

WESTERN CAPE PROVINCIAL PARLIAMENT



SECRETARY'S REPORT 2023



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2023

**Published by
The Western Cape Provincial Parliament
June 2024**

FOREWORD

This report records the notable activities that the Western Cape Provincial Parliament (WCPP) was engaged in for the period 1 January to 31 December 2023.

The 2023 calendar year is the last full year before the seventh general elections in 2024. As the WCPP is reaching the end of the Sixth Parliament, much of its focus was on returning to basics and focusing on the effective execution of its mandate. Planning has commenced for the preparation for the new parliament and closure of the Sixth Parliament.

2023 was a learning curve and a test to see how it can respond to crisis situations, especially with dealing with the cyberattack that took place in May 2023. Although the WCPP could respond effectively to the attack, lots of learning took place.

Some of the key activities are reported, including various procedural matters, membership of and work done by standing committees, public education initiatives, Commonwealth Parliamentary, Society of Clerks-At-The-Table and other international relations matters, legal issues affecting the WCPP, as well as significant activities of directorates and business units.

I wish to express my gratitude to the executive authority, the Deputy Speaker, the Parliamentary Oversight Committee, the Members and employees of the WCPP for their continued support and commitment to the work of the WCPP.

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

**ROMEO ADAMS
SECRETARY TO THE PROVINCIAL PARLIAMENT**

TABLE OF CONTENTS

I. INTRODUCTION	6
II. PARTY REPRESENTATION, SPEAKER, DEPUTY SPEAKER, PROVINCIAL CABINET, WHIPPERY AND MEMBERS	6
(1) Party representation	6
(2) Speaker and Deputy Speaker	6
(3) Provincial Cabinet.....	6
(4) Whippery	7
(5) Members of the WCPP (excluding members of the Cabinet)	7
III. PROCEDURAL AND RELATED MATTERS.....	8
(1) State of the Province Address	8
(2) Plenary Support	8
(3) Rules Committee	8
(4) Programming Authority.....	9
(5) Chairpersons' Forum	9
(6) Temporary presiding officers	9
(7) Written questions not replied to within time frame.....	9
(8) Tabling of PERO and MERO	9
(9) Procedural Hub.....	9
IV. ACTIVITIES RELATED TO THE NATIONAL COUNCIL OF PROVINCES (NCOP-RELATED)	10
(1) The ratio of party representation in the NCOP	10
(2) Permanent delegates to NCOP.....	10
(3) Joint sittings of National Assembly and National Council of Provinces	10
(4) Participation by delegates of WCPP in NCOP sittings	10
(5) NCOP Provincial Visit Week (12 September–14 September).....	11
V. SECTOR-RELATED MATTERS.....	11
(1) Composition of Speakers' Forum	11
(2) Composition of the Secretaries' Forum of South Africa.....	12
(3) Legislative Sector professional forum engagements	12
(4) Legislative Sector Professional seminars, conferences and training.....	14
VI. OFFICE OF THE SPEAKER (INCLUDING OFFICE OF THE DEPUTY SPEAKER)	14
(1) General	14
VII. COMMITTEES	15
(1) Constitution of committees.....	15
(2) Changes to membership of committees	23
(3) Committee Support	23
(4) Statistics relating to committee activities	23
(5) Report on activities per standing committee.....	23
(i) Standing Committee on Agriculture, Environmental Affairs and Development Planning	23

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

(ii) Standing Committee on Local Government	25
(iii) Standing Committee on Transport and Public Works	26
(iv) Standing Committee on the Premier and Constitutional Matters	27
(v) Budget Committee.....	28
(vi) Ad-hoc Committee on the Appointment of a Public Service Commissioner for the Western Cape	30
(vii) Ad-hoc Committee on the Western Cape Provincial Powers Bill [B 5–2023]	30
(viii) Standing Committee on Health and Wellness	30
(ix) Standing Committee on Social Development	32
(x) Standing Committee on Education.....	33
(xi) Petitions Committee	34
(xii) Standing Committee on Finance, Economic Opportunities and Tourism.....	34
(xiii) Standing Committee on Infrastructure.....	36
(xiv) Standing Committee on Police Oversight, Community Safety, and Cultural Affairs and Sport	37
(xv) Parliamentary Oversight Committee	38
(xvi) Public Accounts Committee.....	39
(xvii) Ad-hoc Committee on TB.....	40
(xviii) Seventh Parliament Workstream.....	40
VIII. SECURITY AND PRECINCT MANAGEMENT (OFFICE OF SERJEANT-AT-ARMS).....	41
(1) Memorandum of Understanding with the Department of Police Oversight and Community Safety	41
(2) Service level agreement – WCPP and Department of Infrastructure	41
(3) Establishment of the Integrated Safety and Security Forum (ISSF)	42
(4) Occupational health and safety (OHS)	42
(5) COVID-19	42
(6) Critical infrastructure or national key points (NKP) matters.....	42
(7) Business Continuity Management.....	43
IX. REGISTRAR OF MEMBERS' INTERESTS	43
(1) Confirmation of appointment of Registrar.....	43
(2) Conduct Committee report on its operations and the efficiency of the Code of Conduct..	43
(3) Appeals Committee	44
X. LEGAL MATTERS	44
(1) The Constitutional Court's judgment in Constance Mogale and Others v Speaker of the National Assembly and Others (CCT 73/22)	44
(2) The Constitution of the Western Cape First Amendment Bill.....	44
(3) A money Bills amendments procedure system for the Western Cape	44
(4) The Western Cape Powers Bill and the Western Cape People's Bill.....	45
(5) Cybersecurity incident.....	45
XI. COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)	45
(1) CPA Western Cape Branch annual general meeting	45

(2) 66th Commonwealth Parliamentary Conference (CPC), Ghana	46
(3) Society of Clerks-At-The-Table (SoCATT) Africa Region	47
(4) SoCATT South Subregion	48
XII. STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES	48
(1) International relations.....	48
(2) Outgoing visits and international virtual conferences and webinars.....	48
(3) Incoming visits	48
(4) Cape Town Consular Corps Engagements.....	49
(5) Official opening and State of the Province Address.....	49
(6) Tours.....	49
(7) Corporate items and marketing	49
(8) Social media.....	50
(9) Website.....	50
(10) Internal communication	50
(11) Media.....	50
(12) Publications	50
XIII. PUBLIC EDUCATION AND OUTREACH (PEO)	51
(1) WCPP Engage	51
(2) Public hearings and committee support	52
(i) Oversight visits	52
(ii) Public hearings.....	52
(3) Communicating with stakeholders.....	61
XIV. STRATEGY AND INSTITUTIONAL OVERSIGHT	61
(1) Strategy formulation and prioritisation	61
(2) Monitoring and evaluation.....	63
(3) Policy coordination.....	63
(4) Enterprise Risk Management (ERM)	64
XV. FINANCIAL MANAGEMENT	64
(1) Audit outcome.....	64
(2) 2022/23 audit process.....	65
(3) Publication of Expenditure Policy.....	65
(4) Declaration of Interest Policy	65
(5) Annual financial statements.....	66
(6) Supply Chain and Asset Management (SC&AM)	66
(7) Tender status.....	66
(8) Maintenance services and support related to ERP	67
XVI. INSTITUTIONAL ENABLEMENT	67
(1) Members Affairs.....	67
(i) Parliamentary Medical Aid Scheme (ParMed)	67
(ii) Nomination of Member Trustee on Political Office-Bearers Pension Fund.....	67

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

(iii) Secretarial allowance payable to political parties	67
(iv) Constituency allowance payable to political parties	68
(2) Implementation of Functional Enhancement	68
(3) Information Technology and Digital Services	70
(i) The SAGE 300 Project	70
(ii) Penetration test and vulnerability assessment	70
(iii) Digital signature.....	70
(iv) Security awareness.....	70
(v) Disaster Recovery (DR) Test or BC	70
(vi) Policies.....	70
(vii) Cybersecurity	71
(4) People Management	71
(i) Enterprise Resource Planning (ERP) system.....	71
(ii) Employee Wellness Programme.....	71
(iii) Organisational structure	72
(iv) Performance moderation	72
(v) Employee turnover	72
(vi) Disputes lodged	72
(vii) Disciplinary matters	72
(viii) Annual employee salary increase	72
(5) Knowledge Management and Information Services (KMIS)	72
(i) Records Management	72
(ii) Information Services.....	74
(iii) Logistical Services.....	76

I. INTRODUCTION

The Secretary's Report provides an overview of the activities of the Western Cape Provincial Parliament (WCPP) for the period 1 January to 31 December 2023.

II. 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 DG Mitchell
Deputy Speaker	Ms BA Schäfer

(3) Provincial Cabinet

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

PORTFOLIO	NAME
Premier	Mr AR Winde
Minister of Mobility	Mr RD Mackenzie (from 20 February 2023)
Minister of Infrastructure	Mr TA Simmers
Minister of Finance and Economic Opportunities	Ms MM Wenger
Minister of Agriculture	Dr IH Meyer
Minister of Health and Wellness	Dr N Mbombo
Minister of Local Government, Environmental Affairs and Development Planning	Mr AW Bredell
Minister of Police Oversight and Community Safety	Mr RI Allen
Minister of Education	Mr DJ Maynier
Minister of Cultural Affairs and Sport	Ms AJD Marais
Minister of Social Development	Ms SG Fernandez

(4) ***Whippery***

MEMBER	PARTY	POSITION
Ms WF Kaizer-Philander	Democratic Alliance	Chief Whip of the Majority Party (from 7 February 2023)
Ms DM Baartman	Democratic Alliance	Deputy Chief Whip of the Majority Party
Ms LM Maseko	Democratic Alliance	Whip
Mr AP Van der Westhuizen	Democratic Alliance	Whip
Mr G Bosman	Democratic Alliance	Whip
Mr I Sileku	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 (excluding members of the Cabinet)***

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

Democratic Alliance:

Mr D America; Ms DM Baartman; Mr G Bosman; Mr C Fry; Mr RD Mackenzie (until 19 February 2023); Ms LM Maseko; Ms CAT Murray; Ms WF Kaizer-Philander; Mr D Plato; Mr G Pretorius; Mr I Sileku and Mr AP van der Westhuizen

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 (until 28 January); Mr T M Klaas and Ms A Cassiem (from 3 February)

Good:

Mr SN August (until 12 May) and Mr PT de Villiers (from 23 May)

African Christian Democratic Party:

Mr FC Christians

Freedom Front Plus:

Mr PJ Marais

Al Jama-ah:

Mr G Brinkhuis

III. PROCEDURAL AND RELATED MATTERS

(1) *State of the Province Address*

The Premier delivered his fifth State of the Province Address on 16 February in the WCPP's Chamber in Cape Town. The debate on the address took place on 17 February in the WCPP's Chamber, followed by the Premier's reply.

For this sitting, the Standing Rules of the House applied in compliance with the Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004.

(2) *Plenary Support*

During the period of review the House met for 29 plenaries, which represented 88 hours and 45 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 table below reflects various activities of the House and statistical information on certain of the output related to plenary support services:

ACTIVITY	TOTAL
Interpellations debated	24
Questions for oral reply processed	109
Questions for written reply processed	424
Speaker's debates	1
Opportunities for questions to the Premier without notice	10
Subjects for discussion debated	9
Matters of urgent public importance debated	None
Matters of public importance debated	1
Order Papers	29
Minutes of Proceedings	29
Draft resolution	1
Published Announcements, Tablings and Committee Reports (ATCs)	124
Bills introduced	6

(3) *Rules Committee*

In the reporting period the Rules Committee held four meetings: 24 March; 14 April; 20 September and 22 November.

Subcommittee on Rules Review Committee

In the reporting period the Subcommittee held two meetings: 14 April and 19 September.

Subcommittees on Internal Arrangements

In the reporting period the Subcommittee held one meeting on 19 September.

(4) ***Programming Authority***

During the period the Programming Authority held 24 meetings on the following dates:
7 February; 14 February; 28 February; 7 March; 14 March 28 March; 11 April; 18 April;
23 May; 30 May; 6 June; 13 June; 20 June; 18 July; 25 July; 1 August; 8 August; 16 August;
22 August; 29 August; 12 September; 19 September; 26 September and 21 November.

(5) ***Chairpersons' Forum***

The Committee met on 6 March and 5 June.

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

The following members were appointed as temporary presiding officers in accordance with Standing Rule 24:

Ms LM Maseko; Mr AP van der Westhuizen; Mr D Plato; Mr LL Mvimbi; Ms NG Bakubaku-Vos and Ms A Cassiem.

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

None.

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

On 21 September the Minister of Finance, Economic Development and Tourism, Ms MM Wenger, tabled the Provincial Economic Review and Outlook (PERO) and on 23 November the Municipal Economic Review and Outlook (MERO) was tabled.

(9) ***Procedural Hub***

The Procedural Hub was established in 2019. The Procedural Hub is still composed as follows:

- Secretary (ex officio Chairperson);
- Director: Parliamentary Support Services;
- Specialist Adviser: Speaker's Office;
- Head of Office: Office of the Speaker;
- Senior Legal Adviser;
- Legal Adviser;
- Manager: Committees;
- Manager: Plenary Support and
- Senior procedural officers (Committees and Plenary Support)

The Manager: Plenary Support resigned on 31 August and the position was represented in the meeting by the Director: Parliamentary Support Services. The Procedural Hub held six meetings: 20 January; 10 March; 5 May; 30 August; 19 October and 24 November. The meeting predominately concentrated on the proposed amended Standing Rules.

IV. ACTIVITIES RELATED TO THE NATIONAL COUNCIL OF PROVINCES (NCOP-RELATED)

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

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

(2) *Permanent delegates to NCOP*

NAME	PARTY
Ms C Labuschagne	Democratic Alliance
Mr JJ Londt	Democratic Alliance
Mr FJ Badenhorst	Democratic Alliance
Ms MN Gillion (until 28 February)	African National Congress
Ms LN Moss (from 14 March)	African National Congress
Mr EZ Njadu	African National Congress
Mr A Arnolds (until 28 January)	Economic Freedom Fighters
Mr MJ Magwala (from 17 February)	Economic Freedom Fighters

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

The Joint Sittings were held on 9 February; 14 February and 16 February.

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

POLICY VOTES	WC MEMBERS ATTENDING
Policy Debate on Budget Vote 29: Agriculture, Land Reform and Rural Development	Mr D America Mr P Marran
Transport Month Debate: "Revitalisation and Modernisation of the Freight Logistics and Passenger Mobility Railway Network in South Africa"	Mr D America (DA: speaking delegate) Mr L Mvimbi (ANC: non-speaking delegate)
"Select Committee on Trade and Industry, Economic Development, Small Business Development, Tourism, Employment and Labour" with regard to the African Growth and Opportunity Act	Mr I Sileku (DA-speaking delegate) Ms N Nkondlo (ANC: non-speaking delegate)

POLICY VOTES	WC MEMBERS ATTENDING
NCOP plenary (Virtual ministerial briefing on the impact of load-shedding in the provision of water and sanitation)	Mr A Bredell (Minister) Mr I Sileku Mr LL Mvimbi
Debate on International Rural Women's Day 2023: "Expanding Agricultural and Rural Development Opportunities for Rural Women in South Africa".	Ms WF Kaizer-Philander

(5) ***NCOP Provincial Visit Week (12 September–14 September)***

The NCOP Provincial Week took place from 12 to 14 September and it was a Joint Session Meeting with the Standing Committee on Local Government. They visited municipalities in their respective provinces to assess infrastructure projects as part of the Provincial Week Programme under the theme: "Building Viable Provincial and Municipal Infrastructure for Effective Delivery of Services to Communities." It was attended by the NCOP Permanent Members, namely Hon Members Labuschagne, Londt, Badenhorst, Njadu and Magwala. The WCPP Members who attended this event were Hon Members Sileku, Maseko and Klaas.

V. 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 NN Mapisa-Nqakula
NCOP (Chairperson)	Mr AN Masondo
Western Cape Provincial Parliament	Mr D Mitchell
Gauteng Provincial Legislature	Ms N Mekgwe
KwaZulu-Natal Provincial Legislature	Ms NN Boyce
Limpopo Provincial Legislature	Ms RR Molapo
North West Provincial Legislature	Ms BRS Dantjie
Mpumalanga Provincial Legislature	Ms MC Masilela
Eastern Cape Provincial Legislature	Ms H Sauls-August
Free State Provincial Legislature	Ms N Sifuba
Northern Cape Provincial Legislature	Ms N Klaaste

Deputy Speakers

National Assembly	Mr L Tsenoli
NCOP (Deputy Chairperson)	Ms S Lucas
Western Cape Provincial Parliament	Ms B Schäfer
Gauteng Provincial Legislature	Ms V Mhlakazi-Manamela

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

KwaZulu-Natal Provincial Legislature	Mr RT Mthembu
Limpopo Provincial Legislature	Mr T Matibe
Mpumalanga Provincial Legislature	Ms JL Thabethe-Mofokeng
North West Provincial Legislature	Ms NL Miga
Eastern Cape Provincial Legislature	Mr M Qoboshiyane
Free State Provincial Legislature	Ms LN Mapena
Northern Cape Provincial Legislature	Mr OM Matika

During 2023 the Speaker's Forum met on 13 to 14 April; 23 June; 19 September; 26 to 27 September and 12 December.

