

WESTERN CAPE PROVINCIAL PARLIAMENT



SECRETARY'S REPORT January to December 2020

Secretary's Report

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FOREWORD

The 2020 Secretary's Report is a record of the notable activities of the Western Cape Provincial Parliament (WCPP) for the period 1 January to 31 December 2020.

2020 was not an easy year. The COVID-19 pandemic had a huge impact on the business of the WCPP, however, as a result of planning, quick decision-making and the implementation of appropriate measures, the WCPP displayed a type of leadership that allowed us to pivot and ensure that the work and business of Parliament continued uninterrupted during this challenging period.

Due to the impact of COVID-19 on the operations of the WCPP much of the focus and narrative of this report will revolve around how the WCPP responded to the COVID-19 pandemic in order to ensure that its operations continue and that it fulfilled its constitutional mandate.

2020 was a learning curve and a test for the WCPP to see how it can adapt and respond to crisis situations that have an impact on its ability to deliver services.

I therefore wish to express my gratitude to the Executive, management and employees for their contribution to the WCPP's success during 2020 by being a pioneer in the sector in its response to the COVID-19 pandemic.

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

ROMEO ADAMS
SECRETARY TO THE PROVINCIAL PARLIAMENT

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I. INTRODUCTION

The Secretary's Report provides an overview of activities of the WCPP for the period 1 January to 31 December 2020.

II. WCPP'S RESPONSE TO COVID-19 AND INITIATIVES IMPLEMENTED

Although the WCPP was affected by the COVID-19 pandemic and its challenges, the WCPP was still able to put initiatives in place to ensure that the work of Parliament could continue during the national lockdown period.

The following narrative provides a summary of these initiatives and processes that were implemented to ensure that the WCPP fulfilled its mandate and ensured that its services continued uninterrupted during 2020.

With the announcement on 11 March of the World Health Organization declaring the COVID-19 outbreak as a pandemic, the Speaker, Masizole Mngasela, the Deputy Speaker, Beverley Schäfer, the Chief Whip of the Majority Party, Mireille Wenger, together with the Secretary to the Provincial Parliament, Romeo Adams, met to discuss the concern whether measures were in place in the event employees or Members became infected with COVID-19 as a result of transmission. After this meeting the senior management team convened an emergency meeting on 12 March to discuss and assess the impact the pandemic would have on the WCPP, Members, employees and the parliamentary programme.

On 26 March, in order for the work of Parliament to continue and in consultation with the Speaker, the Secretary, as Accounting Officer, determined the operations of Members (namely law-making, oversight, public participation and constituency work, with the view of assisting community members in the context of the COVID-19 pandemic) as essential services in terms of Chapter 2, Paragraph 11B.(2) of the Disaster Management Act, 2002: Amendment of Regulations issued in terms of section 27(2), as published in the *Government Gazette*, Regulation Gazette No 11062, Vol 653, 25 March 2020, No 43148 ("Regulations"). In addition to this, WCPP employees who support the Members in the executing of their operations, were also deemed as essential services.

On 17 March the Programming Authority met and it was agreed that all sittings of the House and standing committee meeting scheduled on the draft programme would be postponed until further notice, except for essential committee meetings that were scheduled to discuss urgent matters or to deal with legislation. Further to this, it was also decided that all 14 budget votes were to be dealt with on Friday 20 March, including the consideration of votes and Schedules in the Western Cape Appropriation Bill [B 3–2020] and the finalisation thereof. It was also resolved at this meeting that the WCPP would go into a constituency period from 23 March to 20 April.

On 17 March the Speaker also convened a meeting with his Political Party Consultative Forum to discuss all matters relating to the implication of the national lockdown.

In order to allow the House and or a committee to meet with its members in remote attendance by electronic means, once they returned after the constituency period on 20 April, a new rule was made by the Speaker on 8 April in accordance with Rule 1 of the Standing Rules. Following the new rule, the Speaker also issued directives for sittings of the House and meetings of committees by electronic means on 17 April.

On 14 April an Ad-Hoc COVID-19 Committee was established in accordance with Standing Rule 119(1)(b) to perform oversight over the work of the provincial executive authority as it responds to the COVID-19 pandemic, including oversight over any part of the provincial executive authority, any provincial department, any provincial organ of state and any provincial entity involved in activities dealing with the pandemic. All the necessary technical support and relevant training on Microsoft Teams were provided to the Members and relevant employees. The first meeting of this committee took place on 17 April.

On 21 April the Programming Authority met to discuss and update the parliamentary programme with virtual meetings of the House and committees. Virtual meeting protocols and guidelines were communicated on 21 April to Members, employees and political party support staff in order to ensure that proceedings of virtual meetings were efficiently and professionally conducted. The first House sitting, through Microsoft Teams, took place on 23 April. The first hybrid sitting took place in the Chamber on 13 August 2020. Accredited members of the media observe the sittings and committee meetings.

Initially, in the early lockdown period, interpreting services could not be implemented successfully from a remote location. However in August a workable safe solution was implemented by customising Microsoft Teams to include additional audit channels from September to accommodate all three official languages during hybrid House sittings and, where requested, at committee meetings.

With the commencement of alert level 3 of the Risk Adjusted Strategy from 1 June, sittings and committee meetings continued via Microsoft Teams. Notwithstanding this, procedures were also put in place that provided for presiding officers who wished to convene their meetings in person or for their committee to go on an oversight visit. This process involved the presiding officer completing an "Expression of intention to conduct operations of WCPP in person" form with reasons and details pertaining to the meeting, as well as indicating what measures would be put in place with regard to sanitation, transport, health and safety and social distancing. Once the information was received, the WCPP's Compliance Officer assessed the risks and mitigation plans to determine whether the COVID-19 OHS Regulations were complied with in order to prevent Members and employees of being at risk of contracting COVID-19 on these visits.

Due to the provision of personal protective equipment to Members, as well as the provision of a one-off allowance to political parties to enable them to provide support during officially declared national and provincial disasters, the work of Members in their constituencies could therefore continue uninterrupted.

During the lockdown period regular interaction took place between the Chief Whips and Leaders of political parties; the Office of the Speaker and the Office of the Secretary to ensure that measures are continually adjusted to ensure that the work of Parliament is not interrupted.

In terms of the administration of the WCPP, the biggest shift in services has been the establishment of work-from-home protocols, remote access to the WCPP network and the process of enabling a "virtual parliament".

In order to ensure the health and well-being of Members and employees a COVID-19 Action Plan, which contained measures that would combat the spread of the virus, was communicated to employees by email on 16 March and further discussed at an information session on

18 March. Employees were also allowed to raise any concerns in the information session after which the plan was updated to address the concerns. The plan made provision for non-essential employees to work from home from 23 March to 20 April. It also provided for on-site rotated and/or staggered duties between more than one employee, as well as the availability of a driver for employees who were required to be at the office and who would normally make use of public transport.

Following the announcement of the national lockdown, which commenced on 26 March, the WCPP communicated that all employees were required to work from home on a task-based approach and that directors and managers would be in regular contact to identify, monitor and report on the deliverables for each employee, section and directorate.

On 6 April the WCPP also communicated COVID-19 procedures and protocols, in which specific guidance were provided for employees who had travelled internationally, who had been diagnosed with COVID-19, whose family member(s) had contracted COVID-19, whose children younger than 18 were at home as a result of school and day-care facility closures and who were at risk of COVID-19 due to underlying medical conditions. The communication also included details pertaining to the closure of the WCPP offices during and outside of a lockdown period, about work-from-home arrangements and communication stipulations regarding COVID-19 infections and their close contacts at the WCPP. Employees were also informed that, should they contract COVID-19 in the normal course of their work responsibilities, their cases would be treated under the stipulations of the Compensation for Occupational Injuries and Diseases Act (COIDA).

Following the announcement on 24 May that South Africa would be moving to alert level 3 with effect from 1 June, a Return to Work Plan was finalised and communicated to Members and employees on 29 May. This plan outlined the following on-site resource requirements for the WCPP for each level of the Risk Adjusted Strategy and was developed in consultation with the union, the COVID-19 Task Team, an expert medical professional and the Office of the Speaker.

Alert Level	Maximum % of employees at the office
Level 5	0
Level 4	0
Level 3	36,26%
Level 2	41%
Level 1	59%

This plan continued to be in place for the period of this report and was implemented successfully with minimum challenges. A Working from Home Policy, as well as a Cellular Phone and Mobile Internet Policy, was developed and approved to assist employees with off-site service delivery. The WCPP also procured personal protective equipment, which included sanitisers and cloth masks as well as distributed virtual health and safety training/awareness videos to employees via the WCPP internal communication to ensure the health and safety of employees. Employees who have medical conditions that are classified as comorbidities for the COVID-19 virus were required to complete a Disclosure form and submit to via their Manager to the Human Resources section so that the appropriate working protocols could be put in place.

The Section: Information Technology and Digital Services was instrumental in establishing a safe platform for piloting, training and conducting virtual parliamentary sittings and meetings. VPN access ensured that all governance, infrastructure, compliance and cyber security matters were performed remotely or from the office, where required. VPN access also ensured that payments could be processed off-site and therefore this function remained interrupted during the lockdown period. All financial management functions continued as normal.

The 2019/20 audit year was very challenging as most of the audit took place during the national lockdown. Despite this situation, the WCPP was still able to comply with requests from the auditors for information and/or documentation and achieve a clean audit outcome for the ninth consecutive year.

In the Knowledge Management space, after initial access challenges at the beginning of the lockdown period, Members and employees were able to access NewsBank (newspaper and research platform), as well as JStor (digital library for academic journals and books), fully. Research and translation services were also performed off-site in the early lockdown period to ensure that services continued uninterrupted.

WCPP saw an increase in its social media platforms due to the messaging relating to the COVID-19 pandemic. All committee meetings, all sittings of the House and a few special events were live-streamed on YouTube. Through the establishment of a WhatsApp groups, Members and employees were kept abreast of the latest information relating to the WCPP as well as the COVID-19 pandemic. They were able to utilise the information for their own use as well as sharing with contacts and constituents.

In terms of Public education, the WCPP amended its traditional manner of facilitating public education initiatives and have phased in virtual educational initiatives. The WCPP also held a two-hour youth dialogue on 20 November in hybrid form with young people in the Cape metropolitan area, of which some attended in the Chamber, observing health protocols and the other participating virtually.

In December, while on Risk Adjusted Level 1, hospitals were struggling to cope due to a resurgence of COVID-19 cases, South Africa was placed under an adjusted level 3 lockdown. As Speaker, Masizole Mngqasela, remained concerned about the rise in positive COVID-19 cases that were reported in the Western Cape and after engaging with the relevant stakeholders, he resolved that the offices of the WCPP be closed from 7 December until 3 January 2021.

III. OPENING OF THE WCPP

(1) *State of Province Address*

The WCPP successfully hosted the 2020 official opening and the State of the Province Address (SOPA) on 20 February at the Rocklands Civic Centre, Mitchells Plain. The event was attended by approximately 470 guests, including representatives of the Cape Town consular corps, municipal speakers and mayors, faith leaders, Chapter 9 institutions and public entities, VIPs, community stakeholders and political party guests. 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 attended the lunch, which was held at the Orion Church International, also in Mitchells Plain.

This was the first time in the history of the WCPP that the opening and SOPA was held at a remote location. It was also only the second time in the history of the institution that a full sitting of the House was held in a remote location.

While every effort was put into the planning of the event, some aspects could be improved upon and the event served as a good learning opportunity. Fortunately, the overwhelming response from guests and Members has been very positive.

(2) ***SOPA debate and reply of the Premier***

The debate on the SOPA and the reply of the Premier took place on 21 February also at the Rocklands Civic Centre in Mitchells Plain. The event was attended by approximately 350 guests, including political party guests, community stakeholders and members of the public. Again the official proceedings progressed according to the schedule and the debate and reply took place without upset or delay.

IV. PARTY REPRESENTATION, SPEAKER, DEPUTY SPEAKER, PROVINCIAL CABINET, WHIPPERY AND MEMBERS

(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	MEMBER
Premier	Mr AR Winde
Minister of Transport and Public Works	Mr BS Madikizela
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
Mr R D MacKenzie	Democratic Alliance	Whip
Ms W F Philander	Democratic Alliance	Whip
MS PZ Lekker	African National Congress	Chief Whip of 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; 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 B N Herron

African Christian Democratic Party:

Mr FC Christians

Freedom Front Plus:

Mr PJ Marais

Al Jama-ah:

Mr G Brinkhuis

V. PROCEDURAL AND RELATED MATTERS

(1) **Plenary Support**

During the period under review, the House met for 29 plenaries, which represented 92 hours and 56 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 74 resolutions.

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

PLENARY ACTIVITIES	
Interpellations debated	35
Questions for oral reply processed	159
Questions for written reply processed	508
Speaker's debates	1
Opportunities for questions to the Premier without notice	6
Subjects for discussion debated	4
Matters of urgent public importance debated	none
Order Papers	29
Minutes of Proceedings	29
Draft resolution	1
Published Announcements, Tablings and Committee Reports (ATCs)	118
Bills introduced	7

(2) **Rules Committee**

The Rules Committee is established in terms of Standing Rule 96 and consists of the Speaker, Deputy Speaker, M M Wenger, D G Mitchell, L M Maseko, R D Mackenzie, P Z Lekker, M K Sayed, N Makamba-Botya and B N Herron (with the latter parties to decide among themselves on the representative on an annual rotational basis in order of electoral support achieved during the past general elections).

On 10 July the Rules Committee had a briefing session by the Section: Legal Services on the following:

- Legislature Sector Bill;
- Financial Management of Parliament and Provincial Legislatures Act; and
- Sector memorandum of understanding (MOU) (collaboration within the sector).

The purpose for this meeting was to receive a briefing from the WCPP's Section: Legal Services regarding these matters and thereafter, Rules Committee members were expected to engage with their party members on the contents of the briefing in order for the Rules Committee to resolve a formal position on the agenda items when it convenes next.

In the period under review the Rules Committee met on three occasions, namely on 10 July, 4 December, and a special Rules Committee meeting was held on 12 August to get a briefing on the Money Bills procedure process.

The following members were appointed to serve on the subcommittee: Mr D G Mitchell, Deputy Chief Whip of Majority Party, as convenor, Ms M M Wenger, Ms D M Baartman, Ms P Z Lekker, and Ms N Makamba-Botya.

A lot of work during the period from March to December went into the review of the Standing Rules. The administration was actively involved with this process and circulated proposals to the subcommittee. The final draft of proposals was distributed by the Speaker to the Rules Committee on 4 December and was approved by the Rules Committee.

In the period under review the subcommittee met on four occasions, namely on 7 March, 19 June, 28 July and 18 September.

(a) ***Subcommittee on Physical Infrastructure and Internal Related Arrangements***

The subcommittee did not meet during the period under review.

(b) ***Subcommittee on Sexual Harassment Policy and Leave of Absence for Members***

The subcommittee did not meet during the period under review.

(3) ***Programming Authority***

The Programming Authority is established in terms of Standing Rule 121 and consists of members nominated by parties in accordance with a formula determined by the Rules Committee.

The membership of the Programming Authority would therefore be: DA – 6, ANC – 2, EFF - 1 and one further member for the other smaller parties jointly on an annual rotational basis.

During the period under review the Programme Authority held 21 meetings.

(4) ***Chairpersons' Forum***

The Chairpersons' Forum met on 27 February where matters affecting portfolio committees generally were discussed. Presentations were made on the budget split among committees, as well as on the status of the budget spending patterns of committees, on catering for committees, on preparations for the annual reporting process and on international travel. A presentation was also made by the Western Cape Public Service Commissioner on how the WCPP committees could utilise the Public Service Commission more effectively.

A total budget of R2,191 million was available for committee activities until the end of the financial year. Budgets for committees were agreed to as follows: R107 230,77 for each portfolio committee, R50 000 for the Parliamentary Oversight Committee and R50 000 jointly for the Rules Committee, Chairpersons' Forum, Conduct Committee and the Programming Authority. An amount of R697 000 was kept as a reserve for over expenditure or unforeseen expenditure by committees, but primarily as the budget for international study visits.

(5) ***Executive Committee***

The Executive Committee (Exco), consisting of the Speaker, Deputy Speaker, Secretary, Head of the Office of the Speaker, Adviser in the Office of the Speaker, and administratively assisted by the Manager in the Office of the Secretary, met regularly during the period under review. This is the primary forum for interaction between the Speaker and the Secretary on day-to-day managerial and policy matters affecting the institution.

(6) ***Temporary presiding officers***

The following members were appointed in accordance with Standing Rule 24 as temporary presiding officers: Ms L M Maseko, Mr A P van der Westhuizen, Ms W F Philander, Mr L L Mvimbi, Ms N G Baku Baku-Vos and Ms N Makamba-Botya.

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

None during the period under review.

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

None during the period under review.

(9) ***Memorandum of understanding with the Public Protector***

Discussions were held with the office of the Public Protector, at its requested, to consider the possibility of the two entities agreeing to a memorandum of understanding between them. At the end of the period under review such a memorandum of understanding had not yet been finalised.

(10) ***Memorandum of understanding with the South African Local Government Association (SALGA)***

A draft memorandum of understanding with SALGA was prepared during 2019, but as at the end of December the document had not been finalised or signed by the parties.

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

A Women's Parliament was held at National Parliament on 28 August. The WCPP's delegates were: DA: Wendy Philander (Speaker), Lorraine Botha, Matlhodi Maseko and ANC: Gladys Bakubaku-Vos. One of the delegates (Wendy Philander) delivered a five-minute address on behalf of the WCPP.

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

On 20 October the Minister of Finance, Economic Development and Tourism, Minister D J Maynier, tabled the Provincial Economic Review and Outlook (PERO) and the Municipal Economic Review and Outlook (MERO).

(13) ***Procedural Hub***

The Secretary initiated the formalisation of the Procedural Hub. Although the Procedural Hub was established on 1 November 2019, the terms of reference were approved by the Secretary, Romeo Adams, on 25 February. During the period of review the Procedural Hub consisted of the Secretary (ex officio as chairperson), the Deputy Secretary, the Procedural Adviser in the Speaker's Office, all plenary procedural staff, the Manager: Committees, senior parliamentary officers, the NCOP Liaison Officer and the legal advisers. No quorum requirements applied for meetings as there might be urgent meetings or meetings at short notice with the resultant possible unavailability of some members due to office exigencies.

