

# WESTERN CAPE PROVINCIAL PARLIAMENT



## ANNUAL REPORT 2023/2024





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PROVINCIAL PARLIAMENT

**ANNUAL REPORT**  
**2023/2024**

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# PART A

## GENERAL INFORMATION





## PART A: GENERAL INFORMATION

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YouTube	Western Cape Provincial Parliament
Instagram:	WCProvParl

## ACRONYMS AND ABBREVIATIONS

<b>AC</b>	Audit Committee
<b>AFS</b>	Annual Financial Statements
<b>AGSA</b>	Auditor-General of South Africa
<b>ANC</b>	African National Congress
<b>APP</b>	Annual Performance Plan
<b>ATC</b>	Announcements, Tablings and Committee Reports
<b>B-BBEE</b>	Broad-based Black Economic Empowerment
<b>CCMA</b>	Commission for Conciliation, Mediation and Arbitration
<b>CIPA</b>	Critical Infrastructure Protection Act
<b>COVID-19</b>	Coronavirus Disease 2019
<b>CPA</b>	Commonwealth Parliamentary Association
<b>CPC</b>	Commonwealth Parliamentary Conference
<b>CWP</b>	Commonwealth Women Parliamentarians
<b>DA</b>	Democratic Alliance
<b>DOI</b>	Department of Infrastructure
<b>DoTP</b>	Department of the Premier
<b>EFF</b>	Economic Freedom Fighters
<b>ERM</b>	Enterprise Risk Management
<b>ERP</b>	Enterprise Resource Planning
<b>FCIC</b>	Financial Compliance and Internal Control
<b>FMPPLA</b>	Financial Management of Parliament and Provincial Legislatures Act
<b>GOVCOM</b>	Governance Committee
<b>GRAP</b>	Generally Recognised Accounting Practice
<b>ICAS</b>	Independent Counselling and Advisory Services
<b>IT</b>	Information Technology
<b>ITDS</b>	Information Technology and Digital Services
<b>JOC</b>	Joint Operations Centre
<b>JPC</b>	Joint Planning Committee
<b>KM</b>	Knowledge Management

<b>KM&amp;IS</b>	Knowledge Management and Information Services
<b>MFG</b>	Members Facilities Guide
<b>MOI</b>	Memorandum of Intent
<b>MOU</b>	Memorandum of Understanding
<b>NCSL</b>	National Conference of State Legislatures
<b>NKP</b>	National Key Points
<b>OHS</b>	Organisational Health and Safety
<b>PE</b>	Public Engagement
<b>PEO</b>	Public Education and Outreach
<b>PHS</b>	Partners in Sexual Health
<b>PM</b>	People Management
<b>POC</b>	Parliamentary Oversight Committee
<b>POCS</b>	Police Oversight and Community Safety
<b>PPPFA</b>	Preferential Procurement Policy Framework Act
<b>PSS</b>	Parliamentary Support Services
<b>POPIA</b>	Protection of Personal Information Act
<b>SALS</b>	South African Legislative Sector
<b>SAPS</b>	South African Police Services
<b>SC&amp;AM</b>	Supply Chain and Asset Management
<b>S&amp;IO</b>	Strategy and Institutional Oversight
<b>SMME</b>	Small, Medium and Micro Enterprises
<b>SMT</b>	Senior Management Team
<b>SoCATT</b>	Society of Clerks-at-the-Table
<b>SOP</b>	Standard Operating Procedure
<b>SOPA</b>	State of the Province Address
<b>SLA</b>	Service Level Agreement
<b>UAT</b>	User Acceptance Testing
<b>WCARS</b>	Western Cape Archives and Records Service
<b>WCPP</b>	Western Cape Provincial Parliament
<b>WITS</b>	University of the Witwatersrand

## FOREWORD BY THE SPEAKER

I hereby table the Annual Report of the Western Cape Provincial Parliament (WCPP) for the 2023/24 financial year in terms of section 60 of the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA), 2009.

As the tabling of this report brings to an end annual reporting for the sixth parliament, I would like to thank the Deputy Speaker, the Secretary to the Provincial Parliament, the Administration and Members of the WCPP for their unwavering support and commitment to the WCPP as a leading institution in the family of legislatures in the country and region.

As the Speaker, I am satisfied with our progress towards achieving the strategic goals as committed to at the start of the strategic period (2020/21 – 2024/25). Since I took office in November 2022, the WCPP adopted a “Back-to-Basics” approach to prioritize the delivery of its constitutional mandate in an effective and efficient way. I also articulated a set of Priorities in order to bring further focus to the Back-to-Basics approach. The priorities are as follows:

- 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 law-making, 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.

During the reporting period, the WCPP achieved 85% of its planned programme performance indicators, as detailed in the Annual Report. In addition, the Auditor-General has certified that the WCPP has produced quality financial statements free of material misstatements; produced quality performance reports that measure and report on performance in a manner that is useful and reliable; and complied with key legislation. The outcome for the WCPP is a clean audit for the 11th consecutive year. This is a major achievement and a testament to our commitment to good governance, as part of building a credible WCPP.

I am also satisfied that we delivered a well-oiled institution to the Members of the seventh parliament, to build on and improve where there may be shortcomings. A strong foundation has been established for the new parliament to discharge its duties with efficacy and proficiency going forward. The WCPP is served by a highly professional administrative support structure, which will assist the new and returning Members in their varied activities.



HONORABLE DAYLIN MITCHELL  
SPEAKER OF THE PROVINCIAL PARLIAMENT

Since the Annual Report for 2023/24 will be considered by the newly elected Members of the seventh parliament, I wish to take this opportunity to wish all Members well in supporting one of the key institutions in our constitutional dispensation and trust that the processes of law-making, oversight of the Executive and public participation in our processes and work will remain the key focus of the WCPP.

I also wish to thank the small but dedicated support staff of the Office of the Speaker, under the able leadership of Ms Lorika Elliot, for steering the ship through both calm and turbulent waters. Their unwavering support and commitment during my tenure as Speaker in the sixth parliament has been invaluable.



**DAYLIN MITCHELL**  
**SPEAKER**

**31 AUGUST 2024**

## REPORT OF THE ACCOUNTING OFFICER

### 1. OVERVIEW OF THE OPERATIONS OF THE WESTERN CAPE PROVINCIAL PARLIAMENT

The Financial Management of Parliament and Provincial Legislatures Act, Act 10 of 2009, stipulates that the Accounting Officer must prepare an Annual Report for each financial year to provide a record of the activities and performance of Parliament, based on the annual performance plan. The annual report must also include the legislature's audited financial statements, and the report of the Auditor-General. In compliance with this requirement, I present this report as an account of the financial and non-financial performance of the Western Cape Provincial Parliament for the 2023/24 financial year.

As 2023/24 constituted the last full financial year of the sixth parliamentary term, much of the focus was on close-off operations pertaining to Members and to the business of parliament, as well as preparation for the new, seventh parliamentary term.

Ensuring a smooth transition from the sixth to the seventh term was thus of critical importance and directed much of the Administration's focus during this financial year. All operational requirements were assessed and provisions made for the incoming Members of the seventh parliament. This included preparation of office accommodation, procurement of IT equipment and planning of an onboarding and Members' induction programme. All of the above sought to ensure that Members are well-placed to immediately assume their duties as parliamentarians, overseeing the Executive, making laws and actively engaging the public.

Whilst these plans were afoot, the Administration continued to support the effective and efficient running of the provincial parliament during the year under review. This is attested to by both our annual financial and non-financial performance, our consistently stellar governance record, our ability to mitigate identified strategic risks and increase our resilience over time.

A range of modernization projects were also initiated in 2023/24. A project to refurbish the chamber, committee rooms and library commenced. Further work was undertaken on the development of an intranet and on optimizing back-office systems to generate operational efficiencies. To support the process of technological change that characterize a modern parliament, the need was identified for a culture change intervention as well as for a review of the current organizational structure to assess its appropriateness in responding to capacity requirements.

With regard to governance and risk management, the WCPP continues to strive to improve and uphold good governance and maintain its good relationship with the Parliamentary Oversight Committee (POC) and its external assurance providers i.e. the Audit Committee (AC), Internal Audit and the Auditor-General of South Africa (AGSA). These institutions have provided robust oversight over the functioning of the provincial parliament and supported improvements in our control environment to minimize the impact of identified risks. The overall result is a clean bill of health from the Auditor-General which has certified the soundness of our financials as well as non-financials in this financial year.

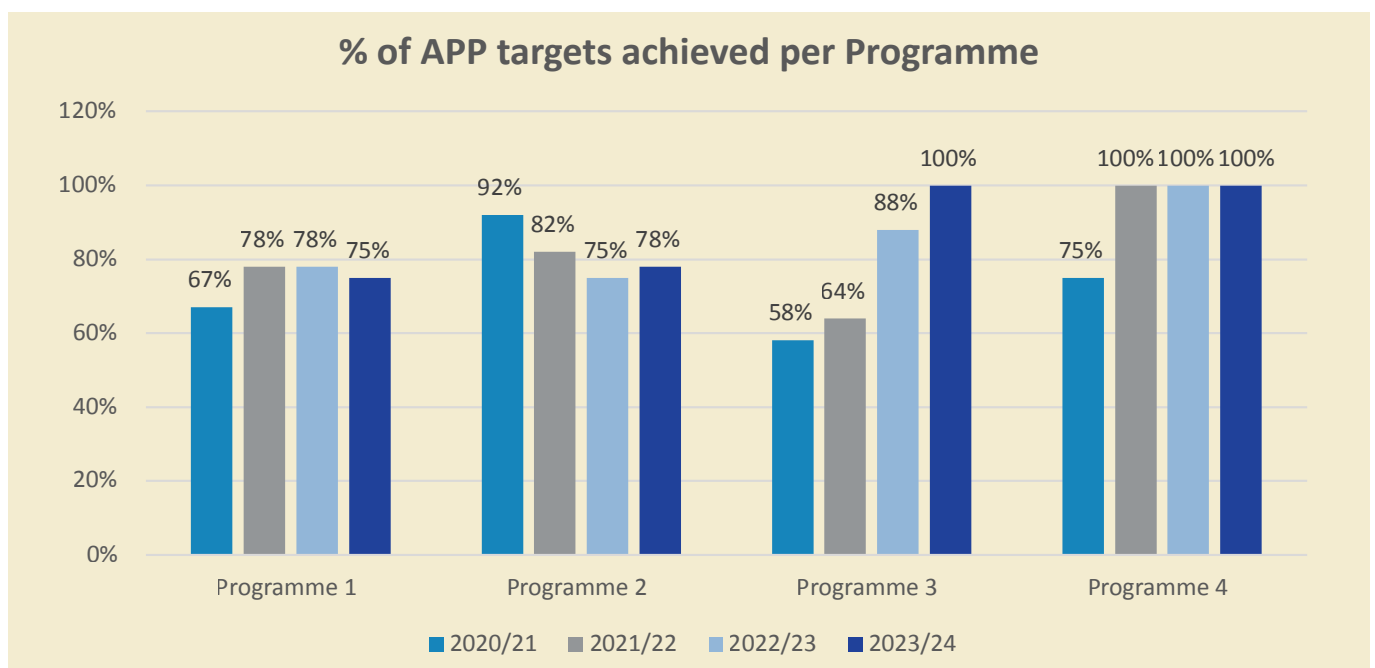
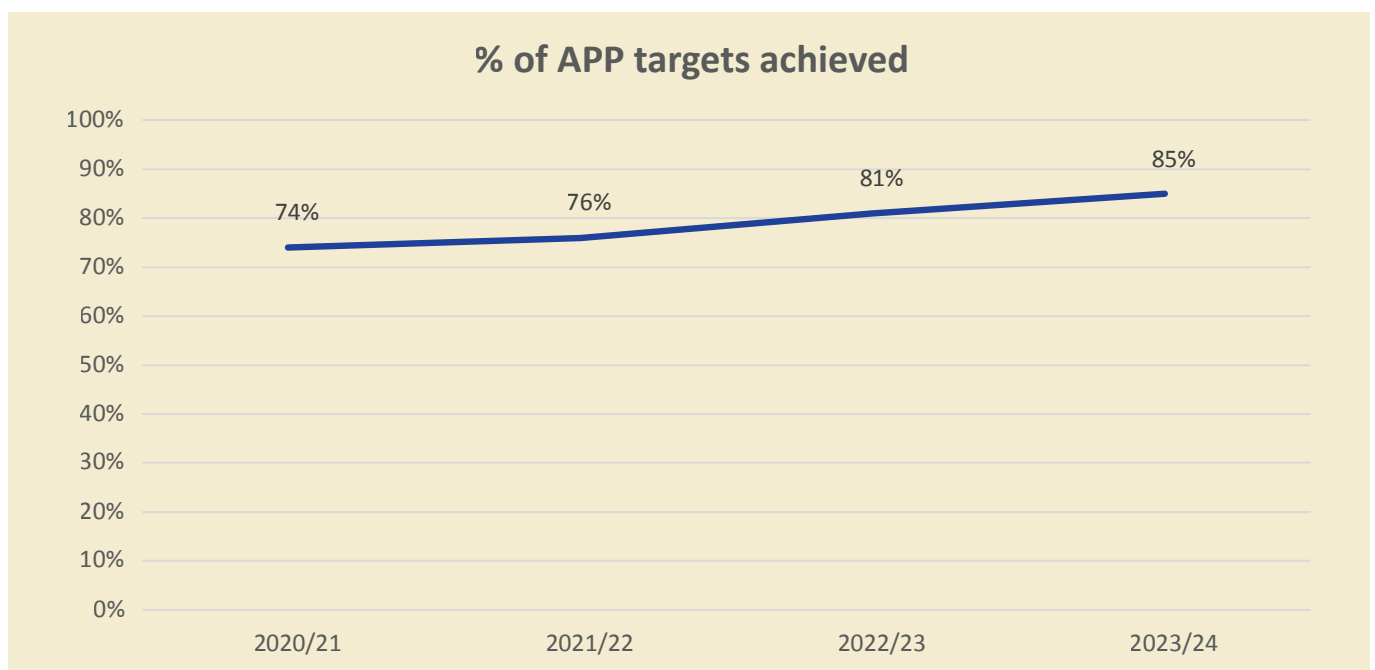


ROMEO ADAMS  
SECRETARY TO THE  
PROVINCIAL PARLIAMENT



In May 2023, the WCPP was hit by a cyber-attack. The WCPP responded to the attack effectively, thereby managing to minimize operational down time, minimize the loss of data and information and importantly, limit any damage to provincial parliament’s reputation. The matter was further duly reported to the Information Regulator, as required in terms of legislation. In the current global context of an ever-increasing rate of cybercrime, and in view of the especially sensitive nature of the parliamentary context, additional resources have been directed toward enhancing the WCPP’s cyber-security posture.

In terms of our annual non-financial performance, the year 2023/24 saw a further improvement on the annual results we have achieved over the course of the sixth parliamentary term. In this year, 85% of Annual performance plan (APP) targets were met, an increase from the previous year’s percentage achievement.



