCPP KM framework and governance documents, which is currently being drafted. The latter documents will guide the future implementation of KM practice in the WCPP. The KM audit and framework documents will ensure that KM resources, initiatives and projects are devoted and designed to respond to information and knowledge needs.

(iii) Records Management

Records Management is primarily responsible for ensuring the safekeeping and accessibility of all official WCPP records. A comprehensive audit was conducted by Corporate Assurance Services: Internal Audit of the Department of the Premier, Western Cape Government, during the period under review. Records Management has subsequently updated its Records Management Policy based on these findings. This includes making provision for records management practices to accommodate the requirements of the POPI Act.

The vacant post of Senior Digital Information Officer and Knowledge Management Services is responsible for the daily monitoring of the registry as well as institutional adherence to the WCPP's Records Management Policy. Interviews were held during the period under review and it is envisaged that the post will be filled early in 2022.

A number of awareness sessions and internal records inspections were conducted during the period under review. Ongoing challenges with Records Management are the maintenance of WCPP's e-filing system; storage space for registry; and the lack of messenger services for registry.

(iv) **Information Services**

Information Services comprises Research Services and Library Services and the following activities took place during the period:

Research Services

Reactive research

- Conducted money bills amendment procedures legislation research (timelines for budget cycle, public participation and amendment of money bills) for the Budget Committee (October);
- Presented research on the Money Bills Amendment Act to the Budget Committee and other key stakeholders during the Budget Workshop (July);
- Conducted research for the Standing Committee on Human Settlements on land invasion and the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act (August); and
- Provided the Office of the Speaker with roundtable discussion points for the NCSL Base Camp International Preconference on the current pandemic situation, recovery and the future (August).

Cyclical research

- Completed annual report analysis for a select number of departments.

Institutional research

- Provided research for the institution on Members' duties and allowances (SA and Commonwealth parliaments) (April);
- Provided discussion papers to guide the group discussions at the Commonwealth Women's Parliament hosted by the WCPP on request from the Public Engagement Directorate (August);
- Presented to the Remote Working Task Team on research methodology: sourcing of secondary research and identifying credible research (August); and
- Provided a research report to the Office of the Secretary on the WCPP's business response during the COVID-19 pandemic. In addition to a document analysis, researchers collated data through qualitative interviews with a sample of WCPP staff to identify key organisational factors and role players that enabled WCPP to implement a change management initiative successfully in response to the impact of COVID-19 (April to July).

The following provides an overview of the achievements, highlights and challenges of Research Services:

Achievements

- Positive feedback from the Budget Committee for money bills amendment procedure research and presentations at the Budget Workshop.

Highlights

- The discussion papers written for the Women's Parliament. The topic was outside of the

researchers' usual scope of work with a short turnaround time; however, the researchers rose to the occasion and received very positive feedback from the Director of Public Engagement on the good quality of the research conducted, as well as the willingness of the researchers to collaborate with the Public Engagement Directorate.

Challenges

- Although much-needed and very fruitful and relevant, the researchers found the statistics training challenging due to the fact that the team had not had any experiential work interaction or engagement with statistics for a number of years; and
- The absence of a senior researcher, which meant researchers had to assume additional work and responsibilities.

Library Services

The Library continued its operations remotely during all the COVID-19 lockdown levels. The quarterly book acquisitions included some exciting titles, but the highlight must be the 25th edition of the Erskine May's *Treatise on the law, privileges, proceedings and usage of Parliament*, a guide to parliamentary practice and procedure, specifically for parliaments following the Westminster system. For the very first time since its publication in 1844, this guide is available online at: <https://erskinemay.parliament.uk/>. The Library still has one reference hardcopy available for those who prefer to turn the pages.

A drop box has been acquired for library books to be returned when the library is not physically accessible. It is situated opposite the entrance to the Library.

The online news service was changed from Newsbank to PressReader. PressReader provides access to over 70 000 newspapers and magazines from around the world and was preferred for its image editions of publications. Articles are available for downloads and can be read while offline on various devices. The hardcopy of local daily and weekend newspapers are still available on request from the librarian.

The Library continues to provide reference request services to Members of the Provincial Parliament, Exco and staff, as well as individualised training on any of the electronic databases available. The Library was also called upon to present its activities and changes to services during the COVID-19 pandemic at the first collaborative conference of the International Federation of Library Associations & Institutions (IFLA) and the Inter-Parliamentary Union (IPU). Notably, the WCPP was the only regional or provincial parliament represented and only one of two African parliaments.

A few challenges encountered have been an inability of effective communication between service providers and the Library due to the COVID-19 work arrangements of both parties. In some cases this led to delayed payments. The lack of face-to-face interaction is not ideal for sessions of orientation and training.

Logistical Services

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

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

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

The current printing-solution contract expires on 30 November. The National Treasury has advised that a new RT3 contract will only be communicated in April 2022. Logistical Services was able to acquire a new printing solution at a significantly reduced rate until the new RT3 contract is released. The new printing solution will provide the additional functionality so that documents can be scanned and stored directly into the ERP Document Management System.

An audit process was conducted by Internal Audit in quarter 2 of 2021 focusing on the management of vehicles of Government Motor Transport, which was completed in September. A few minor aspects were identified for improvements and implementation took place by July. The Section has thus far managed to implement approximately 50 per cent of the required enhancements and will implement the rest well ahead of the deadline.

Due to COVID-19 there has been a significant increase in requests for:

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

The Logistical Services team is currently drafting its service catalogue, which is planned to be implemented in the first quarter of 2022. This will establish a cooperative partnership between the Logistical Services Section and its clients and stakeholders. It aims to ensure improvements in:

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

XVII GENERAL

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

The WCPP provides for medical benefits for MPPs and their beneficiaries. As at 31 December 30 Members of the Sixth Parliament belonged to the Parmed Medical Aid Scheme. One vacant MPP position will be filled during the 2022 calendar year. The WCPP provides for the monthly Parmed payment contributions for 16 Members and their beneficiaries of previous parliamentary terms.

(2) ***Nomination of Member as Trustee of Political Office-Bearers Pension Fund (POBPF)***

The Hon Ricardo Mackenzie has been duly elected as representative to serve on the Board of Trustees of the POBPF.

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

The secretarial allowance payable to political parties is reviewed annually and the allowance was increased by 4,8 per cent with effect from 1 April. The allowance is made up of a general

allowance, a portion for messenger services, a research allocation, as well as the allowance for special programmes for commemorative events (retained at R8 500 per programme to a maximum of three programmes per Member per annum), while a meeting allowance for Members to attend political party conferences or meetings was retained at R20 000 per Member per annum.

At the end of the period under review the following all-inclusive annual amounts were payable to political parties as secretarial allowances, effective from 1 April:

POLITICAL PARTY	AMOUNT R
Democratic Alliance	7 167 576
African National Congress	3 866 617
African Christian Democratic Party	706 668
Economic Freedom Fighters	967 026
GOOD	706 668
Freedom Front Plus	706 668
Al Jama-ah	706 668
TOTAL	14 827 891

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

The constituency allowance payable to political parties is reviewed annually with due regard to the amount applicable at National Parliament and was adjusted with effect from 1 April. At the end of the period under review the allocation per Member per month was R68 253,75.



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