The Secretary may, as the need arises, involve other staff members in support of the activities of the Hub and he may obtain the services, through normal supply chain procedures, of outside experts to advise on a particular procedural matter. All requests for matters to be referred to the Procedural Hub for discussion, irrespective of their origin, were coordinated by the Secretary or an official designated by him.

The main aims of the of the Procedural Hub are to agree on the guidance or advice to be given to the presiding officers on procedural matters relating to the business of the House or committees by deliberating on matters referred to it and to serve as a forum for training and empowering of its members through the discussion of topical matters relating to parliamentary procedures. It also serves as a meeting point for various functions in the WCPP where ideas can be shared and problems can be solved from a cross-disciplinary perspective.

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

DATE	AGENDA ITEMS
31 January	Opening of the WCPP and the Premier's State of the Province Address (SOPA) in Rocklands, Mitchells Plain, off-site – all angles and/or implications in terms of the National Key Point Act, Standing Rules, procedures, etc.
28 February	The preparation phases of the law-making process (introduction, proofreading and publication of a Bill) and more specifically the impact of Standing Rules 171–173 on our administrative process The interpretation or application of Rule 89(1)
22 June	Proposals for review of the current Standing Rules
16 July	Finalise input: Standing Rules to be reviewed
30 September	Non-commencement of the Petitions Act WCPP's process of dealing with Consolidation Bills Amendment of Money Bills
30 October	Finalising the proposal for Rules Review (including Consolidation Bills Rule 193 and 194 and Petitions)

VI. NATIONAL COUNCIL OF PROVINCES (NCOP)-RELATED ACTIVITIES

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

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

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

In the period under review four joint sittings of the National Assembly and the National Council of Provinces were held in the Chamber of the National Assembly and these meetings were attended by special delegates from the WCPP, three from the Democratic Alliance (DA) and one from the African National Congress (ANC). The joint sittings included a sitting on the President's State of the Nation Address (SONA) and a sitting on gender-based violence, which was addressed by the President.

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

Special delegates and Provincial Ministers participated in the NCOP debates and on the budget votes during the period reviewed, as follows:

POLICY VOTES	MINISTER/DEPUTY MINISTER ATTENDING	WC MEMBERS ATTENDING
Questions to Cluster 2A: Social Services - Sports, Arts and Culture - Health	5 November	Hon Reagen Allen Hon Wendy Philander
Questions to Cluster 2B: Social Services - Basic Education - Higher Education, Science and Innovation	10 November	Hon Lorraine Botha
Questions to Cluster 2C (Human Settlements, Water and Sanitation and Social Development)	12 November	Hon Matlhodi Maseko Hon Gillion Bosman Hon Bakubaku-Vos
Debate on the Division of Revenue Second Amendment Bill [B 24–2020] (s76) Consideration of the Division of Revenue Second Amendment Bill [B 24–2020] (s76)	26 November	Hon Ricardo MacKenzie
Consideration of the Taxation Laws Amendment Bill [B 27B–2020] Consideration of the Tax Administration Laws Amendment Bill [B 28–2020] Consideration of the Rates and Monetary Amendment Bill [B 26B–2020]	8 December	Hon Daylin Mitchell

(5) **NCOP Provincial Visit Week (27–30 October)**

The theme for the week-long programme was Ensuring Capable and Financially Sound Municipalities and the visit focused on the municipality of Kannaland. Permanent delegates of the National Council of Provinces and members from Clusters B of the WCPP jointly participated. At the end of the period under review the report on the visit had been debated in the NCOP on 19 November.

(6) **Men's Parliament (19–20 November)**

The NCOP hosted a Men's Parliament, which was attended by Honourable Reagen Allen and Honourable Patrick Marran.

VII. SECTOR-RELATED MATTERS

(1) *Composition of Speakers' Forum*

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

Speakers

National Assembly	Ms Thandi Modise
NCOP (Chairperson)	Mr Nkosiyakhe Masondo
Western Cape Provincial Parliament	Mr Masizole Mngqasela
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
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 Mkhathshwa
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 Speakers' Forum met as follows:

14 April;
23 September;
2 December; 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 Lerule-Ramakhanya	Speaker: Limpopo Provincial Legislature

Mr M Mngasela	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 B Shiba	Speaker: Mpumalanga Provincial Legislature
Ms B Schäfer	Deputy Speaker: Western Cape Provincial Parliament
Mr M Ndobe	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 Assembly	Ms B Tyawa (Acting)
National Council of Provinces	Adv ME Phindela
Western Cape Provincial Parliament	Mr R Adams
Gauteng Provincial Legislature	Mr P Skosana
Free State Provincial Legislature	Mr L Mofokeng (contract ended November)
KwaZulu-Natal Provincial Legislature	Ms N Naidoo
Limpopo Provincial Legislature	Mr S Mothoa
North West Provincial Legislature	Mr O Mosiane
Mpumalanga Provincial Legislature	Mr L Mwale (contract ended November)
Eastern Cape Provincial Legislature	Mr V Mapolisa (contract ended November)
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:

- (i) Cluster 1: Strategy and Governance
- (ii) Cluster 2: Core Business
- (iii) Cluster 3: Sector and International Coordination and Engagement
- (iv) Cluster 4: Capacity Development and Knowledge Management

VIII. OFFICE OF THE SPEAKER (INCLUDING OFFICE OF THE DEPUTY SPEAKER)

(1) ***General***

The outbreak of the COVID-19 pandemic and the subsequent declared national state of disaster during 2020 have had a great impact on the traditional operations of the WCPP and will continue to do so in the foreseeable future. As always, the safety of Members, staff and stakeholders was of paramount importance, while continuing to deliver on the constitutional mandate of the WCPP also remained important. The pandemic required swift action from the Executive Authority and the support structures in the administration. Prior to the lockdown,

the administration already provided concessions to staff who were travelling by public transport and those with comorbidities. Employees in these categories were allowed to work from home.

The sudden and rapid spread of COVID-19 had a major impact on the operations of the WCPP. New procedures and directives were issued by the Speaker to enable the House and the committees to hold sittings and meetings by electronic means.

The continued impact of the disease necessitated further discussions on planning for future targets and the overall implementation of the approved strategy. Processes took place to review the targets on which the COVID-19 pandemic had an impact during the 2020/21 financial year. This review was tabled during November. Discussions are still ongoing in respect of inter- and/or intra-parliamentary and stakeholder relations and conducive and enabling facilities.

The Annual Performance Plan (APP) details the interventions required to mitigate the risks brought about by the “new normal” while, at the same time, we continue to deliver on our commitment to be the leading regional legislature in terms of delivering on our mandate. The core functions of law-making, public engagement and education and oversight of the executive will remain priority areas going forward. Big strides have already been made during the first year of the sixth parliament to enhance our ability in the above respects and we shall continue to focus our attention to enhance further our ability to deliver on our mandate.

The Office of the Speaker, in conjunction with key role players, will continue to explore innovative means for the WCPP not only to maintain delivery on its mandate but also to embrace the new normal to enhance further the capability to function as an agile and relevant legislative institution going forward.

(2) ***Staffing***

The staffing in the Office of the Speaker is made up of the following positions:

Office of the Speaker: Head of Office, a Personal Assistant for both the Speaker and the Deputy Speaker, Adviser to the Office of the Speaker, Stakeholder Engagement Officer and a Registry Clerk.

The appointments of these staff members are on contract, which are linked to the tenure of the Speaker or the Deputy Speaker.

(3) ***Presiding Officers' Manual***

Although considerable work went into the process of drafting this manual, which is largely based on the prescripts of the Provincial Ministerial Handbook, it will only cover the benefits applicable to the Speaker and the Deputy Speaker.

As at the end of this reporting period, the draft version of the Presiding Officers' Manual has not been finalised and adopted yet.

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

This multi-party forum, which consists of the leaders of all the parties represented in the House, was established to discuss matters of common concern and to share experiences on a non-party political basis. The forum met as follows during 2020:

20 January 2020: Emergency meeting regarding SOPA 2020

17 March 2020: Emergency meeting regarding COVID-19 pandemic

21 May 2020: Forum meeting

31 August 2020: Forum meeting

IX. COMMITTEES

(1) *Chairpersons' Forum*

The Chairpersons' Forum, chaired by the Deputy Speaker in her capacity as chairperson of the chairpersons of committees ("chair of chairs"), met on 27 March to discuss matters affecting portfolio committees generally. Presentations were made on the budget split among the committees, as well as the status of the budget spending patterns of the committees, catering for committees, preparations for the annual reporting process and international travel.

A total budget of R2,191 million was available for committee activities until the end of the financial year. Budgets for committees were agreed to as follows: R107 230,77 for each portfolio committee; R50 000,00 for the Parliamentary Oversight Committee; and R50 000,00 jointly for the Rules Committee, Chairpersons' Forum, Conduct Committee, Disciplinary Committee and Programming Authority. An amount of R697 000,00 was kept as a reserve for over expenditure or unforeseen expenditure by the committees, but primarily as the budget for international study visits.

The Forum was also briefed on the how the WCPP committees could utilise the Public Service Commission more effectively.

(2) *Constitution of committees*

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 were 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 and Al Jama-ah. In the event that neither of the smaller parties was able to take up a seat, the seat was defaulted to the ANC.

Members were appointed to the various committees as indicated below as at the end of September. The respective changes of membership during 2020 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 Mitchell, DG Maseko, LM Mackenzie, RD	Lekker, PZ Sayed, MK	Makamba-Botya, N	Herron, BN

DA (6)	ANC (2)	EFF (1)	GOOD (1)
Alternate Members America, D Philander, WF Baartman, DM	Alternate Member Dugmore, CM	Alternate Member Xego, M	

Programme Authority

Members: 10

DA (6)	ANC (2)	EFF (1)	ACDP (1)
Wenger, MM (C) Mitchell, DG 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, LN (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 Member Dugmore, CM	Xego, M Alternate Member 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	Windvogel, R Alternate Members Lili, A	Xego, M Alternate Member Makamba-Botya, N

DA (3)	ANC (1)	EFF (1)
Mackenzie, RD Wenger, MM	BakuBaku-Vos, NG	

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 Member 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, AL JAMA-AH
Allen, RI (C) Bosman, G Botha, LJ Alternate Members Mackenzie, RD Philander, WF Van der Westhuizen, AP	<u>Community Safety</u> Kama, M <u>Cultural Affairs and Sport</u> Bans, AP Alternate Members <u>Community Safety</u> Lili, A Lekker, PZ <u>Cultural Affairs and Sport</u> Kama, M Windvogel, R	<u>Cultural Affairs and Sport</u> Marais, PJ	 Alternate Member <u>Cultural Affairs and Sport</u> 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 Alternate Members Baartman, DM Maseko, LM Mitchell, DG	Dugmore, CM Alternate Member Lekker, PZ	Xego, M Alternate Member Makamba-Botya, N

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) Wenger, MM Alternate Members Allen, RI Botha, LJ Maseko, LM	Lekker, PZ Alternate Members Dugmore, CM	Brinkhuis, G (AL JAMA-AH) Alternate Member 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 Member 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, L Maseko LM, Mackenzie, RD	Dugmore, CM Lekker, PZ Windvogel, R Alternate Member Sayed, MK Smith, D Nkondlo, ND	Christians, FC (ACDP) Marais, PJ (FF Plus) Herron, BN (GOOD) Xego, M (EFF)

Standing Committee on Human Settlements

Members: 5

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

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

Certain changes to membership of Members on committees were effected as follows:

COVID-19 Ad-hoc Committee:

The members appointed to serve on this Committee was effected with effect from 5 March as announced in the *Announcements, Tablings and Committee Reports* (ATC 23 of 2020, dated 16 April 2020).

Programming Authority:

Mr FC Christians, who replaced Mr BN Herron, was appointed as a member as announced in the *Announcements, Tablings and Committee Reports* (ATC 36 of 2020, dated 29 May 2020).

(4) ***Committee Support***

The Section: Committee Support has continued to produce work in line with its Standard Operating Procedures and supporting members of standing committees to achieve better their constitutional role of overseeing the provincial executive and its departments and public entities, as well as of holding them accountable.

Despite the unexpected advent of the COVID-19 pandemic and the disruption it had on our planned parliamentary and committee programmes, the adjustment to the disruptions allowed the Section to strive to still provide the professional procedural and administrative support to Members and committees for the achievement of its plans and the effective and smooth running of its constitutional mandated functions.

The Section: Committee Support quite swiftly and efficiently adapted to the COVID-19 protocols and regulations, which soon become the normal satisfactory means of providing the necessary support to ensure the smooth running of meetings and programmes.

(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*	223
Number of public hearings held	67
Number of oversight visits undertaken	28
Number of cluster visits undertaken	1
Number of international visits undertaken	0
Number of international conferences attended	0

* The number of committee activities recorded includes all the categories of committee activities, such as briefings by departments, public hearings, 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***

The Committee's activities during the period under review included the following:

- Members from both portfolios formed part of the Cluster Visit Week to the West Coast District Municipality.

Community Safety Portfolio:

- The Committee held a meeting to engage with the Department of Community Safety, the Mitchells Plain community police forums and the neighbourhood watches in Mitchells Plain.
- The Committee engaged with the Western Cape Police Ombudsman (WCPO) on two key investigative WCPO reports: The SAPS Victim Empowerment Programme and the SAPS Prisoner Transport.

Cultural Affairs and Sport:

- The Committee conducted an oversight visit to the Waves for Change (W4C) organisation. The W4C uses surf therapy to help young people from traumatised communities.
- The Committee was briefed by the respective national departments on the Customary Initiation Bill [B 7B–2018] and the Recognition of Customary Marriages Amendment Bill [B 12–2019]. Subsequently the Committee held virtual public hearings and a hybrid virtual meeting, coordinated in Beaufort West, to draft its negotiating mandates for these Bills.
- The Committee Considered final mandates on the Customary Initiation Bill [B 7B–2018] and [B 7D–2018] and the Recognition of Customary Marriages Amendment Bill [B 12–2019].
- The Committee deliberated on Vote 13: Cultural Affairs and Sport in the Schedule to the Western Cape Second Adjustments Appropriation Bill of 2020. The Committee considered and adopted the committee report on the Vote 13 deliberations.
- The Committee also deliberated on the 2019/20 annual reports of the Department of Cultural Affairs and Sport, the Department of Community Safety and entities, namely Heritage Western Cape, the Western Cape Cultural Commission, the Western Cape Liquor Authority and the Western Cape Language Committee.

(ii) ***Standing Committee on Education***

At its first meeting on 4 June, Ms L J Botha was elected as Chairperson.

The Committee's activities during the period under review included the following:

- In January the Standing Committee conducted its own visit week to the Eden District. During this visit week the Committee visited the following schools in the region: Plettenbergbaai Sekondêre Skool, Sunridge Primary School, Thembelitsha Primary School, Percy Mdala High School, Van Kervel Spesiale Skool (Special Needs School), Thembaletu Primary School, Park Laerskool Mosselbaai, and Hillcrest Sekondêre Skool. As part of this visit week programme the Department of Basic Education and the Western Cape Education Department also briefed the Committee on Comprehensive Sexuality Education as part of Life Skills Education.
- In February the Committee reviewed the 2019 National Senior Certificate (NSC) results, the 2019 pass rate in the Western Cape, school readiness for 2020, and received an update on unplaced learners for 2020. Furthermore, the Committee conducted an oversight visit to the Walking Bus Project to the Springdale Primary School in Mitchells Plain. The Committee was part of the Social Cluster Visit Week to the West Coast region, where the Cluster visited the Riebeeck Valley Special Needs School in Riebeeck West and the Velddrif High School in Velddrif. The Committee also deliberated on Vote 5: Education in the Schedule to the Western Cape Appropriation Bill [B 3–2020].

- In May the committee was briefed by the Western Cape Education Department on absenteeism and the sick leave rate or patterns of teachers at schools and the learner: teacher ratio at schools in the province. Furthermore, the Western Cape Education Department briefed the Committee on the Norms and Standards funding for schools in the province.
- In June the Western Cape Education Department briefed the Committee on its quarterly performance reports for the period July 2019 to March. The Department of Basic Education and the Western Cape Education Department (WCED) briefed the Committee on the quintile system of schools in the country and in the Western Cape.
- In July the Committee deliberated and adopted Vote 5: Education in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill (2020/21 Financial Year) [B 4–2020]. In September the Committee was briefed by the Premier of the Western Cape and the Minister of Education on the Public Service Commission's Investigative Report on the Superintendent-General (Head of Education) of the Western Cape Education Department (WCED).
- From 28 September to 2 October the Standing Committee on Education conducted its own visit week to the Central Karoo and the Eden District. During this visit week the Committee visited the following schools in the region: Murraysburg Hoërskool, Murraysburg Primary School, Mandlenkosi Secondary School, Sentraal Hoërskool, AH Barnard Primêre Skool, George Fredericks Primêre Skool, Merweville Primêre Skool, Hillcrest High School, and Melkhoutfontein Primêre Skool.
- In October the Committee was briefed by the Department of Transport and Public Works on the infrastructure of schools in the province.
- In November the Committee deliberated on Vote 5: Education in the Schedule to the Western Cape Second Adjustments Appropriation Bill [B 7–2020].
- In December the Committee deliberated on the Annual Report of the Western Cape Education Department for the 2019/2020 financial year.

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

The Committee's activities during the period under review included the following:

- The Committee embarked on two oversight visits and participated in the Cluster B visit to the Karoo. In addition, the Committee considered subordinate legislation relating to threatened or protected terrestrial fish species and freshwater species made in terms of the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004), and provided the Select Committee at the NCOP with valuable input. The Committee also deliberated on Vote 9: Environmental Affairs and Development Planning in the Schedule to the Western Cape Appropriation Bill [B 3–2020] and Vote 11: Agriculture in the Schedule to the Western Cape Appropriation Bill [B 3–2020].
- Due to the COVID-19 pandemic, the Committee conducted its business by way of virtual meetings on Microsoft Teams. The Committee's focus for the first quarter of the financial year was on CapeNature, with specific reference to the current state of affairs at the nature reserves and the impact of the lockdown on its activities and revenue generation. The Department of Agriculture and Casidra briefed the Committee on its five-year Strategic Plan (2020–2025), with specific reference to strategic frameworks and planned performance over the five-year period and the results-based management approach. The Committee also attended two virtual meetings of the Select Committee on Land Reform, the Environment, Minerals and Energy (NCOP) where it, together with

all provinces, received a briefing on the National Forests Amendment Bill [B 11B–2016] (NCOP) and the National Environmental Management Laws Amendment Bill [B 14D–2017] (NCOP). Thereafter, the Committee discussed and agreed on the public participation process to be followed in respect of the aforementioned amendment bills.