In terms of the priority to strengthen the support for core business, the Administration provided procedural and related support to the House, its Members and its Committees to make laws, conduct oversight and facilitate public involvement. A review of the Standing Rules was finalized by the end of 2023/24. The revised Rules will be confirmed in the seventh parliamentary term. The Provincial Parliament also processed a number of Section 76 bills, which are Bills affecting the provinces.

In respect of the WCPP's Standing Committees, a range of activities, including public hearings and oversight visits were undertaken by the respective Committees as an integral part of overseeing the Executive. The Administration also undertook a review of the current oversight practices and identified areas where oversight could be strengthened. One such area is the monitoring of Executive undertakings, commitments made by the Executive during a debate. The procedure pertaining to Executive undertakings will be refined and formalized in the seventh parliament. The Oversight and Accountability framework or model, will also be duly consulted and changes formalized in the seventh parliament.

As part of positioning the WCPP as a parliament for all the people of the Western Cape, the WCPP continues to promote opportunities for the public to have access to and involvement in its law-making and oversight processes. As planned, the WCPP's outreach programme, WCPP Engage, was rolled out to two regions during the 2023/24 financial year. In addition, two virtual roundtable engagements were facilitated - one relating to People Living with Disabilities and the another, with Small, Medium and Micro Enterprises (SMME's), with a focus on tourism. The WCPP furthermore continues to partner with entities and institutions to enhance public participation. Through leveraging the networks and capabilities of our partners, we are able to expand our footprint and increase reach. To date the WCPP has entered into strategic partnerships with various entities and institutions for this purpose.

The WCPP continued to provide support to its Members to enable them to fulfil their constitutional mandate. Financial support for post-graduate training was extended to members. Further capacity-building for Members, funded by the EU-funded Legislative Sector Support Programme, which commenced in the sixth parliament, will be completed in the seventh parliamentary term.

Through the inter-parliamentary relations programme, the WCPP has been able to raise its profile, as well as provide opportunities for capacity-building and peer-learning for the Executive, Members and officials. This included a range of inter-parliamentary engagements such as international study visits, conferences, seminars, meetings and workshops. Visits were made to various jurisdictions by the Speaker and Deputy-Speaker, as well as by the Secretary and officials of the Administration. The WCPP undertook the following in this regard: A study visit to the Parliament of Baden-Württemberg and the Bavarian State Parliament; Participation in the annual Commonwealth Parliamentary Conference (CPC), incorporating parallel events (the 39th Commonwealth Parliamentary Association (CPA) Small Branches Conference; the Commonwealth Women Parliamentarians(CWP) business meeting; the CPA General Assembly and Executive Committee meetings and the Society of Clerks-at-the-Table (SoCATT). Representatives from the WCPP also attended the National Conference of State Legislatures (NCSL) Legislative Summit in Indianapolis, Indiana, USA. In addition, the Secretary and designated officials participated in further SoCATT activities, including a goodwill visit to the Parliament of Lesotho, a visit to an inter-parliamentary conference in Brazil.

In addition the Standing Committee on Agriculture, Environmental Affairs and Development Planning, the Standing Committee on Infrastructure and the Standing Committee on Finance, Economic Opportunities and Tourism undertook an international study visit to California from 15 – 19 May 2023 for the purposes of benchmarking. The Chairperson of the Ad-hoc Committee on Tuberculosis (TB) attended and participated in the One Africa TB Summit hosted in Addis Ababa, Ethiopia on 24 to 25 August 2023.

The WCPP values its employees. In line with the priority that seeks to affirm the WCPP as an employer of choice, it views employees as an asset, without whom, building a leading modern parliament would simply not be possible. In addition to the culture change intervention which was launched and the organizational development intervention which is planned, the institution has engaged an Employee Wellness service provider. This provider offers regular information on relevant topics, conducts face-to-face and telephonic counselling and provides ongoing support to employees and their families.

In terms of the WCPP's approved post establishment, as at 31 March 2024, the WCPP had a headcount of 105 employees, and actively worked toward reducing the vacancy rate.

During this period, the recruitment process for a Registrar of Members' Interests was also concluded and an appointment was made by the House for the period 1 March 2024 to 28 February 2027.

Whilst many achievements have been registered, there remain a few challenges. In addition to the ongoing threat related to cybercrime, another key challenge has been the aging infrastructure of the Legislature building. Regular engagements had and will continue to take place with the Department of Infrastructure (DoI) in resolving the maintenance issues within the building to ensure a conducting and safe working environment for both Members and staff of the Administration. In addition, digital capability in terms of skills and capacity remains a challenge which we are seeking to address through various means, including actively recruiting for relevant digital skills in key areas like social media strategy and cyber-security, as a priority. The broader exercise to determine actual skills needs will follow from the organizational development exercise.

In the period ahead, the WCPP will undertake its five-year strategic planning process, which will include a review of past performance and draw on the perspectives of a range of stakeholders to inform the future vision, strategy and plans of the WCPP.

## 2. OVERVIEW OF THE FINANCIAL RESULTS OF THE WESTERN CAPE PROVINCIAL PARLIAMENT

### 2.1. WCPP RECEIPTS

Receipts	2023/24			2022/23		
	Estimate	Actual Amount	(Over) or under	Estimate	Actual Amount	(Over) or under
	R'000	R'000	R'000	R'000	R'000	R'000
Sale of goods and services other than capital assets	8	52	-44	7	41	-34
Fines, penalties, and forfeits	-	-	-	-	-	-
Interest, dividends and rent on land	74	507	-433	71	426	-355
Sale of capital assets		37	-37	-	83	-83
Financial transactions in assets and liabilities		232	-232	-	1 471	- 1 471
<b>Total</b>	<b>82</b>	<b>828</b>	<b>-746</b>	<b>78</b>	<b>2 021</b>	<b>-1 943</b>

During the 2023/24 financial year, the WCPP collected revenue from the payments received for parking, the sale of meals to Members, sales of corporate gifts, commission on insurance, interest on the bank account and the sale of old or redundant assets.

The tariff charged for parking is based on a policy and is below market value. The WCPP retains a portion of parking fees as revenue after paying over an agreed tariff to the Department of Transport and Public Works.

Members of the WCPP pay for meals prepared by a catering service, which is a further source of revenue. The Members' meals are charged in accordance with the Members' Facilities Guide (MFG).

### 2.2. PROGRAMME EXPENDITURE

Programme name	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over)/under expenditure	Final appropriation	Actual expenditure	(Over)/under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Programme 1: Governance (Leadership) and Administration	81 616	76 996	4 620	83 933	76 205	7 728
Programme 2: Parliamentary Support Services	28 585	28 518	67	25 959	25 452	507
Programme 3: Public Engagement	16 787	16 424	363	17 460	15 655	1 805
Programme 4: Members Support	61 553	60 850	703	59 823	57 468	2 355
<b>Total</b>	<b>188 541</b>	<b>182 789</b>	<b>5 774</b>	<b>187 175</b>	<b>174 780</b>	<b>12 395</b>

## **Rollovers**

For the 2023/24 financial year an amount of R 5.752 million (in respect of the underspending on voted funds) and an amount of R746 000 (in respect of over collected own revenue) were approved to be rolled over.

## **Virements**

An amount of R785 000 was shifted from savings within Programme 1: Governance (Leadership) and Administration to Programme 2: Parliamentary Support Services to cover the overspend resulting from the increased Committee activity related to the Basic Education Laws Amendment (BELA) and Powers Bills, which were processed in 2023/24.

## **Irregular, fruitless and wasteful and unauthorised expenditure**

There were 4 cases of irregular expenditure with a total value of R344 419 and no new cases of fruitless and wasteful expenditure in the 2023/24 financial year. One of the 4 cases of irregular expenditure was condoned, funds of 1 case was recouped and 2 cases are in the process of being condoned as at the date of AFS and Audit Report sign off, 31 July 2024.

## **2.3. SUPPLY CHAIN AND ASSET MANAGEMENT (SC&AM)**

No unsolicited bid proposals were received or concluded in the 2023/24 financial year.

The new Preferential Procurement Policy Framework Act (PPPFA) Regulation, as communicated on the 4th of November 2022, took effect during the last quarter of the 2022/23 financial year. The WCPP's own preferential policy covering the 20 percentage points became effective considering the RDP goals specified and Historically Disadvantaged Individuals points claimed. The WCPP Supply Chain Management and Preferential Procurement Policy was signed and approved on the 30th of March 2023.

A Service Level Agreement (SLA) was concluded with a vendor to ensure continuity and support for the finance module of the Enterprise Resource Planning (ERP). An SLA was also entered into with a vendor for SAGE 300 for the purpose of continuity and support of the ERP system (as far as Payroll and People Management processes are concerned). Both vendors were appointed via SAGE in terms of the manufacturer's model of business partner appointments.

The Accounting Officer's System was reviewed and approved during March 2024. SC&AM has further reviewed the Asset Management Policy (5th revision) in March 2024.

## **Tender status**

One tender was processed during the 2023/24 financial year, being:

- International Travel Tender WCPPT 01/2024.

## **2.4. GIFTS AND DONATIONS RECEIVED IN KIND FROM NON-RELATED PARTIES**

There were no material gifts received during the 2023/24 financial year. No donations were received in kind.

## 2.5. EXEMPTIONS AND DEVIATIONS RECEIVED FROM THE NATIONAL TREASURY

None.

## 2.6. EVENTS AFTER THE REPORTING DATE

There were 2 significant events that occurred after the financial year-end to the date of approval of the annual financial statements. These 2 items are as follows:

- The Independent Commission for the Remuneration of Public Office Bearers had submitted the proposal for members remuneration to the Presidency for proclamation as signed on 15 May 2024. The proposal was subsequently approved by the President and the Premier of the Western Cape. The financial statements had therefore been adjusted to account for the back-pay to members for the 2023/24 period.
- On 3 July 2024 confirmation was received from State Information Technology Agency (SITA) that they have credited the invoices that were under dispute. The Legislature therefore no longer has a contingent liability. SITA further indicated that the overpayment of the disputed invoices can be recovered. The Legislature therefore has raised a receivable for the amount of R 13,259.

## 2.7. COMPLIANCE WITH THE PAYMENT OF INVOICES WITHIN 30 DAYS

Ten invoices with an accumulated value of R92 414.96 were settled in more than 30 days during 2023/24. The reasons related to the breakdown of internal controls in submitting the invoices timeously for payment.

The root causes for cases were investigated, identified and remedial steps and additional controls (where needed) were implemented to eliminate the recurrence of such cases.

## 3. ACKNOWLEDGEMENT AND APPRECIATION

I wish to express my appreciation to Speaker Daylin Mitchell, Deputy Speaker Beverly Schäfer, the Rules Committee, the Shared Audit Committee, the Parliamentary Oversight Committee (POC), Members and employees for their support over the past year. I also thank every employee for their dedication, creativity and commitment to the WCPP's success and contribution to our shared vision. Together, we can continue to foster a culture of collaboration, inclusion, achievement and accountability.



**ROMEO ADAMS**  
**ACCOUNTING OFFICER**

**31 AUGUST 2024**

## Statement of responsibility and confirmation of the accuracy of the Annual Report

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

- All information and amounts disclosed throughout the Annual Report are consistent with the Annual Financial Statements audited by the Auditor-General;
- The Annual Report is complete, accurate and free from any omissions;
- The Annual Report has been prepared, where applicable to the WCPP, in accordance with the guidelines on the Annual Reports as issued by National Treasury;
- The annual financial statements (Part E) have been prepared in accordance with the Standards of Generally Recognised Accounting Practice as prescribed by section 56(1) of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act 10 of 2009);
- The Accounting Officer is responsible for the preparation of the Annual Financial Statements and for the judgements made in this information;
- The Accounting Officer is responsible for establishing and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the Annual Financial Statements; and
- The external auditors are engaged to express an independent opinion on the Annual Financial Statements.

In my opinion the Annual Report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the WCPP for the financial year ended 31 March 2024.

Yours sincerely



**ROMEO ADAMS**  
**ACCOUNTING OFFICER**

**31 AUGUST 2024**

## 1. STRATEGIC OVERVIEW

The strategic overview section of the Annual Report provides a comprehensive overview of the WCPP’s strategic direction, encompassing our mission, vision, strategic priorities and goals, as well as core values. These fundamental elements guide the WCPP’s legislative efforts, ensuring accountability and the effective execution of the Constitutional mandate.

<b>VISION</b>	To be the leading regional parliament, rooted in Africa – innovative, relevant, forward-looking and in touch with all its people.
<b>MISSION</b>	<p>In pursuance of the vision, the Administration of WCPP commits to serve, support and strengthen the WCPP by:</p> <ul style="list-style-type: none"> <li>• Being professional and innovative in our processes and work while fostering ethical and good governance;</li> <li>• Empowering our Members and staff to function optimally;</li> <li>• Facilitating the constitutional mandate of law-making, public participation and oversight in the interests of the people of Western Cape; and</li> <li>• Promoting the WCPP provincially, nationally and internationally</li> </ul>

<b>STRATEGIC PRIORITIES</b>		
1	<b>Building a Credible WCPP</b>	A WCPP that is a respected, reputable and stable legislative Body
2	<b>Expanding citizen service</b>	A WCPP that is first and foremost a parliament for all the people of the Western Cape
3	<b>Strengthening the core business</b>	A WCPP with a strong focus and expertise in the core business of Parliament and with a specific emphasis on its mandate of law-making, public participation and oversight
4	<b>Strengthening support to Legislators</b>	A WCPP that provides extensive and comprehensive support to its Members in order to optimise their impact
5	<b>Improving the morale of employees</b>	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
<b>STRATEGIC IMPACT: DEEPENED DEMOCRACY</b>		
A WCPP focused on building a stronger, deeper and more meaningful participatory democracy in the Western Cape.		



## CORE VALUES

	<p><b>RESPECT</b></p>	<p>The WCPP recognises the dignity of others and acts with kindness, tolerance and appreciation of diversity.</p>
	<p><b>TRANSPARENCY</b></p>	<p>The WCPP represents the interests of the people of the Western Cape and is transparent in its operations and records. The WCPP communicates in an open and inclusive way.</p>
	<p><b>HONESTY</b></p>	<p>The WCPP strives to be truthful and honest in all its business and interaction with internal and external stakeholders.</p>
	<p><b>INTEGRITY</b></p>	<p>The WCPP demonstrates high ethical standards in its processes, systems, conduct and dealings with all stakeholders, both internal and external.</p>
	<p><b>PROFESSIONALISM</b></p>	<p>The WCPP strives towards efficiency of operations, informed decision-making and a general professional attitude by providing advice and services of a high quality. The WCPP strives to act on the basis of sound and established rules of procedure, facts, insight and experience.</p>
	<p><b>IMPARTIALITY</b></p>	<p>The WCPP seeks to retain an impartial approach to conducting business by being non-partisan.</p>
	<p><b>EFFICIENCY</b></p>	<p>The WCPP renders an efficient service by utilising resources responsibly and cost-effectively.</p>
	<p><b>ACCOUNTABILITY</b></p>	<p>The WCPP seeks to build a culture of accountability for actions, decisions, and deliverables through the entrenchment of the rule of law, policies and prescripts.</p>

## 2. LEGISLATIVE AND OTHER MANDATES

### 2.1. CONSTITUTIONAL MANDATE

The core objectives of the Western Cape Provincial Parliament are based on the following constitutional mandates:

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

The provincial legislatures are established in terms of Chapter 6 of the Constitution of the Republic of South Africa, 1996 (“the Constitution”).