(2) *Composition of the Secretaries' Forum of South Africa*

As at 31 December the following secretaries and deputy secretaries made up the Secretaries' Forum of South Africa:

Parliament	Mr X George
National Council of Provinces	Adv Phindela
National Assembly (Deputy Secretary)	Mr M Xaso
Western Cape Provincial Parliament	Mr R Adams
Gauteng Provincial Legislature	Ms P Skosana
KwaZulu-Natal Provincial Legislature	Ms N Naidoo
Limpopo Provincial Legislature	Dr IS Nkuna
North West Provincial Legislature	Adv LI Netshitumbu
Mpumalanga Provincial Legislature	Mr MH Shabangu
Eastern Cape Provincial Legislature	Ms N Ngcakani
Free State Provincial Legislature	Mr J Machaka
Free State Provincial Legislature (Deputy Secretary)	Mr S Mabalane
Northern Cape Provincial Legislature	Mr PB Moopelwa

During 2023 the Secretaries' Forum met on 25 to 26 January; 29 to 30 March; 11 to 12 April; 5 June; 13 to 14 September and 22 to 24 November.

(3) *Legislative Sector professional forum engagements*

The Secretaries' Forum adopted the proposal on the reconfiguration of the SA Legislative Sector structures for the parliamentary administration level on 21 July 2022. One of the key adjustments that was agreed to was to continue the sector cluster approach with secretaries and deputy secretaries assigned to convene and lead these clusters. The proposed clusters would process forum matters, provide strategic advice to the Secretaries' Forum and ensure the implementation of sector decisions in the legislatures. Flowing from this adoption, the Secretaries' Forum will reactivate or reestablish sector professional forums for advisory and implementation support and advance professionalisation and capacity development.

Although it was envisaged that meetings of the clusters and forums would take place quarterly, this has not been the case during 2023.

The following positions form part of the WCPP's representatives to sector clusters and forums:

ROLE	DESIGNATION
Legislature liaison for sector programme matters	Manager: Office of the Secretary
SECTOR CLUSTER REPRESENTATIVES	
Strategy and Governance	Director: Strategy and Institutional Oversight
Core Business Support	Director: Parliamentary Support Services
Interparliamentary Relations and Communication	Director: Public Engagement
Capacity Development and Corporate Services	Director: Institutional Enablement
SECTOR PROFESSIONAL FORUM REPRESENTATIVES	
Finance Forum (including Supply Chain Management)	Chief Financial Officer
Audit and Risk Forum	Manager: Financial Compliance and Internal Control
Strategy and Planning, Performance Monitoring and Evaluation Forum	Director: Strategy and Institutional Oversight
Committees and Public Participation Forum	Manager: Committees Manager: Public Education and Outreach
Procedural Services Forum	Manager: Plenary Support
Legal Forum	Senior Legal Adviser
Stakeholder Relations (including Local Government)	Manager: Stakeholder Management and Communication Services
Communications Forum	Manager: Stakeholder Management and Communication Services
Research and Knowledge Development	Manager: Knowledge Management and Information Services
International Relations, Protocol and Security Forum	Manager: Stakeholder Management and Communication Services Serjeant-at-Arms
Human Resource Forum (including Members' Support)	Manager: People Management
Research and Knowledge Development	Manager: Knowledge Management and Information Services
ICT Forum (Information and Communication Technology)	Manager: Information Technology and Digital Services

(4) *Legislative Sector Professional seminars, conferences and training*

During 2023 the WCPP sent participants to the following:

DESCRIPTION	DATE	NUMBER OF PERSONS ATTENDED
SALS Gender Summit	1 to 3 August	3 Members 2 employees
LSS Professional Development Seminar	7 to 9 August	9 employees
Effective Business Writing Masterclass	26 June	4 employees
Stakeholder Relations Training	10 to 12 July	2 employees
Stakeholder Relations Training	1 to 3 November	1 employee
Effective Business Writing Masterclass	9 November	5 employees

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

(1) *General*

The Speaker and Deputy Speaker were the driving forces behind ensuring that the constitutional mandate of the WCPP was fulfilled and to this end they ensured that:

- All Members of the WCPP were adequately represented at parliamentary forums both locally and abroad;
- Plenary sittings of the House were conducted orderly in accordance with the Standing Rules of the House;
- Support services to the Members were adequately provided by a professional and committed workforce; and
- The WCPP was adequately resourced in an exceedingly difficult fiscal environment.

In all the above-mentioned aspects, the Office of the Speaker was supported by a small but dedicated group of professional people.

The Speaker furthermore took the lead in ensuring that the WCPP was strategically well placed to conduct its business going forward and his “back to basics” approach now forms the spine around which all activities evolve going forward. The preparation for the elections in 2024 and the readiness of the WCPP to receive new and returning Members are top priorities for the Office and the administration.

The Speaker, responding to a resolution of the House, introduced legislation to have the number of Members represented in the WCPP increased in line with the provisions of national legislation.

The Speaker furthermore proposed that the Rules Committee consider establishing subcommittees on the review of the Standing Rules, as well as internal arrangements, with the main aim of broadening participation of Members in matters directly affecting them.

The Presiding Officers' Manual was amended for the first time since its introduction in 2021 to align it with national and provincial guidelines as far as the enabling benefits and allowances of the Speaker and Deputy Speaker are concerned.

VII. COMMITTEES

(1) Constitution of committees

Rules Committee

Members: 10

DA (6)	ANC (2)	EFF (1)	GOOD (1)
Mr D Mitchell (C) Ms BA Schäfer Ms LM Maseko Ms WF Kaizer-Philander* Ms DM Baartman Mr G Bosman* Alternate Member Mr D America	Ms PZ Lekker Mr MK Sayed Alternate Members Mr A Lili Ms NG Bakubaku-Vos Mr CM Dugmore	Mr TM Klaas* Alternate Member Ms N Cassiem*	Mr PT de Villiers*

Programme Authority

Members: 10

DA (6)	ANC (2)	EFF (1)	AL JAMA-AH (1)	GOOD (1)
Ms WF Kaizer-Philander (C)* Ms DM Baartman MS LM Maseko* Mr G Bosman* Mr AP van der Westhuizen Mr I Sileku* Alternate Members Mr D America Mr C Fry* Ms C Murray* Mr D Plato*	Ms P Lekker Mr MK Sayed Alternate Member Mr CM Dugmore	Ms N Cassiem* Alternate Member Mr TM Klaas*	Mr K Brinkhuis (until 19 September)*	Mr PT de Villiers (from 26 September)*

Public Accounts Committee

Members: 5

DA (3)	ANC (1)	EFF (1)
Ms LM Maseko Mr D America Mr I Sileku (from 27 February)* Alternate Members Ms C Murray (from 27 February)* Mr G Bosman Mr C Fry Mr D Plato Mr G Pretorius Ms DM Baartman Mr AP van der Westhuizen	Mr LL Mvimbi (C) Alternate Members Ms ND Nkondlo Mr D Smith	Ms A Cassiem, A (from 27 February)* Alternate Member Mr TM Klaas (from 27 February)*

Parliamentary Oversight Committee

Members: 5

DA (3)	ANC (1)	EFF (1)
Ms WF Kaizer-Philander (C) Ms LM Maseko Mr G Bosman Alternate Members Mr DM Baartman Mr I Sileku (from 27 February)* Mr AP van der Westhuizen	Ms PZ Lekker Alternate Member Mr CM Dugmore	Ms A Cassiem (from 27 February)* Alternate Member Mr TM Klaas (from 27 February)*

Standing Committee on Health and Wellness

Members: 5

DA (3)	ANC (1)	EFF (1)
Mr G Pretorius (C) (from 27 February)* Mr C Fry Mr D Plato Alternate Members Mr D Baartman Mr G Bosman	Ms R Windvogel Alternate Members Ms AP Bans Ms NG BakuBaku-Vos Ms PZ Lekker	Mr TM Klaas (from 27 February)* Alternate Member Ms A Cassiem (from 27 February)*

Standing Committee on Education

Members: 5

DA (3)	ANC (1)	ACDP (1)
Ms DM Baartman (C) Mr C Fry Mr D Plato Alternate Members Mr G Pretorius (from 27 February)* Mr G Bosman	Mr MK Sayed Alternate Member Mr M Kama	Mr FC Christians Alternate Member Mr K Brinkhuis, (Al Jama-ah)

Standing Committee on Social Development

Members: 5

DA (3)	ANC (1)	EFF (1)
Mr D Plato (C) Mr G Bosman Mr C Fry Alternate Members Mr DM Baartman Mr G Pretorius (from 27 February)*	Ms NG BakuBaku-Vos Alternate Members Ms AP Bans Ms PZ Lekker Ms R Windvogel	Ms A Cassiem (from 27 February)* Alternate Member Mr TM Klaas (from 27 February)*

Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport

Members: 5

DA (3)	ANC (1)	(FFP) / (ACDP)
Mr G Bosman (C) Mr DM Baartman Mr G Pretorius (from 27 February)* Alternate Members Mr C Fry Mr D Plato	(Cultural Affairs and Sport) Mr M Kama Police Oversight and Community Safety Ms AP Bans Alternate Member Ms R Windvogel	Cultural Affairs and Sport Mr PJ Marais (FFP) Police Oversight and Community Safety Mr FC Christians (ACDP) Alternate Members Mr K Brinkhuis (Al Jama-ah) Ms A Cassiem (EFF) (from 27 February)*

Standing Committee on the Premier and Constitutional Matters

Members: 5

DA (3)	ANC (1)	EFF (1)
Mr C Fry Ms WF Kaizer-Philander (until 29 January)* Mr G Pretorius (from 30 January)* Ms DM Baartman Alternate Members Mr G Bosman* Mr D Plato	Mr CM Dugmore Alternate Member Ms PZ Lekker	Mr M Xego (until 20 February)* Mr T Klaas (from 21 February)* Alternate Members Ms N Makamba-Botya Ms A Cassiem (from 21 February)*

Standing Committee on Human Settlements (from 1 April 2023 the Standing Committee on Infrastructure)

Members: 5

DA (3)	ANC (1)	EFF, GOOD (1)
Ms LM Maseko (C) Mr I Sileku* Mr D America (from 30 January)* Mr C Murray (from 27 February)* Alternate Members Mr RD Mackenzie Ms C Murray* Ms BA Schäfer Mr AP van der Westhuizen Mr D America (from 27 February)*	Mr A Lili (until 6 June) Mr P Marran (from 6 June)* Alternate Members Mr P Marran (until 6 June)* Mr D Smith* Mr M Kama	Mr SN August (until 15 May)* Mr PT de Villiers (from 6 June)* Alternate Member Ms N Makamba-Botya

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

Members: 5

DA (3)	ANC (1)	Al Jama-ah (1)
Ms C Murray (C) (from 27 February)* Mr I Sileku (from 27 February)* Mr A van der Westhuizen	Ms N Nkondlo	Mr K Brinkhuis

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

DA (3)	ANC (1)	Al Jama-ah (1)
Alternate Members Ms M Maseko Mr D America	Alternate Members Ms A Bans Mr L Mvimbi	

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

Members: 5

DA (3)	ANC (1)	EFF (1), GOOD, FF PLUS
Mr D America, (until 26 February)* Ms LM Maseko Ms C Murray Mr I Sileku (from 27 February)* Alternate Members Mr D America (from 27 February)* Mr AP van der Westhuizen (from 27 February)*	Mr CM Dugmore Alternate Members Mr P Marran Mr A Lili	Ms N Makamba-Botya (until 26 February)* Mr T Klaas (from 27 February)* Alternate Member Ms A Cassiem (from 27 February)*

Standing Committee on Transport and Public Works (until 31 March 2023)

From 1 April 2023 the name of the committee changed to the Standing Committee on Mobility

Standing Committee on Mobility (from 1 April 2023)

Members: 5

DA (3)	ANC (1)	GOOD (1)
Mr D America (from 27 February)* Mr I Sileku (from 27 February)* Mr AP van der Westhuizen (from 27 February)* Alternate Members Ms LM Maseko (from 27 February)* Ms C Murray (from 27 February)*	Mr LL Mvimbi Alternate Members Ms ND Nkondlo Mr CM Dugmore	Mr SN August (until 12 May)* Mr P de Villiers (from 5 June)*

Standing Committee on Agriculture, Environmental Affairs and Development Planning

Members: 5

DA (3)	ANC (1)	FF PLUS (1), GOOD (1)
Mr D America Ms C Murray (from 27 February)* Mr AP van der Westhuizen (C) Alternate Members Ms LM Maseko Mr RD Mackenzie (until 26 February)* Ms BA Schäfer (until 26 February)* Mr I Sileku*	Mr P Marran Alternate Members Mr D Smith Mr A Lili	Agriculture Mr PJ Marais Environmental Affairs and Development Planning Mr SN August (until 12 May)* Mr PT de Villiers (from 5 June)*

Conduct Committee

Members: 5

DA (3)	ANC (1)	EFF, AL JAMA-AH
Ms WF Kaizer-Philander (C) Ms DM Baartman Mr D America Alternate Member Mr G Bosman	Ms PZ Lekker Alternate Member Ms AP Bans	Mr TM Klaas (EFF) (from 28 February)* Alternate Member Mr G Brinkhuis (Al Jama- ah) (from 27 July)*

Petitions Committee

Members: 5

DA (3)	ANC (1)	EFF (1)
Mr D Plato (C) Mr G Bosman Mr C Fry Alternate Members Ms DM Baartman Mr G Pretorius (from 27 February)*	Mr MK Sayed Alternate Members Mr M Kama Mr A Lili	Ms A Cassiem (from 27 February)* Alternate Member Mr TM Klaas (from 27 February)*

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

DA (8)	ANC (2)	EFF (1)	ACDP (1)	FF Plus (1)	GOOD (1)	Al Jama-ah
Mr AP van der Westhuizen Ms DM Baartman Ms LM Maseko Mr G Bosman Alternate Members Ms C Murray (from 27 February)* Mr G Pretorius (from 27 February)*					(from 5 June)*	

Ad-hoc Committee on TB

Members:15

DA (8)	ANC (2)	EFF (1)	ACDP (1)	FF Plus (1)	GOOD (1)	Al-Jama-ah
Mr G Pretorius (C) (from 27 February)* Ms C Murray (from 27 February)* Mr G Bosman Mr C Fry Mr D Plato Ms DM Baartman Mr AP van der Westhuizen Ms W Kaizer-Philander Alternate Members Ms LM Maseko Mr D America	Ms AP Bans Ms R Windvogel	Mr TM Klaas (from 27 February)* Alternate Member Cassiem, A (from 27 February)*	Mr F Christians	Mr P Marais	Mr SN August (until 12 May)* Mr PT de Villiers (from 5 June)*	Mr K Brinkhuis

(2) *Changes to membership of committees*

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

(3) *Committee Support*

The Committee Support Section provided the necessary support to Members and standing committees to fulfil their constitutional mandate and they performed their operations effectively and efficiently, including the provision of quality procedural and administrative support, and procedural advice. Because the 2023/24 financial year is also a pre-election year, there was a priority focus on the processing of legislation before the committees, both provincial and NCOP legislation. This placed quite a strain on the parliamentary programme and the budget of committees.

(4) *Statistics relating to committee activities*

The table below reflects the activities of the committees during the reporting period. (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	263
Number of public hearings held	97
Number of oversight visits undertaken	24
Number of cluster visits undertaken	2
Number of international visits undertaken	2

*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.

(5) *Report on activities per standing committee*

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

The Committee continued conducting most of its business by way of virtual meetings with MS Teams during the year.

In terms of lawmaking, the Committee followed up on the implementation of the Western Cape Biodiversity Act, 2021 (Act 6 of 2021), and the progress on the drafting of the associated regulations. Of interest to the Committee was the impact of the Act on

biodiversity matters in the province, as well as the potential challenges that were experienced with the implementation thereof.

In terms of NCOP (s76) legislation, the Committee concluded its process in respect of the Agricultural Product Standards Amendment Bill [B 15B–2021] and the National Veld and Forest Fire Amendment Bill [B 24B–2021].

In terms of money bills, the Committee deliberated on the main appropriation budget for the 2023/24 financial year for Vote 9: Environmental Affairs and Development Planning and Vote 11: Agriculture. The Committee concluded the year with deliberations on Vote 9: Environmental Affairs and Development Planning and Vote 11: Agriculture in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2023].