- The Committee continued conducting its business by way of virtual meetings on Microsoft Teams. The Committee's focus for the second quarter of the financial year was on the National Forests Amendment Bill [B 11B–2016] (NCOP) and the National Environmental Management Laws Amendment Bill [B 14D–2017] (NCOP). A call to comment on the environmental legislation was published in various newspapers across the Western Cape and interested stakeholders were requested to submit written submissions and to indicate if they would want to make a verbal submission to the Committee. Two stakeholders responded and the Committee allowed these stakeholders to make verbal input on the legislation. The Committee concluded its negotiating mandate reports in respect of the amendment Bills during the quarter.
- The Committee received an update from the Department of Agriculture and Casidra on the Amalienstein and Waaikraal farms in respect of their viability and sustainability, as well as on the future ownership of the farms. The Committee also received a briefing on Vote 9 and on Vote 11 in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill (2020/21 Financial Year) [B 4–2020] where the origin and principles of the reduction in the adjusted estimate to assist with the pandemic were outlined.
- The Norms and Standards for the Management of Elephants in South Africa, 2019, was referred to the Committee for comment. CapeNature provided the Committee with background information pertaining to this subordinate legislation, the amendment process and the implications for the Western Cape. Notable amendments were highlighted and recommendations were made to the NCOP by the Committee.
- The Committee also conducted a successful and informative two-day visit to the Overstrand region. The purpose of the visit was to engage with industry-specific stakeholders, the national Department of the Environment, Forestry and Fisheries, the Overstrand Municipality and CapeNature on specific projects and programmes. The Committee visited Abagold Limited, the Milkwood Forest and the Kogelberg and Stony Point nature reserves.
- The Committee continued conducting its business by way of virtual meetings on MS Teams. The Committee's focus for the third quarter was on progress made with the turnaround strategies and alternative strategies planned for the Amalienstein and Waaikraal farms in order to make the farms sustainable. This information was provided by the Department of Agriculture.
- The Committee also followed up on progress made with the recruitment process for a new Chief Executive Officer for Casidra.
- The Committee continued to be concerned about the impact of the drought on the agricultural sector in the country and particularly the Western Cape, both on commercial and emerging farmers as well as on those employed in the sector. The Committee's concern was further exacerbated by the decision of the national government to declassify drought as a national disaster, despite large parts of the country continuing to suffer from the effects of the drought, and it was clear that ongoing support for farmers was desperately needed.
- To this end, the Department of Agriculture was invited to brief the Committee in this regard and to address the Committee's concerns for both stock and fruit farming in the Western Cape, with specific reference to support needed and/or requested from the national Department of Cooperative Governance and Traditional Affairs and the national Department's response to such requests. The Committee was also provided

with an agricultural outlook of the winter crop harvests. The Committee commended the Department on its management of the drought in the Western Cape.

- Vote 9: Environmental Affairs and Development Planning in the Western Cape Second Adjustments Appropriation Bill [B 7–2020] and Vote 11: Agriculture in the Western Cape Second Adjustments Appropriation Bill [B 7–2020] were the subjects of intense discussion.
- The annual reports of the Department of Environmental Affairs and Development Planning and its entity, CapeNature, as well as the annual reports of the Department of Agriculture and its entity, Casidra, for the 2019/2020 financial year were evaluated.

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

The Committee's activities during the period under review included the following:

- The Standing Committee on Local Government was part of the Cluster B oversight visit to the Central Karoo and Garden Route regions on the impact of the drought in these regions. The Cluster visit took place from 2 to 6 February. The Committee also conducted an oversight visit to the Westridge Gardens and Lentegeur Informal Trading Area (PTI) and deliberated on Vote 14: Local Government in the Schedule to the Western Cape Appropriation Bill of 2020. The Committee supported the Vote and the report was adopted.
- The first quarter started differently than usual due to COVID-19 and lockdown. Microsoft Teams was installed for members and staff and the Committee had two virtual meetings on Microsoft Teams. The Committee is currently considering the Local Government: Municipal Structures Amendment Bill [B 19B–2018] and the first meeting was a briefing by the Department of Cooperative Governance and Traditional Affairs on the Bill. The Committee concluded the first quarter with a briefing by the Department on its Fourth Quarter Performance Report.
- The second quarter continued with various COVID-19 restrictions in place and the Committee conducted five meetings on Microsoft Teams during this quarter. The Committee's first meeting in the second quarter was a briefing by the Auditor-General on the 2018/19 Audit Outcomes of Municipalities in the Western Cape followed by a discussion with the Department of Local Government and the Provincial Treasury on corrective measures at underperforming municipalities.
- Due to the COVID-19 pandemic an adjusted appropriation was introduced and the Committee deliberated on Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill [B 4–2020] and considered and adopted the committee report on Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill [B 4–2020]. The Committee concluded its public participation process on the Local Government: Municipal Structures Amendment Bill [B19B–2018] and adopted the Negotiating Mandate Report on 15 September.
- During this quarter various COVID-19 restrictions were lifted and the Committee conducted five meetings on MS Teams, performed one oversight visit to the Kannaland Municipality and was part of the NCOP Provincial Visit Week to the same Municipality. The Committee's first meeting in this quarter was a status report of all the forensic investigations of the Special Investigating Unit at municipalities in the Western Cape. The Department of Local Government also briefed the Committee on the state of readiness of Disaster Management in view of the upcoming fire season.
- The Standing Committee on Local Government embarked on an oversight visit to the Kannaland Municipality on 28 October and was briefed on the Deep Borehole Project and the Ladismith Thusong Centre after which the delegation embarked on a visit to the

Deep Borehole site and a tour of the Ladismith Thusong Centre. The Committee concluded its NCOP section 76 legislative process on the Local Government: Municipal Structures Amendment Bill [B 19D–2018] and adopted the Final Mandate Report on 13 November.

- The Committee deliberated on Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2020] and considered and adopted the committee report on Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2020]. The Committee concluded its programme with the deliberation on the Annual Report of the Department of Local Government for the 2019/20 financial year.

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

The Committee's activities during the period under review included the following:

- During the fourth quarter the Standing Committee on Transport and Public Works was part of the Cluster B oversight visit week to the Central Karoo and Garden Route region to look at the impact of the drought on these regions. The Committee also conducted an oversight visit to the Mitchells Plain Train Station where the Committee met with Mr R Maseko, Acting Chief Executive Officer of Metrorail, and deliberated on Vote 10: Transport and Public Works in the Schedule to the Western Cape Appropriation Bill of 2020. The Committee supported the Vote and the report was adopted.
- The first quarter started differently than usual due to COVID-19 and lockdown. Microsoft Teams was installed for Members and staff and the Committee had one virtual meeting on MS Teams on the Department's Fourth Quarterly Performance Report (January–March).
- The second quarter continued with various COVID-19 restrictions in place and the Committee conducted four meetings on MS Teams during this quarter. The Committee's first meeting in the second quarter was a briefing by Mr R Maseko, Acting Regional Manager: Metrorail Cape Town, and Mr B Mpondo, Administrator: PRASA, on the status of the turnaround strategy for PRASA in the Western Cape, the procurement process for the building of the security wall, the status of a more formalised security contract to ensure the safety of commuters and PRASA property and the filling of senior positions.
- Due to COVID-19 pandemic an adjusted appropriation was introduced and the Committee deliberated on Vote 10: Transport and Public Works in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill [B 4–2020] and considered and adopted the committee report on Vote 10: Transport and Public Works. The Committee had further briefings by the Department on the current state of taxi violence in the Western Cape and the mechanisms put in place by the Department to assist the relevant role players, on its First Quarterly Performance Report (April–June) and on the Conradie Better Living Model Exemplar Project.
- During this quarter various COVID-19 restrictions were lifted and the Committee conducted four meetings on MS Teams. The Committee's first meeting in this quarter was a briefing by the Department of Transport and Public Works on the status of the George Integrated Public Transport Network, requirements for the implementation of further phases and major challenges. That was followed by a briefing on the Expanded Public Works Programme that highlighted its role, function, successes and contribution to job creation, as well as on the impact that COVID-19 had on this Programme.
- The recent attacks on and torching of Golden Arrow buses highlighted again the safety concerns for the business, workers, as well as bus commuters. The Standing Committee

invited Mr Francois Meyer, Chief Executive Officer of Golden Arrow Bus Services (GABS), to brief it on the impact of the arson attacks on the GABS, its workers and commuters; on the effect of these attacks on taxi and train services and vice versa; and on the measures that could be implemented to prevent these attacks.

- The Committee deliberated on Vote 10: Transport and Public Works in the Schedule to the Western Cape Second Adjustments Appropriation Bill of 2020 and considered and adopted the committee report on Vote 10: Transport and Public Works in the Schedule to the Western Cape Second Appropriation Bill of 2020. The Committee concluded its programme with the deliberation on the annual reports of the Department of Transport and Public Works and of Government Motor Transport for the 2019/20 financial year.

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

The Committee's activities during the period under review included the following:

- In February the Committee conducted interviews of the candidates for the position of the Western Cape Commissioner for Children.
- In March the Committee deliberated on Vote 7: Social Development in the Schedule to the Western Cape Appropriation Bill [B 3–2020].
- In May the Committee was briefed by the Department of Social Development on its quarterly performance reports for the period October to December 2019 and January to March and on its registration process, funding, monitoring and evaluation of NPOs.
- In June the Committee was briefed by the Department of Social Development on the Western Cape Laws Repeal Bill [B 5–2019].
- In June the Committee was briefed by the Department of the Premier on the current status of the Office of the Commissioner and the short-term plans of the Commissioner and the Commissioner was formally introduced to the Committee.
- In July the Committee deliberated on Vote 7: Social Development in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill [B 4–2020].
- In September the Committee was briefed by the NCOP permanent delegate and the national Department of Social Development on the Social Assistance Amendment Bill [B 8B–2019] NCOP section 76 Bill. The Committee also held public hearing on the Social Assistance Amendment Bill [B 8B–2018] (NCOP).
- In October the Committee discussed its negotiating mandate on the Social Assistance Amendment Bill [B 8B–2018] (NCOP). The Committee also considered its final mandate on the Social Assistance Amendment Bill [B 8B–2018] (NCOP) that month.
- In October the Committee discussed its negotiating mandate on the Social Assistance Amendment Bill [B 8B–2018] (NCOP). The Committee also considered its final mandate on the Social Assistance Amendment Bill [B 8B–2018] (NCOP). The Committee supported the Bill.
- Following the interviews conducted by the Committee in February for the appointment of the Western Cape Commissioner for Children and the appointment of the Commissioner by the Premier, the Committee scheduled a briefing by the Western Cape Commissioner for Children on the operations of the Western Cape Commissioner for Children and on the progress that had been made in setting up the office of the Commissioner.
- In November the Standing Committee invited the South African Social Security Agency (SASSA) to a briefing meeting in terms of section 115 of the Constitution of the Republic of South Africa, 1996, and Standing Rule 91(d) of the Western Cape Provincial Parliament Standing Rules. SASSA briefed the Committee on the extension of the

COVID-19 relief of distress grant following a request by the Committee to the national Minister of Social Development to extend the grant.

- In November the Committee deliberated on Vote 7: Social Development in the Schedule to the Western Cape Second Adjustments Appropriation Bill of 2020.
- The last meeting of the Standing Committee on Social Development in 2020 was on 10 December where the Committee deliberated on the Annual Report of the Department of Social Development.

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

The Committee's activities during the period under review included the following:

- In March the Committee deliberated and reported on Vote 6: Health in the schedule to the Western Cape Appropriation Bill [B 3–2020].
- In May the Committee was briefed by the Department of Health on its quarterly performance reports for the period October to December 2019 and January to March.
- In June the Committee was briefed by the Department of Health on TB-related cases and on the levels of children's vaccinations in the province.
- In July the Committee deliberated and reported on Vote 6: Health in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill [B 4–2020].
- On Vote 6: Health in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill [B 4–2020].
- In August the Committee was briefed by the Department of Health on the functioning of clinic committees and hospital boards in the province in accordance with the Western Cape Health Facility Boards and Committees Act, 2016 (Act 4 of 2016).
- In August the Committee was also briefed by the Department of Health on the progress made in addressing and mitigating the potential impact of the risks identified by the Audit Committee in the 2018/19 Annual Report.
- In August the Committee was briefed by the Department of Health on the safety protocols of the Tygerberg and Paarl hospital health facilities and the Tygerberg Hospital's infrastructure project (status update).
- In September the Committee conducted oversight visits to the Gouda Clinic in Drakenstein, the Worcester Emergency Medical Services (EMS) Station in Worcester, the Klipmuts Clinic in Stellenbosch, the TC Newman Community Day-care Centre in Paarl and the Red Cross Children's Hospital in Rondebosch.
- In October the Committee was briefed by the Department of Health on the safety protocols of the emergency medical services (EMS), school health and mobile health in the province.
- The Standing Committee conducted unannounced oversight visits to the health facilities on the West Coast. The Committee resolved to conduct the unannounced visits following issues raised by community members and councillors to the Committee during the Cluster A visit week in February. The Committee conducted unannounced visits to the Saldanha Clinic in Saldanha, the Hanna Coetzee Clinic in Vredenburg, the Vredenburg Hospital and the Hopefield Clinic in Hopefield. The Committee also conducted unannounced visits to the Sandy Point Clinic in St Helena Bay, the Paternoster Clinic in Paternoster and Langebaan Clinic in Langebaan. The visits were a success.

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

The Committee's activities during the period under review included the following:

- During the fourth quarter the Standing Committee on Human Settlements took part in the Cluster B oversight visit week to the Central Karoo and Garden Route region. The Committee's main focus was on the:
 - Present and future housing business plans;
 - Spatial planning and urban densification strategies that were put in place;
 - Bulk services, with specific reference to the drought; and
 - Transport systems developed for all housing projects.
- Deliberated on Vote 8: Human Settlements in the Schedule to the Western Cape Appropriation Bill of 2020 and the Western Cape Additional Adjustment Appropriation Bill of 2020. The Committee supported the Vote and the report was adopted.
- The Committee mainly focused on transitional housing and the relocation of dense communities. Further discussions were held on securing land parcels for human settlements that are located close to amenities and the use of alternative building material to fast-track residential units.
- The Committee conducted an oversight visit to the West Coast with the Ministry. The premise of the engagements was to clarify the implications of the 2020/21 budget cuts and how these cuts would influence current projects and those in the pipeline at the respective municipalities. The visit was intended to ensure that Members of the Standing Committee were continually keep abreast of developments and service delivery issues in the province. It also afforded the Committee the opportunity to interact with stakeholders in order to assess the needs and challenges they experience.
- Further meetings were held on the Fourth Quarterly Performance Report of the Department and partnership programmes.
- The Committee deliberated on Vote 8 in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill (2020/21 financial year) [B 4–2020] in which the origin and principles of the reduction on the adjusted estimates were outlined.
- The Committee focused on strategies implemented to support women and young people in construction to be included ultimately into the mainstream by encouraging private partnerships to upskill women and young people in the construction industry. The Department was encouraged to create training and awareness programmes to increase the number of women in construction and to monitor and evaluate the sessions to measure the impact of the training.
- Tech Q Development and MS 3 Property and Investment were invited to discuss challenges experienced to attract and retain women and young people in construction. Further discussions were held on creating an enabling environment to link women in rural areas with professionals who can develop and support their businesses.
- Further deliberations were held on Vote 8: Human Settlements in the Schedule to the Second Western Cape Adjustments Appropriation Bill [B 7–2020]. The Committee was able to engage with the Department on its adjusted estimates.
- Discussions will be held on the annual reports of the Department of Human Settlements and its entity, the Western Cape Rental Housing Tribunal, for the 2019/20 financial year.

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

The Committee's activities during the period under review included:

- The Committee met in February to consider the negotiating mandate on the Traditional Courts Bill [B 1B–2017] (s76) and embarked on a Cluster Visit Week to the West Coast District Municipality.
- The Committee deliberated on Vote 1: Premier in the Schedule to the Western Cape Appropriation Bill of 2020 in March.
- The Committee had two joint meetings in June:
 - The Standing Committee, along with the Standing Committee on Community Safety, received an update by the Department of the Premier and the Department of Community Safety on the Western Cape Safety Strategy Plan.
 - The Department of the Premier briefed the Standing Committee and the Standing Committee on Social Development on the current status of the Office of the Commissioner and short-term plans of the Commissioner. The Western Cape Commissioner for Children was introduced to the committees at this meeting too.
- In July the Committee held a public hearing, deliberated on and adopted Vote 1: Premier in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill (2020/21 Financial Year) [B 4–2020].
- The Committee was briefed on the 2020/21 First Quarter Performance Report in August 2020. The Committee was briefed by the Department of the Premier and Nexus Forensic Services on the Lifestyle Audit Report of the Western Cape Cabinet and had a briefing by the Public Service Commission on the latest activities in the Western Cape in terms of section 196(4)(v) of the Constitution.
- In November the Committee sent their final mandate on the Traditional Courts Bill [B 1D–2017] (s76) to the NCOP.
- They also considered and supported the Western Cape Second Adjustments Appropriation Bill [B 7–2020] for Vote 1.
- In December the Committee deliberated on the 2019/20 Annual Report of the Department of the Premier.

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

The Committee's activities during the period under review included the following:

- A visit that formed part of the Service Delivery Cluster Visit Week from 2 February to 6 February. The Cluster Visit Week took place in the Central and Klein Karoo. As part of the Committee's oversight project, the Cluster visited the Oudtshoorn Airport (the Airport) to discuss the funding allocated to the Airport by the Department of Economic Development and Tourism for critical tourism air infrastructure upgrades, the flight figures for the Airport, and the flight school training programme. The Airport was identified as a key economic asset in the Oudtshoorn area, hence the need to develop and upgrade the facility.
- An engagement with local business owners at a workshop hosted by the Mitchells Plain Chamber of Commerce on 18 February took place. The Committee requested that local Mitchells Plain business owners inform the Committee of the challenges that were hindering the growth of businesses in the area. It was noted that Mitchells Plain covers 84 square kilometres of land in Cape Town, consists of over 40 suburbs, and is one of the biggest contributors to the economy in terms of retail spend, residential investment and labour provision. Mitchells Plain is also home to many small businesses and informal traders who trade alongside major retailers and provide critical employment opportunities for the members of the Mitchells Plain community.