- (a) Section 114(1) of the Constitution confers the power to make laws on provincial legislatures.
- (b) Section 114(2) of the Constitution provides that provincial legislatures must provide for mechanisms–
  - to ensure that all provincial executive organs of state are accountable to it; and
  - to maintain oversight of the exercise of provincial executive authority in the province, including the implementation of legislation, and of any provincial organ of state.
- (c) Section 115 of the Constitution states, among other things, that a provincial Legislature may summon any person to appear before it to give evidence; may require any person or provincial institution to report to it; and may receive petitions, representations or submissions from any interested person or institution.
- (d) Section 116(1) of the Constitution provides that provincial legislatures may determine and control their internal arrangements, proceedings and procedures; and may make rules and orders concerning their business with due regard to representative and participatory democracy, accountability, transparency and public involvement.

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

- (e) Section 117 of the Constitution concerns, among other things, the privileges of members of provincial legislatures, notably the privilege of freedom of speech to be enjoyed subject to the rules and orders of the legislatures.
- (f) Section 118 of the Constitution places an obligation on provincial legislatures to facilitate public involvement in the legislative and other processes of the provincial legislatures and to conduct their business in an open manner.

#### (ii) Constitution of the Western Cape, 1997

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

The Provincial Constitution provides for certain distinct legislative and executive structures that differ from certain structures in the Constitution. For example:

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

## 2.2. STATUTORY MANDATES

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

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

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

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

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

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

### (iv) **Remuneration of Public Office Bearers Act, 1998**

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

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

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

### (vi) **Electoral Act, 1998**

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

### (vii) **Western Cape Provincial Languages Act, 1998**

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

### (viii) **Members of the Western Cape Provincial Parliament Code of Conduct Act, 2002**

This Act gives effect to section 27 of the provincial Constitution by providing for a code of conduct governing the conduct of Members of Provincial Parliament. The Code of Conduct for Members of the Western Cape Provincial Parliament is premised on this Act.

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

This Act delineates the parliamentary precincts of Parliament and the Provincial Legislatures, and articulates the powers, privileges and immunities of Parliament and the Provincial Legislatures.

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

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

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

This Act provides for a uniform procedure for Provincial Legislatures to confer authority on their delegations to cast votes on their behalf in the National Council of Provinces.

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

This Act regulates the financial management of Parliament and the Provincial Legislatures, as well as oversight of the financial management of Parliament and the provincial legislatures.

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

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

**(xiv) Critical Infrastructure Protection Act, 2019**

This Act provides for the identification and declaration of infrastructure as critical infrastructure, and repeals the National Key Points Act, 1980. The Act has not yet commenced.

### **2.3. RELEVANT COURT RULINGS**

The following judgments inform the interpretation of the constitutional and statutory mandates of the Provincial Parliament:

**(i) Andries Molapi Tlouamma and Others v Speaker of the National Assembly and Others (Western Cape High Court) case no: 3236/15**

In this case the court considered the constitutional and legislative framework in which the legislatures in South Africa operate; interrogated the concept of separation of powers; considered the powers of the judiciary in relation to the principle of non-interference by other organs of state in parliamentary proceedings; and analysed the role of the Speaker in South African law.

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

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

**(iii) Chairperson of the National Council of Provinces v Julius Malema and One Other (Supreme Court of Appeal) case no: 535/2015**

In this case the court considered the scope of protected free speech in the House.

- (iv) **Democratic Alliance v Speaker of the National Assembly and Others CCT 86/15**  
In this case the Constitutional Court found that section 11 of the Powers, Privileges and Immunities of Parliament and Provincial Legislatures Act, 2004, that authorised the arrest of Members who created or took part in a disturbance in the House, is unconstitutional.
- (v) **Doctors for Life International v The Speaker of the National Assembly and Others (CCT 12/05)**  
This judgment dealt with the interpretation of section 118(1)(a) of the Constitution, and a provincial legislature's duty to facilitate public involvement in the legislative and other processes of the provincial Legislature.
- (vi) **Economic Freedom Fighters v Speaker of the National Assembly and Others CCT 143/15** In this case the Constitutional Court found that the structures or measures employed by a Legislature to have oversight of executive organs of state are to be determined by the Legislature itself, but that such measures must in substance and reality amount to oversight.
- (vii) **Ex parte President of the Republic of South Africa: In re Constitutionality of the Liquor Bill 2000 SA 732 CC** This judgment dealt with the domain of Schedule 5 exclusive provincial legislative competences in the context of the Constitution's distribution of legislative power.
- (viii) **Land Access Movement of South Africa and Others v Chairperson of the National Council of Provinces and Others (Constitutional Court) case no: CCT 40/15** In this case the court considered the lawfulness of truncated timelines for public involvement.
- (ix) **Lindiwe Mazibuko, MP, Leader of the Opposition in the National Assembly v Max Vuyisile Sisulu, MP, Speaker of the National Assembly and Another [2013] ZACC 28**  
In this case the Constitutional Court held that the rules of a legislature must give effect to the rights and obligations imposed by the Constitution and must provide for the vindication of members' constitutional rights in a Legislature.
- (x) **Mario Gaspare Oriani-Ambrosini, MP v Maxwell Vuyisile Sisulu, Speaker of the National Assembly ZACC 27 [2012]**  
In this judgment the Constitutional Court held that a Legislature cannot restrict the power of an individual (private) member to introduce legislation
- (xi) **Marius Llewellyn Fransman v Speaker of the Western Cape Provincial Parliament and Another (Western Cape High Court) case no: 13097/2014**  
In this case the court found that it is not for the judiciary to determine the internal arrangements, proceedings and procedures of legislatures but that these matters are reserved by the Constitution for determination by the legislatures themselves. The court also found that the proceedings of a parliamentary committee is not administrative action reviewable under the Promotion of Administrative Justice Act, 2000.
- (xii) **Mosiua Lekota and Another v The Speaker, National Assembly and Another (Western Cape High Court) case no: 14641/12**  
This judgment was concerned, in the first instance, with restrictions placed on Members' freedom of speech by the rules of a Legislature and, in the second instance, with the limits of judicial oversight over legislatures.

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

This judgment dealt with section 104 of the Constitution in the context of the Provincial Legislatures' capacity to legislate on the management of their own financial affairs.

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

In this judgment the Constitutional Court held that the province may determine the number of members in its provincial Legislature in the provincial Constitution.

**(xv) Primedia Broadcasting (Pty) Ltd and Others v Speaker of the National Assembly and Others (Supreme Court of Appeal) case no: 784/2015**

In this case the court considered the principles and values underpinning the public's right to an open Parliament.

**(xvi) Stephen Segopotso Tongoane and Others v Minister for Agriculture and Land Affairs and Others CCT 100/09 [2010] ZACC 10** The judgment confirmed that any Bill that substantially affects the interests of the provinces must be enacted in accordance with the procedure stipulated in section 76 of the Constitution.

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

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

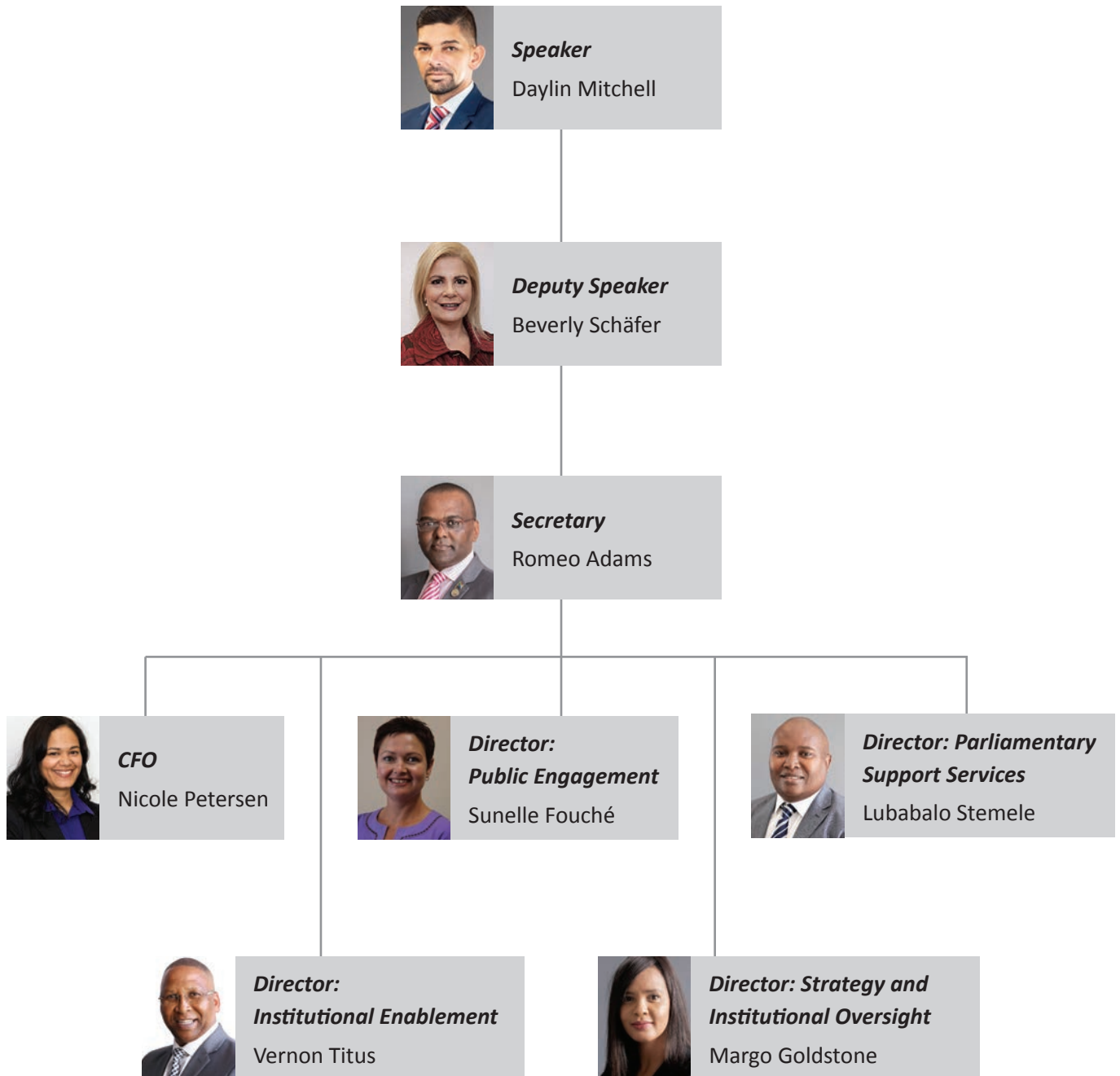
**(xviii) UDM v Speaker of the National Assembly and Others (Constitutional Court) case no: CCT 89/17**

In this case the court considered the use of open or secret ballots to record a vote in Parliament.

## 2.4. KEY POLICIES AND STRATEGIES

Name of Policy	Purpose
Members' Facility Guide	This Guide provides essential information about the facilities and services available to Members, as well as how to access and use these services. The guide aims to help Members navigate their work environment efficiently and to make the most of the resources available to them.
Presiding Officers' Manual	This Manual governs the enabling benefits and allowances to which the Speaker and Deputy Speaker of the WCPP are entitled to execute their official duties.
Oversight and Accountability Framework	This Framework aims to guide and inform enhancements in several key areas of legislative oversight carried out by the WCPP. The model furthermore seeks to strengthen the oversight process, ensuring it is more effective, transparent and accountable.
Revised Public Engagement Strategy	This Strategy sets out the approaches chosen by the WCPP to facilitate public participation in law-making and its other processes, the background information that informs these choices, as well as principles that would govern the strategy and public participation practices.
Communications Strategy	This Strategy determines minimum norms and standards for the WCPP's corporate communications functionality, defines strategic communication within the legislative context and provides a framework for effective coordination and alignment of all internal and external communication efforts to increase the scope, reach and impact of communication efforts.
International Relations Policy	The aim and purpose of this policy is to provide clear guidelines and prescriptions for international travel of Members and officials.
Cybersecurity strategy	The aim of this Strategy is to protect the WCPP's digital assets and information systems from cyber-threats. It focuses on preventing, detecting, and responding to these threats effectively, ensuring that WCPP's data and systems remain secure.
Enterprise Risk Management Strategy	The Enterprise Risk Management (ERM) Strategy is a framework for identifying, assessing and managing risks across the WCPP.
WCPP Policy Management Framework	The aim of this Framework is to guide the management of the WCPP in determining the critical areas where policies, guidelines, regulations and systems are required. It furthermore seeks to direct the process of establishing policies, and other regulatory and operational documents in order to ensure the consistency of content, format, governance and application.
Protection of Personal Information (POPI) Framework	This Framework is designed to guide the WCPP in managing personal data responsibly by ensuring that data is collected and processed in compliance with legal standards.
Legislative Compliance Framework	This Framework presents a structured approach that helps the WCPP to ensure adherence to relevant laws and regulations by systematically identifying and addressing legal requirements.
IT Digitalisation Improvement Strategy	This Strategy outlines the Institution's strategy for 2021/22 to 2024/25, aligning with institutional objectives and addressing strengths and weaknesses in people, processes and technology. It focuses on utilising resources and technology to create a more efficient, innovative and modern parliament.
Human Resource Strategy	This Strategy is aimed at integrating the WCPP culture, its functions, as well as its processes. It furthermore coordinates a set of human resource actions (involving employees and Members) that will enable the WCPP to reach the required organisational strategic goals.
Knowledge Management Strategic Framework	This Strategic Framework guides the implementation of Knowledge Management by sharing and applying critical knowledge to achieve operational excellence in business areas and functions that support WCPP's strategic priorities.

### 3. ORGANISATIONAL STRUCTURE: PRESIDING OFFICERS AND TOP MANAGEMENT AS AT 31 MARCH 2024





PART B  
PERFORMANCE INFORMATION





# PART B: PERFORMANCE INFORMATION

## 1. INTRODUCTION

This section provides an overview of the WCPP’s audited non-financial performance for the 2023/24 financial year, detailing performance against pre-determined objectives across the four budget Programmes.