The Committee, together with the Standing Committee on Infrastructure and the Standing Committee on Finance, Economic Opportunities and Tourism, undertook an international study visit to the state of California from 15 to 19 May. The main motivation for the international study visit was the signed Memorandum of Understanding between the Western Cape Department of Agriculture and the California Department of Food and Agriculture. The international study visit was therefore aimed at improving relationships, supporting the implementation of the agreement, monitoring the benefits to be gained, and identifying possible amendments to existing policies. Discussions centred around climate change matters, agricultural visas, housing challenges, partnerships and renewable energy. All meetings proved insightful, and relationships were forged that would contribute to collaboration and improved relations between the Western Cape and California.

The Committee conducted an oversight visit to the Cederberg area following the floods that occurred in the area on 15 June that caused considerable devastation to the farming community and nature reserves. The Committee visited the CapeNature Algeria Camping Site, met with the Department of Agriculture and the Citrus Growers Association and visit affected farms in the area. The purpose of the visit to the Algeria Camping Site was to discuss and observe the impact these floods have had on the reserve and surrounding areas, to assess the impact of the flood damage to infrastructure and biodiversity, and to discuss the impact on tourism revenue. Similarly, the purpose of the meeting and visit to the affected agricultural areas were to discuss the impact these floods have had on the agricultural industry, particularly the citrus sector, and to observe firsthand the extent of the damage. The Committee also engaged with the Citrus Growers Association on challenges experienced in the export of citrus and other crops.

As part of the Service Delivery Cluster of committees, the Committee participated in a Cluster Visit Week that took place in the Garden Route district. This visit week included a visit to the Oudtshoorn Research Farm and the Groenvlei Carp Eradication Project at the Goukamma Nature Reserve. The purpose of the visit to the Oudtshoorn Research Farm was, among other matters, to engage with the Department of Agriculture on several issues that focused on research, breeding, avian influenza control and/or prevention, and the contribution of the ostrich industry to the economy. To gain a balanced viewpoint from the

private industry on the quality of the support services provided by the Department of Agriculture, the delegation also engaged with the South African Ostrich Business Chamber and Cape Karoo International. The purpose of the visit to the Groenvlei lake was to engage with CapeNature and its partners as well as with project beneficiaries on several issues, particularly the increased number of carp that were causing ecological degradation to this unique freshwater lake.

Other focus areas included matters relating to water consumption management, particularly in agriculture, with reference to ways in which to maximise the efficient use of water, as well as the advances that have been made in this regard; the progress in the construction work of the Clanwilliam Dam and the subject of the allocation of additional water rights, both in terms of the Clanwilliam Dam as well as the Brandvlei Dam, and the status of the turnaround strategies for the Amalienstein and Waaikraal farms.

The Committee also focused on non-financial performance targets during the first quarter of the 2023/24 financial year (April–June), where performance indicators were not achieved, partly achieved and those indicators that were exceeded were highlighted. Where it was not possible to meet, the Committee received quarterly updates in writing.

Annual reports are the key instruments for departments to report on performance measured against their performance targets and budgets as outlined in their strategic plans and annual performance plans. To this end, the Committee deliberated on the annual reports for the 2022/23 financial year of the Department of Agriculture and the Department of Environmental Affairs and Development Planning, as well their respective entities, Casidra and CapeNature.

(ii) *Standing Committee on Local Government*

The Committee was briefed by the Department on its third quarter performance and expenditure reports (October 2022–December 2022) and on 16 March 2023 the Department briefed the Committee on Vote 14: Local Government in the Schedules to the Western Cape Additional Adjustments Appropriation Bill (2022/23 Financial Year) [B 1–2023] and the Western Cape Appropriation Bill [B 2–2023].

The Committee started the first quarter with a briefing by the Department regarding the progress on the section 139(5) intervention and the Financial Recovery Plan at Beaufort West and the section 154 Support Plan at the Kannaland and Laingsburg municipalities. The Committee was also briefed on the successes and challenges of the Community Development Workers Programme and the Indigent Policy at the municipalities. The Auditor-General then briefed the Committee on the audit outcomes (MFMA 2021/22) with specific reference to the audit outcomes of the municipalities in the Western Cape, and particularly the under-performing municipalities.

The Committee was also briefed on the audit outcomes of the municipalities in the Western Cape for the 2021/22 financial year, with specific reference to the corrective measures and

support envisaged at the Kannaland, Beaufort West and Laingsburg municipalities, followed by a discussion on the challenges and possible interventions to improve audit outcomes in the future. The Committee had a meeting to finalise the resolutions on the corrective measures and attended the NCOP visit week.

The Committee deliberated on the Annual Report of the Department of Local Government for the 2022/23 financial year and concluded the year with the deliberation on Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation Bill [B 33–2023] and consideration and adoption of the Committee Report on Vote 14: Local Government in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2023].

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

The Committee started the year with the consideration of the Western Cape Provincial Transport Infrastructure Bill [B 5–2021] and concluded its deliberations on the Bill. In February 2023, the Committee was reconstituted and Member D America was elected as the new Chairperson. The Committee adopted a new A Bill on the Western Cape Provincial Transport Infrastructure Bill [B 5–2021] due to amendments that were detected in the Afrikaans version of the Bill. On 16 March, the Department briefed the Committee on Vote 8: Mobility in the Schedule to the Western Cape Appropriation Bill [B 2–2023]. The Economic Regulation of Transport Bill [B 1B–2020] (NCOP) was referred to the Committee and the Department of Transport briefed the Committee on the Bill on 23 March.

The previously named department, the Department of Transport and Public Works (previous Vote 10), ceased to exist on 31 March and was taken up into the new Department of Mobility and the new Department of Infrastructure with effect from 1 April.

Considering these changes, the name of the Committee changed to the Standing Committee on Mobility with effect from 1 April.

The Committee was briefed by the Department of Transport and Public Works on the upcoming Easter Road Safety Campaign. It was followed by a briefing by the Department of Transport on the National Road Traffic Amendment Bill [B 7B–2020] (NCOP) and the National Land Transport Amendment Bill [B 7F–2016] (NCOP), which were referred to the Committee. The Committee facilitated two public hearings on the two bills, including the Economic Regulation of Transport Bill [B 1B–2020] (NCOP).

The Committee was briefed by Minister Mackenzie and the Department of Mobility on its Annual Performance Plan 2023/24 and their First Quarterly Performance Report and Expenditure Report. The Committee also received a briefing by the Department on the written comments on the Economic Regulation of Transport Bill [B 1B–2020] (NCOP), the National Road Traffic Amendment Bill [B 7B–2020] (NCOP) and the National Land Transport Amendment Bill [B 7F–2016] (NCOP), and adopted its negotiating mandate reports on the Economic Regulation of Transport Bill [B 1B–2020] (NCOP), the National Road Traffic

Amendment Bill [B 7B–2020] (NCOP) and the National Land Transport Amendment Bill [B 7F–2016] (NCOP). The Committee concluded the second quarter with an oversight visit to the Cape Winelands Airport.

The Committee deliberated on the annual reports of the Department of Transport and Public Works (Vote 10) and Government Motor Transport for the 2022/23 financial year. The Committee was also briefed by the national Department of Transport on the Transport Appeal Tribunal Amendment Bill [B 8B–2020] (NCOP) after which the Committee adopted its final mandate reports on the Economic Regulation of Transport Bill [B 1B–2020] (NCOP), the National Road Traffic Amendment Bill [B 7B–2020] (NCOP) and the National Land Transport Amendment Bill [B 7F–2016] (NCOP). The Committee deliberated on and finalised Vote 8: Mobility in the Schedule to the Western Cape Appropriation Bill [B 2–2023] and the consideration and adoption of the Committee Report on Vote 8: Mobility in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2023].

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

This report provides an overview of the activities and meetings conducted by the Standing Committee on the Premier and Constitutional Matters throughout 2023. The Committee addressed critical matters related to budget allocations, electoral preparations, constitutional amendments, and policy alignment, all of which have a direct impact on the governance of the Western Cape.

The year began with the Committee's consideration of Vote 1: Premier, outlined in the Western Cape Appropriation Bill [B 2–2023]. On 15 March, after thorough deliberations, the Committee expressed its support for the Vote in accordance with Standing Rule 188. In the same month, the Department of Home Affairs provided a comprehensive briefing on systems, operational hours, staffing levels, and other relevant aspects of Home Affairs offices in the Western Cape.

In April the Independent Electoral Commission (IEC) presented a comprehensive update on its readiness for the upcoming 2024 elections.

May saw an additional briefing by the Department of the Premier, specifically designed to ensure that all Members, especially those who joined the Committee later, fully understood the details of the Constitution of the Western Cape First Amendment Bill [B 1–2021].

In June the Department of the Premier delivered a briefing on the policy priorities of the WCG, emphasising its alignment with the Provincial Strategic Plan and Provincial Strategic Implementation Plan.

July included a briefing by the WCPP on the Constitution of the Western Cape Amendment Bill (Determination of Number of Members) [B 6–2023], along with consideration of the Draft Committee Programme for this Bill.

August marked the commencement of public hearings on the Constitution of the Western Cape Amendment Bill (Determination of Number of Members) [B 6–2023] in George.

Public hearings continued in September, with hearings held in Saldanha Bay, Cape Town and Paarl, to gather input on the Constitution of the Western Cape Amendment Bill (Determination of Number of Members) [B 6–2023].

In October the last public hearing on the Constitution of the Western Cape Amendment Bill (Determination of Number of Members) [B 6–2023] was held in Hermanus. Additionally, the Committee engaged in deliberations and public hearings on the 2022/23 Annual Report of the Department of the Premier.

In November the IEC provided another briefing on the readiness for the 2024 provincial elections. The Committee resolved to invite the Independent Electoral Commission in March 2024 for an assessment of election readiness. The Committee also deliberated on the submissions received regarding the Constitution of the Western Cape Amendment Bill (Determination of Number of Members) [B 6–2023] and reviewed the WCPP's responses to the submissions. At the end of the month, the committee also engaged in deliberations and hosted a public hearing on Vote 1: Premier in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2023].

(v) Budget Committee

Throughout 2023 the Budget Committee was actively engaged in various legislative activities. Key legislation considered included:

- Western Cape Additional Adjustments Appropriation Bill (2022/23 Financial Year) [B 1–2023];
- Western Cape Appropriation Bill [B 2–2023];
- Division of Revenue Bill [B 2–2023] (NCOP);
- Division of Revenue Amendment Bill [B 33–2023]; and
- Western Cape Adjustments Appropriation Bill [B 7–2023].

The Committee's annual statutory meetings included:

- The Medium-Term Budget Policy Statement;
- The PERO;
- The MERO;
- The Financial and Fiscal Commission on the 2024/25 Submissions for the Division of Revenue;
- The Auditor-General of South Africa (AGSA) on the 2021/22 Audit Outcomes of the Public Finance Management Act, 1999 (Act 1 of 1999), for the Western Cape provincial departments and entities; and
- The 2022/23 Annual Report process pertaining to the departments and entities of the WCG.

In March a workshop on the Money Bills Amendment Procedure Bill took place. This included a briefing on constitutional provisions for money bills amendments facilitated by the WCPP's Research Unit. The Committee also received briefings on the first draft of amendments to the Standing Rules related to money bills and the initial draft of the Money Bills Amendments Procedure Bill by the WCPP's Legal Unit. Input from the Provincial Treasury and the Finance and Fiscal Commission assisted in the discussions on legislative processes.

The Provincial Treasury provided comprehensive briefings in the following months:
April: Detailed information on the Western Cape Additional Adjustments Appropriation Bill for the 2022/23 financial year and the Western Cape Appropriation Bill for 2023. The Committee evaluated and adopted committee reports for both bills.

In June a briefing took place on e-government and digital economy programmes in WCG departments and entities.

In July briefing took place on the 2022/23 fourth quarter performance, covering financial and non-financial aspects.

In August insights were received from the Financial and Fiscal Commission on the 2024/25 Submissions for the Division of Revenue.

In September briefings on the PERO and the 2023/24 first quarter performance, covering both financial and non-financial aspects took place.

In October the Auditor-General of South Africa presented an overview of the 2022/23 Audit Outcomes of the Public Finance Management Act, 1999 (Act 1 of 1999), for the WCG departments and entities. The Provincial Treasury provided a briefing on the 2022/23 annual report process for departments and entities of the WCG.

In November, the following crucial briefings took place:
The NCOP Permanent Delegate and the National Treasury presented a briefing on the Division of Revenue Amendment Bill [B 33–2023]. A public hearing and subsequent consideration and adoption of the Negotiating Mandate Report and Final Mandate Report on the Division of Revenue Amendment Bill took place.

Additional briefings from the Provincial Treasury included the Western Cape Adjustments Appropriation Bill [B7 –2023], the Medium-Term Budget Policy Statement and the 2023/24 second quarter performance (financial and non-financial). The Committee concluded with the consideration and adoption of the Committee Report on the Western Cape Adjustments Appropriation Bill [B 7–2023].

(vi) *Ad-hoc Committee on the Appointment of a Public Service Commissioner for the Western Cape*

The WCPP established an Ad-hoc Committee to consider applications and recommend to the House a candidate for nomination by the Premier for appointment to serve on the Public Service Commission.

The Ad-hoc Committee considered the applications for the position of a Public Service Commissioner for the Western Cape in accordance with the Public Service Act, 1997 (Act 46 of 1997). Section 196(7)(b) of the Constitution of the Republic of South Africa, 1996, states that the Premier of the Province must nominate one Commissioner for each province.

The Committee had to recommend a candidate as the term of the previous Public Service Commissioner for the Western Cape ended on 30 September. The post was advertised in all three official languages of the province in the *Weekend Argus*, *Die Burger* and *City Vision* between 14 and 17 June with a closing date of 7 July. The post was also advertised on social media platforms.

On 12 July the Committee shortlisted four candidates to be interviewed for the position. The Committee also resolved that the four candidates undergo a security vetting process to be conducted by the State Security Agency facilitated by the office of the Sergeant-at-Arms. The Ad-hoc Committee proceeded to interview four candidates on 4 September. After having interviewed the four candidates, and in accordance with Standing Rule 225(a), the Ad-hoc Committee resolved to recommend to the House that Mr Ashley Richard Searle be approved by the House as the Premier's nominee for appointment as Public Service Commissioner for the Western Cape.

(vii) *Ad-hoc Committee on the Western Cape Provincial Powers Bill [B 5–2023]*

The Ad-hoc Committee was established to consider the Western Cape Powers Bill. The work of the Committee was still ongoing at the time of this report.

(viii) *Standing Committee on Health and Wellness*

In February Hon G Pretorius was elected as the Chairperson of the Committee following the election of Hon W Philander as the Chief Whip of the Provincial Parliament. The Economic Freedom Fighters (EFF) replaced Hon M Xego with Hon TM Klaas as the permanent Member of the Committee.

In April the Committee was briefed by the Department of Health and Wellness on the surge in mental health cases in the province and the programmes in place to address the increase in mental health cases in the province. This briefing was scheduled after media reports on the surge of mental health cases in the province.

In addition, the Department of Health and Wellness was also invited to brief the Committee on the progress made on the implementation of the Western Cape Health Facility Boards and Committees Act, 2016 (Act 4 of 2016), specifically the appointment of the hospital boards and clinic committees in the province, and the existence, functioning and structure of the district health councils in the province.

In April the Committee conducted oversight visits to the Cogmanskloof Clinic, the Zolani Clinic, the Nkqubela Clinic and the Robertson Hospital. The purpose of the visits was to assess the full package of health services offered by various health facilities to communities after the COVID-19 pandemic. The Committee also visited the facilities to assess the high service pressure in the health facilities in the Boland region.

In June the Standing Committee on Health and Wellness and the Standing Committee on Social Development scheduled a joint visit to various health facilities and non-governmental organisations (NGOs) in the Central Karoo and Southern Cape regions from 26 to 30 June. The joint visit was scheduled after Members raised concerns about the infrastructure challenges and poor quality of services offered by the health facilities and NGOs in these regions.

In July the National Health Insurance Bill [B 11B–19] (NCOP) was referred to the Committee.

In August the Committee was briefed by the national Department of Health on the Bill.

The Committee resolved to schedule seven public hearings on the Bill to ensure that it covered the six regions and surrounding areas to reach as many people as possible. The hearings were held in Beaufort West, Central Karoo region, on Monday 18 September, in George, Southern Cape region, on Tuesday 19 September, in Caledon, Overberg region, on Wednesday 20 September, at the WCPP, Cape metropolitan area, on Friday 22 September, in Saldanha, West Coast region, on Tuesday 26 September, in Vredendal on Wednesday 27 September, and in Paarl, Cape Winelands, on Friday 29 September.