- A visit to the Saldanha Bay Industrial Development Zone (SBIDZ) took place on 9 March to see first-hand the work that the SBIDZ-LC has undertaken over the past few years. The SBIDZ-LC gave the Committee an overview of the SBIDZ, an update on the infrastructure progress, a briefing on the Artisan Training Programme, and a brief description of legislative concerns they have experienced in the sector. The Committee was also taken on a tour of the SBIDZ where Members were shown the port land area, the Access and Security Complex and sites where SBIDZ businesses were under development. The Committee was introduced to business owners whose buildings or facilities were under construction or being renovated. The Committee also received a briefing from Transnet on the LNG infrastructure and possible LNG projects in the Western Cape.
- The Committee deliberated on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Appropriation Bill [B 3–2020] on 12 and 13 March respectively. Both votes were supported and the reports on the votes were adopted on 18 March. The Committee met with the same departments on 24 and 27 July respectively for the deliberations on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Adjustments Appropriation (COVID-19) Bill [B 4–2020]. Both votes were supported.
- Interviewing of candidates for the filling of vacancies on the Western Cape Gambling and Racing Board took place. The Committee was informed by the Provincial Treasury that there were three vacancies on the Board that had to be filled. The vacancies consisted of one current vacancy that had to be filled immediately and two vacancies that would occur in the near future. The Committee interviewed six candidates on 21 August. Following the interviews, the Committee deliberated on the candidates and recommendations were submitted to the Minister of Finance and Economic Opportunities, Mr D Maynier, on 21 August.
- Processing the Western Cape Nineteenth Gambling and Racing Amendment Bill [B 1–2020]: The Committee received a briefing on the Bill on 12 August, held a public hearing on the Bill on 9 September and deliberated on the submissions received on the Bill on 11 September. Deliberations on the Bill are still ongoing.
- The Committee received briefings on the Inequality Trends Report released by Statistics SA, the winding down of ArcelorMittal South Africa's operations in Saldanha Bay, the Kannaland Energy Project, the process the Wesgro Board undertook to determine the increase in remuneration for the Wesgro Chief Executive Officer, the Feasibility Study for the Western Cape Integrated Liquefied Natural Gas Importation and Gas-to-Power Project, and an update on datamining and dashboarding for Supply Chain Management purposes.
- Continued processing of the Western Cape Nineteenth Gambling and Racing Amendment Bill [B 1–2020]: On 7 October the Committee met with the legal adviser of the WCPP, the Provincial Treasury and the legal advisers of the Department of the Premier to discuss possible legal matters stemming from the submissions given by stakeholders during the public participation process on the Bill. The legal advisers were asked to provide the Committee with separate legal opinions on the matter. The Committee was briefed by both legal advisers; however, it was felt that the Committee was unable to determine the way forward based on the contrasting legal opinions, and the Chairperson was tasked with meeting with the Speaker of the WCPP to discuss

acquiring a possible third, external legal opinion on the matter to determine the way forward on the Bill.

- A visit to Eskom's Ankerlig Power Station in Atlantis took place on 15 October to engage Eskom on the proposed Liquefied Natural Gas (LNG) Infrastructure Project at the Station and to receive an update on the maintenance of the plant. On the same day the Committee met with the Department of Economic Development and Tourism and the Atlantis Special Economic Zone (ASEZ) to receive an update on the establishment of the ASEZ, an update on attracting investment to the Western Cape in the renewable energy sector, and a briefing on the Eskom Gas to Power Request for Proposal Process. The Committee also met ASEZ investors and companies to discuss the processes to join the ASEZ, red-tape challenges encountered, and the impact of provincial and national legislation on business operations.
- An Economic/Energy/Tourism Visit week in the George and Mossel Bay areas took place from 2 to 6 November. The Committee engaged with various stakeholders, such as the Department of Economic Development and Tourism, the Department of Trade, Industry and Competition, the George Municipality, the Mossel Bay Municipality, the George Business Chamber, the Mossel Bay Business Chamber, Eskom (Gourikwa Power Station), Total South Africa, MBHE African Power and the Airports Company South Africa (George Airport). The Committee received briefings on energy-related matters, the ease-of-doing-business within the municipalities, challenges experienced by businesses pre- and post-COVID-19, and the impact of the pandemic on tourism and business processes. The Committee also went on walkabouts of the Gourikwa Power Station and the Total SA and MBHE premises.
- The Committee deliberated on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Second Adjustment Appropriation Bill [B 7–2020] on 27 November.
- The Committee deliberated on the 2019/20 Annual Report performances of the Provincial Treasury and its entity, the Western Cape Gambling and Racing Board, on 10 December. On the same day, later that afternoon, the Committee also deliberated on the 2019/20 Annual Report performance of the Department of Economic Development and Tourism and its entities, Wesgro and the Saldanha Bay Industrial Development Zone Licencing Company SOC Ltd. The Minister of Finance and Economic Opportunities was in attendance at both meetings.

(xi) ***Public Accounts Committee***

The Committee's activities during the period under review included the following:

- The Committee met to discuss the way forward in terms of the Doornbach matter that was raised by Member B Herron.
- The Committee met with the Auditor-General of South Africa on the scope of audits on predetermined objectives to be undertaken in the Western Cape during the 2019/20 financial year and the status of the implementation of the Broad-based Black Economic Empowerment Act requirements by the departments and entities of the Western Cape Government.
- The Committee was also briefed by the Provincial Forensic Investigation Services on the two fraud and corruption cases that were opened and closed within the Department of the Premier during the 2018/19 financial year, and the cases it investigated per department and entity during the first and second quarters of the 2019/20 financial

year. Furthermore, the Committee met with the Department of Human Settlements and the Housing Development Agency on the Doornbach matter.

- The Committee received a briefing by the Western Cape Education Department on the implementation actions based on the recommendations of the Provincial Forensic Services in respect of all fraud cases. The Department of the Premier briefed the Committee on the mechanism that is in place to protect the ICT information of the departments of the Western Cape Government.
- The Saldanha Bay IDZ also engaged the Committee on its Funding Model, and its Feasibility Study Report that was undertaken during the 2018/19 financial year.
- The Committee was briefed by the Western Cape Gambling and Racing Board on the key risks identified and considered during the 2018/19 financial year, its long-term sustainability stakeholder trust plan and the terms and conditions that relate to applications of licensees of the WCGRB.
- The Western Cape Cultural Commission briefed the Committee on the mechanism that has been put in place to mitigate the risk identified that relates to the inadequate safeguarding of cultural or facilities' infrastructure.
- The Committee engaged the Provincial Treasury on the challenges in terms of the implementation of the local content requirement.
- In October the Committee met with the Department of the Premier on the roll-out of broadband in the Western Cape for the 2019/20 financial year.

(xii) **Budget Committee**

The Committee's activities during the period under review included the following:

- In March the Committee was briefed on the Western Cape Appropriations Bill [B 3–2020], the Western Cape Additional Adjustment Appropriations Bill (2019/20 Financial Year) [B 2–2020] and the 2019/20 Third Quarter Performance (Financial and Non-financial).
- In April the Committee joined the Select Committee on Appropriations on Microsoft Teams to be briefed on the Division of Revenue Bill [B 3–2020] (NCOP) by the National Treasury, the Financial and Fiscal Commission and the Parliamentary Budget Office.
- To fulfil their mandate the Committee received the briefing by National Treasury on the Division of Revenue Bill [B 3–2020] (NCOP) in May. The Committee considered any written submissions submitted (NCOP) and adopted a negotiating mandate on the Division of Revenue Bill [B 3–2020] (NCOP).
- In July the Committee was briefed by the Provincial Treasury on the Fourth Quarter Performance (Financial and Non-financial).
- The Committee also considered a final mandate report on the Division of Revenue Bill [B 3–2020] (NCOP) and the Western Cape Adjustments Appropriation (COVID-19) Bill (2020/21 Financial Year) [B 4–2020].
- In August the Committee was briefed by the Financial and Fiscal Commission on the 2021/22 submissions for the division of revenue.
- In October the Committee had a Budget Committee Workshop for all Members to engage different stakeholders with the aim to improve legislative oversight of the budgetary processes.
- The Committee dealt with legislation: the Division of Revenue Second Amendment Bill [B 24–2020] (NCOP) and the Western Cape Second Adjustments Appropriation Bill [B 7–2020].
- On 1 December all Members attended a briefing by the National Treasury and the Provincial Treasury in preparation of the 2019/20 annual report process. The Auditor-General also briefed the Committee on the 2019/20 audit outcomes in terms of the

Public Finance Management Act, 1999 (Act 1 of 1999), for the Western Cape provincial government departments and entities.

(xiii) ***Petitions Committee***

The Committee's activities during the period under review included the following:

- In July the Committee was briefed by the WCPP's Section: Public Education and Outreach on the overview of the petition submitted by Mr Barry Jacobs on land claims in Mossel Bay.
- In August the Committee was briefed by the Commission on Restitution of Land Rights: Western Cape on the petition submitted by Mr Barry Jacobs. Further to that, the Committee gave Mr Jacobs the opportunity to present his petition to the Committee at a virtual meeting.

(xiv) ***Parliamentary Oversight Committee (POC)***

The Committee's activities during the period under review included the following:

- The Committee met with the WCPP to conduct oversight over the third quarter performance and financial reports for the 2019/20 financial year.
- The Committee also met with the WCPP to consider and adopt the budget of the institution according to the Western Cape Appropriations Bill of 2020.
- The Committee met with the WCPP to conduct oversight over the fourth quarter performance and financial reports for the 2019/20 financial year.
- The Committee met with the WCPP to conduct oversight over the first quarter performance and financial reports for the 2020/21 financial year.
- The Committee met on 27 November on the approval and support of Vote 2: Western Cape Provincial Parliament in the Schedule to the Western Cape Second Adjustments Appropriation Bill [B 7–2020].
- In December the Committee deliberated on the Annual Report of the WCPP for the 2019/20 financial year.

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

The Ad-hoc Committee on COVID-19 (the Committee) was established to perform oversight over the work of the provincial executive authority as it responds to the COVID-19 pandemic, including oversight over any part of the provincial executive authority, any provincial department, any organ of state and any provincial entity involved in activities dealing with the pandemic. The Committee held its first meeting on 17 April and resolved that subsequent meetings would focus on the following themes:

- Health Department responses and preparations
- Policing, security and police brutality
- Food security
- Protection of the vulnerable
- Disaster management and local government oversight
- Economic recovery, support and livelihoods
- Transport and infrastructure
- Schooling and education
- Human settlements
- Citizen surveillance
- Intergovernmental relations and community cooperation
- Government finance and budgets

The Committee's activities during the period under review included the following:

- Meeting with each provincial department and ministry on the themes stated above. Each provincial department explained their challenges during the pandemic and the projects, processes or steps undertaken to mitigate the impact of the pandemic in their respective fields, and to assist stakeholders in the province. The Committee also met with the Premier, the Office of the Director-General, the Western Cape Department of Health and the provincial Minister of Health on multiple occasions to assess the status of the pandemic, the impact on the health system and economy, and to receive updates on the progress made with curbing the spread of the virus. The Committee also requested weekly reports from the Western Cape Department of Health, which provided information on the number of COVID-19 tests conducted, contact tracing, the occupation of hospital beds and hospital admissions and discharges, occupation of quarantine and isolation facilities, and the amount of oxygen supply and oxygen usage in the province.
- Meetings took place with national departments and entities, such as the Department of Health, the South African Police Service, the Independent Police Investigative Directorate, the Department of Small Business Development, the Department of Employment and Labour, the Unemployment Insurance Fund and the South African Social Security Agency.
- Engagements with a number of stakeholders took place as part of the Committee's three-pronged public participation process between 22 July and 14 October. The approach consisted of a citizen-engagement process, requesting further public input and hearing oral submissions from stakeholders (virtually on Microsoft Teams). In respect of citizen engagement, the first public participation process was held through a series of engagements with umbrella bodies, federations and organisations, based on the themes agreed upon (mentioned above). This process also sought to include discussions with various stakeholders outside of government so that the Committee could engage with the private sector and civil society organisations. The Committee issued invitations to umbrella bodies, formations and federations that represent voices in various sectors of the province in order to gain a broad understanding of the subject matter, the lived experiences of the pandemic and the government's management thereof. The second stage of the public participation process was a call for submissions from the public on the public's view of government's responses during the COVID-19 pandemic. This process was rolled out by means of a series of questions published on social media through infographics and an advertisement published in mainstream newspapers and community media. Interested stakeholders were encouraged to submit their comments by email address and/or as WhatsApp voice notes and messages. This stage also included deliberations on the written submissions received from approximately 17 000 stakeholders. The third stage of the public participation process was the public hearing held with civil society organisations and members of the public who expressed their willingness to address the Committee and to describe their experience of the pandemic and how it has affected their lives and those of the stakeholders they represent.
- A final committee report that captured the activities of the Committee from its inception to 24 November was adopted. The Report was titled "Report of the Ad-hoc Committee on COVID-19 on its oversight and public participation activities undertaken during the period 14 April to 24 November".

(xvi) **Cluster A Visit Week**

The standing committees forming part of Cluster A embarked on a Visit Week to the West Coast District from 10 to 14 February.

Cluster A is made up of the following committees:

- Standing Committee on Community Safety, Cultural Affairs and Sport
- Standing Committee on Social Development
- Standing Committee on Health
- Standing Committee on Education
- Standing Committee on the Premier and Constitutional Matters

The cluster visit week is a key mechanism established by the Provincial Parliament to achieve its constitutional oversight mandate in the Province. It is intended to ensure that Members of the WCPP, through its standing committees, continually keep abreast with developments and delivery issues in the province. It also affords an opportunity to undertake oversight visits and interact with communities in order to get "first-hand" information on the needs and challenges that are confronting people. The committees also visit projects that are implemented by various government departments in the province.

Cluster A committees visited the following facilities in the West Coast: Bosasa Child and Youth Care Centre in Clanwilliam, the Radie Kotze Hospital in Piketberg, the Vredendal E-centre, the Saldanha Bay Police Station, the Vredenburg Hospital, the Velddrif High School, the Diazville Primary School's MOD Programme, the Riebeeck Valley Special School and Social Development's West Coast Regional Office in Vredendal.

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

(1) ***Memorandum of understanding (MOU) with the Department of Community Safety (DOCS)***

During the period under review the DOCS provided security support at a number of external visits and public hearings, including during the NCOP Visit Week.

The DOCS was approached to assist with the provision of two Chrysalis interns to do screening and temperature reading of all staff and visitors who entered the 7 Wale Street complex. This arrangement started with the national alert level 3 lockdown measures. This services was requested as a result of and in response to the biometric system and card readers being deactivated. The WCPP had to convert to a manual system as the Visitor Management System was also deactivated.

The DOCS also commissioned a Hazard Identification and Risk Assessment (HIRA) for the building at 7 and 15 Wale Street. After two formal assessments the WCPP scored an average of 69% for the WCPP floors. Because the WCPP takes the report and its finding very serious, the HIRA findings have been incorporated in the draft APP of the Section: Serjeant-at-Arms.

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

Due to the coronavirus pandemic, the Western Cape National Key Points Commander and his team conducted a desktop evaluation of the NKP'S performance, which consisted of 20 modules. The Section: Serjeant-at-Arms has this evaluation as one of its annual performance plan targets and the section achieved a score of 98% for the year under review.

The Secretary to the WCPP approved the new Security Plan of the WCPP on 31 January. The Security Plan was adopted in the Joint Planning Committee meeting of the NKP held on the same day.

(3) ***Internal audit matters***

Notice was received for the audit of the Business Continuity Plan in October. Good progress was made in terms of the two areas that was audited in 2019, namely Security Management and Occupational Health and Safety.

In respect of the audit in relation to Security Management, emphasis was placed on holding service providers (the SA Police Service, the Department of Community Safety and the Department of Transport and Public Works) accountable through new memoranda of understanding (MOUs) and through amending existing service level agreements. Only the MOU with the SAPS remains outstanding.

(4) ***Establishment of the Integrated Safety and Security Forum (ISSF)***

The ISSF is a subforum of the Joint Planning Committee (JPC). The role players consist of 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 quarterly feedback to the JPC. The main aim is to ensure security within the precincts at 7 and 15 Wale Street. During the period under review four meetings were held, namely on 17 March, 18 May, 26 June and 21 August.

(5) ***Occupational health and safety***

The Occupational Health and Safety Committee increased its membership from 4 to 7 to respond to the impact of COVID-19. During the period under review the Occupational Health and Safety Policy was reviewed and approved on 23 March. The Serjeant-at-Arms was appointed as the 16.2 in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Occupational Health and Safety Committee was also responsible for the issuing of personal protective equipment in response to the COVID-19 pandemic.

(6) ***COVID-19***

The Serjeant-at-Arms was appointed as the chairperson of the COVID-19 task team. The composition of the task team was made up of 4 managers who represent the various directorates, as well as a representative for the Union and one team member from the Section: Stakeholder Management and Communication Services. The task team made a number of recommendations to the Secretary and issued 43 reports in the year under review. Since the start of the lockdown in March 2020, the WCPP recorded nine positive COVID-19 cases. All cases were reported to the Department of Health and the Department of Labour and Employment. All the staff members and Members of Parliament whose diagnoses had been positive have since recovered.

The WCPP also appointed a COVID-19 compliance officer in response to the pandemic. The compliance officer plays an important role in ensuring the WCPP complies with all COVID-19 regulations as issued by the Department of Health, as well as by the Department of Employment and Labour. The compliance officer liaised with the Section: Committee Support

to ensure that all external visits comply with the necessary COVID-19 requirements. An in-person engagement form was completed by the chairperson of each standing committee.

The Occupational Health and Safety (OHS) Committee was bolstered with three additional occupational health and safety representatives. The OHS Committee and the COVID-19 task team merged to ensure the fight against the pandemic, at least in the workplace, is dealt with. The OHS Committee was responsible for the procurement and the issue of the required personal protective equipment for all staff and the building. Protective screens were sourced through the Department of Transport and Public Works and was placed in all open plan offices of staff and Members of Parliament. Additional protective screens were requested for the Chamber and committee rooms.

The WCPP also requested and obtained the services of a specialist ergonomist to give input on further health and safety enhancements for the return-to-work strategy. These findings will be incorporated in the long-term future working model of the WCPP.

(7) ***SOPA 2020***

The Section: Serjeant-at-Arms played a major role in the hosting of the SOPA 2020 at the Rocklands Civic Centre in Mitchells Plain on the 20 February. The Serjeant-at-Arms was appointed as the Safety Officer for the event in terms of section 4.4(A) of the Safety at Sports and Recreational Events Act, 2010 (Act 2 of 2010).