## 2. AUDITOR-GENERAL’S REPORT: PREDETERMINED OBJECTIVES

The Auditor-General of South Africa (AGSA) currently performs certain audit procedures on the performance information to provide limited assurance in the form of an audit conclusion. The audit conclusion on the performance measured against predetermined objectives is included in the report to management, with material findings being reported under the heading “Report” on the audit of the annual performance report.

Refer to page 130 of the Report of the Auditor-General published as Part E: Financial Information.

## 3. OVERVIEW OF THE WCPP’S PERFORMANCE

The 2023/24 financial year was the fourth year of the WCPP’s Strategic Plan 2020/21–2024/25. In pursuit of its vision to be the leading regional parliament, rooted in Africa -innovative, relevant, forward-looking and in touch with all its people, the WCPP has set three strategic outcome-oriented goals and seven strategic objectives, namely:

### 3.1. STRATEGIC OUTCOME-ORIENTED GOALS AND STRATEGIC OBJECTIVES

Strategic outcome-oriented goals	Strategic objectives
<p><b>Strategic outcome-oriented goal 1</b>                      To provide effective procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement.</p> <p><i>This strategic outcome-oriented goal is linked to Programme 2: Parliamentary Support Services and Programme 4: Members Support.</i></p>	<p><b>Strategic objective 3</b>                      To provide enhanced professional and timely procedural and related support.</p>
<p><b>Strategic outcome-oriented goal 2</b>                      To support the promotion of meaningful stakeholder and inter/intra-parliamentary relations.</p> <p><i>This strategic outcome-oriented goal is linked to Programme 3: Public Engagement.</i></p>	<p><b>Strategic objective 5</b>                      Increased engagement with international role players.</p> <p><b>Strategic objective 6</b>                      Improved relationship-building with stakeholders using various platforms, including technology.</p> <p><b>Strategic objective 7</b>                      To provide enhanced processes to facilitate meaningful public involvement in the legislative process.</p>

Strategic outcome-oriented goals	Strategic objectives
<p><b>Strategic outcome-oriented goal 3</b>  To provide strategic, governance and institutional support services.</p>	<p><b>Strategic objective 1</b>  Demonstrable good governance by continuously improving governance processes and practices.</p> <p><b>Strategic objective 2</b>  Modernised and continuously improved institutional procedures and processes towards supporting the functions of parliament.</p> <p><b>Strategic objective 4</b>  To provide for and maintain conducive facilities and to ensure a safe working environment for Members and staff.</p>
<p><i>This strategic objective outcome-oriented goal is linked to Programme 1: Governance (Leadership) and Administration and Programme 2: Parliamentary Support Services.</i></p>	

### 3.2. PROGRAMME AND BUDGET STRUCTURE

WCPP is structured according to four budget programmes, as follows:

Programmes	Main Functional areas
Programme 1: Governance (Leadership) and Administration	<ul style="list-style-type: none"> <li>• Exercise strategic and institutional oversight;</li> <li>• Develop and coordinate parliamentary procedures and systems;</li> <li>• Ensure effective institutional support;</li> <li>• Provide effective and compliant financial management services;</li> <li>• Provide legal support;</li> <li>• Maintain effective institutional governance;</li> <li>• Perform functions in terms of relevant statutory provisions;</li> <li>• Render secretarial and office support services to presiding officers;</li> <li>• Formulate and execute policy and operational policies; and</li> <li>• Establish norms and standards in compliance with relevant legislation and practices</li> </ul>
Programme 2: Parliamentary Support Services	<ul style="list-style-type: none"> <li>• Provide committee support;</li> <li>• Provide plenary support; and</li> <li>• Manage Hansard services; and</li> <li>• Provide security and precinct-management services.</li> </ul>
Programme 3: Public Engagement	<ul style="list-style-type: none"> <li>• Ensure effective public engagement;</li> <li>• Provide stakeholder management and communication services;</li> <li>• Facilitate and enhance public involvement in the law-making process; and</li> <li>• Facilitate public education and outreach programmes and initiatives.</li> </ul>
Programme 4: Members Support	<ul style="list-style-type: none"> <li>• Manage enabling allowance; and</li> <li>• Manage constituency and secretarial allowances.</li> </ul>

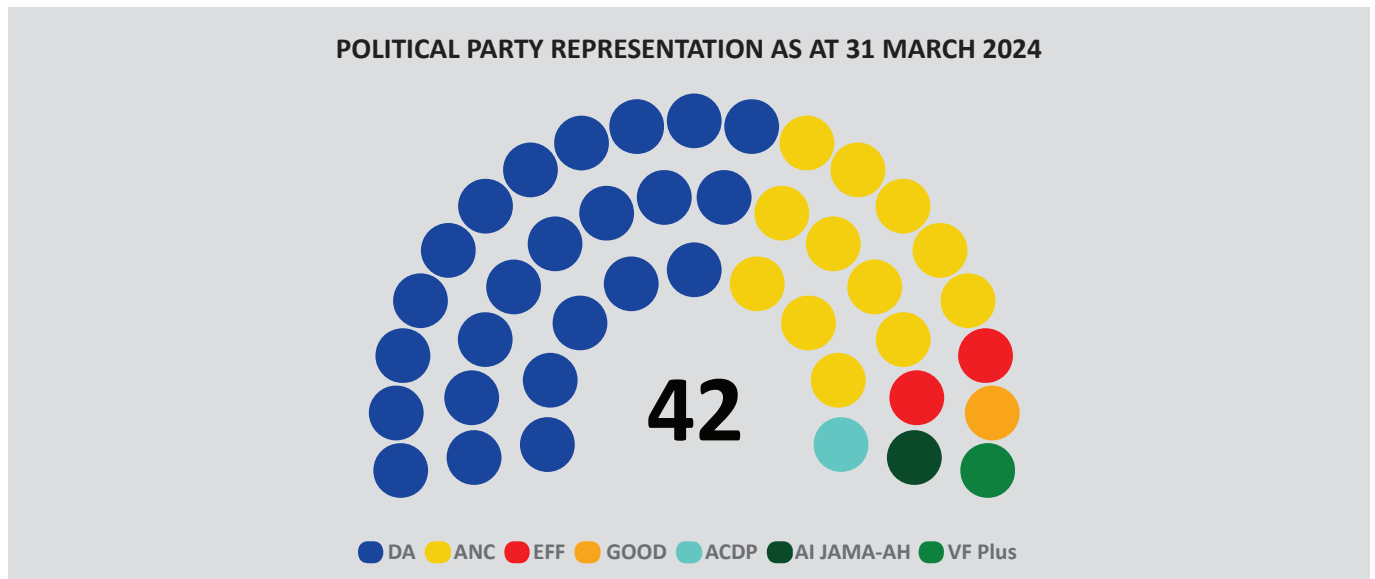
### 3.3. IN-YEAR CHANGES TO THE 2023/24 APP AND STRATEGIC PLAN 2020/21 – 2024/25

Programme	Sub-programme	Original Performance Indicators	Revision	Reasons for revision
<b>APP 2023/24</b>				
<b>Programme 1: Governance (Leadership) and Administration</b>	1.3. Financial Management	1.3.1. % of follow-up Internal Audit Actions completed	One indicator was proposed for revision under Programme 1. 1.3.1. % of follow-up Internal Audit Actions completed The reporting cycle for this indicator was changed from quarterly to annual (100%). The Indicator's Technical Indicator Description (TID) was also revised accordingly.	The completion of Internal Audit Actions by the WCPP is contingent on Internal Audit having conducted follow-up audits, as the required action emanates from the audits. The 2023/24 Internal Audit follow-up audit was scheduled for later in 2023/24 and not Quarter 1 as initially projected. The quarterly targets were set prior to receipt of the final Internal Audit plan or schedule for the year and therefore require adjustment.
<b>Programme 3: Public Engagement</b>	3.3 Public Education and Outreach	3.3.2. % implementation of the project plan for the development of WCPP Engage 1.0	One indicator was proposed for removal under Programme 3. 3.3.2. % implementation of the project plan for the development of WCPP Engage 1.0 The indicator, targets and associated TIDS were removed.	A decision was taken to suspend the WCPP Engage 1.0 project and to reallocate the budget to other critical areas of priority. It was thus proposed that the indicator and target be removed.
<b>STRATEGIC PLAN 2020/21 – 2024/25</b>				
<b>Programme 3: Public Engagement</b>	3.3 Public Education and Outreach	Improved relationship building with stakeholders aimed at meaningful engagement	One Strategic Objective Performance Indicator was proposed for revision under Programme 3. <i>Improved relationship building with stakeholders aimed at meaningful engagement.</i> <i>The 2023/24 target for this indicator was changed from "Stakeholder database updated and optimisation of digital platform" to "Formalized stakeholder structures; Annual Members Programme; Stakeholder database".</i>	A decision was taken to suspend the WCPP Engage 1.0 project (digital platform) and to reallocate the budget to other critical areas of priority. It was thus proposed that the target be revised.

### 3.4. SERVICE-DELIVERY ENVIRONMENT

The WCPP consists of Members who are elected every 5-years according to the national electoral system. The number of Members in the Provincial Parliament is determined by the Constitution of the Western Cape.

The following diagram depicts the political party representation for the 6th Parliamentary term.



The 42 Members include: 11 Members of the Provincial Cabinet and 31 Members of the Provincial Parliament.

The legislative authority of the WCPP is restricted to certain functional areas of legislative competence enumerated in the Constitution. Power is shared with National Parliament on some of these functional competences. The functional area of legislative competence on which the WCPP may legislate include for example health care, primary and secondary education, agriculture, transport and public works.

Furthermore the WCPP must facilitate public involvement in its legislative and other processes and must conduct its business in an open manner. This is done by holding sittings of the House and meetings of Committees in public. In accordance with the vision, the Administration of the WCPP is committed to serve, support and strengthen the WCPP by ensuring delivery of its Constitutional mandate through the achievement of strategic goals and priorities.

### 3.5. ORGANISATIONAL ENVIRONMENT

The Secretary and the employees of the WCPP are appointed in terms of the Western Cape Law on the Powers and Privileges of the Provincial Legislature, 1995 (Act 3 of 1995). The core function of the Administration of the WCPP is to provide support to its Members so that they can fulfil their constitutional mandate as stated above.

The Secretary to the Provincial Parliament is the Chief Executive Officer and Accounting Officer of the WCPP. He is supported by 5 Directorates, namely Strategy and Institutional Oversight, Institutional Enablement, Parliamentary Support Services, Public Engagement and Financial Management.

The organisational structure, as at 31 March 2024, is depicted on page 106.

Although the organisational structure is relatively small, compared to other Legislatures and National Parliament, its functional effectiveness and coherence is critical in providing the WCPP with the platform for ongoing seamless support for the work of parliament. In this regard, the WCPP had undertaken a functional refinement process, which essentially consisted of a relook at the coherence of the posts, the required technological enablers, the improvement of business processes as well as the assessment of future skills requirements. These are the basic tenets of a modern, relevant and effective parliament in touch with all its people.

### 3.6. LAWS, AMENDMENTS TO LAWS AND POSSIBLE NEW LAWS

- **Financial Management of Parliament and Provincial Legislatures Act, 2009**

The WCPP has made detailed submissions to Parliament in respect of matters that are considered constitutionally problematic with the Act. Of greatest concern is the power imparted by the Act on the Executive Authority of Parliament to make regulations that are binding on certain internal matters of Provincial Legislatures.

- **Electoral Act, 1998**

The number of seats of the Provincial Legislatures were last determined by the Electoral Commission in March 1999. The changing population statistics required revision of the number of seats of the Provincial Legislatures. To this end, in June 2023, certain amendments to the Electoral Act, 1998 came into effect.

As a result of these amendments, in February 2024, the Electoral Commission redetermined the number of seats of the Provincial Legislatures. Five Provincial Legislatures will have an increase in their number of seats after the general election of 2024. Since the Western Cape determines the number of seats of its Legislature in accordance with the Constitution of the Western Cape, 1997, the Electoral Commission was not legally competent to determine the number of seats of the Western Cape's Provincial Legislatures and did not do so.

Since the Western Cape has not amended its provincial constitution to give effect to an increase in seats in its Provincial Legislatures, the number of seats in the Western Cape Provincial Parliament remained 42 after the general election of 2024.

- **The Protection of Personal Information (POPI) Act, 2013**

The Act came into operation on 1 July 2021. As of 1 July 2021, the WCPP is compliant with the Act and its regulations. Keeping the WCPP's personal information impact assessment and other required instruments current is an ongoing matter that will form part of an annual review process. The WCPP appointed an internal committee, the Personal Information Steering Committee, which is responsible for ensuring that the WCPP remains current with POPI requirements and remains in compliance with the Act.

- **Draft Western Cape Money Bills Amendment Procedure Bill**

Section 120(3) of the Constitution provides that, 'A provincial Act must provide for a procedure by which the province's Legislature may amend a Money Bill.' During 2023/24 the Legislature was in the process of preparing a draft Western Cape Money Bills Amendment Procedure Bill.

- **Draft Legislative Sector Bill**

There is ongoing interest by the legislative sector in South Africa in introducing a Legislative Sector Bill in Parliament. The Bill's objective will be to formally establish a legislative sector in South Africa, which sector will impose various

obligations on the legislatures in South Africa and will, in certain respects, limit the institutional autonomy of the legislatures. The Bill remains in draft form.

The relevant drafters have addressed some of the WCPP's concerns regarding the creation of hierarchical structures (the Speakers Forum, and so forth), which structures would have been empowered to determine the internal matters of the Provincial Legislatures. These structures are now voluntary structures, thereby addressing the WCPP's concerns. However, the issue of the Executive Authority of Parliament being empowered to make regulations to provide for the internal matters of the Provincial Legislatures, still looms large and problematic from a constitutionality perspective and the most recent draft Bill does not address the WCPP's concerns.

## 4. PERFORMANCE INFORMATION BY PROGRAMME

### 4.1. PROGRAMME 1: GOVERNANCE (LEADERSHIP) AND ADMINISTRATION

#### 4.1.1. Purpose

The purpose of this programme is to provide overall strategic leadership and direction for the WCPP.

#### 4.1.2. Sub-programmes

- Office of the Speaker;
- Office of the Secretary;
- Financial Management; and
- Institutional Enablement

#### 4.1.3. Main functional areas

- Exercise strategic and institutional oversight;
- Develop and coordinate parliamentary procedures and systems;
- Ensure effective institutional support;
- Provide effective and compliant financial management services;
- Provide legal support;
- Maintain effective institutional governance;
- Perform functions in terms of relevant statutory provisions;
- Render secretarial and office support services to presiding officers;
- Formulate and execute policy and operational policies; and
- Establish norms and standards in compliance with relevant legislation and practices.