After the last public hearing in Paarl, the Committee was inundated with calls from various health stakeholders and community members to extend the public hearings on the Bill due to the magnitude of the impact of the National Health Insurance Bill on the citizens of the Western Cape and South Africans at large. The Committee resolved to schedule three additional public hearings: in Mossel Bay on 25 October, in Hermanus on 26 October and in Stellenbosch on 30 October. Numerous voluminous written and verbal submissions were received on the Bill for consideration and assisting the Committee in formulating the provincial mandate on the Bill. The ten public hearings on the NHI Bill were well attended, and relevant stakeholders gave input during the public hearings. In November the Committee deliberated on the negotiating and final mandates on the NHI Bill.

During the financial year under review, the Committee deliberated on the Annual Report of the Department of Health and Wellness. The Committee also deliberated on Vote 6: Health and Wellness in the Schedule to the Western Cape Appropriation Bill [B 7–2023].

(ix) *Standing Committee on Social Development*

During the financial year under review, Member G Bosman replaced Member W Kaizer Philander as a permanent Member of the Committee. Member K Brinkhuis of Al Jama-ah was replaced by Member Makamba-Botya of the Economic Freedom Fighters (EFF). In February the EFF replaced Member N Makamba-Botya with Ms A Cassiem as the Member of the WCPP and permanent Member of the Standing Committee on Social Development.

In May the Standing Committee scheduled a briefing by the NCOP Permanent Delegate and the national Department of Social Development on the Fund-Raising Amendment Bill [B 29B–2020] (NCOP).

The Committee scheduled four public hearings on the Bill in Cape Town for the Cape metropolitan communities, Saldanha Bay for the West Coast areas, Laingsburg for the Karoo and surrounding areas, and Mossel Bay for the Garden Route and surrounding areas. The public participation process was in line with section 118 of the Constitution. Stakeholders were encouraged to attend the public hearings. The hearings were well attended, and stakeholders gave verbal and written submissions on the Bill. The Committee unanimously supported the Bill.

In May the Committee scheduled a briefing by the South African Social Security Agency (Sassa) after media reports highlighted the closure of Sassa payment branches across the province, leaving Sassa beneficiaries destitute due to a lack of proper communication from Sassa. The Sassa Western Cape Regional Office briefed the Committee on the expiry of the Sassa grant cards and the new Sassa grants payment method since the closure of the post office branches that were paying grants to Sassa beneficiaries in the province. In addition, Sassa briefed the Committee on the progress made to address the backlog of the Social Relief of Distress Grant (SRD grant) and disability grants applications in the province.

From 26 to 30 June the Committee conducted a joint visit with the Standing Committee on Health and Wellness to various NGOs that are funded by the Department of Social Development and to the health facilities in the Central Karoo and Southern Cape regions. The joint visit was scheduled after the Committee received complaints from members of the public about poor management, employee shortage, lack of funding, infrastructure, and leadership challenges in various NGOs in these regions.

During the financial year under review, the Committee deliberated on the Annual Report of the Department of Social Development for the 2022/23 financial year, on Vote 7: Social Development in the Schedule to the Western Cape Appropriation Bill [B 2–2023], and on Vote 7: Social Development in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2023].

(x) *Standing Committee on Education*

From 30 January to 3 February the Committee was part of the Social Cluster Visit Week that took place in the Knysna and Kannaland municipalities. During this visit week the delegation visited the following schools and early childhood development centres: the Calitzdorp High School, the Besige Bytjies Voorskoolse Projek, and the Die Heuwel Speelskool in Calitzdorp.

In February the Western Cape Education Department briefed the Committee on the admissions process for the 2023 academic year, the status of school readiness for the 2023 academic year, the 2022 National Senior Certificate (NSC) results, and the pass rate for the Western Cape. As part of its oversight function, the Committee conducted a follow-up visit to the Crestway Secondary School in Retreat. The purpose of the visit was to inspect the challenges that were experienced by the school regarding the quality of the new building after it was reported that the school had structural challenges while the facilities were new. The Committee also visited the Saxonsea Junior High School in Atlantis. The school took 65 days to build as part of the initiative of the Minister of Education, Mr D Maynier, to construct 842 new classrooms.

In March the Committee conducted an oversight visit to the Ned Doman High School in Athlone. Also in March the Committee deliberated on Vote 5: Education in the Schedule to the Western Cape Additional Adjustment Appropriation Bill (2022/23 Financial Year). The Committee also deliberated on Vote 5: Education in the Schedule to the Western Cape Appropriation Bill [B 2–2023].

In April the Committee conducted oversight visits to the Heldeveld High School and the Phoenix High School. These schools were part of the pop-up admission centres where parents were able to register their children for the 2024 school year. Furthermore, the Committee also conducted visits to two other schools that were part of the WCED's Rapid Build Project, namely the Summerdale High School and the Springdale Primary School in Mitchells Plain.

In May the Committee conducted an oversight visit to the Stellenzicht Secondary School in Stellenbosch. The school achieved less than 60% on its NSC results during the 2022 academic year.

In September the Committee was briefed by the Department of Basic Education on the requirements for early childhood development practitioners at every level of the National Qualifications Framework. In September the WCED briefed the Committee on learners who have severe disabilities, while Equal Education briefed the Committee on school safety in the Western Cape.

In September the Committee was briefed by the Metro North Education District on the procurement of food for the National School Nutrition Programme.

In October the Committee deliberated on the Annual Report of the Western Cape Education Department for the 2022/23 financial year.

In November the Committee hosted the Gauteng Legislature's Portfolio Committee on Education.

The Committee also deliberated on Vote 5: Education in the Schedule to the Western Cape Adjustments Appropriation Bill [B 7–2023].

(xi) *Petitions Committee*

In August the Committee was briefed by the WCPP's Public Education and Outreach Section on the Petition submitted by Mr B Jacobs of Mossel Bay to the WCPP.

In November the Committee afforded the petitioner, Mr B Jacobs, the opportunity to brief the Committee on his petition. After the briefing by the petitioner, the Committee resolved to seek more information regarding the petition.

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

The Committee started its year fulfilling its lawmaking obligations. The Committee held five public hearings on the Copyright Amendment Bill [B 13D–2017] and the Performers' Protection Amendment Bill [B 24D–2016] between the end of January and the beginning of March. Public hearings were held in Oudtshoorn, Stellenbosch, Darling, Hermanus and Cape Town. The hearings were well attended, the submissions received were plentiful, and the engagement on the bills was robust. The Committee completed its negotiating mandates on 11 May and its final mandates on 1 September. The Committee did not vote in favour of the bills.

In terms of provincial legislation, the Committee received the Western Cape Nineteenth Gambling and Racing Amendment Act Repeal Bill [B 3–2023], which had to be processed. The Committee was briefed on the Bill on 1 September, the public hearing on the Bill was held on 24 October and the Committee voted in favour of the Bill on 1 November.

In terms of money bills, the Committee deliberated on Vote 3: Provincial Treasury and Vote 12: Economic Development and Tourism in the Schedule to the Western Cape Appropriation Bill in March. The Committee also deliberated on Vote 3 and Vote 12 in the Schedule to the Western Cape Adjustment Appropriations Bill [B 7–2023] in November.

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

The Committee deliberated on the 2022/23 annual reports of the Department of Economic Development and Tourism and its entities: Wesgro, Freeport Saldanha Industrial Development Zone and the Atlantis Special Economic Zone. The Committee also deliberated on the 2022/23 annual reports of the Provincial Treasury and its entity, the Western Cape Gambling and Racing Board. All the departments and entities were commended for their clean audit outcomes, and Wesgro was commended for improving its audit and receiving an unqualified audit outcome.

The Committee was briefed on the non-financial performance targets for the fourth quarter (2022/23) and the first quarter (2023/24) by the Department of Economic Development and Tourism and the Provincial Treasury in August.

In terms of oversight visits, the Committee engaged with relevant role players in the African Growth and Opportunity Act (AGOA) preferential trade agreement, as the debate about the renewal or expiry of the AGOA in 2025 unfolded. The AGOA allowed for duty-free and quota-free exports from eligible African countries into the United States. South Africa is one of the African countries that benefit from the AGOA.

The Committee met with the Western Cape Department of Economic Development and Tourism, Wesgro and the Western Cape Department of Agriculture on 9 June to gauge the impact that AGOA has had on the Western Cape. The Committee was informed that the AGOA was of great importance to the agricultural sector of the Western Cape, specifically for the citrus producers and exporters, for job creation, and to the overall growth of the province's economy. The Committee then embarked on an engagement with Summer Citrus from South Africa on 18 August on the benefits and challenges they experienced in respect of the AGOA.

The Committee also had robust engagements with the Minister of Trade, Industry and Competition regarding the need for more engagement on the AGOA, given its importance for the Western Cape's economy.

The Committee, along with the Standing Committee on Mobility, also met with the founding stakeholders of the Cape Winelands Airport for the briefing on the development plans for the proposed airport. The briefing also focused on the impact the airport would have on the surrounding communities and the economy in the Western Cape.

The Committee, noting the importance of the tourism sector for the province's economy, met with provincial and national departments and entities in May on the results of the 2022/23 tourism season. The Committee met with the Department of Economic Development and Tourism, Wesgro, the Department of Home Affairs, the South African Revenue Service, the Airports Company South Africa, and the Department of Transport's National Public Transport Regulator. The Committee met with these stakeholders again on 22 September to gauge their readiness for the 2023/24 tourism season, focusing on the tourism readiness plans, the expectations for the season, the readiness of the Cape Town

International Airport, and measures to address the backlog in ICT-related challenges and tourism operating licences, and the processing of visas.

The Committee, also noting the importance of the Port of Cape Town for the Western Cape's economy, met with the South African Association of Freight Forwarders and Transnet on the inefficiencies and challenges experienced at the Port of Cape Town. Transnet spoke about the improvements and updates that were being made to the port to bring it to peak working condition.

The Upstream Petroleum Resources Development Bill [B 13B–2021] was referred to the Committee in November. This Bill will be dealt with in the 2024 calendar year.

(xiii) *Standing Committee on Infrastructure*

It should be noted that the name of the Standing Committee on Human Settlements changed to the Standing Committee on Infrastructure on 1 April, as published in the *Government Gazette* 48103, dated 23 February.

The year commenced with an in-person meeting with the South African Police Service (SAPS), the City of Cape Town, the Western Cape Department of Community Safety (DOCS) and the Department of Human Settlements (DHS) to discuss the housing extortion cases in the Western Cape as reported in the past five years. During the meeting, it became evident that intimidation and extortion in the province was a critical matter that must be dealt with collaboratively among the three spheres of government. The Committee therefore resolved to conduct a follow-up meeting to ascertain the status of the investigations conducted by the SAPS, the City of Cape Town, DOCS and DHS and the measures implemented to deal with extortion.

The Committee conducted an oversight visit to the Belhar Housing Project and the UNIBELL Student Accommodation. Various green initiatives of energy-saving technologies, such as solar water heaters, heat pumps, improved insulation and gas, were being implemented in the housing projects. Residential recycling projects, food gardening and urban greening initiatives were being implemented. Besides the green component, the added benefit of these measures would also reduce electricity demand and make the precinct socially and visually more attractive. The Committee was able to access the units and interact with the residents who reside in the units.

The first quarter commenced with a briefing by the national Department of Public Works and Infrastructure on the Expropriation Bill [B 23B–2020] (NCOP) and the national DOH on the Housing Consumer Protection Bill [B 10B–2021] (NCOP). The Committee conducted six public hearings and have finalised the negotiating mandates on both bills.

An oversight visit was conducted to the Joe Slovo Housing Project in Rivieronderend to observe the 135-unit housing project for the residents of the Joe Slovo informal settlement in Rivieronderend. During the meeting the Committee was informed of the delays to

finalise the project due to the changes in the contractors who worked on the project. Issues pertaining to rock excavation and the removal of rubble from the nearby brook were also discussed. The Committee was able to conduct a walkabout of the area and interact with community members. The Theewaterskloof Municipality invited the Committee to revisit the area for a housing handover after three months had expired. The Committee, resolved to revisit the Joe Slovo Housing Project to observe the remaining completed 48 houses in Joe Slovo, Rivieronderend, only to find that the houses had not been handed over and that no further progress had been made with the project.

As part of its oversight mandate the Committee conducted urgent oversight visits to flood-damaged buildings and road infrastructure in Citrusdal, Cederberg, Clanwilliam, Matzikama and Bergrivier. The oversight visits commenced with a visit to the flood damage to the road infrastructure, commencing with the main road in Citrusdal, and then proceeding to Uitkyk Pass, DR2184, in the Cederberg region, and finally concluding the visit with a site visit to the MR310DR1487 in Clanwilliam. In Matzikama the Committee looked at the restoration of the Troe-Troe Bridge and discussed the water shortage issue in the area. The Committee was also able to observe the derelict condition of the Moravian houses, road infrastructure and bulk infrastructure in Wittewater and Goedverwacht respectively. The Bergrivier Municipality informed the Committee that they were experiencing flooding in all three of their major towns. The cost to upgrade the stormwater system would amount to R80 million. Further challenges were raised regarding heavy trucks that access the area, causing damage to the road infrastructure. The Committee received a briefing on the extent of the disaster and the budgetary requirements to rehabilitate the flood-damaged infrastructure.

The Committee was able to engage with the DOI's Human Settlements Unit on the annual reports of the DHS and its entity, the Western Cape Rental Housing Tribunal. The Committee deliberated on the Department and its entity's annual reports, specifically about Part A: General Information, Part B: Performance Information and Part D: Human Resource Management.

(xiv) *Standing Committee on Police Oversight, Community Safety, and Cultural Affairs and Sport*

During the reporting period the Committee's name was changed to the Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport. This change was effected from 1 April.

The Committee conducted oversight visits as part of the Social Cluster Visit Week. Facilities included the Amalienstein Heritage Site, the Ladismith Library and a well-attended meeting with the South African Police Service (SAPS) and the public in Calitzdorp.

The Committee engaged with the then Department of Community Safety, the SAPS and the City of Cape Town's Safety and Security Directorate on the Policing Needs and Priority Report. The Committee ensured that it complied with its regulatory oversight mandate by conducting the cyclical reporting events, namely the appropriation and adjustment appropriation processes, as well as the annual report discussions on the Department of

Cultural Affairs and Sport and its three entities, and the Department of Police Oversight and Community Safety and its entities.

The Committee visited the Western Cape Archives and Records Services. The Department of Police Oversight and Community Safety gave a presentation on its recommendations for the Policing Needs and Priorities Report. The Committee visited the base of the Law Enforcement Advancement Plan in Bishop Lavis.

(xv) *Parliamentary Oversight Committee*

The Parliamentary Oversight Committee (POC) diligently executed its oversight responsibilities through comprehensive engagements and deliberations from March to November, ensuring accountability and effective governance in the WCPP.

In March the Committee engaged in in-depth briefings by the WCPP covering a spectrum of essential aspects. These included detailed discussions on quarterly performance reports, financial statements, compliance feedback related to legislative instructions, live demonstrations on navigating the Hansard system, service level agreements encompassing maintenance schedules and asset management plans, Member facilities guidance, and opportunities for Member capacity building. The Committee also actively participated in deliberations and public engagement regarding Vote 2 in the Western Cape Appropriation Bill for the upcoming financial year.

April marked a pivotal moment with the election of the Chairperson for the POC, ensuring leadership continuity and a robust vision for oversight activities. Additionally, the Committee dedicated time to craft and adopt the POC Programme for the 2023/24 financial year, outlining a strategic framework for upcoming engagements.

May and June saw continued engagements with the WCPP, focusing on live demonstrations of Hansard usage, service level agreements, Member facilities guidance, and capacity-building opportunities. Furthermore, discussions involved in-depth analysis of the Fourth Quarterly Performance Report and Financial Statement for the 2022/23 financial year, along with compliance feedback on legislative instructions.

August brought forth discussions on critical aspects such as collaborative efforts between the Parliamentary Engagement Office and the Committee Support Section in managing public petitions. Insights from a delegation's visit to the Scottish Parliament provided valuable lessons on petition management. The Committee also explored strategies to enhance public participation in House and committee meetings for the current and upcoming financial years, managing enabling allowances as per the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act 10 of 2009) (FMPPLA), and optimising information accessibility through insights shared by the Parliamentary Monitoring Group.

September witnessed a thorough assessment of maintenance and emergency readiness in the WCPP precinct, emphasising fire safety and maintenance levels between floors 4 and 7 of the Provincial Legislature Building.

Additionally, the Committee scrutinised the First Quarterly Performance Report and financial statements for the 2023/24 financial year and received compliance feedback on legislative instructions.