XI. REGISTRAR OF MEMBERS' INTERESTS

(1) ***Confirmation of appointment of Registrar***

On 23 August 2018, and on a motion moved by the then Chief Whip of the majority party represented in the WCPP (Hon MGE Wiley), the House resolved on 30 August to appoint Advocate Peter Burgers as Registrar of Members' interests with effect from 1 September 2018 and for a period of two (2) years.

The WCPP has initiated processes for the recruitment and appointment of a Registrar of Members' Interests during May; however, the process was not likely to be concluded before 30 August. Further to a resolution of the House, on a motion of the Deputy Chief Whip of the Majority Party, Hon DG Mitchell, dated 27 August, Advocate Burgers' current fixed-term contract was extended for a period not exceeding three months, up until 30 November.

The recruitment process was concluded during November.

On 26 November the House took the following resolution, on a motion of the Deputy Chief Whip of the Majority Party, Hon DG Mitchell: That the appointment of Advocate P Burgers as Registrar of Members' Interests, 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, in accordance with the conditions in the advertisement, be confirmed. That the House further confirms that, in the event that Advocate Burgers does not accept the appointment or if the position of Registrar becomes vacant within six (6) months of the appointment, the recommendations of the interviewing panel be implemented.

(2) ***Conduct Committee report on its operations and the efficiency of the Code of Conduct***

The Conduct Committee held three meetings during the period ended 31 December, namely on 15 May, 14 August and 26 October.

As published in the annual committee report of the Conduct Committee for 2020, dated 25 November 2020 (see Announcements, Tablings and Committee Reports dated 1 December 2020, p 495), the Registrar reported the following:

- 41 Members submitted their disclosure forms by the deadline of 30 April;
- Two requests for access to the public part of the Registrar was received by the Registrar;
- The Committee dealt with one breach of the Code during 2020; and
- The Committee undertook to review the efficiency of the Code of Conduct and proposed amendments that were attached to the Committee report that was tabled.

XII. LEGAL MATTERS

The year 2020 was an interesting and challenging year for the Section: Legal Support (the Section), not least because of the COVID-19 pandemic, and the various novel legal issues that arose from that. From the latter part of March, the Section mostly worked from home, with all the initial uncertainty that that change brought about. The Section reported that its operations continued smoothly throughout 2020, even though the Section worked from home for a large portion of that period.

The Section advised on numerous draft agreements for various types of goods and services, advised numerous committees on Bills in accordance with section 76 of the Constitution, as well as on provincial Bills, and advised the administration and the Office of the Speaker on a wide range of matters.

For purposes of this narrative, however, the focus is on matters that were novel or of particular import or interest.

(1) ***Commissioner for Children for the Western Cape.***

The Section was closely involved with the process for the appointment of a Commissioner for Children for the Western Cape. The appointment is provided for in the Western Cape Commissioner for Children Act, 2019.

The Western Cape is the only province in South Africa with a Commissioner for Children. It is the objective of the Commissioner for Children, among other things, to protect and advance the interests of children in the province and to empower the Provincial Parliament in its oversight of provincial government departments in as much as such oversight concerns how government policies and actions affect the interests of children.

The appointment process for the appointment of a Commissioner for Children was, for the most part, novel and dynamic, and the Section advised the relevant standing committee on an ongoing basis.

(2) ***Legislative Sector Bill***

There is ongoing interest by the legislative sector in South Africa to introduce a so-called Legislative Sector Bill in Parliament. It is the objective of the Bill to establish formally a legislative sector in South Africa, which sector will impose various obligations on the

legislatures in South Africa and will, in certain respects, limit the institutional autonomy of the legislatures.

In a meeting of legal advisors working in the legislative sector in South Africa, the Section confirmed the WCPP's concern with the constitutionality of the proposed Bill and communicated particular, detailed and legally motivated objections to the relevant legislative drafters of Parliament.

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

The Section advised the Office of the Speaker on long-standing and ongoing concerns with the constitutionality of the Financial Management of Parliament and Provincial Legislatures Act, 2009, which issues also revolve, in essence, around the matter of institutional autonomy and the extent to which an Act of Parliament can provide for or regulate the internal matters of provincial legislatures.

The issue of the constitutionality of the Financial Management of Parliament and Provincial Legislatures Act, 2009, remained unresolved. The WCPP, relying on the advice of the Section, made detailed submissions to Parliament in respect of matters that were considered constitutionally problematic.

Of greatest concern was the power imparted by the Financial Management of Parliament and Provincial Legislatures Act, 2009, on the executive authority of Parliament to make regulations that are binding on certain internal matters of the provincial legislatures.

(4) ***Presiding Officers Manual***

The Section drafted a Presiding Officers Manual, which was intended as the legislature's counterpart to the provincial and national governments' various guidelines and handbooks, which guidelines and handbooks provide for expenditure for enabling purposes for executive authorities.

(5) ***Disaster Management Act, 2020***

The Section was very closely involved with various sets of regulations issued in accordance with the Disaster Management Act, 2002, which regulations were intended to give effect to and to regulate the national state of disaster that had come into effect in South Africa to deal with the COVID-19 pandemic.

Among other things, this included advice on determining essential services and essential workers, on the movement by Members across provincial boundaries, on the impact of the regulations on the Compensation for Occupational Injuries and Diseases Act, 1993, on amending the WCPP's leave policy, on rules applicable to remote sittings and meetings, on the making of summaries of applicable regulations for consumption by Members, on the appointment of a COVID-19 oversight committee, on draft rules by the National Council of Provinces and directives by the Speaker of the WCPP for meetings by means of videoconferencing, on the complex constitutional issue of limitation of rights, on the late tabling of various statutorily required reports like annual reports, and similar matters.

(6) ***Members' Guide: Facilities***

The Section was also closely involved with the giving of advice and the drafting of resolutions to give effect to an intention to amend the Members' Guide: Facilities so as to allow for the expenditure of money by Members in the form of disaster relief.

This advice again raised the spectre of the unconstitutionality of the Financial Management of Parliament and Provincial Legislatures Act, 2009, since the Constitution of the Republic of South Africa, 1996, appears to impart explicitly the power to determine these matter on the provincial legislatures, while the Financial Management of Parliament and Provincial Legislatures Act, 2009, appears to seek to delimit this power.

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

Of particular interest during 2020 was discovery of the fact that the Western Cape Petitions Act, 2006, never commenced since its commencement date was never proclaimed by the Premier of the Western Cape, as required by that Act itself. This meant that the Western Cape Petitions Act, 2006, never had any legal effect, even though the WCPP had been implementing the Act as though it had indeed come into effect. It does not appear likely that there will be adverse legal consequences to the non-commencement of the Western Cape Petitions Act, 2006.

The Section advised that it in any event appears – from a Constitutional Court judgment handed down after the Western Cape Petitions Act, 2006, was passed by the WCPP – that a provincial legislature does not have the legislative authority to pass a provincial law to provide for petitions. It appears as though petitions may in future be dealt with by way of policy or in the Standing Rules.

(8) ***Western Cape Money Bills Amendment Procedure Bill***

The Section advised on a process for the drafting of a Western Cape Money Bills Amendment Procedure Bill.

The Constitution of the Republic of South Africa, 1996, imposes an obligation on the provincial legislatures to have provincial laws to give effect to the authority of the provincial legislatures to amendment money Bills.

In October the Section was instructed to commence the process for preparation of a draft Western Cape Money Bills Amendment Procedure Bill.

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

The Protection of Personal Information Act, 2013, will come fully into effect on 1 July 2021. The Senior Legal Adviser, as Deputy Information Officer, was given the responsibility of facilitating the WCPP's compliance with that Act.

The WCPP decided to undertake the training of staff as the key initial step to enable institutional readiness by the time the Protection of Personal Information Act, 2013, comes into effect.

XIII. COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)

(1) *CPA Branch annual general meeting*

The inaugural meeting of the branch took place on 12 September 2019 where the following office-bearers (the executive) were elected:

Chairperson (<i>ex officio</i>)	-	Speaker M Mnqasela
Deputy Chairperson (<i>ex officio</i>)	-	Deputy Speaker B A Schäfer
Secretary (<i>ex officio</i>)	-	Mr R Adams
Treasurer	-	Ms L J Botha
Additional member	-	Mr G Bosman
Additional member	-	Ms N G Bakubaku-Vos

The CPA branch did not meet during the 2020 calendar year.

XIV. 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. However, the outbreak of the global COVID-19 pandemic in 2020 had the result that international borders were closed, restricting any form of international travel.

(i) *Outgoing visits and international virtual conferences and webinars*

- **ECR Africa Summit.** The Deputy Speaker, Beverley Schäfer, was invited to attend and participate in the ECR (European Conservatives and Reformists) Africa Summit, which was hosted by the European Parliament in Brussels, Belgium, from 4 to 6 March. The summit examined and discussed policy options to develop a stronger relationship between Europe and Africa.

The summit took the form of panel discussions in the following areas:

- Addressing the governance, political and stability challenges facing Africa and the EU;
- Developing policies to encourage women leadership and participation in politics, business and society;
- Mobilising investment for structural transformation in Africa; and
- Fostering business in Africa including in areas such as health and agriculture.

All the sessions were led by global leaders, such as current and former heads of state, business leaders, political leaders and academics. The event was concluded with an official dinner hosted by the President of the European Parliament.

- **Commonwealth Parliamentary Association – Africa Region webinar: Legislative practices and procedures.** The CPA Africa Region, in collaboration with the Centre for Parliamentary Studies and Training (CPST), invited branches from the Africa Region to participate in a webinar on 12 June that focused on how legislatures were navigating legislative business during the COVID-19 pandemic.

Presenters from different legislative precincts made presentations on the topic: Adequacies of House rules and procedures given the challenges caused by the COVID-19 pandemic. Speaker Masizole Mngasela invited all Members and employees to participate in this webinar and noted and shared experiences and practices from the WCPP.

- **Commonwealth Parliamentary Association Masterclass Programme.** The CPA launched a series of virtual masterclass support programmes for all branches on the topic of remote working. The masterclasses were presented on three topics, namely:
 - Parliamentary questioning;
 - Virtual presentations; and
 - Time management.

The WCPP took full advantage of these sessions with Members and employees acquiring new knowledge and skills in the above-mentioned areas.

- **National Conference of State Legislatures (NCSL) Base Camp.** The NCSL annual legislative summits usually bring together more than 4 000 delegates, mostly from the United States, but with a growing number of participants from across the globe.

As the COVID-19 pandemic spread, the organisers of the Annual Legislative Summit took the decision to postpone the event, which was scheduled to take place from 10 to 14 August in Indiana.

The decision was then made to offer a virtual “base camp” in place of the physical summit. This virtual conference took place from 14 to 17 September with a similar structure to the annual summit. Speaker Masizole Mngasela, Deputy Speaker Beverley Schäfer, Minister of Social Development, Ms Sharna Fernandez, Secretary to the Provincial Parliament, Mr Romeo Adams, Manager in the Office of the Speaker, Mr Madoda Mahluthshana, and Stakeholder Management Officer, Mr Achmat Patience, attended the virtual conference.

(2) *International training for Members*

- **Commonwealth Parliamentary Association: Fundamentals Programme.** All the branches of the Commonwealth Parliamentary Association (CPA) were invited to submit nominations for newly elected Members to participate in the CPA Fundamentals Programme. The programme was a collaboration between the CPA and the University of Witwatersrand (Wits) in Johannesburg.

The programme was made up of 14 modules, which had to be completed online, followed by a one-week residency programme at Wits. The residency programme was ultimately cancelled due to the COVID-19 pandemic.

The following Members of the WCPP participated:

- Ms Deidré Baartman
- Mr Gillion Bosman
- Mr Mesuli Kama
- Ms Nosipho Makamba-Botya
- Ms Rachel Windvogel

(3) ***Incoming visits***

- **Attachment Programme with Parliament of Uganda.** The WCPP participated in the 64th Commonwealth Parliamentary Conference in Uganda in 2019. While at the conference, the Secretary to the Provincial Parliament met with the Clerk of the Parliament of Uganda.

From this interaction, the WCPP received a request for two officials from the Parliament of Uganda to participate in an attachment programme to the WCPP in February. The officials from the Parliament of Uganda participated in activities at the WCPP from 17 to 24 February, including participating in the first remote SOPA in Mitchells Plain.

- **Visit by Fachhochschule Kehl.** The WCPP has enjoyed a long relationship with the University of Applied Sciences in Kehl, Germany. Annually the university is led by one of its professors with a delegation of students to South Africa and they always pay a visit to the WCPP. Deputy Speaker Beverley Schäfer received the students on 17 February and presented some insights into the financial and fiscal structure in South Africa and how funding is distributed from the National Treasury to the nine provinces.

(4) ***International relations training***

Introduction to International Relations, Protocol and Etiquette Workshop by the Department of International Relations and Cooperation (DIRCO). Since the establishment of the Sixth Parliament in June 2019, the need for international relations training for Members and employees was identified as a need.

The Section: Stakeholder Relations and Communication Services engaged with DIRCO to investigate the possibility of providing such training by means of virtual workshops due to the COVID-19 regulations.

DIRCO ultimately acceded to the request and presented a virtual workshop for Members over two days on 7 and 8 October, and for employees on 26 and 27 October. Both sessions were well attended and well received and further training will be arranged for early 2021.

(5) ***International Relations Policy***

The Deputy Speaker was appointed by the Speaker as his delegated authority to deal with International Relations. Following discussions with the Deputy Speaker it became clear that the WCPP required an International Relations Strategy, focusing on high level objectives, as well as an International Relations Policy, which deals with administrative guidelines.

The International Relations Policy was drafted during the year under review and went through several round table discussions to ensure that the policy enabled the strategy and that sufficient structure was provided for the ease of interpretation and administration. It is envisaged that the policy will be approved in the fourth quarter of the 2020/2021 financial year.

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

One of the main aims of the Sixth Parliament was to bring the WCPP closer to the people of the province. This year's official opening and State of the Province Address took place at 11:00 on Thursday 20 February at the Rocklands Civic Centre in the heart of the community of Mitchells Plain.

The choice of the Rocklands Civic Centre was significant in that this was the location where the United Democratic Front was established and the venue is recognised for its historic, social and political significance and the building and surrounding areas are officially designated as a provincial heritage site.

Speaker Masizole Mngqasela said, "By holding this important event in Mitchells Plain, 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 Mngqasela.

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. The event was attended by 500 guests. Attendees enjoyed a colourful procession by Western Cape safety stakeholders before the commencement of the sitting.

The debate on the State of the Province Address and the reply to the debate by the Premier also took place at the Rocklands Civic Centre on following day, 21 February.

(7) ***Memorial services***

- **Former Deputy Speaker Petrus Meyer.** The WCPP hosted a memorial service for former Deputy Speaker of the WCPP, Mr Petrus Meyer, on 9 September. The Speaker, Deputy Speaker, Cabinet members, former and current Members and the family of the deceased attended the memorial service held at St George's Cathedral.

In line with the lockdown regulations of alert level 2, attendance was strictly limited and only 50 mourners were allowed to attend. The memorial service was livestreamed on the WCPP's YouTube channel for the benefit of those who could not attend. Tributes were delivered by Speaker Masizole Mngqasela, former Chief Whip Alta Rossouw and Minister Ivan Meyer.

- **Deputy Secretary Royston Hindley.** A memorial service for Deputy Secretary Royston Hindley was held on 30 September. The Speaker, Deputy Speaker, former Secretary Dr Gilbert Lawrence, current and former Members and colleagues and family of the deceased attended the memorial service. The memorial service was held in the Members' dining room.

In line with the lockdown regulations of alert level 1, attendance was strictly limited. Approximately 80 mourners attended while the event was livestreamed for the benefit of those who could not attend.

The service was led by a family friend of Mr Hindley, Rev Jenny Govender. Tributes were delivered by Speaker Masizole Mngqasela, a former colleague and Secretary, Dr Gilbert Lawrence, and Ms Chantal Segers.

(8) ***Wall of Remembrance***

The Wall of Remembrance was an initiative by the Secretary of the Provincial Parliament to pay tribute and to commemorate the legacy of colleagues and Members we have lost. A prominent area on the sixth floor was identified for this purpose and the space encourages reflection, a sense of peace and respect.

The Wall was established in June and pays tribute to the following:

- Maxwell Swartland, 7 July 1958 – 9 July 2019
- Jabu Nkabinde, 24 October 1955 – 12 August 2019
- Petrus Meyer, 14 August 1940 – 22 August 2020
- Royston Hindley, 6 December 1959 – 18 September 2020

The unveiling of the portrait of the former Deputy Secretary, Mr Royston Hindley, by Speaker Masizole Mngqasela took place on 30 September in the presence of his two sons, friends and colleagues.

(9) ***Tours***

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

(10) ***Corporate items and marketing***

This year focus was placed on the purchasing of COVID-related corporate items, for example branded cloth face masks, hand sanitisers, social distancing decals and high visibility vests for Members.

(11) ***Social media***

The WCPP's social media platforms saw significant growth in 2020, specifically as a result of messaging related to the COVID-19 pandemic. These messages included information on the prevention of the spread of the virus, daily statistics and regulations during the different lockdown levels. To this end a variety of new information slides and videos were produced in-house, as well as the sharing of information from credible sources, specifically the Western Cape Government.

The number of posts on Twitter has increased by 27%, that is 1 618 Tweets in 2020 compared to 1 279 Tweets in 2019. Similarly, posts on the institution's Facebook page increased by 486 or 38%, that is 1 779 posts in 2020 compared to 1 293 posts in 2020.

The WCPP's activity on Instagram has also seen a staggering growth, mainly due to the sharing of information on the COVID-19 pandemic. In 2019, 81 posts were made to the WCPP's Instagram feed. In 2020 the number of posts rose to 487, a 501% increase.

It is, however, the WCPP's YouTube page that is the star in the crown of the institution's reaction to the COVID-19 pandemic. Since April, with the onslaught of the pandemic in South Africa, all standing committee meetings, all sittings of the House and a few special events hosted on virtual platforms, were live-streamed on YouTube, providing a social media platform for uninterrupted public engagement.

In the past, only sittings of the House were live-streamed. In 2019, 52 events were streamed on our YouTube channel. In 2020 this escalated to 210 events, a 304% increase.