#### 4.1.4. Strategic outcome-oriented goals, sub-programmes, strategic objectives and strategic objective performance indicators per programme, sub-programme or sub-sub-programme

Programme/sub-programme/sub-sub-programme		Strategic outcome-oriented goals	Strategic objectives	Strategic objective performance indicators			
<b>1.</b>	<b>Programme 1: Governance (Leadership) and Administration</b>	To provide strategic, governance and institutional support services	Demonstrable good governance by continuously improving governance processes and practices	Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions			
<b>1.1</b>	<b>Office of the Speaker</b>						
<b>1.2</b>	<b>Office of the Secretary</b>						
1.2.1	Programme Management						
1.2.2	Legal Services						
1.2.3	Risk Management						
1.2.4	Strategy and Organisational Performance						
<b>1.3</b>	<b>Financial Management</b>				To provide strategic, governance and institutional support services	Modernised and continuously improved institutional procedures and processes towards supporting the functions of parliament	Establish mechanisms year-on-year to continuously improve governance processes and practices
1.3.1	Financial and Management Accounting						
1.3.2	Supply Chain and Asset Management						
1.3.3	Financial Compliance and Internal Control						
<b>1.4</b>	<b>Institutional Enablement</b>						
1.4.1	People Management						
1.4.2	Information Technology and Digital Services						
1.4.3	Knowledge Management and Information Services						
1.4.4	Logistical Services						
				Percentage of resource efficiency measures implemented			

#### 4.1.5 Summary of achievements: Governance (Leadership) and Administration

##### SUB-PROGRAMME: OFFICE OF THE SPEAKER

The Speaker and Deputy Speaker continued to provide political leadership to the WCPP. The Presiding Officers enforced adherence to Constitutional rules and rules of the House to ensure that House sittings were conducted in an orderly manner and in accordance with the Rules. The staff in the Office of the Speaker continued to enable the Speaker to fulfil his role as the Executive Authority, which included overseeing compliance with constitutional and legislative obligations and the delivery of the mandate of the Provincial Parliament namely oversight, law-making and public participation.

##### SUB-PROGRAMME: OFFICE OF THE SECRETARY

The Office of the Secretary provided governance, strategic and operational leadership to the WCPP's Administration. The office furthermore enabled the Secretary to fulfil his role as the Accounting Officer, which includes all administrative and financial obligations in terms of applicable legislation and statutory requirements. In line with

the FMPPLA, the office of the Secretary ensured that the WCPP complies 100% with the Accounting Officer's reporting requirements as prescribed.

The Office of the Secretary continues to serve as the custodian of the WCPP's vision and strategy to ensure delivery of its core mandate of oversight, law-making and public participation.

### **Legal Support Services**

For the period under review, Legal Support provided legal advisory support to the Administration, parliamentary Committees and the Office of the Speaker on a number of matters, including:

- Advisory support to Committees on a number of Bills referred to the Legislature in accordance with Section 76 of the Constitution. Among others, these Bills included Bills of significant interest and complexity such as the Expropriation Bill, National Health Insurance Bill, Basic Education Laws Amendment Bill, Climate Change Bill and Public Procurement Bill;
- Correspondence with the National Council of Provinces and certain national departments on public involvement and related matters;
- Legal advice on a number of agreements and memoranda of understanding entered into between the Legislature and service providers and non-profit partners;
- Legal advice on interpretation of existing agreements and disputes between the Legislature and service providers;
- Legal advisory support to the Conduct Committee and Appeals Committee on ongoing matters;
- Support and advice to the Procedural Hub of the Legislature, which is a cross-functional structure comprised of various line functions in the Administration, that focuses on the development and refinement of parliamentary processes;
- Advisory support in respect of the cyber-security incident. Among other things, support in engagements with the Information Regulator and advice on communication with data subjects was provided; and
- Legal advice on preparation for the end of the term of the Legislature and on matters related to the new term of the Legislature. This included advice on matters related to the Electoral Act as amended.

During the period under review, the WCPP received its first Bill introduced by an ordinary Member and its first Bill introduced by a committee. In the former case, the Western Cape People's Bill dealt with self-determination and, in the latter case, the Western Cape Powers Bill dealt with the powers of the province vis-à-vis national government. Legal Support provided legal advisory services regarding these Bills.

Legal Support drafted a Bill to provide for an increase in the number of seats of the Legislature. Assistance in briefing stakeholders during public hearings on the Bill was provided, as well as advising the Speaker and relevant Committees on processing of the Bill through the legislative process.

Legal Support was also involved with the drafting of a Money Bills Amendment Procedure Bill for the Western Cape, which is being considered in consultation with the Department of the Premier (DotP) and the Provincial Treasury.

In December 2023, Legal Support presented on public involvement in the South African context at a workshop of the Society of the Clerk-at-the-Table (Africa South Sub-region) in Maseru, Lesotho. The delegates shared ideas regarding the promotion of public involvement in their respective jurisdictions.

## Strategy and Institutional Oversight (S&IO)

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.

In line with this mandate, S&IO led a two-day strategy review and planning session from 31 October to 1 November 2023. 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 achievements 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 S&IO 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. Strategic matters and actions for prioritisation in the new parliamentary term were also identified and refined.

The Directorate contributed to the WCPP's budget submissions and engagement with Provincial Treasury by providing support on strategic matters and alignment of those matters to budgeting. This alignment is critical as priorities, set out in the WCPP's Strategic Plan, requires the necessary resource allocation.

Quarterly Performance Reports, a mid-year budget and performance assessment report and the Annual Report for 2022/23 were tabled by the Executive Authority in accordance with FMPPLA and referred to the Parliamentary Oversight Committee (POC) in terms of Section 52 and Sections 54(1) and (2) of the Act. 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.

The Directorate maintains a policy register, policy framework and provides general oversight with regard to policy development and compliance monitoring in the organisation. Policy owners on a bi-annual basis conduct 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 institution.

The fourth Members Survey for the strategic period was circulated to Members in March 2024. The results of the annual survey showed that Members are on average 84% satisfied with the support services they received from the Administration, which is above the 80% targeted level of satisfaction.

## **Risk Management**

The Enterprise Risk Management (ERM) Strategy and Plan for 2023/24 were successfully implemented over this period and all critical targets were achieved. The risk assessment sessions and awareness sessions were conducted as per the ERM strategy and plan. There has also been a concerted effort to elevate the strategic and emerging risk discussions, both at strategic planning sessions and Senior Management Team (SMT). The application of the process of using key risk indicators to monitor changes in the levels of risk exposure and contribute to the early warning signs that enable the institution to report risks, prevent crises and mitigate them in timely manner has been further embedded over the period under review.

Regular oversight of the risk management system and strategic and emerging risks was provided by the WCPP's Governance Committee (GOVCOM) (internally), and the Audit Committee (AC) (externally). An annual self-assessment of the WCPP's risk management maturity is undertaken by GOVCOM members. The assessment by the GOVCOM using the South African Legislative Sector (SALS) risk management maturity model has indicated that there is continuous improvement in the system of risk management and its integration into the WCPP processes. This could be seen in the results of assurance reports by the Auditor-General South Africa (AGSA) and the Internal Audit reports over the period under review, but also in the performance of the WCPP to meet the objectives as set out in the Strategic Plan and APPs for the term thus far.

The interface with continuity management over the period enhanced the response to business interruption, as experienced during the cyber-attack in May 2023. This resulted in improving our resilience management capability, but also laid the foundation for continuous improvement in business continuity and for proactive planning for major disruptive events.

## **SUB-PROGRAMME: FINANCIAL MANAGEMENT**

### **Financial and Management Accounting (F&MA)**

F&MA is responsible for the preparation of accurate and timely financial statements for the WCPP. These reports are essential for overall transparency and accountability. Furthermore, the unit develops and manages the overall budget for the WCPP, which includes forecasting and tracking expenditure against budgeted amounts to ensure efficient use of resources.

During the year under review F&MA ensured that:

- all financial activities were compliant with the relevant laws, regulations and accounting standards;
- public funds were managed responsibly; and
- resource allocation supported strategic priorities and decision-making.

### **Supply Chain and Asset Management (SC&AM)**

SC&AM facilitates the public procurement process within the confines of a rigid legislative environment and assist with the normative specification of the goods or services required. This is attained through the tendering and bidding process, ensuring the receipt and delivery of the goods and services at the right time, the right quantity, the right place and the right price for consumption and the furtherance of the WCPP's strategic objectives.

The contractual administration function resides with SC&AM. The section manages and monitors contracts for compliance and performance. In this regard SC&AM provides a quarterly report to the Executive Authority in accordance with section 41 of the FMPPLA.

SC&AM further facilitated the management of public assets and its subsequent disposal, if required, while maintaining norms and standards as prescribed. All assets are valued in terms of their cost (or deemed cost where historical costs were not available), less depreciation and impairments in preparation of a Generally Recognised Accounting Practice (GRAP)-compliant asset register and financial statement disclosures.

### **Financial Compliance and Internal Control (FCIC)**

FCIC focused on identifying control gaps through inspections and assisting in audit preparation.

The following areas were completed during the year under review:

- Inspection on usage of corporate credit cards
- Inspection on Public Participation
- Inspection on the management of helpdesk processes
- Inspection on SAGE 300 post implementation (concluded after financial year end).

#### *Management of the audit process*

FCIC plays an important liaison role between the WCPP and the AGSA. The section routes and facilitates follow-ups on all audit queries and findings, ensuring a seamless audit process for both the WCPP and the AGSA.

#### *Compliance with Declaration of Interest Policy*

FCIC facilitated the roll-out and completion of declaration of interests by all WCPP employees. As at 31 July 2023, all employees had completed their declaration of interests as required by the policy and no exceptions were identified during the verification process.

## **SUB-PROGRAMME: INSTITUTIONAL ENABLEMENT**

### **People Management**

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

The SAGE 300 project was concluded in September 2023 with the configuration of the HR modules, namely, Skills Development, Employment Equity and Performance Management.

#### *Employee Wellness Programme*

Health and well-being remained an organisational priority during 2023/2024. With soaring inflation, a well-being crisis and the line between work and life being increasingly blurred, people are now deeply invested in their health and well-being. To this end, through an active and ongoing information campaign, employees were provided with information on topics related to financial, physical and mental well-being, including wellness days.

Employees benefitted from physical health checks, as well as hearing and vision screenings. In recognition of reported high stress levels amongst employees, neck and shoulder massages were offered. Employees were exposed to the benefits of physical exercise as a stress relieving mechanism. Events were well received and a total of 26 employees participated.

#### *Organisational structure*

The approved staff complement for 2023/24 was 118 employees. As at 31 March 2024 WCPP had a headcount of 105 employees. The headcount is comprised of 96 permanent employees and 9 fixed-term contract employees (including the Registrar of Members' Interests).

#### *Recruitment*

There were 8 appointments during the period under review.

While the approach of having a recruitment and selection panel plays a key role in ensuring fairness, transparency and equity in recruitment processes, the availability of panel members to attend to processes and meetings was a significant contributor to seemingly lengthy recruitment and selection processes.

#### *Performance moderation*

The performance moderation process for 2022/23 was successfully completed. A total of 83 employees qualified for pay progression based on the outcome of the moderation process.

#### *Employee turnover*

During 2023/2024 there were 8 resignations, 1 retirement, 1 dismissal and 5 fixed-term contracts that reached their natural conclusion. The overall turnover rate remained low in comparison to similar organisations.

#### *Disputes lodged*

One employee lodged a dispute with the Commission for Conciliation, Mediation and Arbitration (CCMA) regarding recovery of monies paid. The CCMA ruled that the matter was a premature referral and closed the matter.

#### *Disciplinary matters*

Charges in respect of misrepresentation of employment history and service record were brought against an employee. Following a disciplinary enquiry, a sanction of dismissal was handed down.

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

#### *Sage 300 People*

The Sage 300 Project implementation was completed in 2023/24. A Project Officer was appointed to oversee the project and to ensure that the requisite project methodologies and practices are implemented. The data migration process was assessed by Internal Audit and a green report was achieved, which signalled full compliance.

### *Microsoft: Office 365 Migration*

The Migration from an on-premises only services to the cloud was implemented. Part of the benefit has been a secure single sign-on for all users for the entire MS Office stack. While change management was initially an issue for some users, the ITDS Team facilitated training and troubleshooting where required. Further information sessions were held to demonstrate the power of the investment and how it will contribute to a modern Parliament.

### *Cybersecurity*

The strategy to sensitise users across the WCPP was deployed through KnowB4 training and targeted phishing emails. This is an ongoing initiative to ensure that the concept of a human firewall is implemented. The Cybersecurity tender was advertised during the year under review. An Officer post has been earmarked to build internal capacity for the WCPP's Cybersecurity focus. This position will be filled in the 2024/25 financial year.

Unfortunately, WCPP experienced a significant cyber intrusion in May 2023. However, thanks to a robust and well-executed Incident Response Plan, the WCPP managed to recover. The WCPP invested in managed detect and response services, in an effort to strengthen security measures. This ensures that the WCPP upholds a strong security stance across all access points and is equipped to respond to cyber threats at any given time.

### *New Backup Disaster Recovery System*

The WCPP invested in and implemented an immutable disaster recovery system, preventing bad actors from infiltrating backup resources and this service together with the Incident response plan contributed to a successful Cyber response.

### *CCTV Optimisation*

The Precinct CCTV Optimization Project involves the internal administration of the CCTV system, ensuring that all crucial cameras operate efficiently to provide effective protection for all stakeholders and assets. This technical responsibility was previously handled by the Department of Police Oversight and Community Safety (POCS). Infrastructure was procured and deployed during 2023/24 and a Phase 2 enhancement is projected for 2024/25.

### *Internet and DR Infrastructure*

The implementation of the 3-year contract for Internet, Firewall Security and Failover Datacenter, is a multifaceted project with significant operational and financial implications. The project faced numerous obstacles, primarily because the bidding party was undergoing organisational changes. Meanwhile, the ITDS team dedicated a substantial amount of time during the year under review to ensure the successful execution of the services. Unfortunately, the bidder did not progress significantly with procurement of infrastructure and the implementation, resulting in the renewal of existing services for a short duration.

### *Electronic Records Management Technical Implementation*

The OpenText System was upgraded to provide a solid foundation for a secure and reliable archiving solution. This created a readiness to proceed with the electronic records management system and archiving solution. A second upgrade is in the pipeline for 2024/25 and was held back to negotiate that the implementation is within

budget. A specification to implement the functional requirements was developed, in collaboration with Knowledge Management and Information Services (KM&IS), to submitted to the open marker for proposals.

#### *Reverse Billing Technical Implementation*

Reverse bill infrastructure implementation was facilitated and integrated ensuring compliance with existing security infrastructure. This collaboration ensured the public can access content on the WCPP webserver at no charge to the user.

#### *Remote State of the Province Address (SOPA)*

Although successfully executed in 2023/24, the procurement and planning of the remote SOPA event present a technical challenge due to the lack of understanding among service providers about the protocols and audio-visual needs necessary to mirror the operations of the Chamber. The acquisition of these services in distant locations poses substantial hurdles. Considerable efforts are made to secure accurate and dependable services, including internet, staging, microphones, cameras and switching. These efforts are accompanied by simulation exercises before the actual event to ensure a seamless Hybrid event operationally. The key challenge lies in managing these services within a sustainable budget on an annual basis.