October and November were marked by crucial deliberations on the audit outcome and Annual Report of the WCPP for the 2022/23 financial year. The AGSA and the Audit Committee provided detailed briefings and insights, enabling the Committee to assess and deliberate on the financial performance and accountability of the WCPP.

In conclusion the POC consistently upheld its mandate, ensuring transparency, accountability and effective governance over and in the WCPP.

(xvi) Public Accounts Committee

The Public Accounts Committee (PAC) diligently executed its oversight duties, overseeing various departments and entities in the WCG throughout 2023, ensuring accountability and fiscal prudence.

In February the Committee engaged in comprehensive briefings by the Department of the Premier, delving into critical issues such as erroneous overpayments to WCG employees during the 2021/22 financial year. Mitigating measures were discussed to prevent recurrences of such financial discrepancies. Additionally, discussions revolved around the impact of under expenditures on departmental operations and the challenges faced in procuring the TeamMate licence renewal due to problems with SITA's procurement processes. Simultaneously, the Provincial Forensic Services presented insights from their forensic investigations conducted during the 2022/23 financial year's first and second quarters.

April witnessed enlightening briefings by the Provincial Treasury, outlining the implications of underspending on their mandate and predetermined objectives for the 2021/22 financial year. Detailed processes concerning irregular expenditures and the associated condonation processes were expounded upon, providing the Committee with a comprehensive understanding of fiscal management. The audit committees of the Department of Social Development and the Department of Infrastructure also presented their strategies for managing emerging risks and mitigating audit findings respectively.

In May the Committee received a reiterated briefing from the Audit Committee of the Department of Infrastructure, emphasising the importance of quarterly meetings in achieving a clean audit outcome. Strategies to prevent a future recurrence of audit findings were reiterated, highlighting identified challenges at various employee levels and departmental units contributing to these findings.

September marked engagements with the Audit Committee and the DHS, focusing on the audit outcome of the Department for the 2021/22 financial year. Emphasis was placed on the value of quarterly Audit Committee meetings in ensuring future audit compliance. Strategies to prevent recurring audit findings were discussed, pinpointing specific challenges at employee levels and departmental units that contributed to the identified audit issues.

In October the PAC engaged with all 13 departments and their entities, constituting the WCG, on their annual reports of the 2022/23 financial year, fostering a holistic review of their fiscal performances.

Throughout these engagements the Public Accounts Committee demonstrated a commitment to fiscal transparency, accountability and prudent financial management in the WCG, ensuring effective oversight and promoting good governance practices.

(xvii) *Ad-hoc Committee on TB*

The Ad-hoc Committee was established to conduct oversight over the work of the provincial executive regarding its response to tuberculosis-related matters, including oversight over any provincial executive authority, any provincial department, any provincial organ of state and any provincial entity involved in activities dealing with TB-related matters.

Following the resignation of Member Kaizer-Philander as the Chairperson of the Committee and her subsequent appointment as the Chief Whip of the Provincial Parliament, the Committee met on 5 April to elect its Chairperson, Hon G Pretorius was duly elected as the Chairperson of the Ad-hoc Committee.

On 26 July the Committee was briefed by the Department of Health and Wellness on the prevalence of TB pre- and post-COVID-19 across the province.

From 24 to 25 August the Chairperson of the Committee attended and participated in the One Africa TB Summit in Addis Ababa, Ethiopia.

(xviii) *Seventh Parliament Workstreams*

The Content Workstream consisted of the following task team members: M Sassman (Chairperson), I de Lange, A le Roux, B Daza, L Cloete, W Hassen-Moosa, W Matthews, Z Adams, T Keswa and M Odendal.

The Content Workstream held its first meeting on 20 April and held subsequent meetings on 1 June, 3 August, 7 September, 5 October, 2 November and 7 December.

The expected results of the Content Workstream were to prepare a draft orientation programme and a final programme, to collate all presentation and materials for the orientation sessions, and to prepare a complete orientation file for Members.

The Content Workstream established three subcommittees to assist with the working on the expected results, which consisted of:

- Subcommittee on the Orientation Programme and File (and related matters): Created a template and format of structure and style for directors and section managers of the WCPP to prepare their presentations and related material. Ongoing progress of documents received and captured on an Excel spreadsheet of all documents per section of directorates;
- Subcommittee to develop a Members' survey to extract information from their experiences that would be used to assist with the drafting of the orientation programme and orientation file. The survey has been completed and provided to a selection of Members. We are awaiting the responses that would be analysed and fed into the process; and
- Subcommittee on cost implications for the Content Workstream.

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

(1) *Memorandum of Understanding with the Department of Police Oversight and Community Safety*

The WCPP was informed by the Department of Police Oversight and Community Safety (DPOCS) that a decision was taken to withdraw the services of DPOCS relating to the provision of physical security support at external events of the WCPP with effect from 1 September. This service was provided by DPOCS for the last six years and has a major impact on the security risk profile of the WCPP as far as Member safety is concerned. Up until 31 August the WCPP received security support for each external event of the WCPP.

The WCPP and DPOCS will continue with the MOU, but without the security support at external events. DPOCS still continues to provide other services to the WCPP, such as the provision of access cards for new employees and Members of Parliament and transversal security support. The Serjeant-at-Arms attended and participated in all four quarterly WCG Security Forum meetings as arranged by the DPOCS.

(2) *Service level agreement – WCPP and Department of Infrastructure*

The service level agreement with the Department of Infrastructure (DOI) came under scrutiny in 2023 as several building-related concerns were raised by the Members of the WCPP, specifically maintenance schedules not honoured by the DOI. The WCPP, in compliance with the Government Immovable Management Act, submitted the first Draft User Asset Management Plan in June 2022 and the final draft in March.

On 20 September the Director: Technical Services at the DOI gave a presentation on the Fire Rationale Project to the POC. The DOI also provided a formal response in relation to the use of the emergency escape route in the Provincial Legislature Building from the C and D garages

and ruled that the WCPP will be in contravention of the building regulations if they reopened the escape route as an entrance and exit point into the Provincial Legislature Building.

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

The ISSF is an important and critical security forum as it consists of security managers in the Provincial Legislature Building who meet frequently to discuss transversal security matters. It is also a subforum of the Joint Planning Committee (JPC) of the National Key Point. It considers security matters referred to it by the JPC and makes recommendations in this regard. The ISSF held meetings on three occasions in the year under review, namely on 10 March, 6 June and 22 November. The ISSF managed to arrange a combined emergency evacuation exercise on 31 March.

(4) ***Occupational health and safety (OHS)***

The OHS Committee continued to play a key role in ensuring a healthy and safe environment. For the reporting period the OHS Committee held four quarterly meetings as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The meetings were held on the following dates: 8 February; 15 June; 13 September and 17 October.

One formal injury-on-duty incident was recorded during the reporting period. A special OHS meeting took place on 24 April to discuss the incident whereby a senior official hurt his ankle and required hospitalisation. The necessary forms were completed, and the incident was registered with the Compensation Commissioner. The official has fully recovered and returned to work.

(5) ***COVID-19***

Since the start of the new year in January the WCPP reported several COVID-19 cases. The national regulations were reduced and it was not compulsory for employees to self-isolate anymore. As the year progressed the COVID-19 pandemic was managed well, and all remaining restrictive signage were removed. For the last six months of the calendar year no cases of COVID-19 were reported.

(6) ***Critical infrastructure or national key points (NKP) matters***

The annual evaluation of the national key point was conducted during July. The WCPP scored an overall percentage of 98,9 per cent. This is an improvement on the 2022 evaluation score of 97,6 per cent and represent a year-on-year improvement; however, the WCPP is trying to achieve a 100 per cent score to comply fully with the Critical Infrastructure Improvement Act. The WCPP made considerable strides towards achieving a 100 per cent and, despite accommodation shortages, a Joint Operation Centre was created on the ground floor of the Provincial Legislature Building as recommended in the 2022 evaluation findings.

(7) ***Business Continuity Management***

The Serjeant-at-Arms chaired the Cyber Incident Management Committee over a period of three months after the cyberattack that took place in May. Despite several challenges during this period, the business of the WCPP continued, although under stringent business continuity principles. The Serjeant-at-Arms submitted and presented detailed business continuity reports at each Governance Committee (GOVCOM) meeting.

The Sergeant-at-Arms Unit also developed an Emergency Preparedness Plan for electrical disruptions. This plan was approved by the Secretary to the WCPP on 31 March. Emergency preparedness team members from each business unit in the WCPP were appointed.

IX. REGISTRAR OF MEMBERS' INTERESTS

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

The three year-contract of the current Registrar of Members' Interests, Adv PJ Burgers, which commenced in December 2020, comes to an end on 30 November. In anticipation of the contract reaching its conclusion, the position was advertised during June. The Recruitment and Selection Panel for this role was approved by the Speaker, Daylin Mitchell, on 12 July. The approved panel is made up on the following persons:

- Speaker Daylin Mitchell (Chairperson);
- Deputy Speaker Beverley Schäfer;
- Chief Whip of the Majority Party, Wendy Kaizer-Philander;
- Chief Whip of the Opposition, Petronella Lekker; and
- Secretary to the Provincial Parliament, Romeo Adams.

On 23 November, upon a motion moved by the Chief Whip of the Majority Party, Ms WF Kaizer-Philander, the House passed the resolution that the existing contract of the Registrar of Members' Interests, Adv P Burgers, be extended on the same terms and conditions for a period of no longer than two months with effect from 1 December. This offer was not taken up by Adv Burgers.

It is envisaged that the recruitment process would be concluded in January 2024 and the new Registrar of Members' Interests will be appointed from March 2024.

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

The Conduct Committee held two meetings during 2023: 1 March and 21 June.

The Registrar reported to the Conduct Committee that:

- 41 Members submitted their disclosure forms by the deadline of April 2022; and
- No requests for access to the public part of the Register were received by the Register.

The Committee is currently in the final stage with the Review of the Code of Conduct.

(3) ***Appeals Committee***

The Appeals Committee (matter of the Deputy Speaker, Hon B Schäfer) was established on 14 March and the Members were appointed on 16 March. The following committee meetings took place during 2023: 12 and 19 April, 4 May, 18 July, 30 August, 22 September, 24 October and 6 December. The Committee is still in the process of dealing with the matter.

X. LEGAL MATTERS

(1) ***The Constitutional Court's judgment in Constance Mogale and Others v Speaker of the National Assembly and Others (CCT 73/22)***

In this case the Constitutional Court considered the adequacy of the public involvement processes followed by Parliament and the provincial legislatures in respect of the Traditional and Khoi-San Leadership Act, 2019. The Court found against Parliament and struck the Act down on the basis that the public involvement processes were not adequate. What was notably about the case was that the court measured the adequacy of Parliament's and the provincial legislatures' public involvement processes against the legislative sector's own guidelines and norms and standards. The court found that Parliament fell short of these self-imposed standards.

It is an ongoing process in the legislative sector to consider the implications of the judgment, including whether review of the standards that the sector imposed on itself is necessary.

(2) ***The Constitution of the Western Cape First Amendment Bill***

This was a legislative initiative with the Speaker as member-in-charge of the Bill. The Bill was referred to the Standing Committee on the Premier and Constitutional Matters for the legislative process. The purpose of the Bill was to amend section 13 of the Constitution of the Western Cape, 1997, to change the number of Members of the WCPP.

The parliamentary administration provided support with the conceptualisation and drafting of the Bill and with five public hearings. The Committee reported to the House with a recommendation that the Constitution of the Western Cape, 1997, be amended to increase the number of members from 42 to 48.

By the end of 2023 this legislative process was ongoing.

(3) ***A money Bills amendments procedure system for the Western Cape***

Section 120(3) of the Constitution of the Republic of South Africa, 1996, provides that "A provincial Act must provide for a procedure by which the province's legislature may amend a money Bill". The Budget Committee, as member in charge of the Bill, initiated the process for a provincial Act to give effect to this constitutional requirement.

The parliamentary administration provided support in respect of conceptualisation of the Bill, drafting of the Bill, and drafting of related amendments to the Standing Rules.

By the end of 2023, the Bill was in the process of being considered by a team consisting of the parliamentary administration, the Provincial Treasury and Legal Services: Department of the Premier.

(4) *The Western Cape Powers Bill and the Western Cape People's Bill*

Where virtually all legislation in the Western Cape traditionally originates from the provincial executive, in 2023 two bills were introduced in the House that did not originate from the provincial executive.

The Western Cape Powers Bill was a Bill introduced by the Standing Committee on the Premier and Constitutional Matters, and the Western Cape People's Bill was the first ordinary Member's Bill ever introduced in the legislature.

Legal Support provided advisory support on these bills, focusing on the issue of the legislative competence of the legislature to pass these proposed laws.

By the end of 2023 these legislative processes were ongoing.

(5) *Cybersecurity incident*

In May the WCPP experienced a cybersecurity breach. The breach required significant involvement from Legal Support, notably in dealing with the issue of protection of personal information and engagements with the Information Regulator.

XI. COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA)

(1) *CPA Western Cape Branch annual general meeting*

The CPA Western Cape Branch Executive Committee met on 28 September. At the time of the meeting the following persons were members of the Executive Committee:

- Chairperson (ex officio): Mr D Mitchell
- Deputy Chairperson (ex officio): Ms BA Schäfer
- Secretary (ex officio): Mr R Adams
- Treasurer: Ms M Maseko
- Additional member: Mr G Bosman
- Additional member: Ms NG Bakubaku-Vos

The following items were on the agenda:

- Opening and welcome;

- Attendance and apologies;
- Adoption of agenda;
- Consideration of the minutes of the annual general meeting of 11 August 2022;
- Matters arising from the meeting on 11 August 2022;
- Election of Branch Executive Committee (Treasurer of the CPA Western Cape Branch);
- Notice of CPA conferences:
 - 53rd CPA Africa Region Conference has been postponed to 2024 as there was no host. CPA Africa Region Executive Committee met from 3 to 7 August in Tanzania. Malawi will host the annual conference in 2024 (date to be determined at a later stage);
 - 18th Conference of Speakers and Presiding Officers of the Commonwealth 16 to 22 July, Yaoundé, Cameroon, tabled report;
 - 66th Commonwealth Parliamentary Conference (CPC) will take place in Accra, Ghana, from 30 September to 6 October; theme “The Commonwealth Charter 10 Years On: Values and Principles for Parliaments to Uphold”;
 - The conference will also host the 37th Small Branches Conference, Conference of the Commonwealth Women Parliamentarians (CWP), and the 57th Society of Clerks-at-the-Table (SoCATT); and
 - 67th CPC will be hosted in Sydney, Australia, in 2024 (date to be determined).

(2) **66th Commonwealth Parliamentary Conference (CPC), Ghana**

The 66th CPC took place in Accra, Ghana, from 30 September to 6 October. The conference brought together the speakers, members of parliament and parliamentary employees representing the nine regions of the CPA, namely Africa, Asia, Australia, British Islands and Mediterranean, Canada, Caribbean, Americas and Atlantic, India, Pacific and South-East Asia. The CPA reaches the countries of the Commonwealth, consisting of national, state, provincial and territorial parliaments and legislatures, and brings together over 180 CPA branches of the association.

The theme of the conference was “The Commonwealth Charter 10 Years On: Values and Principles for Parliaments to Uphold”.

The topics discussed at the workshops were:

- The threat of terrorism to statehood: The role of parliament.
- Gender quotas in parliament.
- What does sustainable trade and economic development mean for small jurisdictions?
- Youth roundtable: Role of the Commonwealth in international security and peacebuilding.
- Environmental approaches in tackling poverty.
- 20 years of the Lattimer House Principles on the separation of powers.
- The Commonwealth Charter.
- E-parliament: An effective mechanism for intersectional diversity and equitable public engagement.

During the CPC there were several additional conferences and meetings, including the 39th CPA Small Branches Conference, a CWP business meeting, collaborative programme with the UN Women, the 66th CPA General Assembly, and meetings of the CPA Executive Committee and SoCATT.

The General Assembly meeting also processed reports emanating from the Executive Committee meeting and the following resolutions were taken:

- Sourcing and assessing the relevant legal and financial advice to enable the CPA to be able to create a new non-charitable organisation in 2024.
- Engaging with the United Kingdom (UK) Government to persuade them to agree to legislate to recognise the CPA as an international, interparliamentary organisation.
- Developing verifiable benchmarks and a related assessment methodology and timeline to assess CPA branches as future hosts of the CPA headquarters, should the CPA choose to relocate outside the UK.

The General Assembly also included a topical debate on food security and sustainability in the Commonwealth, with presenters from jurisdictions including Australia, Tanzania, Canada, the Isle of Man and Turks and Caicos Islands.

The WCPP's delegation consisted of Speaker D Mitchell, Deputy Speaker B Schäfer, Hons C Murray, C Fry, and K Brinkhuis, accompanied by the Secretary, Mr R Adams, and the Delegation Secretary, Mr A Patience (International Relations and Protocol Officer).