Some of the events that were of great public importance, attracted record-breaking views, for example the official opening and State of the Province Address on 20 February had 1 011 views; the meeting of the Standing Committee on Education on 12 May had 3 627 views; the meeting of the Ad-hoc Committee on COVID-19 of 8 May had 8 188 views; and the sitting of the House of 14 May had 1 227 views.

(12) **Website**

In 2019 the WCPP website saw more visitors than ever before, mainly due to the large number of vacancies advertised on the site as a result of the functional enhancement project. Interest in the establishment and commencement of the Sixth Parliament also attracted many visitors.

In 2020 the website struggled to attract as many visitors as in 2019 – not as many new vacancies were advertised and most of COVID-19 messaging was shared on the more immediate and popular social media platforms. In 2020, 72 117 website user sessions were recorded, 6% less than the 76 364 user sessions in 2019.

The WCPP website remains the institution's one-stop information hub. In 2020 the image slider on the homepage was updated 64 times, 17 articles were published on the media carousel and 211 video albums were created.

From July to August the WCPP website played a vital role in the campaign of the Ad-hoc Committee on COVID-19 aimed at gathering public opinion on the government's response to the pandemic. For this campaign eight new slides on a variety of COVID-19 related matters were prepared and published on the website. These slides were produced in the three official languages of the province which, together with the accompanying social media campaign, resulted in a significant public participation success.

In addition to the above, the website 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.

(13) **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 everything that is happening at the WCPP.

In 2020 the WCPP's electronic internal newsletter, *Legis-thetha*, was distributed bimonthly. The newsletter also carried important messaging during the COVID-19 pandemic.

Similarly, IntraComm, the corporate internal communication email service, fulfilled an important role in keeping employees informed about the institution's response to COVID-19 and other corporate matters. This function was of even greater importance during the period when employees worked remotely. In 2020, 138 emails were distributed to Members and employees from IntraComm.

The Section: Stakeholder Management and Communication Services also produced four in-house occupational health and safety videos for distribution to Members and employees prior to the reactivation of services and activities in the Provincial Legislature Building.

The section also produced and distributed a variety of video on COVID-19 messaging featuring representatives from the various political parties and the presiding officers.

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. 1 013 messages were shared with the group for employees and 971 messages with the Members group. These messages included COVID-19 messaging for own use and sharing with contacts and constituents, correspondence, notices, etc.

During 2020, 26 posters were produced and printed for internal use, predominantly focusing on COVID-19-messaging. These included posters on COVID-19 signs and symptoms, social distancing, sanitising, the wearing of masks, and many more. A presentation on COVID-19 was prepared for the institution's internal electronic noticeboard system and played continuously.

(14) **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 Section: Stakeholder Management and Communication Services issued 241 alerts, a 609% increase compared to the same reporting period in 2019 during which 34 media alerts were issued. 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.

(15) **Publications**

During 2020 four publications were published, including the 2019/20 Annual Report, the 2020/21 Annual Performance Plan, the 2020–25 Strategic Plan and the 2019 Secretary's Report.

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.

XV. PUBLIC EDUCATION AND OUTREACH (PEO)

(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 2020/21 financial year:

- **Annual education programme on law-making, oversight, public participation and petitions processes developed by 28 February 2021**

An annual education programme on law-making, oversight, public education and the petitions process was developed and approved by the Director: Public Engagement. An annual education programme encapsulates the sequence of the programme. It outlines a number of programmes for the year. It outlines uniform themes based on a national calendar that is followed by the educational initiatives. It also outlines a parliamentary programme that is promoted to the stakeholders or participants in an educational programme. This includes discussions on law-making, oversight, public participation and the petitions process. A first draft of an annual education programme for the next financial year was recently forwarded to the Director: Public Engagement.

- **Number of educational initiatives rolled out in accordance with an annual programme to be 24**

In the fourth quarter between January and March the following educational initiatives were facilitated:

February						
No	Institution	Date	Venue	PEO official or contact person	Nature of engagement	Status
1	Soneike High School, Kuils River	8 February	WCPP	O Madlingozi, Public Education Officer K Mkunzana, Snr Public Education Officer Z Sityebi, Public Education Assistant	Student representatives from Soneike High School. A total of 45 participants attended.	Completed
2	Ward 35 Development Forum, Philippi	10 February	WCPP	K Mkunzana, Snr Public Education Officer O Madlingozi, Public Education Officer N Nqabeni, Public Education Assistant	Seniors from Ward 35 Development Forum attended a workshop. A total of 30 participants attended.	Completed
3	Crystal Secondary School, Hanover Park	15 February	WCPP	O Madlingozi, Public Education Officer T Keswa, Manager: Public Education and Outreach Z Sityebi, Public Education Assistant	Grade 7 learners and educators from the school attended a workshop. A total of 45 participants attended.	Completed
4	Delft Youth Workshop, Delft	22 February	WCPP	K Mkunzana, Snr Public Education Officer N Nqabeni, Public Education Assistant	Youth representatives from Delft and Wesbank attended a workshop. A total of 39 participants attended.	Completed

February						
5	Unathi Community and Youth Development, Macassar	24 February	WCPP	O Madlingozi, Public Education Officer Z Sityebi, PEO Assistant	Adult representatives from the Unathi Community and Youth Development Organisation. A total of 45 participants attended.	Completed
6	Overberg Sport Arts Culture Academy, Fine Farms	29 February	WCPP	K Mkunyana, Snr Public Education Officer O Madlingozi, Public Education Officer N Nqabeni, Public Education Assistant	Adult and youth representatives from the Overberg Sports Arts and Culture Academy. A total of 30 participants attended.	Completed

March						
NO	INSTITUTION	DATE	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENGAGEMENT	STATUS
1	Mitchells Plain Community Workshop	3 March	WCPP	K Mkunyana, Snr Public Education Officer N Nqabeni, Public Education Assistant	A request was received from Hon R Mackenzie for an educational workshop with a total of 50 community representatives from various wards in Mitchells Plain. Group 1.	Completed
2	Mitchells Plain Community Workshop	4 March	WCPP	K Mkunyana, Snr Public Education Officer N Nqabeni, Public Education Assistant	A request was received from Hon R Mackenzie for an educational workshop with a total of 50 community representatives from various wards in Mitchells Plain. Group 2.	Completed
3	Centre of Science and Technology (COSAT), Khayelitsha	7 March	WCPP	O Madlingozi, Public Education Officer K Mkunyana, Snr Public Education Officer	Student representatives from COSAT attended a workshop. A total of 45 participants attended.	Completed
4	Mrs Roberts Leedwoods Seniors' Club, Mitchells Plain	9 March	WCPP	O Madlingozi, Public Education Officer N Nqabeni, Public Education Assistant	Senior citizens from the Leedwoods Seniors' Club in Mitchells Plain attended a workshop. A total of 30 participants attended.	Completed

For the 2020/21 financial year, 24 educational initiatives are planned. As a result of COVID-19 regulations on public gatherings and social distancing, PEO has had to amend the traditional manner of facilitating educational initiatives and carefully phase in virtual educational initiatives. As the schools are fast-tracking their syllabus, no educational initiatives are planned for them. Virtual educational initiatives have been facilitated as follows:

June						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENAGEMENT	STATUS
1	50 young people who are at school and out of work youth	25 June	Virtual	O Madlingozi, Public Education Officer	The WCPP in conjunction with the South African Institute of International Affairs (SAIIA) facilitated a workshop for 50 young people who are at school and out of work youth. The theme was: Reimagining our future: Life beyond COVID-19 in the Western Cape.	Completed

August						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENAGEMENT	STATUS
1	South African Institute of International Affairs (SAIIA)	25 August	Virtual	WCPP Public Education and Outreach jointly with the South African Institute of International Affairs (SAIIA) K Mkunanya, Snr Public Education Officer O Madlingozi, Public Education Officer	Western Cape civil society, including young people and the WCPP. 62 participants attended from across the Western Cape.	Completed

September						
NO	INSTITUTION	DATES	VENUE	PEO OFFICIAL OR CONTACT PERSON	NATURE OF ENAGEMENT	STATUS
1	Khayelitsha Development Forum	16 September	Virtual	K Mkunanya, Snr Public Education Officer	PEO together with National Parliament's Education Unit hosted a virtual educational initiative with participants from the Khayelitsha Development Forum on the Social Assistance Amendment Bill. 10 participants attended.	Completed

October						
In order to comply with COVID-19 protocols, PEO embarked on a process of facilitating virtual educational initiatives. One was facilitated by a Senior Public Education Officer at the office while the participants from Khayelitsha were at a remote hotel in the Cape metropolitan area. More of these initiatives will be facilitated as a new normal. Digital workshops are also being planned to allow participants to participate in the educational initiatives in their own spare time and at their residences.						

- **Develop and maintain a stakeholder database to ensure targeted stakeholder engagement**

This target is ongoing. Meetings have been scheduled with relevant stakeholders in order to collect as much information as possible to develop a WCPP stakeholder database. From May meetings were scheduled by the Manager: PEO and the Manager: ICT to discuss the specifications. Subsequently further meetings were scheduled by the Manager: PEO between the Manager: ICT, the Manager: Committee Support, the Manager: Knowledge Management and Information Services and a representative from the KwaZulu-Natal (KZN) Provincial Legislature to source input on the KZN Legislature Stakeholder Database.

A KZN Legislature database was presented, discussed, critiqued and assessed in relation to a proposed stakeholder database for the WCPP. Later the Manager: PEO and the Manager: ICT met to discuss the specifications of a proposed WCPP stakeholder database and at the same time the evaluation criteria were approved by the Director: Public Engagement and were forwarded to Section: Supply Chain and Asset Management (SCAM). The specifications were forwarded to Legislative Sector Support (LSS).

Between 30 October and 4 November the specifications for a stakeholder database were advertised on Integrated Procurement Solutions (IPS) and no responses or quotations were received. The advertisements will be sent out again and, if there are no responses, the option of manual quotes may be followed.

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

PEO is still developing a proposed report for this target. The Director: Public Engagement tasked the Manager: PEO to brainstorm this target and a draft report was forwarded to the Director: Public Engagement.

However, PEO has proactively assisted in preparing for the following Bills:

Quarter 1

June

The National Council of Provinces (NCOP) Select Joint Committee briefing with Provincial Legislatures on the National Forest Amendment Bill [B 11B–2016] (S76). There was a briefing by the Department of Environment, Forestry and Fisheries on the Bill.

The National Council of Provinces (NCOP) Joint Briefing by the Department of Environment, Forestry and Fisheries on the National Environmental Management Laws Amendment Bill [B 14D–2017] (S76). There was a briefing by the Department of Environment, Forestry and Fisheries on the Bill.

The Standing Committee on Agriculture and Environment: Public participation in NCOP Bills. There was a discussion on the public participation process to be followed in respect of the

National Forests Amendment Bill [B 11B–2016] (NCOP) (s76) and the National Environmental Management Laws Amendment Bill [B 14D–2017] (NCOP) (s76). The Manager: PEO reported on how PEO would assist the Standing Committee with the public participation process and in any other manner that the Committee deems fit.

Quarter 2

July

National Forests Amendment Bill [B 11B–2016] (s76) on 7 July.

National Environmental Management Laws Amendment Bill [B 14D–2017] (s76) on 7 July 2020.

August

Virtual public hearing on the Western Cape Nineteenth Gambling and Racing Amendment Bill [B 1–2020] on 9 September.

Social Assistance Amendment Bill [B 8B–2018] on 15 September.

September

Social Assistance Amendment Bill [B 8B–2018] on 15 September.

Customary Initiation Bill [B 7B–2018] on 22 September.

Recognition of Customary Marriages Amendment Bill [B 12–2019] on 22 September.

Western Cape Nineteenth Gambling and Racing Amendment Bill. The assistance was in the form of forwarding media alerts to the stakeholders and disseminating information about the Bills.

Quarter 3

October

PEO assisted with sourcing stakeholders for public hearings on section 25 public hearings.

PEO assisted by disseminating information on the Cannabis for Private Purposes Bill.

- **Develop improved and formalised processes for dealing with submissions**

On 10 September the late Deputy Secretary, the Director: Public Engagement, the Manager: PEO and the Manager: Committee Support met to discuss a uniform WCPP improved and formalised processes for dealing with submissions. Later, on 5 October 2020, the Manager: PEO with his team and the Manager: Committee Support with his team met to discuss the matter further. Input and clarifications were discussed and proposed and the Manager: PEO is finalising a draft document to be submitted to the Director: Public Engagement for further discussion.

- **Number of strategic partnerships established to enhance effectiveness**

PEO has initiated two partnerships in terms of the Annual Performance Plan.

The Western Cape Department of Local Government is one stakeholder that was identified as a strategic partner. The Department of Local Government, through its Community Development Workers (CDWs), has assisted immensely by providing information, venues and even personnel towards the success of some WCPP events. It was proposed that the two offices can best work together jointly. A memorandum of understanding (MOU) was drafted and discussed by both offices and a final document was signed by the WCPP Secretary on 13 October and the Head of the Department of Local Government is in the process of signing as well and a copy will be returned once both parties have signed.

Through the years, since its establishment in 1996, the WCPP has interacted with the Commission for Gender Equality (CGE) at its Western Cape Office on numerous occasions. The WCPP regularly invites that provincial office to attend and/or participate in WCPP events and to make input and contributions to WCPP programmes. Having already established that a platform exists for both the WCPP and the CGE to reach out to the public, the CGE was identified as a next strategic partner. The WCPP, through the Secretary, has since forwarded to the Chairperson of the CGE a proposal to pursue a collaborative framework. The CGE has recently acknowledged receipt of the proposal and the CGE would update the WCPP mid December 2020.

- **Develop a digital platform for interaction with the public**

This target is ongoing. Meetings have been scheduled with the relevant stakeholders in order to collect as much information as possible to develop a WCPP stakeholder database. From May 2020 meetings were scheduled by the Manager: PEO and the Manager: ICT to discuss the specifications. Subsequently further meetings were scheduled by the Manager: PEO between the Manager: ICT, the Manager: Committee Support, the Manager: Knowledge Management and Information Services and a representative from the KwaZulu-Natal (KZN) Provincial Legislature to source input on the KZN Legislature Stakeholder Database. A KZN Legislature database was presented, discussed and critiqued and assessed in relation to a proposed stakeholder database for the WCPP. Later, the Manager: PEO and the Manager: ICT met to discuss the specifications of a proposed WCPP stakeholder database and at the same time the evaluation criteria were approved by the Director: Public Engagement and were forwarded to the Section: Supply Chain and Asset Management (SCAM). The specifications were forwarded to LSS. Between 30 October and 4 November the specification for a stakeholder database were advertised on Integrated Procurement Solutions and no responses or quotations were received. The advertisements will be sent out again and, if there are no responses, the option of manual quotes may be followed.

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

The WCPP has endeavoured to enhance a facilitation of meaningful public engagement, including facilitating engagement between the Members of the WCPP and the citizens of the Western Cape. This endeavour resulted in a programme "WCPP Engage" to link with, publicise, strengthen and improve the access of the WCPP Members to their constituencies in all the six districts; to educate the residents of the Western Cape on the role of the Members of the WCPP; to promote the roles and objectives of the WCPP; to educate the residents of the Western Cape to engage on the oversight and law-making processes of the WCPP; to empower citizens to make meaningful contributions to the legislative and other processes of the WCPP; to link or connect citizens to the WCPP through existing online platforms such as Twitter, Facebook, Instagram, YouTube and the WCPP website. Through "WCPP Engage" it is envisaged that the programme will encourage meaningful relations between the elected public representatives in their constituencies and the various stakeholders in the province. The programme was approved by the Hon Speaker on 15 October 2020 and will be rolled out in the next financial year.

(2) **Petitions**

The Section: PEO continues to educate the public on the petitions and submissions process of the WCPP as part of the legislative education programme. One petition has been received. On 25 February a petition was received from Mr Jacobs from Groot Brak Rivier in Mossel Bay. The petition was about incomplete land claims that were lodged with the Regional Land Claims Commissioner in the Western Cape. The Petitions Committee deliberated on the petition on

21 July wherein the Manager: PEO made a presentation regarding the petition. The Petitions Committee is still deliberating on this petition.

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

As a continuation of the school posters delivery initiative last year, more school posters deliveries were continued this year. The posters cover the following topics:

- The legislative process
- Three sphere of government
- Three arms of the state
- Chapter nine institution
- Principles of democracy

On 11 March, school posters were delivered at 16 schools in the Cape Town metropolitan area. These schools are:

- Harry Gwala High School, Khayelitsha
- Siphamandla High School, Khayelitsha
- Likhwezilesizwe Primary School, Khayelitsha
- Ned Doman High School, Athlone
- Athlone Secondary School, Athlone
- Belgravia Secondary School, Athlone
- Garlandale Secondary School, Athlone
- Spes Bona High School, Athlone
- Mount View Secondary School, Hanover Park
- Crystal Secondary School, Hanover Park
- Phoenix Secondary School, Manenberg
- Peakview Secondary School, Bridgetown
- Bridgetown Secondary School, Bridgetown
- Oaklands Secondary School, Lansdowne
- Groenvlei Secondary School, Lansdowne
- Rylands High School, Gatesville

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

In this quarter one new piece of educational material had to be developed. However, since one other piece of educational material was outstanding for quarter 2, two other pieces of educational material were developed simultaneously to cover both quarters 2 and 4. These pieces of educational material are:

- ***Connect with the WCPP*** is a piece of educational material that includes ways to connect with the WCPP on all platforms electronically and in traditional ways. It will enable the public to connect easily with the WCPP.
- ***Know your public representatives*** is a piece of educational material that shows the faces of the WCPP's 42 elected Members. These are the Members of the Sixth Parliament of the WCPP and includes the political parties they represent. It also includes the contact office numbers of each party represented at the WCPP. The educational material will enable the public to be familiar with the Members and to have access to their parties telephonically. At every workshop and tour the attending public will be familiarised with this educational material. Eventually these two pieces of educational material will be translated into Afrikaans and Xhosa to cover the languages spoken in the Western Cape.

- **Order! Board game** is a newly proposed piece of educational material that is being procured to serve as an engagement tool during PEO educational initiatives. **Order!** would be fun, exciting and fast-paced for the educational attendants. 50 units of **Order!** involve play cards and will be guided by rules to improve facilitation. **Order!** is expected to be finalised and delivered in January 2021.