In addition to the above, significant work was completed on the following projects during 2023/24, with further developments, training or actions planned for 2024/25:

- Correspondence tracking
- Intranet
- Audio Visual Refresh and Enhancement
- ERP: Procurement Requisition Module
- ERP: Document Management Enhancement

### **Knowledge Management and Information Services**

KM&IS comprises of Knowledge Management, Records Management Services and Research and Information Services.

#### *Knowledge Management*

WCPP has an approved Knowledge Management (KM) Strategic Framework, as well as Methodology and Approach that is aligned with the findings and recommendations that emerged from the institution-wide KM audit. The challenge in implementing KM during the 2023/24 financial year has been twofold. Firstly, developing systems to effectively management WCPP knowledge assets and secondly, the availability of Information Technology (IT) tools to promote the adoption of KM practice. This has dramatically changed due to the following developments:

- WCPP's electronic repository system has successfully been upgraded which will enable the development of an electronic registry to effectively manage all electronic records while simultaneously making it easily accessible to users.



- The e-Filing upgrade also now makes the synchronisation with SharePoint possible which will facilitate the effective management of electronic documents and enable a seamless transfer of final records to the electronic registry on the E-Filing system.
- The introduction of the WCPP Intranet #WCPP4Me, which went live on 1 April 2024, will allow KM to leverage powerful IT tools to promote effective information and knowledge sharing.

### *Records Management*

Paper-based/physical records: WCPP submitted its proposed remedial action in May 2023 to the Western Cape Archives and Records to address the findings of the February 2023 audit of paper-based/physical records. The proposed remedial action was subsequently accepted by the Western Cape Archives and Records Service (WCARS). The audit found the WCPP compliant, but listed specific areas of improvement which are currently being attended to.

Records Management continued to prioritise the physical filing backlog during the 2023/24 financial year. Significant progress was made during this period with 90% of all outstanding physical records being decanted from various offices and transferred to the registry

Electronic Document & Records Management: WCPP submitted its proposed remedial action in May 2023 to the Western Cape Archives and Records (WCARS) to address the findings raised in the March 2023 audit of WCPP electronic records. The proposed remedial action was subsequently accepted by WCARS to improve the current electronic records management which was assessed to be at a developmental stage.

The upgrade of WCPP's OpenText Enterprise Content Management (ECM) System was completed during the 2023/24 financial year. The second phase of this project will begin in the 2024/25 financial year and aims to configure the Physical Objects Module (for physical records) and the Records Management Module (for electronic records).

### *Research Services*

Research Services continued to offer research support to Committees, individual Members and the Executive Committee.

The following are some of key research outputs completed during the 2023/24 financial year:

<p><b>Reactive Research</b>  <i>Primary or secondary research conducted in response to ad-hoc research requests received from Standing Committees</i></p>	<ul style="list-style-type: none"> <li>• Regulation and costs of the destruction of small arms, light weapons (SALW) and ammunition.</li> <li>• A review of the use of legislation; export bans and metal reclassification to curb illicit trade in stolen copper.</li> <li>• Overview of the fintech startup sector in South Africa and the Western Cape.</li> <li>• Application and Challenges of Adopting Blockchain Technology and Implications for South Africa’s Fintech Industry</li> <li>• Combatting extortion in formal and informal economies: legislative frameworks, case studies and court cases.</li> <li>• Sources of revenue and financial ‘health’ of provincial gambling and racing boards in South Africa.</li> <li>• South African trade agreements, African Growth and Opportunity Act (AGOA) and potential alternatives to AGOA for Western Cape.</li> </ul>
<p><b>Cyclical Research</b>  <i>Secondary research conducted to enhance oversight of the annual performance of provincial departments and public entities at periodic and set intervals during the annual budget cycle. This includes, but not limited to, an analysis of the SOPA; Departmental Votes; APPs and Annual Reports.</i></p>	<ul style="list-style-type: none"> <li>• Completed annual report analysis for select Departments.</li> </ul>
<p><b>Institutional Research</b>  <i>Primary or secondary research conducted for the administrative branch of the Legislature in response to a research request from executive management (EXCO) or senior management team (SMT).</i></p>	<ul style="list-style-type: none"> <li>• Welsh Parliament and the WCPP Twinning Agreement: Potential Areas of Engagement.</li> <li>• Bavarian Parliament and the WCPP Twinning Agreement: Consideration of Energy Security as a potential area of engagement.</li> <li>• Number of House Sittings per Legislature per Financial and Calendar year: March 2018/April 2019 to March 2022/April 2023</li> </ul>

During the year under review 3 research interns were appointed as part of the WCPP’s youth empowerment initiative. The research interns were provided with on-the-job training, coaching and mentoring support.

#### Information Services

All Members and employees continued to have access to available digital subscriptions, which included JStor, Sabinet and EBSCOhost (eBooks), during 2023/24. The library continued to provide reference request services to Members, the Executive Committee and employees, as well as customised training on electronic databases available. A total of 46 reference requests were completed during the period under review.

A range of new book titles were also added to the library’s comprehensive resource materials in 2023/24.

#### Logistical Services

##### Transportation Services

Logistical Services has proven to be an enabler and continues to provide its full range of services to the WCPP, which includes transportation for Members and employees to oversight visits, public hearings, offsite meetings, training venues and airport transfers.

Most of the travel requests were received for after-hours trips during the week and weekends. These trips were often long-distance and ran for a week at a time. All requests were executed effectively, ensuring that travel costs were kept to a minimum when trips were planned.

#### *Building Maintenance*

Logistical Services is responsible for all building maintenance at the WCPP on floors 4 to 7, including the garages. During the year under review Logistical Services worked closely with the Department of Infrastructure (DoI) on various projects, including:

- An energy saving initiative to upgrade fluorescent tubes to light emitting diode (LED);
- A WetWorks project to replace deteriorated plumbing in the restrooms;
- An upgrade to the cooling system in the Chamber to digital controls with an upgraded Building Management system to ensure more stable temperatures;
- Revamping of the VIP garage security office;
- 6th Floor office refurbishment; and
- Maintenance of the building's central cooling system and standalone climate control systems.

#### *Fleet Management*

The Logistical Services section ensured that all vehicles assigned to the WCPP were serviced on time and that repairs were conducted timeously. Logistical Services arranged vehicle refresher training with the Government Motor Transport (GMT) for staff and VIP protectors who make use of Government vehicles.

#### *Digital Office Solution*

A leading office solutions company, with a proven track record for innovative solutions, was awarded a tender in October 2023.

#### *Service Desk*

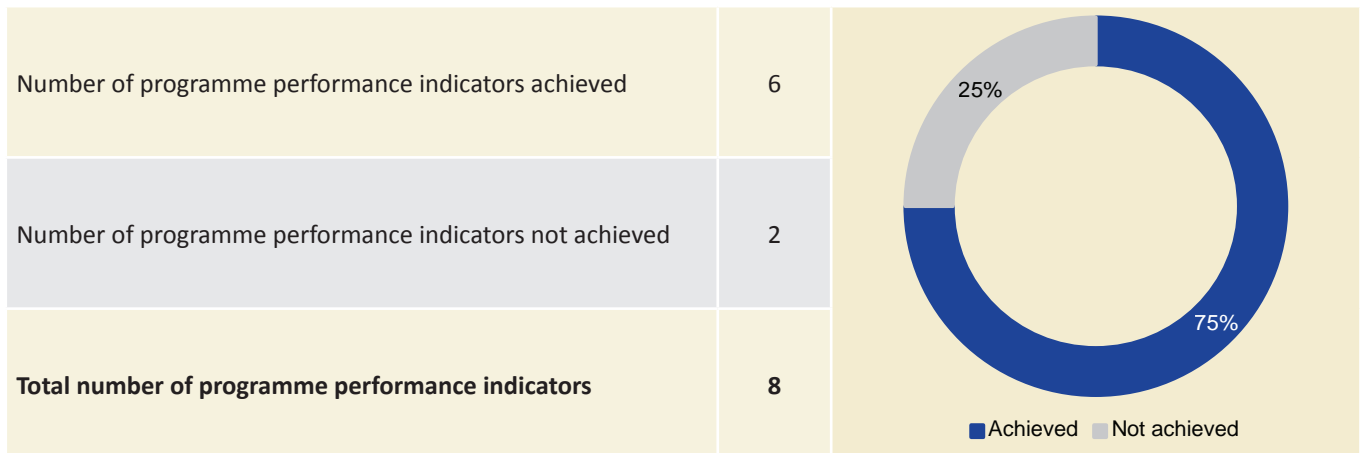
Logistical Services engaged with the DoI to acquire response and resolution timeframes, which have been drafted into a Service Catalogue. Benchmarking was conducted during 2023/24 to test the DoI's resolutions timeframes against the Service Level Agreement (SLA). Additionally, monthly reporting was provided to management to monitor resolution timeframes for incidents and requests logged by Members and the Administration.

Configuration of a Service Desk system is planned for the 2024/25 financial year.

#### 4.1.6. Overview of Performance

The graph below depicts the percentage of the Programme’s annual performance targets achieved versus those not achieved in 2023/24.

#### PROGRAMME 1 PERFORMANCE TARGETS MET



#### 4.1.7. Annual Performance

##### 4.1.7.1. Strategic objectives performance indicators, planned targets and actual achievements

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
<b>Sub-programme 1.1: Office of the Speaker</b>					
1 Establish mechanisms year-on-year to continuously improve governance processes and practices	<b>Achieved:</b> An additional mechanism was put in place, namely dedicated capacity for the management of all FMPPLA requirements by the Speaker’s Office	Establish mechanisms year-on-year to continuously improve governance processes and practices	<b>Achieved:</b> In order to improve governance processes and practices a refinement of the compliance tracking register was undertaken. This was enabled by the dedicated capacity for the management of all FMPPLA requirements in the Speaker’s Office which had been established in the previous year.	<b>No deviation</b>	-

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
<b>Sub-programme 1.2: Office of the Secretary</b>					
1 Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	<b>Achieved:</b> The overall level of Members' satisfaction with the support services received from the administration increased by 1%, from 88% in 2021/22 to 89% in 2022/23.	Year-on-year improvement in administrative efficiency	<b>Not Achieved:</b> The overall level of Members' satisfaction with the support services received from the Administration decreased by 5%, from 89% in 2022/23 to 84% in 2023/24.	Administrative efficiency as measured by the overall level of Members' satisfaction decreased.	There was a decrease in Members' satisfaction with certain support services provided by the Administration, including for example: <ul style="list-style-type: none"> <li>• The extent to which public education materials are widely accessible.</li> <li>• The adequacy of parking and security arrangements for Members, particularly at oversight visits.</li> <li>• The stability and consistency of Wi-Fi in the office.</li> <li>• The timely processing of payment for enabling claims.</li> </ul>
<b>Sub-programme 1.3: Financial Management</b>					
1 Establish mechanisms year-on-year to continuously improve governance processes and practices	<b>Not achieved:</b> The existing mechanisms were retained from previous years, namely measurement and monitoring of AGSA findings, implementation of management action plans and internal control processes.  The number of repeat audit findings remained as in the prior year (2021/22: 5; 2022/23: 5).	Establish mechanisms year-on-year to continuously improve governance processes and practices	<b>Not achieved</b> The existing mechanisms were retained from previous years, namely measurement and monitoring of AGSA findings, implementation of management action plans and internal control processes.  The number of repeat audit findings declined from the previous year (2022/23: 5; 2023/24 1)	The existing mechanisms were still in place.  Partial reduction in audit findings. Four of the five findings did not recur (80%). One finding recurred namely the non-payment of invoices within 30 days.	The reason for the one recurring audit finding relates to the breakdown of internal controls in submitting invoices timeously for payment.

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
<b>Sub-programme 1.4: Institutional Enablement</b>					
1	Percentage of resource efficiency measures implemented	<p><b>Achieved:</b></p> <p>48% of 5-year strategy implemented</p> <p>53% of 5-year strategy implemented</p> <p>40% of the Human Resources Strategy initiatives implemented</p> <p>30% of the Knowledge Management Strategic Framework initiatives</p>	<p><b>Achieved:</b></p> <p>48% of 5-year strategy implemented</p> <p>53% of the Human Resources Strategy initiatives implemented</p> <p>48% of the Knowledge Management Strategic Framework initiatives</p>	<b>No deviation</b>	-

**Strategy to address underperformance in the sub-programme: Office of the Secretary**

**Strategic Objective Performance Indicator 1:** Improvement in administrative efficiency regarding the Western Cape Provincial Parliament’s constitutionally mandated functions

To address the areas of weakness identified, as identified in the 2023/24 survey, management action plans will be implemented and monitored.

**Strategy to address underperformance in the sub-programme: Financial Management**

**Strategic Objective Performance Indicator 1:** Establish mechanisms year-on-year to continuously improve governance processes and practices

To address the matter of repeat audit findings, directors and managers will strengthen consequence management to prevent recurrence. Additionally, the WCPP is in the process of rolling out a digital invoice tracking process to assist in the timeous tracking and payment of invoices.

**4.1.7.2. Programme performance Indicators, planned targets and actual achievement**

**SUB-PROGRAMME: OFFICE OF THE SPEAKER**

The purpose of this sub-programme is as follows:

- to render support to the presiding officers in the formulation of the strategic direction of the WCPP administration;
- to render support to the presiding officers in the fulfilment of their functions in terms of the relevant statutory provisions and parliamentary rules;
- to render support to the presiding officers in representing the WCPP and participating in legislative activities both locally and internationally; and
- to render secretarial and office support services to presiding officers.

Programme performance indicator	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/ reason for deviation
1 % compliance by the Executive Authority with the prescribed legislative obligations in terms of the FMPPLA	<b>Not achieved:</b> 89%	100%	<b>Achieved:</b> 100%	0%	-

### Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this sub-programme's programme performance indicators or targets during the reporting period.

### Sub-programme expenditure

Office of the Speaker	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>9 480</b>	<b>9165</b>	<b>315</b>	<b>10 311</b>	<b>10 434</b>	<b>123</b>

### SUB-PROGRAMME: OFFICE OF THE SECRETARY

The purpose of this sub-programme is as follows:

- to formulate operational policies and establish norms and standards in compliance with relevant legislation and practices;
- to manage strategy and institutional oversight, public engagement, parliamentary support services, institutional enablement and financial management services;
- to perform strategic and institutional oversight;
- to provide legal services to the presiding officers, administration and committees; and
- to facilitate risk management services.