(3) ***Society of Clerks-At-The-Table (SoCATT) Africa Region***

SoCATT Africa Region was established in 1984 as an organ of the CPA, Africa Region. The mandate of SoCATT Africa Region is to:

- Strengthen the administration of members of legislatures;
- Enhance professional capacity of employees of member legislatures;
- Build cooperation, collaboration, commitment and understanding among member legislatures in the performance of their duties and responsibilities;
- Promote the interests of SoCATT Africa Region; and
- Create an environment of sharing good practices and information through enhanced communication and strengthening of coordination.

The affairs of the society are managed by a steering committee, which accounts to the annual general meeting (AGM) of SoCATT, and reports to the CPA Africa Region. The AGM is its highest decision-making body. Administratively, the regional secretariat supports the work of SoCATT Africa Region.

SoCATT Africa Region is divided into four subregions: West, East, Central and South. Each subregion is led by a representative who is responsible for, among other things, executing the action plan of the SoCATT Africa Strategic Plan.

The South Subregion is represented by the Secretary to the Provincial Parliament, Mr Romeo Adams. The subregion includes Eswatini, Lesotho, Namibia and South Africa (including its provincial legislatures).

(4) *SoCATT South Subregion*

As the Representative for the SoCATT Africa South Subregion, the Secretary to the Provincial Parliament, embarked on the following activities during the 2023 calendar year:

- Three virtual business meetings and one in-person business meeting;
- Goodwill visit to the Parliament of Lesotho; and
- Led a delegation from the South Subregion to a Legis Tech conference in Brazil.

Initiated a workshop on modernisation of public participation and committee legislative processes in collaboration with the Parliament of Lesotho.

XII. *STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES*

(1) *International relations*

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

The Speaker, Deputy Speaker, Secretary and the International Relations and Protocol Officer undertook an official visit to the State Parliament of Baden-Württemberg and the Bavarian State Parliament from 10 to 14 July, which included engagements with the respective Speakers as well as some of their portfolio committees.

The Speaker and the International Relations and Protocol Officer participated in the 18th Conference of the Speakers and Presiding Officers of the Commonwealth, Africa Region, in Yaoundé, Cameroon, from 16 to 22 July. The deliberations of the conference focused on the responsibilities of parliaments and legislatures in respect of climate change and oversight mechanisms.

From 13 to 16 August the WCPP participated in the annual Legislative Summit of the National Conference of State Legislatures (NCSL) in Indianapolis, USA. The delegation consisted of the Speaker, Deputy Speaker, Chief Whip, Chief Whip of the Official Opposition, Hon F Christians, the Secretary and the International Relations and Protocol Officer.

(2) *Incoming visits*

On 23 March the WCPP received its first visit from the State Parliament of Baden-Württemberg. The delegation was made up of members of various portfolio committees and the deliberations focused on the economic and tourism sector of the Western Cape.

On 23 October the Deputy Speaker received a courtesy visit from the Deputy Speaker of the Hungarian Parliament. The Deputy Speaker from the Hungarian Parliament shared the opportunities available to young learners in South Africa who wish to undertake tertiary education in Hungary.

On 24 October, as part of the NCSL's public outreach programme to South Africa, the NCSL executive paid a visit to the WCPP.

(3) *Cape Town Consular Corps Engagements*

On 14 February, prior to the Opening of Parliament and the State of the Province Address, the Speaker and Deputy Speaker hosted a cocktail function for the Cape Town Consular Corps in the FNB Portside Building. The event was attended by the Cape Town Consular Corp, as well as some representatives from the Pretoria Diplomatic Corps.

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

The WCPP successfully hosted the 2023 official Opening and the State of the Province Address (SOPA) on 16 February in the WCPP Chamber in Wale Street. The event was attended by municipal speakers and mayors, the Cape Town Consular Corps, the Pretoria Diplomatic Corps, representatives of public entities and Chapter 9 institutions, as well as guests of the Members.

SOPA debate and reply of the Premier

The debate on SOPA and the Premier's reply took place in the same venue on the following day, 17 February.

(6) *Tours*

There were only four tours during the year. These included groups consisting of 54 learners and nine facilitators from the Rotary Club, Adventures into Citizenship; 58 Grade 7 learners and four educators from the Vredendal North Primary School; 41 seniors from the Blye Vooruitsig Seniors Club; and ten youths and three leaders or facilitators from the Worcester Ekumeniese Gemeenskapsdiens.

(7) *Corporate items and marketing*

This year focused on procuring new ranges of corporate items, as well as preparing for the Seventh Parliament. The corporate gifts included double-clip full-colour lanyards, corporate waistcoats, trolley bags, A4 folders, A5 binders, national Constitution of the Republic of South Africa for the new Members. Two high-end corporate items, namely an indigenous timber salt and pepper pot, and a hand-made felt tea cosy representing the natural symbols of the Western Cape, have been added. Marketing material continued to be produced to reflect changes to the corporate identity and to supplement existing stock and replace damaged stock.

(8) **Social media**

The WCPP has kept a consistent presence on its social media platforms. These platforms include Facebook, Twitter, Instagram and YouTube.

In 2023 1 704 tweets were posted on the WCPP's Twitter page, 1 914 posts on Facebook were made and 225 events were livestreamed on the institution's YouTube channel.

(9) **Website**

The website remains a crucial central point for sharing information with the public. Information on the website is often linked in social media messaging.

In 2023 the current functionality for the media section on the website is being updated to be more search-friendly and new functionality added for media resources, including photographs and biographies.

(10) **Internal communication**

Internal communication through the institution's electronic internal communication channels has always been a priority to keep Members and personnel informed of developments and activities.

During 2023 the WCPP's electronic internal newsletter, *Legis-thetha*, was distributed bimonthly. IntraComm, the corporate internal email service, fulfilled an important role in keeping Members and employees informed about corporate matters. In total 215 communiques were distributed through this channel.

Another important internal communication tool for the institution is WhatsApp and information is regularly shared with Members and employees through this channel.

(11) **Media**

The media remains an important vehicle to relay information about the institution, its activities and public participation processes. In 2023 162 media alerts and releases were issued, the majority of which were to inform the media and public about standing committees meetings and sittings of the House. The Stakeholder Management and Communication Services Section also responded to nine media enquiries during the reporting period.

(12) **Publications**

During 2023 the following statutory publications were published: Annual Report 2022/23, the Annual Performance Plan 2023/24 and the Secretary's Report 2022. Posters to display

the institution's corporate values throughout the building and a tent calendar for 2024 were printed.

(13) Language services

The Language Unit plays a vital role in making sure that all three official languages of the Western Cape are well-represented in the WCPP. During the reporting period the following documents were translated, edited and proofread by the Language unit:

- 147 ATCs, 29 Order Papers, 26 Question Papers, 25 Minutes; and
- Seven bills were also translated.

In total 1 733 961 words were translated during the year.

Besides translating House papers, the English-Afrikaans Language Practitioner also assisted Procedural Officers in editing and proofreading their reports.

The Xhosa Language Practitioners attended the following events: International Translation Day on 29 September organised by the City of Cape Town in partnership with the Department of Cultural Affairs and Sport.

Celebration of 200-year anniversary of Xhosa as a written language. The event, held at Gugasthebe in Langa, was organised by PanSALB, Iziko Museums and the Department of Cultural Affairs and Sport. The aim of this event was to encourage the youth to write and publish books in Xhosa.

XIII. PUBLIC EDUCATION AND OUTREACH (PEO)

(1) WCPP Engage

The PEO facilitated the following WCPP Engage programmes during the reporting period:

- Overberg

DATE	VENUE	DETAILS
18 April	Caledon Town Hall	Engagement programme introducing the work and the Members of the WCPP to the participants of the Overberg. In attendance are participants from Gansbaai, Hermanus, Villiersdorp, Botrivier and Caledon.

- Central Karoo

DATE	VENUE	DETAILS
15 November	Rustdene Hall Beaufort West	The WCPP, in collaboration with local NGO in Beaufort West facilitated a commemorative

DATE	VENUE	DETAILS
		Programme for 16 days of activism against Violence against women and children with boy children involved in the NGO's programmes.
16 November	United Reformed Church Prince Albert	Engagement programme introducing the work and the Members of the WCPP to the citizens of the Central Karoo. In attendance are participants from Prince Albert Laingsburg, Merweville and Klaarstroom.

(2) **Public hearings and committee support**

PEO was requested to support public hearings and assistance was offered in the following public hearings and oversight visits:

(i) **Oversight visits**

The oversight visits were facilitated as follows:

- **Housing demand database app, WCPP Standing Committee on Human Settlements**

DATE	NATURE OF SUPPORT PROVIDED
18 January	Distribution of information posters to stakeholder partners to inform community organisers and participants.

- **Social Cluster standing committees visit**

DATE	NATURE OF SUPPORT PROVIDED
18 January	Distribution of information posters to stakeholder partners to inform community organisers and participants.

(ii) **Public hearings**

The hearings were facilitated as follows:

- **The Copyright Amendment Bill [B 13D–2017] and the Performers' Protection Amendment Bill [B 24D–2016], WCPP Standing Committee on Finance, Economic Opportunities and Tourism**

DATE	PUBLIC HEARING VENUES	NATURE OF SUPPORT PROVIDED
31 January	Banqueting Hall, Oudtshoorn	Stakeholder mobilisation in collaboration with community development workers (CDWs).
21 February	Town Hall, Stellenbosch	
1 March	Community Hall, Darling	Pre-hearing educational sessions

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

DATE	PUBLIC HEARING VENUES	NATURE OF SUPPORT PROVIDED
6 March	Banqueting Hall, Hermanus	with participants from the West Coast and the Cape metro. Logistical support regarding transport arrangements and coordination of transport pick-up points and communication with coordinators and stakeholders.
7 March	Chamber, WCPP	

- **Expropriation Bill [B 23B–2020] (NCOP); and Housing Consumer Protection Bill [B 10B–2021] (NCOP), WCPP Standing Committee on Infrastructure**

DATE	PUBLIC HEARING VENUES	NATURE OF SUPPORT PROVIDED
22 May	Banqueting, George	Stakeholder mobilisation in collaboration with CDWs. Logistical support including procurement of transportation services, coordination of transport at pick-up points and communication with coordinators and stakeholders.
26 May	Town Hall, Caledon	
2 June	Mandlenkosi Community Hall, Beaufort West	
7 June	Dial Rock Community Hall, Saldanha Bay	
12 June	Nekkies Conference Centre, Worcester	
21 June	Chamber, WCPP	

- **Economic Regulation of Transport Bill [B 1B–2020] (NCOP)**

DATE	PUBLIC HEARING VENUES	NATURE OF SUPPORT PROVIDED
23 May	Groot-Brak	Stakeholder mobilisation in collaboration with DCWs. Logistical support including procurement of transportation services. Coordination of transport at pick-up points and communication with coordinators and stakeholder.

- **Constitution of the Western Cape Amendment Bill (Determination of Number of Members) [B 7–2023], WCPP Standing Committee on the Premier and Constitutional Matters**

DATE	PUBLIC HEARING VENUES	NATURE OF SUPPORT PROVIDED
25 August	Pacaltsdorp Community Hall, George	Stakeholder mobilisation in collaboration with CDWs. Logistical support including procurement of transportation services. Coordination of transport pick-up points and communication with coordinators and stakeholders.
1 September	Dial Rock Community Hall, Saldanha Bay	
15 September	Chamber, WCPP	
22 September	Huguenot Community Hall, Paarl	
18 October	Moffat Hall, Hermanus	

- **National Health Insurance Bill [B 11B–2019] (NCOP, WCPP Standing Committee on Health and Wellness)**

DATE	PUBLIC HEARING VENUES	NATURE OF SUPPORT PROVIDED
18 September	Rustdene Hall, Beaufort West	Stakeholder mobilisation in collaboration with CDWs. Logistical support including procurement of transportation services. Coordination of transport pick-up points, and communication with coordinators and stakeholders.
19 September	Banqueting Hall, George	
20 September	Caledon, Victoria Hall	
22 September	WCPP, Chamber	
26 September	White City Multi-purpose Hall, Saldanha Bay	
27 September	Vredendal Sports Hall, Vredendal	
29 September	Mbekweni Thusong Center, Paarl	
25 October	D'almeida Community Hall, Mossel Bay	
26 October	Zwelihle Community Hall, Hermanus	
30 October	Cloetesville Eikestad Hall, Stellenbosch	

- **Western Cape Nineteenth Gambling and Racing Amendment Act Repeal Bill [B 3–2023], WCPP Standing Committee on Finance, Economic Opportunities and Tourism**

DATE	PUBLIC HEARING VENUES	NATURE OF SUPPORT PROVIDED
24 October	WCPP	Distribution of information to relevant industry stakeholders.

- (iii) ***Public education initiatives implemented in accordance with an annual public education programme***

FEBRUARY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	West Coast Women's Group workshop	2 February	WCPP	Women participants from the West Coast were invited to a pre-State of the Province Address workshop and pre-public hearings information session (Copyright and Performers' Protection amendment bills) at the WCPP.
2	Beacon Valley Seniors Fitness Club workshop	9 February	WCPP	Participants from the Beacon Valley Seniors Fitness Club were invited to a pre-State of the Province Address workshop and pre-public hearings information session (Copyright and Performers' Protection amendment bills) at the WCPP.

MARCH				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Umyezo Primary School workshop	11 March	WCPP	Grade 7 learners were invited to attend an educational workshop.
2	University of the Western Cape information session on budget speech and process	14 March	WCPP	Public sector Financial Management Honours students were invited to attend a workshop on the budget process.
3	Department of the Premier staff workshop	15 March	WCPP	Staff from the Department of the Premier attended a workshop on the work of the WCPP and its processes.

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

MARCH				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
4	Minister Fernandez constituency workshop	17 March	Leeu-Gamka	Human Rights Month commemorative workshop with community participants.
5	Minister Fernandez constituency workshop	18 March	Prince Albert	Human Rights Month commemorative workshop with community participants.
6	Hon Kama's constituency workshop	25 March	WCPP	Educational workshop with learners from the Edward Primary School in Eerste River.

APRIL				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Roundtable engagement for people with disabilities	5 April	MS Teams	Virtual roundtable engagement for people with disabilities and representatives from the disability sector across the province.
2	Mfuleni Technical Academy	15 April	WCPP	Educational workshop with high school learners from the Mfuleni Technical Academy.
3	False Bay TVET College	17 April	WCPP	Group 1: Educational workshop with Level 2 Safety in Society students from the West Lake Campus from False Bay College.
4	False Bay TVET College	24 April	WCPP	Group 2: Educational workshop with Level 2 Safety in Society students from the West Lake Campus from False Bay College

MAY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Democracy and voter education workshop in collaboration with the Independent Electoral Commission (IEC)	4 May	WCPP	Educational workshop in collaboration with the IEC on voter education and democracy with Breede Valley ward committee members.
2	Umyezo High School educational workshop	6 May	WCPP	Educational workshop with high school learners from the Umyezo High School in Grabouw.

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

MAY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
3	Democracy and voter education workshop in collaboration with the IEC	9 May	Beaufort West, Rustdene Thusong Centre	Educational workshop in collaboration with the IEC on democracy and voter education with participants from Nelspoort and Murraysburg.
4	Democracy and voter education programme in collaboration with the IEC	10 May	Beaufort West, Rustdene Thusong Centre	Educational workshop in collaboration with the IEC on democracy and voter education with participants from Beaufort-West community.
5	Democracy and voter education workshop in collaboration with the IEC	11 May	Beaufort West Secondary School Hall	Educational workshop with Grade 11 learners from the Beaufort West Secondary School.
6	Gansbaai community workshop	19 May	Bloom Park Community Hall, Gansbaai	Educational workshop with community participants from Gansbaai and surrounding areas.
7	Xairu Foundation Youth	20 May	Suurbrak	Educational workshop with youth participants from the foundation.
8	Bonga Primary School	20 May	WCPP	Educational workshop with grade 7 learners from Bonga Primary School.
9	Hon Bakubaku-Vos constituency workshop	13 May	WCPP	Educational workshop with Women representatives from various community organisations.

JUNE				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Vukani Primary School educational workshop	3 June	WCPP	Educational workshop with Grade 7 learners from the Vukani Primary School.
2	Bloekombos Primary School educational programme	10 June	WCPP	Educational workshop with Grade 7 learners from the Bloekombos Primary School.
3	Member Windvogel constituency Programme	17 June	WCPP	Education workshop with women representatives from Swellendam.