(5) **Communicating with stakeholders**

Quarter 1

As a result of COVID-19 and the strict regulations on public gatherings, the Stakeholder Management and Communication Section issued media alerts for all virtual meetings and sittings with links to livestreams, which in turn were forwarded to other stakeholders by the Public Education and Outreach Section, including:

April	
22 April	Ad-hoc Committee on COVID-19
23 April	Sitting of the House
24 April	Ad-hoc Committee on COVID-19

May	
5 May	Standing Committee on Local Government briefed by the Department of Cooperative Governance and Traditional Affairs
5 May	Standing Committee on Agriculture, Environmental Affairs and Development Planning briefed by Cape Nature
6 May	Second virtual sitting of the WCPP
8 May	Ad-hoc Committee on COVID-19 focusing on Education
12 May	Budget Committee briefed by the National Treasury on the Division of Revenue Bill
12 May	Standing Committee on Education briefed by the Western Cape Education Department
13 May	Standing Committee on Health briefed by the Western Cape Department of Health
13 May	Ad-hoc Committee on COVID-19 focusing on transport, infrastructure and human settlements
13 May	Ad-hoc Committee on COVID-19 focusing on disaster management and local government oversight

June	
1 June	Standing Committee on Education briefed by the Western Cape Education Department
2 June	Standing Committee on Social Development briefed by the Department of Social Development
2 June	Standing Committee on Health briefed by the Department of Health
3 June	Standing Committee on Human Settlements briefed by the Department of Human Settlements
3 June	Sixth virtual sitting of the WCPP
4 June	Sixth virtual sitting of the WCPP
4 June	Parliamentary Oversight Committee briefed by the WCPP
8 June	Standing committees briefed on the office of the Commissioner for Children
9 June	Standing Committee on Finance, Economic Opportunities and Tourism briefed by the Provincial Treasury
9 June	Standing Committee on Finance, Economic Opportunities and Tourism briefed on the potential Kannaland solar power project
9 June	Ad-hoc Committee on COVID-19 to focus on health response in the Western Cape
10 June	Standing Committee on the Premier and Constitutional Matters updated on

June	
	the Western Cape Safety Strategy Plan
10 June	Public can have their say on the Local Government: Municipal Structures Amendment Bill
10 June	Ad-hoc Committee on COVID-19 to focus on health response in the Western Cape
10 June	Seventh virtual sitting of the WCPP
11 June	Standing Committee on Community Safety, Cultural Affairs and Sport briefed on the performance of departments
11 June	Standing Committee on Agriculture, Environmental Affairs and Development Planning considered a public participation process
11 June	Public Accounts Committee briefed on the acquisition of Doornbach erven
16 June	Speaker distributed food relief parcels
17 June	Ad-hoc Committee on COVID-19 discussed the Gauteng High Court judgment
18 June	Ad-hoc committee on COVID-19 discussed the Gauteng High Court judgment
25 June	Public input invited on the Western Cape Gambling and Racing Amendment Bill

Quarter 2

July	
2 July	Media release: Public input invited on the National Environmental Management Laws and National Forests Amendment Bills.
3 July	Media release: Budget Committee called for submissions on the Division of Revenue Amendment Bill
14 July	Media alert: Standing Committee on Human Settlements briefed by the Department of Human Settlements
14 July	Media alert: Standing Committee on Community Safety, Cultural Affairs and Sport briefed on Customary Initiation Bill
14 July	Media alert: Ad-hoc Committee on COVID-19 briefed on provincial response
15 July	Media alert: Ad-hoc Committee on COVID-19 briefed on provincial health response
15 July	Media release: Virtual public hearing on the Western Cape Laws Repeal Bill
15 July	Media alert: Eighth virtual sitting of the WCPP
16 July	Media release: Standing Committees considered the Western Cape First Adjustments Appropriation Bill of 2020
16 July	Media alert: Virtual sitting of the WCPP
16 July	Media alert: Standing Committee on Finance, Economic Opportunities and Tourism briefed by the Western Cape Minister of Finance and Economic Opportunities and the Wesgro Board
17 July	Media alert: Ad-hoc Committee on COVID-19 focused on citizen surveillance
17 July	Media alert: Hon Speaker Mngqasela commemorated Mandela Day
18 July	Media alert: Hon Speaker Mngqasela commemorated Mandela Day
20 July	Media release: Virtual public hearing on the Western Cape Laws Repeal Bill
21 July	Media alert: Ad-hoc Committee on COVID-19 focused on the health system
21 July	Media alert: Standing Committee on Transport and Public Works briefed by PRASA
21 July	Media alert: Ad Hoc Committee on COVID-19 focused on the health system
22 July	Media alert: Western Cape Adjustments Appropriation (COVID-19) Bill tabled during hybrid sitting
23 July	Media alert: Western Cape Adjustments Appropriation (COVID-19) Bill tabled during hybrid sitting
23 July	Media alert: Standing committees deliberated on budget votes
24 July	Media alert: Standing committees deliberated on budget votes
24 July	Media alert: Standing committees deliberated on budget votes

July	
27 July	Media alert: Standing committees deliberated on budget votes
27 July	Media alert: Standing Committee on Human Settlements briefed on partnerships in the rural areas
27 July	Media alert: Standing Committee on Local Government briefed on submissions on the Local Government: Municipal Structures Amendment Bill
27 July	Media alert: Budget Committee adopted a report on the Western Cape Adjustments Appropriation (COVID-19) Bill
27 July	Media alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning briefed on the management of elephants in South Africa
28 July	Media alert: Debate on the Western Cape Adjustments Appropriation (COVID-19) Bill
29 July	Media alert: Debate on the Western Cape Adjustments Appropriation (COVID-19) Bill

August	
11 August	Media alert: Standing Committee on Health briefed on the functioning of clinic committees and hospital boards
11 August	Media alert: Standing Committee on Finance, Economic Opportunities and Tourism briefed by the Provincial Treasury
12 August	Media alert: Standing Committee on the Premier and Constitutional Matters briefed by the Department of the Premier
13 August	Media alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning briefed on the National Environmental Laws Amendment Bill
	Media alert: Sitting of the WCPP
	Media alert: Sitting of the WCPP
13 August	Media alert: Public Accounts Committee briefed by the Western Cape Education Department and the Department of the Premier
14 August	Media alert: Ad-hoc Committee on Covid-19 focused on the protection of the vulnerable
	Media alert: Distribution of uniform vouchers to primary school learners
	Urgent media alert: Distribution of uniform vouchers to primary school learners
17 August	Media alert: Standing Committee on Local Government briefed by Department of Local Government
18 August	Media alert: Standing Committee on Local Government briefed by Department of Local Government
18 August	Media release: Virtual public hearing on the Western Cape Nineteenth Gambling and Racing Amendment Bill [B 1–2020]
18 August	Media alert: Ad-hoc Committee on Covid-19 to focus on health, schooling and education
20 August	Media alert: Standing Committee on Health briefed by the Department of Health
	Media alert: Sitting of the WCPP
	Media alert: Climate change dialogue with Speaker Masizole Mngqasela
	Correction - Media alert: Climate change dialogue with Speaker Masizole Mngqasela
25 August	Media release: Standing Committee on Health briefed by the Department of Health
25 August	Media alert: Standing Committee on Finance, Economic Opportunities and Tourism briefed by the Department of Economic Development and Tourism
25 August	Media alert: Ad-hoc Committee on Covid-19 focused on economic recovery, support and livelihoods

August	
26 August	Media alert: Ad-hoc Committee on Covid-19 focused on economic recovery, support and livelihoods
26 August	Media alert: Sitting of the WCPP
27 August	Media alert: Sitting of the WCPP
27 August	Media alert: Budget Committee to be briefed by the Financial and Fiscal Commission
27 August	Media alert: Petition to be considered
28 August	Media release: Procurement of personal protective equipment

September	
3 September	Media alert: Speaker's debate on challenges confronting women during the COVID-19 pandemic
6 September	Media alert: Speaker's debate on challenges confronting women during the COVID-19 pandemic
7 September	Media alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning deliberated on Bills
7 September	Media alert: Standing Committee on Community Safety, Cultural Affairs and Sport briefed by the Western Cape Police Ombudsman and the South African Police Service
7 September	Media alert: Standing Committee on Transport and Public Works briefed by the Department of Transport and Public Works
8 September	Media alert: Virtual public hearing on the Western Cape Nineteenth Gambling and Racing Amendment Bill [B 1–2020]
8 September	Media alert: Memorial service for former Deputy Speaker Petrus Meyer
8 September	Media alert: Ad-hoc Committee on COVID-19 engaged with citizens
9 September	Media alert: Sitting of the WCPP
10 September	Media release: Public hearing on Social Assistance Amendment Bill
10 September	Media alert: Sitting of the WCPP
11 September	Media alert: Public Accounts Committee briefed by the Saldanha Bay Industrial Development Zone and the Western Cape Gambling and Racing Board
11 September	Media alert: Standing Committee considered submissions
14 September	Media release: Virtual public hearing on the Customary Initiation Bill
14 September	Media release: Virtual public hearing on Recognition of Customary Marriages Amendment Bill
14 September	Media alert: Virtual public hearing on the Social Assistance Amendment Bill
14 September	Media alert: Standing Committee on Local Government briefed by Department of Local Government and adopted negotiating mandate report
14 September	Media alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning adopted draft negotiating mandate reports
14 September	Media alert: Standing Committee on Education briefed by the Premier and the Minister of Education
15 September	Media alert: Standing Committee on Human Settlements focused on illegal land occupation
15 September	Media alert: Ad-hoc Committee on COVID-19 focused on health
16 September	Media alert: Sitting of the WCPP
17 September	Media alert: Sitting of the WCPP
17 September	Media alert: Public Accounts Committee briefed by the Provincial Treasury and the Western Cape Cultural Commission
17 September	Media alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning adopted the draft negotiating mandate report
21 September	Media alert: Virtual public hearing on the Customary Initiation Bill and the Recognition of Customary Marriages Amendment Bill
22 September	Media release: Calling for written submissions on the Customary Initiation Bill

September	
	and the Recognition of Customary Marriages Amendment Bill

Quarter 3

October	
5 October	Media alert: Standing Committee on Social Development considered negotiating mandate
5 October	Speaker Mngasela distributed school shoes to needy learners in the Swellendam and Cape Agulhas municipalities
6 October	Media alert: Standing Committee deliberated on legal opinions
8 October	Media alert: Public Accounts Committee briefed by the Department of the Premier
12 October	Media alert: Standing Committee on Social Development briefed by the Western Cape Commissioner for Children
12 October	Media alert: Standing Committee on Local Government briefed by Department of Local Government
12 October	Media alert: Standing Committee on Agriculture, Environmental Affairs and Development Planning briefed by the Department of Agriculture and Casidra
12 October	Media alert: Standing Committee on Education briefed by the Department of Transport and Public Works
13 October	Media release: Standing Committee on Health briefed by the Department of Health
13 October	Media alert: Standing Committee on Human Settlements focused on women and young people in construction
14 October	Speaker Mngasela distributed school shoes to needy learners in Mbekweni
19 October	Media alert: Standing Committee on Community Safety, Cultural Affairs and Sport briefed by the Department of Community Safety
19 October	Media alert: Standing Committee on Transport and Public Works briefed by the Department of Transport and Public Works
19 October	Media alert: Minister for Finance and Economic Opportunities tabled PERO and MERO
19 October	Media alert: Budget Committee briefed by the Provincial Treasury
20 October	Media alert: Standing Committee on the Premier and Constitutional Matters briefed on the Provincial Cabinet Lifestyle Audit Report
21 October	Speaker Mngasela distributed school shoes to needy learners in Swartland and the West Coast
21 October	Media alert: Premier addressed the WCPP on the COVID-19 Recovery Plan
22 October	Media alert: Debate on the Premier's address
30 October	Speaker Mngasela distributed school shoes to needy learners from 2 to 6 November

November	
4 November	Speaker shoe project: Cape Winelands
6 November	WCPP to host virtual Youth Dialogue
6 November	Speaker shoe project: Cape Metro and Garden Route
16 November	Standing Committee on Social Development to be briefed by SASSA
16 November	Standing Committee on Agriculture, Environmental Affairs and Development Planning to be briefed by the Department of Agriculture
16 November	Standing Committee on Education to consider legal opinion
16 November	Speaker shoe project: Cape Winelands and Cape Metro
17 November	Standing Committee on Community Safety, Cultural Affairs and Sport to be briefed by the Department of Community Safety
17 November	Speaker shoe project: Bonteheuvel
18 November	Reminder: WCPP to host virtual Youth Dialogue
18 November	Reply on request for debate on a matter of urgent public importance

November	
19 November	Reminder: WCPP to host virtual Youth Dialogue
19 November	Speaker shoe project: Cape Metro
20 November	Youth discuss effects of COVID-19 on young people during virtual youth dialogue
23 November	Standing Committee on the Premier and Constitutional Matter to be briefed on the Western Cape Economic Recovery Plan
24 November	Budget Committee to consider and adopt final mandate report
25 November	Western Cape Minister for Finance and Economic Opportunities to deliver medium-term budget policy statement
25 November	Budget Committee to be briefed by Provincial Treasury
26 November	Standing Committee to consider budget votes
30 November	Speaker shoe project: Atlantis
30 November	Second reading debate on the Western Cape Second Adjustments Appropriation Bill, 2020
30 November	Budget Committee prepares for 2019/20 Annual Report process

December	
1 December	First Day of Budget Vote Debates
2 December	Second Day of Budget Vote Debates
3 December	Standing Committee on Agriculture, Environmental Affairs and Development Planning to be briefed by the Department of Agriculture
3 December	Standing Committee on Community Safety, Cultural Affairs and Sport to deliberate on annual reports
3 December	Standing Committee on Community Safety, Cultural Affairs and Sport to deliberate on annual reports
4 December	Standing Committees to deliberate on 2019/20 annual reports
7 December	Standing Committees to deliberate on 2019/20 annual reports
9 December	Standing Committees to deliberate on 2019/20 annual reports
10 December	Standing Committee on Human Settlements to deliberate on annual reports

(6) *Youth dialogue*

In South Africa the month of June is dedicated as a Youth Month. Notwithstanding COVID-19, it remained imperative for the WCPP to engage, discuss, commemorate and recognise the immense contribution of young people in South Africa. The involvement of young people in the discussion of unique challenges that are experienced by young people with specific reference to COVID-19 in the Western Cape was critical.

The WCPP held a two-hour youth dialogue in a hybrid form with some young people in the Cape metropolitan area attending in the Chamber observing health protocols and the other young people participating virtually on 20 November 2020 entitled "Delivering parliamentary democracy during and post-COVID-19 in the Western Cape: A youth dialogue 2020". The Hon Speaker and Hon Deputy Speaker presided. Other stakeholders viewed the event virtually or as it was streamed live. Other speakers included the Premier who provided a provincial update on COVID-19 response. The Hon Chairperson of the COVID-19 Ad-hoc Committee provided an update on the WCPP's response to COVID-19.

Thirty-four selected diverse youth delegates aged between 16 and 25 from all the six municipal districts of the Western Cape who had demonstrated some form of social activism or involvement in their area of residence attended and, out of those delegates, three delegates presented a three-minute speech on "The impact of COVID-19 on the work of the WCPP – why the role that the WCPP plays, oversight and accountability needs to continue

even during a national state of disaster". Two Members of the Provincial Parliament (MPPLs) from the Democratic Alliance (DA) and African National Congress (ANC) also presented a three-minute speech each on the same topic. The other three MPPLs from the Freedom Front Plus (FF+), AL-JAMA-AH and GOOD presented a three-minute speech on the second topic while the other three youth delegates presented a three-minute speech on the same topic on "How can the WCPP ensure that young people's challenges find expression in the Provincial Parliament during and post COVID-19 and how the WCPP can best engage with young people in the Western Cape". A draft report on the WCPP Youth Dialogue was forwarded to the Director: Public Engagement.

XVI. FINANCIAL MANAGEMENT

(1) *Audit outcome*

The Audit Report for the 2019/20 financial year was issued during the period under review and once again the WCPP achieved a clean audit. This has been the ninth 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) *2019/20 audit process*

For the first time in history the WCPP was audited in the middle of a pandemic. The pandemic brought about disruptions to organisations' business processes and many were forced to relook their processes. The WCPP has not been immune to these challenges, however, our agile processes and strong internal control environment enabled us to adapt to very fluid situations. The Section: Financial Compliance and Internal Control played a significant role in facilitating the external audit process despite the challenges and this resulted in the institution being able to complete the audit on 31 July successfully.

(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. This is testament to WCPP's commitment to fair dealing and integrity in conducting its business.

(4) *Verification of personal protective equipment (PPE)-related procurement against employee declarations*

The Section: Financial Compliance and Internal Control undertook a verification exercise where employees' declarations of interests were compared to the suppliers from whom the WCPP procured PPE items in the first half of the financial year. The objectives of this exercise were to ensure that there were no conflicts of interest and to promote transparency in the WCPP's processes. It was pleasing to note that none of the WCPP's employees had interest in the suppliers that WCPP conducted business with for the purposes of procuring PPE items.

(5) ***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 2019/20 statements was a significant event as it was prepared predominantly from “work-from-home” processes, as the country was in lockdown due the global COVID-19 pandemic. WCPP has also, as stated above, obtained a clean audit outcome for the 2019/20 financial year and this was an achievement on its own, seeing that the WCPP was one of only a few legislatures (and within the government sector) that had complied with the FMPPLA AFS submission requirement of 31 May (the WCPP submitted on 30 May while other legislators and government departments requested permission for an extension to submit AFS a month later than the relevant Acts had regulated).

During the global COVID-19 pandemic and under the lockdown regulations effective work-from-home measures were implemented to ensure all reporting requirements could be met and that regulatory timelines could be complied with.

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

During the 2020/21 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 budget submissions.

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

Within the calendar year, as part of the Auditor-General's management and audit reports, the Section: Supply Chain and Asset Management (SC&AM) had three instances of irregular expenditure findings. These findings did not necessarily refer to untoward activity, but dealt with record-keeping and documenting all aspects of decisions related to the procurement. It must be stressed that, given the circumstance, SC&AM and the entire Financial Directorate mostly conducted the AG audit while under lockdown. The latter notwithstanding, SC&AM had to meet its operational requirements virtually for the period April to mid-July, while SC&AM had an office presence from the latter part of July until December. On a daily basis from September through to December, SC&AM had an average of approximately 40% of staff working at the office on a daily rotational basis, while other SC&AM practitioners were working remotely from home.

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 Section: Asset Management conducted an asset count during February and March and has conducted a second asset count that commenced in August and ended in December.