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
1.2.1	% of Members' satisfaction with administration support services	<b>Achieved:</b> 89%	80%	<b>Achieved:</b> 84%	4%	Areas of weakness identified in the previous survey were addressed which resulted in an overall level of satisfaction above what was targeted.
1.2.2	% compliance by the Accounting Officer with the prescribed FMPPLA's reporting requirements	<b>Achieved:</b> 100%	100%	<b>Achieved:</b> 100%	0%	-
1.2.3	% of planned APP programme performance indicators achieved	<b>Not achieved:</b> 81% Of the total of 26 planned APP targets, 21 were achieved.	96%	<b>Not achieved:</b> 85% Of the total of 26 planned APP targets, 22 were achieved.	-11%	Refer to individual sub-programmes for reasons for deviations in respect of targets that were not achieved

**Strategy to address underperformance in the sub-programme: Office of the Secretary**

**Programme performance indicator 1.2.3:** Percentage of planned APP programme performance indicators achieved

To improve on the overall achievement of planned APP programme performance indicators, operational Planning and monitoring will be further strengthened in 2024/25

**Revisions to the Programme Performance Indicators, outputs or annual targets**

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

**Sub-programme expenditure**

Office of the Secretary	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Programme Management: Governance (Leadership) and Administration	12 839	12 328	511	14 368	13 738	630
Legal Services	3 183	2 852	331	3 042	2 899	143
Risk Management	1 024	1 017	7	947	949	(2)



Office of the Secretary	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Strategy and Organisational Performance	1 372	1 175	197	1 486	1 384	102
<b>Total</b>	<b>18 418</b>	<b>17 372</b>	<b>1 046</b>	<b>19 843</b>	<b>18 970</b>	<b>873</b>

### SUB-PROGRAMME: FINANCIAL MANAGEMENT

The purpose of this sub-programme is as follows:

- to render financial and management accounting services;
- to render supply chain and asset management services; and
- to identify systematic weaknesses and recommend corrective measures to combat irregularities.

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/ reason for deviation
1.3.1	% of follow-up Internal Audit actions completed	<b>New Performance Indicator</b>	100%	<b>Not achieved: 79%</b>	-21%	Three out of fourteen follow-up Internal Audit actions were not implemented in the year under review.

#### Strategy to address underperformance in the sub-programme: Financial Management

##### Programme performance indicator 1.3.1: % of follow-up Internal Audit actions completed

Two of the three outstanding follow-up Internal Audit actions were completed subsequent to internal Audit reports being issued but before the end of the financial year. The one outstanding follow-up Internal Audit action relates to challenges experienced by the institution in trying to finalize the SLA with SAPS. The matter of concluding an agreement with the SAPS will be taken forward in 2024/25.

### Revisions to the Programme Performance Indicators, outputs or annual targets

Changes as per table 3.3 on page 35.

## Sub-programme expenditure

Financial Management	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Supply Chain and Asset Management	6 402	6 368	34	5 945	5 862	83
Financial Management and Accounting	5 307	5 252	55	4 909	4 917	(8)
Financial Compliance and Internal Control	7 978	7 635	343	7 536	7 144	392
<b>Total</b>	<b>19 687</b>	<b>19 255</b>	<b>432</b>	<b>18 390</b>	<b>17 923</b>	<b>467</b>

## SUB-PROGRAMME: INSTITUTIONAL ENABLEMENT

The purpose of this sub-programme is as follows:

- to render human resource management services;
- to render administrative and user support services and enhance and maintain information-technology infrastructure and digital services;
- to provide knowledge management and information services; and
- to provide logistical services, including catering, telephony, travelling and transport, cleaning, venue management and parking management services.

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/ reason for deviation
1.4.1	% of IT Digitalisation Improvement Strategy initiatives implemented	<b>Achieved:</b> 30% implemented	100% of planned initiatives implemented	<b>Achieved:</b> 100% of planned initiatives implemented	0%	-
1.4.2	% of Human Resource Strategy initiatives implemented	<b>Achieved:</b> 40% implemented	100% of planned initiatives implemented	<b>Achieved:</b> 100% of planned initiatives implemented	0%	-
1.4.3	% of Knowledge Management Strategic Framework initiatives implemented	<b>Achieved:</b> 30% implemented	100% of planned initiatives implemented	<b>Achieved:</b> 100% of planned initiatives implemented	0%	-

### Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

### Sub-programme expenditure

Institutional Enablement	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
People Management	5 913	5 428	485	7 340	5 891	1 499
Information Technology and Digital Services	16 337	14 434	1 903	17 789	12 867	4 922
Knowledge Management and Information Services	7 674	7 462	211	6 859	6 893	(34)
Logistical Services	4 107	3 881	226	3 401	3 242	159
<b>Total</b>	<b>34 031</b>	<b>31 205</b>	<b>2 825</b>	<b>35 389</b>	<b>28 893</b>	<b>6 496</b>

## 4.2 PROGRAMME 2: PARLIAMENTARY SUPPORT SERVICES

### 4.2.1 Purpose

The purpose of this programme is to provide effective procedural advice and related support to the House and committees and to facilitate public participation.

### 4.2.2 Sub-programmes

- Programme Management (Parliamentary Support Services);
- Plenary Support;
- Committee Support;
- Hansard Services; and
- Serjeant-at-Arms

### 4.2.3 Main functional areas

- Provide committee support;
- Provide plenary support;
- Provide security and precinct-management services; and
- Manage Hansard services.

### 4.2.4 Summary of strategic outcome-oriented goals, strategic objectives, strategic objective performance indicators, performance indicators per programme, sub-programme, or sub-sub-programme

Programme/sub-programme/ sub-sub-programme		Strategic outcome-oriented goals	Strategic objectives	Strategic objective performance indicators
<b>2.</b>	<b>Programme 2: Parliamentary Support Services (PSS)</b>	To provide effective procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement	To provide enhanced professional and timely procedural and related support	Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions
<b>2.1</b>	<b>Programme Management (PSS)</b>			
<b>2.2</b>	<b>Plenary Support</b>			
<b>2.3</b>	<b>Committee Support</b>			
<b>2.3.1</b>	• Committees			
<b>2.3.2</b>	• Standing Committees			
<b>2.4</b>	<b>Hansard Services</b>	To provide strategic governance and institutional support services	To provide for and maintain conducive facilities and to ensure a safe working environment for Members and staff	Appropriate, well maintained conducive facilities and safe working environment to support the functions of Parliament
<b>2.5</b>	<b>Serjeant-at-Arms</b>			

#### 4.2.5 Summary of achievements: Parliamentary Support Services

##### SUB-PROGRAMME: PLENARY SUPPORT

A critical aspect of modernizing the legislature, is digitizing certain House and Committee processes. Plenary Support has during the year under review, taken a significant step in this regard through the development of the Voting Application. The Voting app will be piloted at the beginning of the seventh Parliament, and after user acceptance testing is completed and acceptance granted, implementation may commence as soon as 2024/2025.

The review of the Standing Rules was finalised by the Administration in 2023/24. The seventh Parliament Sub-Committee on Rules will convene to consider the review and make its recommendations to the Rules Committee at the beginning of the new term.

Plenary Support has further led the processes of reviewing the WCPP's Oversight and Accountability Model, reviewing the practices and procedures followed when exercising oversight over the Executive. Recommendations include formalizing a procedure for the tracking of House Resolutions to ensure the accountability of the Executive.

The table below reflects various activities of the House and statistical information on certain outputs related to Plenary Support:

Activity	Total
Interpellations debated	23
Questions for oral reply processed	98
Questions for written reply processed	358
Speaker's debates	1
Opportunities for questions to the Premier without notice	9
Subjects for discussion put through debate	8
Matters of urgent public importance debated	1
Minutes of proceedings	27
Published Announcements, Tablings and Committee Reports (ATCs)	27
Extraordinary gazettes published	162

The table below reflects the Bills and Acts that were introduced, processed and/or passed during the period 1 April 2023 to 31 March 2024:

Bills	Acts
B3-WC 19th Gambling and Racing Amendment Bill	WC 19th Gambling and Racing Amendment Act Assented 10 January 2024
B4- People's Bill	
B5- WC Provincial Powers Bill	
WC Provincial Transport Infrastructure Bill [B5B - 2021]	WC Provincial Transport Infrastructure Act Assented 11 May 2023
WC Additional Adjustment App. Bill [B2 - 2-23]	WC Additional Adjustment App. Act Assented 21 June 2023
B6- Constitution of the WC Amendment Bill	
B7- WC Adjustment Appropriation Bil	WC Adjustment Appropriation Act Assented 28 December 2023
B8-WC Monitoring and Support of Municipalities	
B1-2024- Appropriation Bill.	WC Appropriation Bill Assented 5 June 2024
<b>TOTAL: 9</b>	<b>TOTAL: 5</b>

#### *Hansard Services*

Hansard Services include the recording, transcription and publication of the unrevised and final revised records of proceedings. This was done, within the stipulated timeframe and in accordance with the SLA, for all sittings of the House during 2023/24.

#### *Interpreting Services*

Interpreting Services, which included sign language interpreting, were provided by independent contractors. Language interpreters ensured that all House sittings, committee meetings, public hearings and engagements (where the services were required) were conducted in all three official languages of the Western Cape.

#### **Committee Support**

The Committee Support Section provided procedural and administrative support to the respective parliamentary Committees and relevant ad-hoc Committees. The Committees' business plans were incorporated into the WCPP's Parliamentary Programme, which dealt with lawmaking, oversight and accountability priorities. The 2023/24 financial year was a pre-election year and therefore the parliamentary Committees focused primarily on the consideration of legislation, both provincial and National Council of Provinces.

Due to the urgency of processing legislation before the end of the sixth Parliamentary term, a higher-than-normal annual average of legislation was referred to the WCPP, which impacted on expected timeframes and financial resources.

The table below describes the activities achieved by the committees<sup>1</sup> in the 2023/24 financial year:

Number of committee activities	Total
Committee activities held	289
Public hearings held	109
Oversight visits undertaken	19

### Serjeant-at-Arms (Security and Precinct Management)

The WCPP concluded a new Memorandum of Understanding (MOU) with the Department of Police Oversight and Community Safety (POCS) in December 2023. POCS will still provide egress control and the rest of the services as stipulated in the MOU to the WCPP. They will no longer provide security services at public hearings and oversight visits since this is the mandate of the South African Police Service (SAPS). It is envisaged that the Service Level Agreement will be concluded in the new financial year.

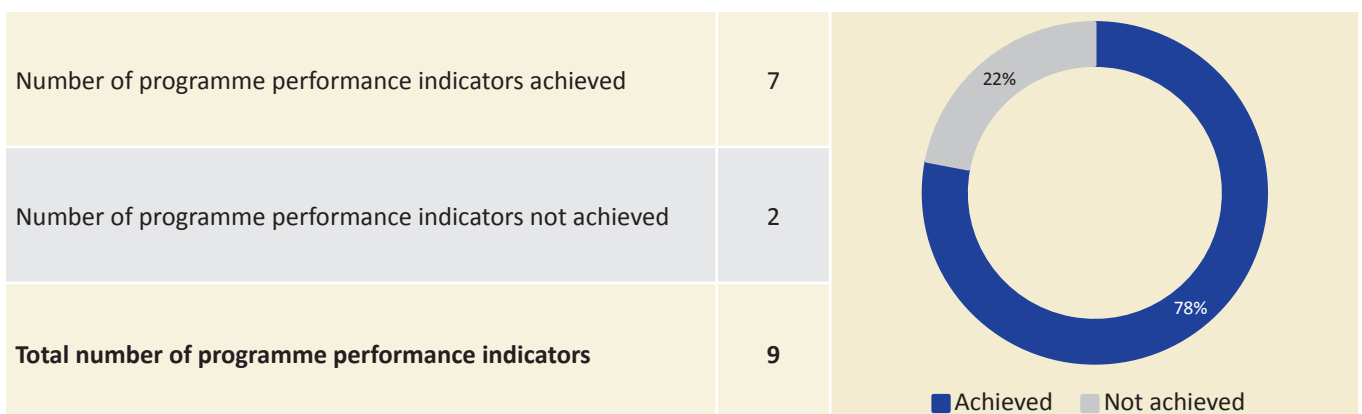
The collaborative administration of the National Key Point (NKP) is an important safety requirement for the WCPP and the rest of the tenants of the 7 Wale Street building. In this regard, the Joint Planning Committee (JPC) of the NKP is a vehicle to achieve such results. As indicated under the Critical Infrastructure Protection Act (CIPA) evaluation the WCPP scored a year-on-year improvement result of 98,9%. This achievement can be attributed to the effectiveness of the JPC structure.

JPC meetings are held in accordance with the NKP yearly calendar. A special JPC was held in February 2024 ahead of the SOPA. The security plan was approved by the JPC structure. The Director: Institutional Enablement was appointed as the Deputy Chairperson of the JPC, while the Manager: Security and Precinct Management (Serjeant-at-Arms) performs the role of the Chief Security Officer of the NKP.

### 4.2.6 Overview of Performance

The graph below depicts the percentage of the Programme’s annual performance targets achieved versus those not achieved in 2023/24.

#### PROGRAMME 2 PERFORMANCE TARGETS MET



<sup>1</sup> Excludes the following Committees: Rules Committee, Conduct Committee, Disciplinary Committee and any subcommittees.

## 4.2.7 Annual Performance

### 4.2.7.1 Strategic objectives performance indicators, planned targets and actual achievements

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
<b>Sub-programme 2.2: Plenary Support</b>					
1 Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	<p><b>Not achieved:</b>                      Quality:                      Based on the results of the Members Survey in 2022/23, there was a decline in satisfaction from 2021/22 in terms of the quality of procedural advice provided during House sittings (from 100% to 83%). In addition, there was an increase in satisfaction from 2021/22 in terms of the quality of House papers (from 88% to 100%).</p> <p>Timelines:                      However, there was improvement in the availability of House Papers (from 88% to 100%).</p>	Improving timelines and quality of procedural and related support	<p><b>Not achieved:</b>                      Quality:                      Based on the results of the Members Survey in 2023/24, there was an improvement in satisfaction from 2022/23 in terms of the quality of procedural advice provided during House sittings (from 83% to 100%). In addition, there was a sustained level of satisfaction with the quality of House papers. This was sustained at 100% in both years.</p> <p>Timelines:                      However, there was a decline in satisfaction from 2022/23 in terms of the availability of House Papers (from 100% to 83%).</p>	Decline in satisfaction with the timelines (availability) of House Papers	The dissatisfaction with the timelines (availability) of House Papers relates to a perception that: <ul style="list-style-type: none"> <li>• Documentation published on the website is incomplete e.g. Announcements, Tablings and Committee Reports (ATCs) are loaded without supporting content such as reports or submissions from Departments.</li> <li>• The ease of accessing House Papers, specifically question papers, requires improvement.</li> </ul>



Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
<b>Sub-programme 2.3: Committee Support</b>					
1 Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	<p><b>Not achieved:</b>                      Quality:                      Based on the results of the Members Survey 2022/23 there was a decline in satisfaction from 2021/22 in terms of the quality of Committee minutes and reports (from 100% to 95%).</p> <p>Timelines:                      However, there was an increase in the level of satisfaction with the availability of committee reports (from 86% to 95%).</p>	Improving timelines and quality of procedural and related support	<p><b>Not achieved:</b>                      Quality:                      Based on the results of the Members Survey 2023/24 there was a further decline in satisfaction from 2022/23 in terms of the quality of committee minutes and reports (from 95% to 83%).</p> <p>Timelines:                      However, there was an increase in the level of satisfaction with the timeous availability of committee minutes and reports (from 95% to 100%).</p>	Decline in satisfaction with the quality of committee minutes and reports.	The dissatisfaction with the quality of committee minutes and reports relates to a perception that minutes and reports do not always adequately reflect the range of issues that may have arisen through a committee's oversight process.