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

JULY				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Fountain of Hope Youth Month commemorative programme	10 July	WCPP	Mandela Month commemorative programme.
2	Ndzondi Meals on Wheels Mandela Month commemorative programme	18 July	WCPP	Educational workshop with senior citizens from Khayelitsha attended the programme.
3	Oudtshoorn Municipality	20 July	Oudtshoorn Thusong Centre	A Mandela Month commemorative programme with community members from the Oudtshoorn area.
4	Oudtshoorn Municipality	21 to 22 July	Oudtshoorn Thusong Centre	Educational workshop in collaboration with the IEC and the National Youth Development Agency.
5	Hope and Light Primary School	22 July	WCPP	An educational programme with Grade 7 learners from the Hope and Light Primary School.
6	People's Rural Organisation	25 July	WCPP	A Mandela Month commemorative programme with unemployed youth from PRO in Porterville.
7	Hope 4 Destiny	31 July	WCPP	A Mandela Month commemorative programme with community representatives from Delft.

AUGUST				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Bonga Primary School	19 August	WCPP	Educational workshop with Grade 7 learners from the Bonga Primary school.
2	Mitchells Plain SAPS Women's Network	17 August	WCPP	Women's Month commemorative programme with members of the Mitchells Plain SAPS Women's Network.
3	Vredendal community youth workshop	15 August	Vredendal Sports Complex Hall	Educational workshop with youth participants from various areas in Matzikama.

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

AUGUST				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
4	Lamberts Bay community youth workshop	16 August	Lamberts Bay Recreational Hall	Educational workshop with youth participants from various areas in Lamberts Bay.
5	Citrusdal community youth workshop	17 August	Oranjeville Sport Complex, Citrusdal	Educational workshop with Citrusdal youth participants from various areas in Citrusdal.
6	Mandalay Methodist Church Women's Manyano	4 August	WCPP	A Women's Month commemorative programme with the Mandalay Methodist Church Women's Manyano representatives.
7	Qhayiya Secondary School	26 August	WCPP	An educational workshop with learners from the Qhayiya Secondary School.
8	Molenbeek Special Needs School Group 1	28 August	WCPP	An educational workshop with learners from the Molenbeek Special Needs School.
9	Speaker's Debate on Women's Day	31 August	WCPP	Women representatives from Stellenbosch, Malmesbury, Cloetesville, Khayamandi and Kraaifontein were invited to attend the debate.

SEPTEMBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Heritage Month commemorative programme (Siphekela Isizwe Seniors Group)	11 September	WCPP	A commemorative programme with senior citizens from the Siphekela Isizwe Seniors Group from Nyanga, Milnerton and Summer Greens attended a workshop.
2	Molenbeek Special Needs School Group 2	4 September	WCPP	An educational workshop with learners from the Molenbeek Special Needs School.
3	City of Cape Town Junior City Council	9 September	WCPP	An educational workshop with members of the Junior City Council.
4	Heritage Month commemorative programme with Uniting Reformed	23 September	WCPP	An educational workshop with women participants from the Uniting Reformed Church.

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

SEPTEMBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
	Church			
5	Kannaland youth workshop	28 September	WCPP	An educational youth workshop with youth representatives from Kannaland.

OCTOBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Salesian Institute	5 October	WCPP	Educational workshop with learners from the Salesian Institute.
2	Fadak Foundation	7 October	WCPP	Educational workshop with learners from the Manenberg High School and members of the Fadak Foundation.
3	Porterville Centre for Adult Education	9 October	WCPP	Educational workshop with community participants from Porterville.
4	Porterville Primary School	14 October	WCPP	Educational workshop with learners from the Porterville Primary school.

NOVEMBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	False Bay College Public Management (N6 Students)	6 November	WCPP	Educational workshop with students and lecturers from the Public Management Campus of the False Bay College.
2.	City of Cape Town Junior City Council	18 November	WCPP	City of Cape Town Junior City Council workshop.

DECEMBER				
NO	INSTITUTION	DATES	VENUE	NATURE OF ENGAGEMENT
1	Fountain of Hope and Norsa Community Care	6 December	Paarl	Word Aids Day commemoration in collaboration with the Fountain of Hope and Norsa Community Care.

(3) ***Communicating with stakeholders***

PEO continuously communicates with stakeholders, but the following are some of the highlights of programmes where communication was effected:

APRIL	
DATE	DESCRIPTION
5 April	Virtual roundtable engagement for people living with disabilities was a resounding success. The PEO Unit in collaboration with the WCPP's ITDS and external partners managed to deliver a seamless high-quality engagement programme.

MAY – JUNE	
DATE	DESCRIPTION
22 May to 21 June	All the public hearings on the Expropriation and Housing Consumer bills were very successful. The success can be attributed to the pragmatic approach adopted by the unit and use of technology to reach a wide variety of stakeholders.

AUGUST	
DATE	DESCRIPTION
25 August to 18 October	All the public hearings on the Constitution of Western Cape Amendment Bill were a resounding success. The success can be attributed to the pragmatic approach adopted by the unit and use of technology to reach a wide variety of stakeholders.

SEPTEMBER	
DATE	DESCRIPTION
18 September to 30 October	All the public hearings on the National Health Insurance were a resounding success. The success can be attributed to the pragmatic approach adopted by the unit and use of technology to reach a wide variety of stakeholders.

XIV. STRATEGY AND INSTITUTIONAL OVERSIGHT

The Directorate: Strategy and Institutional Oversight (S&IO) manages and oversees the development of institutional strategy, organisational performance monitoring and evaluation, policy coordination and certain aspects of institutional governance, principally enterprise risk management.

(1) ***Strategy formulation and prioritisation***

The Directorate leads the annual planning process, including facilitating annual strategic planning and producing an annual performance plan for the WCPP. To strengthen the alignment between strategy and budgeting, the Directorate continues to support the WCPP's

processes of prioritisation and strategic alignment to ensure budget submissions to and engagements with the Provincial Treasury align to key priorities, thereby ensuring that resources are directed accordingly.

In January the newly elected Speaker requested a strategic engagement with the WCPP's senior management team. During this session it was resolved that, for the remainder of the term of the Sixth Parliament, the WCPP will seek to consolidate its implementation of key commitments from the five-year strategic plan and ensure that preparations are in place for the Seventh Parliament.

To this end, the WCPP, under the direction of the Speaker, agreed to pursue the following key priorities:

- *Building a credible WCPP:* A WCPP that is a respected, reputable and stable legislative body;
- *Expanding citizen service:* A WCPP that is first and foremost a parliament for all the people of the Western Cape;
- *Strengthening the core business:* A WCPP with a strong focus and expertise in the core business of Parliament and with a specific emphasis on its mandate of lawmaking, public participation and oversight;
- *Strengthening support to legislators:* A WCPP that provides extensive and comprehensive support to its Members in order to optimise their impact; and
- *Improving the morale of employees:* A WCPP that aspires to be an employer of choice – supporting its employees as a valuable constituent to achieve a highly motivated and content employee complement.

In line with this mandate, S&IO furthermore led a two-day strategy review and planning session from 31 October to 1 November. This session was attended by the WCPP management team (directors and managers), the presiding officers (Speaker and Deputy Speaker), and officials from the Directorate: S&IO. The Leaders of Government Business and Members of the WCPP were also invited to participate in a panel discussion.

The objectives of the session were to establish:

- a shared understanding of the state of the WCPP in all areas – what was planned versus what was achieved, major gaps, challenges and risks;
- a shared understanding of the way forward to end of term;
- a shared understanding of the key strategic matters to be taken up in the Seventh Parliament; and
- a shared understanding of the culture change imperative.

The outcome of the session was to:

- record key achievement and challenges for the term of the Sixth Parliament; and
- To make suggestions or recommendations on key strategic matters to be taken forward, and during the remainder of the sixth parliamentary term and the new parliamentary term.

Subsequently the Directorate led the further refinement of priorities, themes and key projects or interventions to the end of the term that emanated from the strategic session that will catalyse a progressive shift to a modern parliament. Some of the interventions identified included a culture assessment and the development of a framework for committee planning and budgeting.

Strategic matters and actions for prioritisation in the new parliamentary term were also identified and refined. These matters included the roll-out of the Elective Youth Parliament, an organisation review and modernisation of the WCPP's facilities.

(2) ***Monitoring and evaluation***

S&IO leads organisational performance monitoring and evaluation to ensure compliance with statutory reporting mandates. It provides advice on recognised performance monitoring and reporting good practice, including methodologies and tools. In 2023 the Directorate worked towards improving the management of performance information for the purposes of accountability reporting. Future work will include the development of a revised strategic planning framework and methodology.

On an annual basis the Directorate conducts a Members' Satisfaction Survey. The purpose of the survey is to assess Members' satisfaction with the administrative support service, with a view to identifying areas that require further strengthening or improvement. The third Members' Survey for the strategic period was circulated to Members in March. The results of the 2022/23 survey showed that Members are on average 89% satisfied with the support services they received from the administration, which is above the 80% targeted level of satisfaction and a 1% increase from the previous year's results. Year-on-year improvement in administration services will be measured through the continuation of the annual Members' Survey for the remainder of the strategic period.

Quarterly performance reports, a mid-year budget and performance assessment report and an annual report were tabled by the executive authority. The reports were referred to the POC in terms of section 52 and section 54(1) and (2) of the FMPPLA. As part of actively building and strengthening relations with assurance bodies and ensuring cooperation and an amicable relationship between the WCPP and these bodies, the Directorate supported the organisation's compliance with all reporting requirements and participates in engagements with the POC and Audit Committee on organisational performance matters.

(3) ***Policy coordination***

An additional competency of the Directorate, in tandem with Legal Services, is the management of institutional policies as part of a broader governance and compliance role. The Directorate worked toward ensuring the maintenance of a policy register and policy framework and provided general oversight regarding policy development and compliance monitoring in the organisation.

Policy owners conducted policy compliance assessments to ensure the consistency of policy content, governance and application. This is a mechanism to ensure good corporate governance and uphold the integrity of the WCPP.

(4) *Enterprise Risk Management (ERM)*

Based on the application of the ERM Strategy and Plan over the last quarter of 2022/23 and the three quarters of the 2023/24 financial year, the WCPP's control and performance environment has matured and improved based on the outcomes of assurance provider reports (ie Auditor-General and Internal Audit). Risk management has been incorporated into the planning and strategies of the WCPP, due to an increase in awareness of the concept of risk and uncertainty and providing a dedicated slot at the strategic planning session held from 31 October to 1 November, and with the senior management team to review current strategic risks, identify new strategic and emerging risks.

The Governance Committee (GOVCOM) meets quarterly to deliberate on the strategic, operational and project risks that were outside the desired tolerance levels and recommended further actions to risk owners to reduce the risks within the desired tolerance range.

The extent of the WCPP's risk management maturity is measured annually by the GOVCOM by conducting a maturity assessment based on the South African Legislature Sector's risk maturity model. This assessment was conducted in November. These outcomes of the assessment are used to input into the planning for the ERM Plan and Strategy for the 2024/25 financial year. The WCPP has further institutionalised the concept of key risk indicators during the 2023/24 financial year as part of the risk assessment methodology, which is reported to both the GOVCOM and the Audit Committee.

There were four meetings held with the Audit Committee in the period under review, where they were provided with a Quarterly ERM Report to execute their independent oversight mandate over the risk management system of the WCPP. The Audit Committee evaluates the risk management process in terms of quarterly progress against the annual ERM Strategy and Plan and the strategic, operational and project risks that the institution faces.

XV FINANCIAL MANAGEMENT

(1) *Audit outcome*

The Audit Report for the 2022/23 financial year was issued during the reporting period and once again the WCPP achieved a clean audit. This has been the eleventh consecutive clean audit outcome.

The Financial Compliance and Internal Control Section 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) **2022/23 audit process**

The 2022/23 audit process was not without its challenges; however, the WCPP continued to apply the lessons learnt from previous audit cycles in preparation for the audit. The application of these lessons has had demonstrable benefits for the institution as it experienced faster turnaround times in processing requests for information and improvements in the quality of information submitted.

(3) **Publication of Expenditure Policy**

On 16 November the Secretary approved the Publication of Expenditure Policy, which was consulted with the Speaker and Deputy Speaker. The purpose of the Policy is to give effect to Sections 7(a) and 35(1)(b) of the FMPPLA and ensure that the WCPP promotes high levels of ethical conduct on the part of employees of the WCPP and Members of the Provincial Parliament. The Policy aims to foster accountability, transparency and public confidence in the management of public funds.

The Publication of Expenditure Policy makes provision for the WCPP to conduct annual sample verifications in respect of any claims submitted by staff or Members in terms of their Enabling Allowances. Any needs identified through the verification process the WCPP would implement further internal control measures to ensure compliance.

In furtherance of Sections 7(a) and 35 (1)(b) of FMPPLA the Accounting Officer may direct the publication of the following on the WCPP's website:

- Any allowances claimed or stipends received by the WCPP Senior Management Team;
- Any allowance or claims received by the WCPP employees;
- Any expenditure relating to Irregular, unauthorised as well as fruitless and wasteful expenditure;
- The approved audited Annual Financial Statements pertaining to the Secretarial and Constituency Allowances of the Political Parties within the WCPP; and
- Any claims of the Members of WCPP in terms of their respective enabling allowances as well as any entertainment claims.

The Policy was published on 30 November and the sample verifications will commence in the 2024/25 financial year.

(4) **Declaration of Interest Policy**

The Financial Compliance and Internal Control Section facilitated the roll-out and completion of declarations of interests by all WCPP employees. The purpose is to ensure that no conflict of interests exists with any of the service providers we do business with.

As of 31 July, all employees, except for one, had completed their declarations as required by the policy. The outstanding declaration was completed upon return from maternity leave. A

sample of 41 employees, including SMT, were selected for verification and no exceptions were identified during the verification process. This is testament to the WCPP's commitment to fair dealing and integrity in conducting its business.

(5) Annual financial statements

The Financial and Management Accounting Section prepared and submitted the annual financial statements (AFS) in accordance with the FMPPLA. The WCPP has also, as stated above, obtained a clean audit outcome for the 2022/23 financial year and this was an achievement in its own as the AFS were free from material misstatement and, as confirmed by the clean audit, a fair and accurate reflection of the financial affairs of the WCPP.

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.

(6) Supply Chain and Asset Management (SC&AM)

For the 2023 calendar year to date, one instance of fruitless and wasteful expenditure finding was recorded on the register as follows: This instance still relates to the BMW vehicle and is still under investigation.

In respect of irregular expenditure, an incident was reported covering the services of an interpreter to the value of R11 020, which was condoned and approved.

The Accounting Officer's System (AOS) was reviewed and approved on 3 November. The reason for the amendment was to comply with best practice identified by FCIC, covering instances of utilising SC&AM delegations where less than three quotes were realised.

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.

(7) Tender status

During the reporting period the following tenders for the WCPP were initiated:

No.	Bid Number	Description	Closed	Tenders received	Awarded	Status	Value of contract	Start date	End date
1	WCPPT 02/2022	Cyber-security managed services (Data protection)	12 August 2022	MR BACKUP	Yes	Awarded, SLA to be completed	R1 053 050.60	23 February 2023	22 February 2026

**SECRETARY'S REPORT
1 JANUARY TO 31 DECEMBER 2023**

No.	Bid Number	Description	Closed	Tenders received	Awarded	Status	Value of contract	Start date	End date
2	WCPPT 04/2022	Digital online platform	15 November 2022	Cancelled	-	21-09-2023 Tender cancelled	-	-	-
3	WCPPT 01/2023	International travel tender	19 September 2023	Cancelled and specifications amended	-	Require BAC endorsement	-	-	-

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

A service level agreement (SLA) was concluded with T3T Technologies to ensure continuity and support for the finance module of the ERP. For continuity and support of the ERP system insofar the payroll and people, an SLA was entered into with XFOUR. Both vendors were appointed through SAGE in terms of the manufacturer's model of business partner appointments.

XVI INSTITUTIONAL ENABLEMENT

(1) ***Members Affairs***

(i) ***Parliamentary Medical Aid Scheme (ParMed)***

All current Members are members of ParMed. In addition, the WCPP contributes to the medical aid by making monthly payments for twelve retired MPPs and their beneficiaries.

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

For the period 1 January to 27 March, Member Ricardo Mackenzie fulfilled this role. Thereafter, and currently, Member Derrick America fulfils this role.

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

The Members' Facilities Guide makes provision for a secretarial allowance for all parties. This allowance enables the parties to employ political support staff, equipment and the required infrastructure to perform their work. The total allowance is calculated based on the party's representation in the House.

Quarterly reports and audited financial statements are submitted to the Accounting Officer to account for how the secretarial allowance was spent. Based on these disclosure reports, the quarterly payment tranches are implemented.

(iv) *Constituency allowance payable to political parties*

The Members' Facilities Guide makes provision for a constituency allowance for all party Members of the Provincial Parliament. This allowance enables the parties to do work in the various constituencies across the Western Cape. The total allowance is calculated based on the party's representation in the House. The total amount is managed by the party and may include special programmes, which focus on various commemorative days, the overall parliamentary mandate and the advancement of democracy within constituencies.