In addition the WCPP Asset Management Policy was reviewed and approved by the Secretary on 7 January. The policy became effective on the date of signature (24 January).

(7) ***Tender for WAN and DR***

During the period under review a tender for wide area network (internet) services was advertised and awarded to Datacentrix for a period of three years. Due to unforeseen circumstances during the COVID 19 pandemic, Datacentrix could not install and configure the required infrastructure technology to provide the service, hence a temporary measure was put in place with the existing service provider as the service is infrastructure dependent.

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

During November and December the Bids Specifications Committee met to discuss and recommend specifications for the approval of a corporate video. The same was advertised early in December in the mainstream media with a closure date of 1 February 2021.

(9) ***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.

(10) ***Ensure compliance***

The Section: Financial Compliance and Internal Control helped to strengthening internal control policies, processes and procedures that make the WCPP a less attractive target to both internal and external criminals seeking to exploit internal control weaknesses. During the pandemic compliance testing of business process through the conducting of inspections and follow-up inspections, and also a 100% compliance test on financial and procurement procedures, was conducted on all the payments made.

XVII. INSTITUTIONAL ENABLEMENT

(1) ***Implementation of Functional Enhancement***

The Functional Enhancement Project, which was approved for implementation during the Fifth Parliament, commenced on 1 April 2019. As a consequence, two key game changers have been identified as the main strategic drivers for change in the WCPP. The one game changer involves the implementation of the new organisational structure and the new strategic trajectory of the WCPP and the second game changer consists of the implementation of a range of technological projects aimed at the modernisation and integration of practices, platforms and services.

The main aim of Functional Enhancement was to position the WCPP strategically in order to respond to the vision of a modern parliament that is in touch with its people. As part of the structural enhancement, four key directorates were established. These include two core business directorates and two corporate directorates.

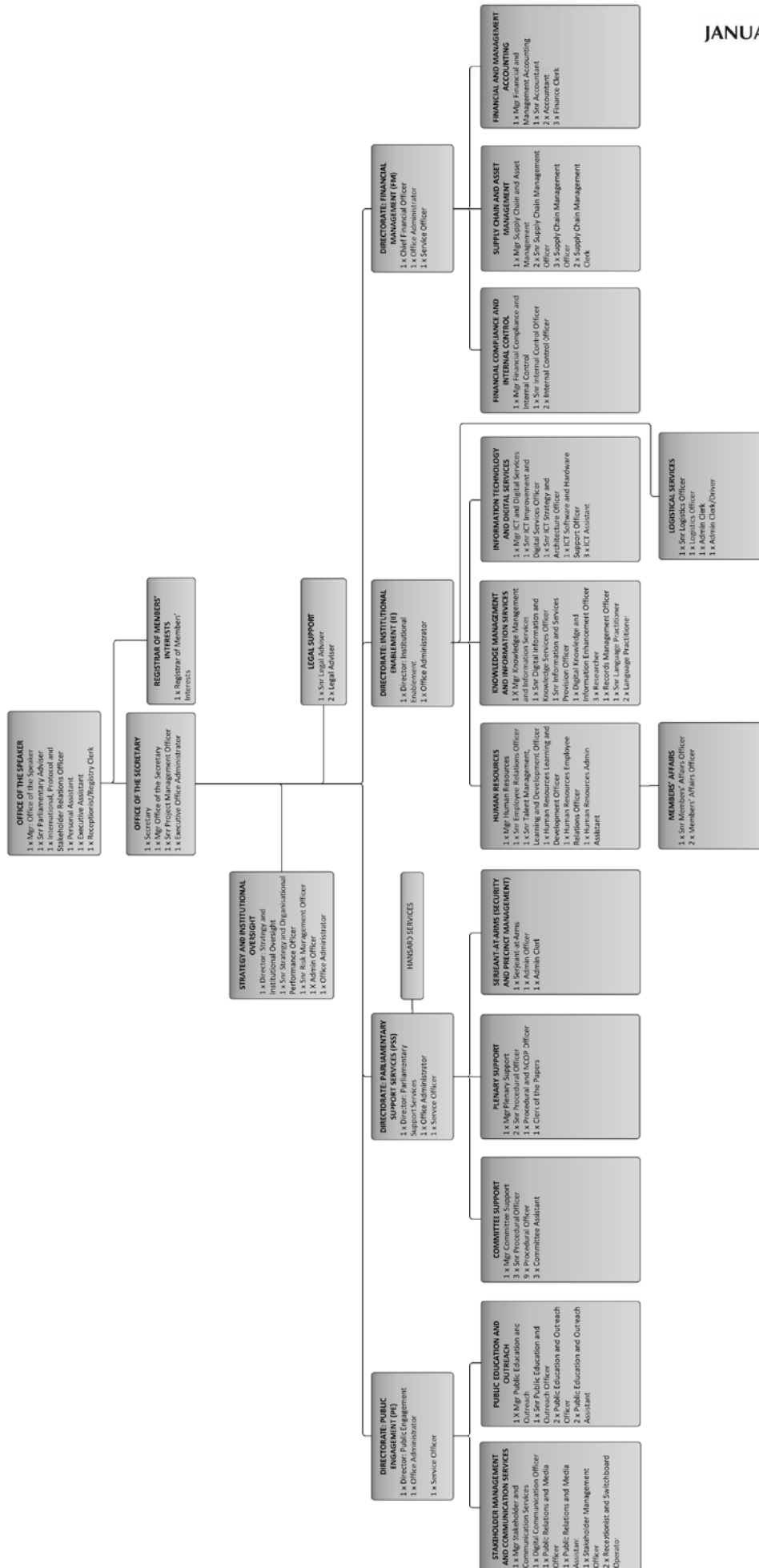
The directorates concerned with core business are:

- The Directorate: Parliamentary Support Services consisting of Plenary Support, Committee Support Services and Security and Precinct Management (Serjeant-at-Arms); and
- The Directorate: Public Engagement consisting of Stakeholder Management and Communication Services, as well as Public Education and Outreach.

The directorates concerned with corporate support services are:

- The Directorate: Institutional Enablement consisting of Members' Affairs, Human Resources Management, Knowledge Management, Information Technology and Digitalisation Services, as well as Logistical Services; and
- The Directorate: Financial Management consisting of Financial Compliance and Internal Control, Supply Chain and Asset Control and Financial and Management Accounting.

From 1 April 2019 up to the end of the period under review, 22 posts on the new structure were filled while 12 posts remained in progress.



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

ICT proved to be a key enabler to ensure the successful hosting of SOPA 2020 at a remote location, simultaneously transmitting online as well as through the TV system at the 7 Wale precinct. Logistically this was not an easy task and the implementation thereof is testament to the effectiveness of being able to conduct core business in remote physical locations and thus complementing our business continuity plan.

However, in contrast to the SOPA 2020 initiative, the onslaught of COVID-19 required a rapid response in terms of innovative tools to avoid and limit the physical contact of stakeholders. ICT responded with great efficiency and effectiveness to virtualise core operations for House sittings, committee meetings and support functions of the WCPP.

Training had to be scripted and rolled out in terms of the rules of engagement to ensure a robust implementation of the Microsoft Teams platform with proper alignment of the business requirements. Concurrently, consideration is given to the secure operations to uphold a standard that protects the goodwill and reputation of the institution. The virtual implementation was achieved at no costs for seven months into the pandemic and started over the Easter weekend in close collaboration with the Office of the Secretary and the Directorate: Institutional Enablement.

Prior to the pandemic, online streaming focused on House sittings, with the constraint of having to be present at the location of the event in order to stream. This model had to be reviewed rapidly as committee meetings had to be public as well. A new professional streaming service was tested, architected and rolled out in collaboration with the Section: Stakeholder and Communication Services to ensure that the branding standards were met. The new streaming service proved to be reliable and effective, with ICT continuously making adjustments as we went along. The service can now stream to all online platforms from a single source and thus has become very efficient. The section prepared resources to handle up to three simultaneous events in order to be responsive to the core business requirements.

The innovation mentioned above was followed by the enablement of hybrid Chamber and committee rooms, utilising internal resources only at an extremely low implementation cost for committee rooms.

Collectively all of the changes above required efficient end-user support, something that is of cardinal importance to enable the Members and the administration. The ITDS team rose to the occasion by providing a committed and technically sound support function consistently, even after hours and weekends, in order to roll out the end-user tools, while providing ad-hoc training and technical assistance in parallel.

Full collaboration with all stakeholders and the acceptance and adoption of the change imposed by the virtual environment by the Members and the administration ensured effective operations during a very challenging period and streamlined the challenges generally associated with people, process and technology.

ICT resources were committed to the audit function to ensure compliance and to ensure that the right tools were in place for reliable operations. ICT proposed additional tools to enhance the governance in ICT operations. A comprehensive security report was submitted to the Office of the Secretary in order to provide insights into the exposure of the WCPP while working from home and the increased online presence. The security awareness programme kicked off at the right time to protect the WCPP from human error, while the outcome of the

penetration test and vulnerability assessment further validated the good posture and security standards applied across the information platform.

ICT continued to innovate by acquiring an enterprise agreement with Microsoft and thus laying a solid foundation for further digitalisation. Microsoft Office 365 will lead the WCPP into new technology heights by enabling mobile applications, workflow and realising a knowledge management platform. The first online survey was sent through this effective platform.

Further due diligence with respect to the ERP People & Payroll module ensured that the Steering Committee could make an informed decision to move forward with enhancing the system. The supply chain module was optimised through a project, which is currently in testing, while the support functions continued unabated for the financial and payroll modules.

We ended with the initiation of a complex and high impact internet service provider migration project due to the three-year limitation of contractual agreements, which touched every technical ITDS service being offered. ICT embarked on the planning and implementation seamlessly and thus demonstrated how nimble the ICT operations are in terms of accepting and implementing change effectively.

The adoption of cloud and hybrid operations in 2020 set the WCPP on a trajectory that is world-class in terms of enablement and risk to business continuity, while completing one of the DR tests for the year, again showcased the ability to sustain disrupted operations at every level.

(3) ***Human Resources Management***

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

During the 2018/19 financial year the WCPP transferred to an Enterprise Resource Planning (ERP) system. In 2019/20 the WCPP will continue to stabilise and optimise the system in the Human Resources Management context. While this process has not formally been identified as a key performance indicator, significant efforts have been dedicated to the process of stabilising and optimising the system, as well as equipping end-users in becoming adept at system utilisation.

The section has consolidated all the audit findings as recorded by the Auditor-General, the Internal Auditor and Internal Control. Based on these audit findings and in order to mitigate the associated risks, the section has drafted a scope document to launch a fully-fledged Human Resources Information Systems Project to investigate the continued feasibility of SAGE X3 PEOPLE and it has also identified the additional aspects that are to be included in the stabilisation process of the HR Module of SAGE X3 PEOPLE.

(ii) ***Employee Wellness Programme***

The Employee Wellness Programme for 2019/20 has been adjusted to be more directly focused on the needs of staff. In addition to the usual counselling support, a variety of activities, information sets, quizzes and professional services on various themes have been arranged. Staff will also have the opportunity to have access to a yearly health day, which includes health measurements and assessments and a "getting active" event.

As part of the continuous improvement of the Wellness Programme, the WCPP entered into a new contract with CAREWAYS after a tender process was completed earlier in 2019. The contract will expire in March, whereupon the section will again embark on a renewed procurement process.

(iii) **Organisational structure**

The WCPP adopted a new organisational structure in November 2018 and implemented the new structure with effect from 1 April 2019. The total staff complement increased from 108 to 118 posts. With reference to improving recruitment processes, the Section: HR has entered into an online recruitment and response handling contract to alleviate the challenges the section had with the time-consuming capturing of the database for all the vacancies that originated from the Functional Enhancement process. PNET was appointed as the service provider for a period of 24 months.

(iv) **Performance moderation**

Performance moderation for the 2018/19 performance management cycle was successfully completed. Based on the moderation, 68 employees were eligible for a performance bonus.

(v) **Staff turnover**

The WCPP has maintained an annual staff turnover of below 10%. This threshold is regarded a healthy churn for an organisation. While the Section: HR 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 four disputes were lodged, three by staff and one by the labour union. Two of the staff disputes were resolved and one remained unresolved. The dispute lodged by the labour union was settled.

(vii) **Disciplinary matters**

During the period under review there was one disciplinary hearing. The staff member was found guilty on two charges and given a sanction of six-month written warning. The staff member appealed the sanction and the Secretary upheld the sanction.

(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	7%
Bands C1–C5	6%
Bands D1–D2	5,4%

Salaries of senior management were increased by 4,8%.

(ix) **Passing of senior manager**

The Director: Parliamentary Support Services, Mr Jabu Nkabinde, sadly passed away on 12 August after a long illness. Mr Nkabinde joined the WCPP in 2002 as Manager: House Proceedings and was appointed as Director: Parliamentary Support Services in April 2019.

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

This section is comprised of the following units, namely:

- Language Services
- Translation Services
- Interpreting Services
- Records Management
- Research Services
- Library Services

(i) **Language Services**

- **Translation Services**

Translation Services is primarily responsible for ensuring that all House papers, such as ATCs, are translated into all three official languages of the province. Translation Services were assessed by external service providers towards the end of 2019 and the quality of the translation output was found to be satisfactory. During the period under review Translation Services translated a total of 206 documents, including the following:

- 100 ATCs
- 26 Order Papers
- 25 Minutes of House Sitings
- 40 Written Question Papers
- 15 Oral Question Papers

- **Interpreting Services**

Interpreting Services, which is provided by multiple independent contractors, ensure that all House sittings and, where requested, committee meetings are conducted in all three official languages of the Western Cape. During the period under review ICT customised Microsoft Teams in August to include two additional audio channels to accommodate interpreting during hybrid House sittings from September.

The 2017–2020 interpreter SLAs came to an end on 31 October and through a rigorous procurement process the SLAs were renewed with effect from 1 November. The revised 2020/21 SLA ensured that the terms and conditions contained in the SLA, as well as hourly and daily rates offered by WCPP, were consistent with industry norms and standards.

A comprehensive assessment of Interpreting Services was conducted by external service providers during February and the quality of the interpreting services based on relevant criteria, such as use of parliamentary terminology, was found to be of a satisfactory standard. Interpreting Services continue to ensure a minimum of four and a maximum of six interpreters for each language option at any point in time.

(ii) **Knowledge Management**

During the period under review there was constant engagement within the Directorate: IE to examine and explore how Knowledge Management (KM) ought to contribute to the WCPP becoming a learning organisation. One of the highlights of this engagement was a five-day integrated KM workshop designed to equip participants with the ability to understand and apply the inter-related principles and practices of knowledge management, organisational learning and innovation held during September and facilitated by Knowledge, an external service provider.

Various staff members from KM&IS, ICT and HR actively participated in the training to understand what KM involves, as well as to identify how it could potentially benefit the WCPP. All the above, including the KM audit, will inform the drafting of the KM strategic policy framework, which will be finalised at the end of March 2021. Key KM challenges experienced during the period under review were the following:

- Filling the vacant Senior KM post;
- Delay in executing the KM Audit due to vacant senior KM post; and
- Obtaining an ECM portal that can also serve as the WCPP's intranet.

(iii) **Records Management**

There were constant challenges in the efforts to set in motion interventions to improve Records Management and subsequently prepare it for a gradual migration where the service can increasingly be offered by means of electronic processes and procedures. There were continued technical delays in the implementation of a new taxonomy on E-filing, which should mirror the revised organogram and structure. Further challenges experienced in the Records Management environment included:

- Upgrade of WCPP's E-filing system;
- Storage space for registry; and
- Western Cape Archives and Record Services (WCARS) not finalising the review of the WCPP's updated and amended File Plan, which now includes all relevant business functions and activities.

(iv) **Information Services**

- **Research Services**

Research Services continued to provide traditional research support to committees, individual Members as well as Exco. The Senior Information and Services Provisioning Officer post was filled on 1 November 2020. The following are some of the research output produced during the period under review:

- Nature and efficacy of powers to amend money Bills in various Commonwealth legislatures;
- Comparative overview of the Western Cape Government's response to COVID-19;
- Overview of the policy framework governing basic education and social development in Sao Paulo and Medellin;
- Summative assessment for committees of the 2019–2024 Western Cape Provincial Strategic Plan; and
- Nature and structure of energy security in Japan.

- **Library Services**

All Members and staff continued to have access to JStor, a digital library service providing access to academic journal articles and books across various disciplines. NewsBank, an online newspaper service provider, also provided both the WCPP Members and staff access to more than 600 national and local news titles, which includes access to the largest collection of African news sources in the form of newspapers, websites and newswires from across the continent.

A range of new book titles were also added during the period under review to the library's comprehensive collection of resource material. The library also continued to provide reference request services to Members and Exco, as well as to circulate e-publications to

promote awareness of and commemorating noteworthy provincial, national as well as international events.

XVIII. STRATEGY AND INSTITUTIONAL OVERSIGHT

In line with the new approved organisation structure that came into effect on 1 April 2019 the Deputy Secretary position was an existing position on the organogram and occupied by Royston Hindley. The sad passing of the then Deputy Secretary, Mr Hindley, necessitated an assessment of the key performance areas associated with the position of Deputy Secretary and a new job profile was subsequently established with the title: Director: Strategy and Institutional Oversight.

The reviewed job profile was evaluated and graded by an external service provider, which came out at a level D4 of the Paterson Job Evaluation Method. Based on the result of the regrading, the Deputy Secretary position was abolished and a new position: Director: Strategy and Institutional Oversight was created on 2 December.

XIX. GENERAL

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

Members are required to belong to the Parmed Medical Aid Scheme, unless individually exempted by the Parmed Board.

The annual general meeting of Parmed was held at National Parliament on 24 October, and a number of current and former members of the WCPP attended.

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

The appointment by the Rules Committee on 14 June 2019 of Mr R D Mackenzie as the Pension Fund Trustee of the WCPP and of Mr D America as an alternate was confirmed by the House. (See Minutes of Proceedings dated 1 December 2020, p 143.)

(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% 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. In addition to this a one-off "Special Programmes Allowance" of R24 500 per Member for the 2020/21 year for utilisation for pandemic related expenditure was allocated.

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:

DA	-	R7 476 389
ANC	-	R4 008 527
ACDP	-	R 700 886
EFF	-	R 975 903
GOOD	-	R 700 886
FF Plus	-	R 700 886
AL-JAMA-AH	-	<u>R 700 886</u>
TOTAL		<u>R15 264 364</u>

(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 R66 137,42.



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