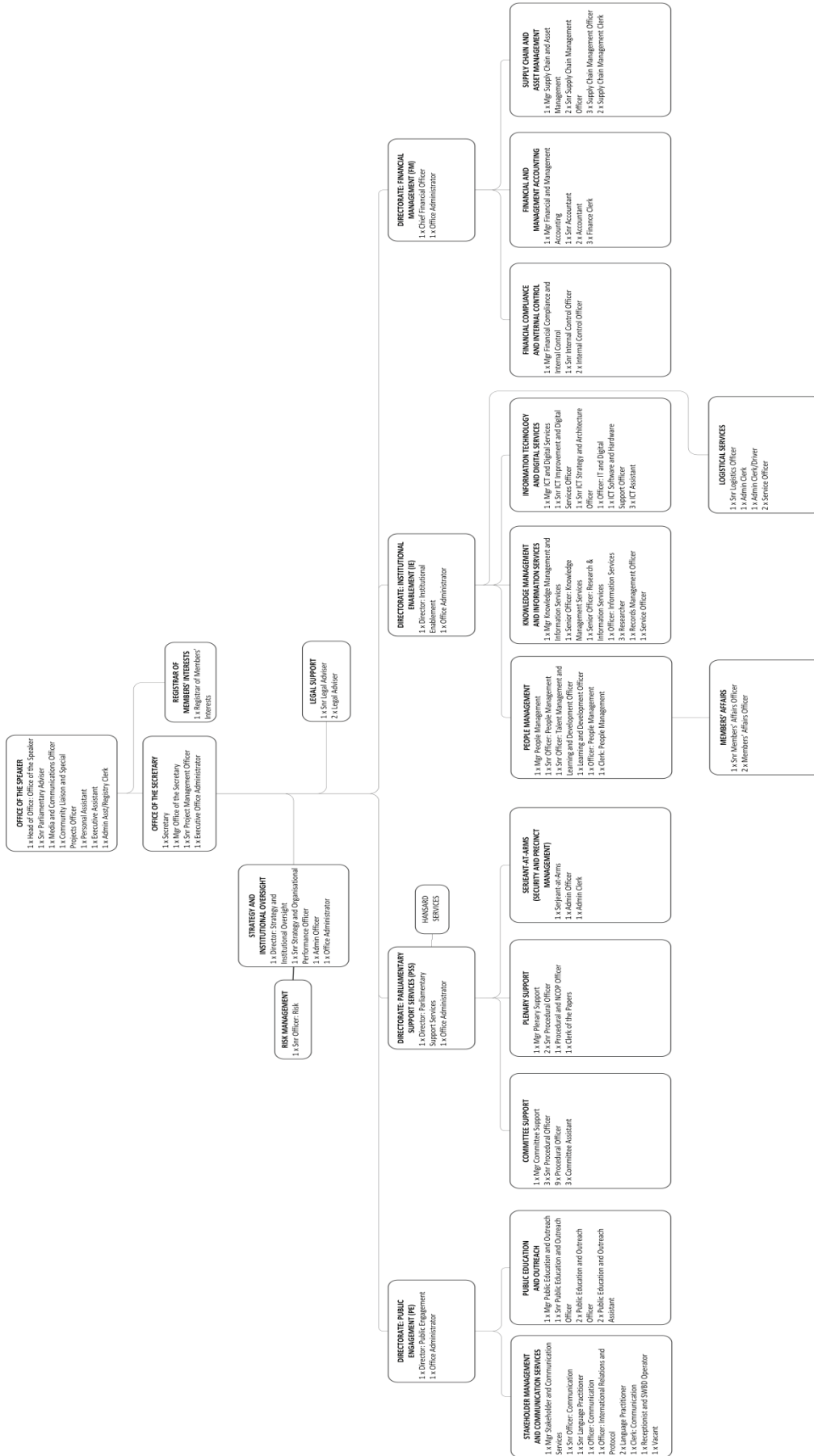
Quarterly reports and audited financial statements are submitted to the Accounting Officer to account for how the constituency allowance was spent. Based on these disclosure reports, the quarterly payment tranches are implemented.

(2) *Implementation of Functional Enhancement*

Recruitment during the period under review included: Senior Officer: People Management (external), Assistant: Communications (external), Office Administrator: Parliamentary Support Services (external), and Clerk of Papers (external).

As part of a strategy to create learning opportunities for unemployed graduates, the WCPP appointed five interns. Three were appointed in the Research unit, one in ITDS and one in the Legal unit. The contracts of all Interns ended in October 2023. Units and individual interns reported having derived benefit from this initiative. Consideration will be given to the continued creation of similar opportunities in the 2024/2025 financial year.

Organogram as at 31 December



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

(i) ***The SAGE 300 Project***

The project was closed in November.

(ii) ***Penetration test and vulnerability assessment***

A service provider was appointed in November. Testing and reporting will conclude in January 2024. After remediations a re-test will be performed.

(iii) **Digital signatures**

Enhancement of digital signatures to include mobile device capability and new signatures will be implemented towards the end of the fourth quarter.

(iv) **Security swareness**

Members onboarding and information session were initiated. Awareness training was implemented in quarter three and results will be reported on towards the end January 2024.

(v) **Disaster recovery (DR) test or BC**

DR testing started in November and will conclude with the submission of the final report before closure 2023. Recovery testing was successful as per the plan.

(vi) **Policies**

The following policies were reviewed or developed during the 2023 calendar year:

- Application Management Policy;
- Availability Management Policy;
- Infrastructure Operations Management Policy;
- Problem Management Policy; and
- Project Management Policy.

Currently two policies are in the process of being reviewed, namely the Backup Policy and Disaster Recovery Policy. The Vulnerability Management Policy is being redrafted to match current capabilities and governance requirements.

(vii) **Cybersecurity**

On 23 May 2023 the WCPP experienced a ransomware attack affecting the internal network infrastructure of the institution. The attack rendered all servers inoperable, causing a shutdown of the WCPP's network and servers. This meant various platforms were unavailable including all network applications and devices.

The WCPP effectively responded to the cyberattack due to aligning its cybersecurity strategy to a cybersecurity framework and having an accompanying Incident Response Plan. This allowed for a guided and coordinated approach which resulted in very little operational down time.

Although the WCPP responded effectively and recovered from the cyberattack, there are processes unfolding and initiatives that will be rolled out to bolster the institution's cybersecurity posture.

There is a business case and approved budget for the following:

- Soc Services and SIEM;
- Reverse Proxy or WAF for remote access; and
- Managed Vulnerability Management.

Recruitment of the Cybersecurity Officer has advanced to the shortlisting stage. Interviews will now proceed during mid-January 2024. Ongoing strengthening of the security posture using the Defender platform as per the initial project plan is taking place.

(4) **People Management**

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

Implementation of the SAGE 300 Project was completed in early December.

(ii) **Employee Wellness Programme**

For 2023 the Employee Wellness Programme focused on the following broad themes:

- Support during organisational change;
- Promoting personal responsibility for health and wellness;
- Improving performance, upskilling and empowering; and
- Stress management and resilience or resilience and mental health awareness.

These objectives were underpinned by an active communication strategy that provided employees access to wellness information and details of webinars. ICAS statistics indicate that there has been a marked improvement in attendance at live webinars, giving a clear indication that the communication strategy and access to wellness information have met with success.

(iii) **Organisational structure**

As of 31 December, the WCPP had a headcount of 109 employees. The headcount is comprised of 98 permanent employees and 11 fixed-term contract employees.

(iv) **Performance moderation**

The performance moderation process for 2022/23 was successfully completed. Based on the moderation, 83 employees qualified for pay progression.

(v) **Employee turnover**

During the period under review there were thirteen exits, made up as follows:

Number	Reason
8	Resignation
5	End of contract

(vi) **Disputes lodged**

One dispute was lodged with the CCMA during this period. However, the CCMA ruling indicated that the matter had been prematurely referred as there was no unfair practice on the part of the employer.

(vii) **Disciplinary matters**

There were no disciplinary enquiries during the period under review.

(viii) **Annual employee salary increase**

With effect from 1 April the salaries of employees were increased as follows:

Salary level	Percentage increase
A1 to C5	5,2%
D1 to D4	4,6%

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

(i) **Records Management**

The Western Cape Archives and Records Service (WCARS) audited the physical and electronic records programmes during February and March 2023/24 respectively. The audit results, which measured the maturity or compliance level of Records Management (RM), indicated that physical records management is at level 3 (minimally compliant) and electronic records management is at level 2 (developmental stage). WCARS has approved all information governance documentation. These audits informed and shaped the continuing efforts of RM

to develop and implement norms and practice standards that comply with relevant legislation and regulations.

The Records Management Unit, therefore, continued to prioritise the filing backlog, which has developed into a comprehensive exercise to file all outstanding physical records. Much ground has been covered, with approximately 3 500 files on the terminated file plans being opened and closed and ready to be digitised and indexed into the Electronic Document and Records Management System (EDRMS). This project also required RM to conduct an onsite assessment of documents held in all business units to evaluate the number of physical and ephemeral records across the organisation. Significant progress has been made in this regard. The Registry Unit has ensured the accuracy of the destruction certificates per WCARS prescripts. A total of 4 410 kg of paper has been shredded thus far.

In addition, a detailed Excel Inventory Schedule of all the opened and closed physical records now exists, providing data for the future population of the integrated EDRM system database and submission to WCARS for the appraisal of ephemeral and A20 records. This appraisal will, in turn, enable and inform the implementation of a systematic disposal or transfer of ephemeral and A20 records respectively.

The first phase of the OpenText Upgrade Project began during the third quarter of the financial year. ITDS, in consultation with RM, is working towards the integration between SharePoint and OpenText to develop a robust organisational digital records system. The OpenText Enterprise Content Management (ECM) System is currently being upgraded from V10.5 to V16. It is anticipated that this will be completed in the fourth quarter. The second phase of this project will begin in the 2024/25 financial year and aim to configure the Physical Objects Module (for physical records) and the Records Management Module (for electronic records).

Highlights

- Significant progress was made in addressing the filing backlog;
- New and improved office space on the fourth floor allocated to the Registry Unit;
- New and improved storage space was allocated to the Registry on the fourth floor, which includes space to set-up a scanning area; and
- Two vaults on the fourth floor were allocated to the Registry to be used as archival storage space.

Challenges

- There was a delay in the procurement of the new shelving for the new registry; and
- There was a delay in the allocation of additional archival storage space to store terminated records before destruction of ephemeral records or transfer of A20 record.

(ii) **Information Services**

Research Services

Research Services continued to offer traditional research support to committees, individual Members as well as Exco. The following is the research output completed during the period under review:

Reactive research

- Regulation and costs of the destruction of small arms, light weapons (SALW) and ammunition;
- A review of the use of legislation; export bans and metal reclassification to curb illicit trade in stolen copper;
- Overview of the fintech startup sector in South Africa and the Western Cape;
- Blockchain application within the fintech industry in South Africa;
- Combating extortion in formal and informal economies: Legislative frameworks, case studies and court cases;
- Sources of revenue and financial “health” of provincial gambling and racing boards in South Africa; and
- South African trade agreements, African Growth and Opportunity Act (AGOA) and potential alternatives to AGOA for Western Cape.

Cyclical research

- Completed annual report analysis for select departments.

Institutional research

- Welsh Parliament and the WCPP Twinning Agreement: Potential areas of engagement;
- Bavarian Parliament and the WCPP Twinning Agreement: Consideration of energy security as a potential area of engagement; and
- Number of House sittings per legislature per financial and calendar year – March 2018/April 2019 to March 2022/April 2023.

In addition to traditional research services offered as detailed above, the unit also gave a presentation to the Budget Committee on the constitutional provisions enabling legislatures to amend money bills; prepared a SoCATT article for the CPA May 2023 publication; and participated in the 66th CPC in Ghana where a presentation was given outlining the WCPP's response to its May 2023 cyberattack. This presentation will serve as an outline for a detailed research report.

Three research interns were supervised and mentored as part of the institution's youth empowerment initiative. Research interns were exposed to on-the-job training and operational tasks to ensure they received support to build capacity and enhance their CVs.

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

Highlights

- Members have indicated they have found the output useful and insightful for their work; and
- Institutional research completed for twinning agreements have resulted in productive conversations between the respective parliaments.

Challenges

- The unit still faces capacity constraints in the form of capacity and expertise. This has impacted on the ability to complete cyclical research.

Library Services

All Members and employees continued to have access to the available digital subscriptions, which included JStor, Sabinet and EBSCOHost (e-books). The Library continued to provide reference request services to Members, Exco and employees, as well as individualised training on electronic databases available.

During the period under review, a range of new book titles were also added to the Library's comprehensive resource materials.

Highlights

The Library has recently embarked on introducing a new EBSCOHost offering better suited to the needs of the institution, which includes journal articles and a selection of ebooks covering a wide range of subjects and disciplines, which can also be accessed with a mobile application. The Library is also acquiring several new book titles. These offerings should be accessible in January 2024.

Challenges

Budgetary constraints have delayed the refurbishment of the Library and the introduction of technological hardware and equipment, such as computers and monitors, to provide ease of access to information material to walk-in users, such as foreign delegations.

(iii) **Logistical Services**

Transportation services

Logistical Services has once again proven to be the enabler and has managed to provide transportation and its full range of services to all its clients and stakeholders despite a significant rise in transportation requests during the second half of 2023 and into 2024.

Over the past year, Logistical Services transported Members and employees to offsite meetings, public hearings, oversight visits and outreach programmes without any incident resulting to injury. Logistical Services has on many occasions provided transportation before the core business hours as well as after hours, on public holidays and over weekends as required by the WCPP. At times, all officials of Logistical Services assisted with transportation to help contain the cost of hiring shuttle services.

Building maintenance

The Provincial Legislature Building is old and prone to breakages. Over the past year, there has been several minor faults, such as electrical trips and plumbing leaks, which were restored fairly quick and major breakdowns, such air conditioners, which took a little longer to repair due to long time frames to import spare parts.

The team has been working with the building's facilities managers from the DOI to get faster turnaround times on breakages and on projects. Over the past year, the plumbing system of the ablution facilities were replaced, and the lighting system was upgraded to LED as a power-saving initiative due to the power crisis we experience in South Africa.

Fleet management

Logistical Services has been collaborating with the Government Motor Transport (GMT) and has upgraded the smaller and larger vehicles used to transport Members and employees to be safer, more fuel efficient and more reliable. All vehicles were serviced on time and relief vehicles were acquired when it was necessary. Furthermore, on several occasions, Logistical Services assisted the Presiding Officers with the collection and delivery of their vehicles where assistance was requested.

All Trip Authorities were completed timeously by the section and there were no major incidents that occurred over the past year. Regular meetings were conducted between the WCPP and the GMT, which has resolved all vehicle-billing-related issues and most of the loss-control investigations with the GMT have been resolved.

Digital office solution

The current office solution has come to the end of its lifespan, and Logistical Services has been collaborating with vendors, ITDS, Knowledge Management and section managers to gather their requirements. We have successfully procured a new digital office solution that will modernise the WCPP. The new digital office solution will be implemented in February 2024 and will integrate into our existing Office 365 solution. This integration will enhance productivity, improve security, and enable easier and more secure document access.

Vehicle audit

A vehicle audit on the entire vehicle fleet was conducted by Internal Audit, and it was found to be in order. The Transportation Standard Operating Procedure was updated to include the POPI Act, which was successfully implemented.

Hybrid work model

The employees of Logistical Services have adopted a hybrid work model, which has proven to be effective in meeting all operational targets. For the month, office schedules were created and adjusted as needed, based on work demands, such as transportation requests, maintenance work, venue management, and onsite meetings that require physical presence at the WCPP. This approach has helped the staff to balance their work and family life, and they are often willing to work longer hours to complete their tasks efficiently.

The employees who were working remotely were able to carry out their administrative tasks, such as procurement, updating call tickets, scheduling online meetings and training sessions, generating reports, updating records, creating official documents, such as Trip Authorities, writing of memorandums, escalation letters, processing of weekly and monthly parking letters, and parking payment reconciliations. Additionally, vehicle audits on tracking and fuel transactions, trip planning, as well as courier services, site inspections and arranging vehicle services could be completed.

Service desk

Logistical Services is currently in the final stage of finalising its service catalogue. This is a necessary step before implementing a service desk ticketing system. Despite some setbacks due to increased workload in other areas, such as transportation and building maintenance, as well as employee resignations, Logistical Services has a well-functioning system in place. The service desk solution will allow clients to log call tickets, receive a ticket number, and check the status of their ticket at any time.



ISBN 978-1-991231-26-0