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/ reason for deviation
<b>Sub-programme 2.4: Hansard Services</b>					
1 Improvement in administrative efficiency regarding the Western Cape Provincial Parliament's constitutionally mandated functions	<p><b>Not achieved:</b></p> <p>Quality: Based on the results of the Members Survey 2022/23 there was a decline in satisfaction from 2021/22 in terms of the quality of Hansard transcripts (from 100% to 82%).</p> <p>Timelines: There was a sustained level of satisfaction with the timelines for publication of Hansard transcripts. This was sustained at 100% in both years.</p>	Improving timelines and quality of procedural and related support	<p><b>Achieved:</b></p> <p>Quality: Based on the results of the Members Survey 2023/24 there was an improvement in satisfaction from 2022/23 in terms of the quality of Hansard transcripts (from 82% to 100%).</p> <p>Timelines: There was a sustained level of satisfaction with the timelines for publication of Hansard transcripts. This was sustained at 100% in both years.</p>	<b>No deviation</b>	-
<b>Sub-programme 2.5: Serjeant-at-Arms</b>					
1 Appropriate well-maintained conducive facilities and safe working environment to support the functions of Parliament	<p><b>Achieved:</b></p> <p>The U-AMP was submitted in terms of GIAMA.</p>	U-AMP submitted in terms of GIAMA	<p><b>Achieved:</b></p> <p>U-AMP was submitted in terms of GIAMA</p>	<b>No deviation</b>	-
	<p><b>Not achieved:</b></p> <p>98% compliance with the requirement of the CIP Act, 2019.</p>	100% compliance with the requirement of the CIP Act, 2019	<p><b>Not achieved:</b></p> <p>98.9% compliance with the requirement of the CIP Act, 2019.</p>	-1.1%	A key finding which accounts for the under achievement is in relation to the adequacy of the Joint Operations Centre (JOC).

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
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**Strategy to address underperformance in the sub-programme: Plenary Support**

**Strategic Objective Performance Indicator 1:** Improvement in administrative efficiency regarding the Western Cape Provincial Parliament’s constitutionally mandated functions

To address the challenge of the ease of access to House Papers, the WCPP launched its Intranet, named #WCPP4Me, on 1 April 2024. This platform stands as a central, user-friendly information hub for both Members and staff, facilitating seamless access to all House Papers and other vital information resources.

**Strategy to address underperformance in the sub-programme: Committee Support**

**Strategic Objective Performance Indicator 1:** Improvement in administrative efficiency regarding the Western Cape Provincial Parliament’s constitutionally mandated functions

To address the challenge identified with the format/content of committee minutes and report the Committee Support Section will review the Standard Operating Procedures (SOPs) that guide the preparation of committee minutes and reports, strengthening adherence to the SOP requirements and improve management oversight.

**Strategy to address underperformance in the sub-programme: Serjeant-at-Arms**

**Strategic Objective Performance Indicator 1:** Appropriate, well-maintained conducive facilities and safe working environment to support the functions of Parliament

Further engagements with the Joint Planning Committee (JPC), a committee charged with the overall security administration of the National Key Point (“Critical Infrastructure”), are scheduled inter alia to test and further consult on the adequacy of the Joint Operations Centre (JOC).

**4.2.7.2 Programme performance indicators, planned targets and actual achievements**

**SUB-PROGRAMME: PLENARY SUPPORT**

The purpose of this sub-programme is to provide procedural advice and administrative support for the sittings of the House.

Programme performance indicator	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
2.2.1 Annual Digest of Rulings published	<b>New Performance Indicator</b>	Annual Digest of Rulings published	<b>Achieved:</b> Annual Digest of Rulings published	<b>No deviation</b>	-
2.2.2 Oversight and accountability model development	<b>New Performance Indicator</b>	Oversight and Accountability model developed	<b>Achieved:</b> Oversight and Accountability model developed	<b>No deviation</b>	-
2.2.3 % of House resolutions tracked	<b>New Performance Indicator</b>	100%	<b>Achieved:</b> 100%	0%	-

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
2.2.4	% of Executive undertakings tracked	<b>New Performance Indicator</b>	100%	<b>Not achieved:</b> 0%	-100%	The proposed directive, which intends to provide direction regarding the processing of Executive undertakings made by Members of the Executive of the Western Cape Government (WCG) during sittings of the House, was not finalised and issued.
2.2.5	% of house papers electronically available	<b>New Performance Indicator</b>	100%	<b>Achieved:</b> 100%	0%	-
2.2.3	% completion of the review of the Rules in legislative processes	<b>New Performance Indicator</b>	100%	<b>Achieved:</b> 100%	0%	-

**Strategy to address underperformance in the sub-programme: Plenary Support**

**Programme performance indicator 2.2.4:** % of Executive undertakings tracked

Further consultation on the proposed directive for tracking Executive undertakings will be taken forward in 2024/25 with the Executive Authority to the WCPP elected for the 7th Parliament.

**Revisions to the Programme Performance Indicators, outputs or annual targets**

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

**Sub-programme expenditure**

Plenary Support	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	4 992	4 990	2	4 691	4 678	13

### SUB-PROGRAMME: COMMITTEE SUPPORT

The purpose of the sub-programme is:

- To provide procedural advice and administrative support to committees; and
- To provide financial support to the standing committees.

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
2.3.1	% of draft committee reports produced in accordance with the standard operating procedures (SOPs)	<b>Not Achieved:</b> 99%	100%	<b>Achieved:</b> 100%	0%	-
2.3.2	% of Committee decisions tracked	<b>New Performance Indicator</b>	100%	<b>Achieved:</b> 100%	0	-

### Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this sub-programme's programme performance indicators or targets during the reporting period.

### Sub-programme expenditure

Committee Support	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>17 857</b>	<b>17 857</b>	<b>-</b>	<b>14 696</b>	<b>15 167</b>	<b>(471)</b>

### SUB-PROGRAMME: HANSARD SERVICES

The purpose of this sub-programme is to manage the provision of verbatim reports of the proceedings of the House.

### Sub-programme expenditure

Hansard Services	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>425</b>	<b>425</b>	<b>-</b>	<b>1 088</b>	<b>779</b>	<b>309</b>

## SUB-PROGRAMME: SERJEANT-AT-ARMS

The purpose of this sub-programme is to provide security and precinct management, including the facilitation of occupational health and safety.

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
2.5.1	% compliance with applicable regulations of the Critical Infrastructure and Protection Act, 2019	<b>Not achieved:</b> 98%	100%	<b>Not achieved:</b> 98.9%	-1.1%	A key finding which accounts for the under achievement is in relation to the adequacy of the Joint Operations Centre (JOC).

### Strategy to address underperformance: Serjeant-at-Arms

**Programme performance indicator 2.5.1:** Percentage compliance with applicable regulations of the Critical Infrastructure and Protection Act, 2019.

Further engagements with the Joint Planning Committee (JPC), a committee charged with the overall security administration of the National Key Point ("Critical Infrastructure"), are scheduled inter alia to test and further consult on the adequacy of the Joint Operations Centre (JOC).

## Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

## Sub-programme expenditure

Serjeant-At-Arms	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>3 290</b>	<b>3 228</b>	<b>62</b>	<b>3 558</b>	<b>3 033</b>	<b>525</b>

## 4.3 PROGRAMME 3: PUBLIC ENGAGEMENT

### 4.3.1 Purpose

The purpose of this programme is to ensure effective public engagement and to facilitate public involvement in legislative and other processes.

### 4.3.2 Sub-programmes

- Programme Management: Public Engagement;
- Stakeholder Management and Communication Services; and
- Public Education and Outreach

### 4.3.3 Main functional areas

- Ensure effective public engagement;
- Provides stakeholder management and communication services;
- Facilitate and enhance public involvement in the law-making process; and
- Facilitate public education and outreach programmes and initiatives.

### 4.3.4 Summary of strategic outcome-oriented goals, strategic objectives, strategic objective performance indicators, performance indicators per programme, sub-programme, or sub-sub-programme

Programme/ sub-programme/ sub-subprogramme	Strategic outcome-oriented goals	Strategic objectives	Strategic objective performance indicators
<b>3. Programme 3: Public Engagement (PE)</b>	To support the promotion of meaningful stakeholder and inter/ intra-parliamentary relations	Increased engagement with international role players	Improved presence in inter/ intra-parliamentary sphere
<b>3.1 Programme Management</b>		Improved relationship building with stakeholders using various platforms, including technology	Improved relationship building with stakeholders aimed at meaningful engagement
<b>3.2 Stakeholder Management and Communication Services</b>	To provide effective and procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement	Enhanced processes to facilitate meaningful public involvement in the legislative process	Increased opportunities for the public to participate in legislative activities
<b>3.3 Public Education and Outreach</b>			

### 4.3.5 Summary of achievements: Public Engagement

#### SUB-PROGRAMME: STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES

##### *Stakeholder Management and Communication Services*

Social media plays an integral role in the positioning of the WCPP as an innovative, relevant and modern institution that is engaging with the people. During the term, the WCPP continued to have an increased presence on its social media platforms to inform the public, to promote the work of the institution and to facilitate public participation in its processes. The livestreaming of all House sittings, committee meetings and major events has now become the norm, widening the spread of messaging and, most importantly, providing access to citizens to these events beyond geographical limitations. The WCPP website is continuously updated with new content. During the term the new functionality, to provide access to media representatives in terms of media releases, accreditation, enquiries and images, was developed and published.

During the term the service to advertise on social media has continued, providing excellent reach at a significant lower cost than advertising in print media. Advertising for the promotion of public participation at hearings and major events of the institution, particularly the Official Opening and the SOPA, were very effective, reaching a wide audience.

The ever-increasing popularity and functionality that social media and the website provides to the institution will enable the institution to fulfil its mandates.

Preparation for the seventh Parliament has been a critical focus area for the 2023/24 financial year, which included preparation of material aimed at the welcoming and orientation of new Members.

### *International Relations*

In 2023/24, the WCPP's international relations activities commenced with a standing committee study visit to the State of California, United States. The Speaker led a first ever visit to the State Parliament of Baden-Württemberg, in Stuttgart, Germany, as well as a reciprocal visit to the Bavaria State Parliament, in Munich. In July 2023 the Speaker also attended the bi-annual Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) in Cameroon.

For the first time since the conference's inception, Speakers from sub-national or state legislatures were included as delegates. The plenary sessions covered a range of topics throughout the conference, such as:

- The devastating impacts of climate change, a call for more parliamentary interventions;
- Addressing the challenge of food security in Africa by promoting investments in Agriculture; and
- The role of Parliaments in Strengthening openness, transparency, and accountability.

In August the Speaker led a delegation to the 2023 National Conference on State Legislatures Annual Legislative Summit (NCSL), hosted in Indiana. The sessions at the summit are designed to facilitate the sharing of best practices among attendees. In addition to these general sessions, the summit includes sessions specifically aimed at the professional development of legislative staff, providing them with valuable knowledge to enhance their roles. Due to the strong relationship with the NCSL, the WCPP hosted a delegation from the NCSL in Cape Town in October 2023.

The WCPP also participated in the 66th CPC in Accra, Ghana. The theme of the 66th CPC was "The Commonwealth Charter 10 years on: Values and Principles for Parliaments to uphold". As part of the proceedings, Parliamentarians from the regions were afforded an opportunity deliberate and process the governance work of the Executive Committee, Commonwealth Women Parliamentarians (CWP), topics arising from the workshops and matters debated and decided on in the general assembly.

### *Language Services*

The Language Services provide continued support to the institution by ensuring accessible, quality documents in the three official languages of the province.

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

### *Public education and Commemorative events*

PEO, in collaboration with external partners, organised numerous educational and outreach programmes across the province in alignment with PEO's annual educational programme and operational plan. This included partnering with civil society organisations to facilitate joint youth leadership programmes and collaborating with several municipalities to facilitate educational sessions with the Junior Town Council representatives and youth councils.



Programmes to commemorate special days, including 16 Days of Activism for No Violence Against Women and Children, Mandela Month, Heritage Month and World AIDS Day, were facilitated during 2023/24. The 16 Days of Activism programme, facilitated in Beaufort West in the Central Karoo District, as part of the WCPP Engage Programme outreach efforts was the highlight of these events. This programme was hosted in collaboration with Partners in Sexual Health (PSH), which is an evidence-based, non-profit organisation with regional footprints that provides Sexual and Reproductive Health and Rights services, including HIV/AIDS services to men, women, and particularly adolescents and youth. The programme's goal was to educate and draw attention on how men and boys could contribute to a society that is violence-free and safer. Boys from AH Barnard Primary School participated in the programme and rendered performances that highlighted the most important lessons learned from their meetings with PSH authorities.

PEO collaborated with the Independent Electoral Commission to develop and implement several voter education programmes across the province promoting active citizenship and emphasising the necessity of voting in the upcoming general election. The programmes addressed voting apathy, which is prevalent amongst young people in the country as these programmes were aimed at young people who are eligible to vote in the upcoming election. The implementation was a tremendous success.

#### *Sector Programmes*

To promote significant interaction with the people of the Western Cape and expand citizens' service, virtual roundtable discussions for Small, Medium, and Micro Enterprises (SMMEs) and for People with Disabilities were facilitated.

The roundtable on SMMEs was facilitated under the theme "Propelling SMMEs as key economic drivers in the Western Cape" and discussed the impact of the ongoing energy crisis on the tourism sector in the Western Cape including measures taken by the sector to insulate itself from the crisis, and plans undertaken by the Western Cape government to support the tourism sector. It also brought together stakeholders from the province's tourism sector and the government to discuss the impact of the energy crisis on the tourism industry.

The roundtable discussion on people with disabilities was convened under the theme "Equal access towards a full and equal enjoyment of all human rights and fundamental freedoms by all people with disabilities in the Western Cape". It was attended by several non-profit organisations in the disability sector across the province. Premier Alan Winde also addressed the gathering, which brought together representatives from the public and private sectors, to talk about pressing problems affecting the province's disability sector and how all parties involved may find solutions.

#### *Roll out of the Revised Public Engagement Strategy*

A Revised Public Engagement Strategy was drafted to ensure seamless coordination of activities aimed at strengthening oversight and accountability. One of the key actions of the strategy is the development of a Terms of Reference for a public participation Steering Committee, which will facilitate meaningful engagement in the law-making and other processes of the WCPP. Another key activity was the drafting of a proposal for the Petitions Committee Roadshow. The goal of this programme is to raise awareness on petitions, highlight the work of the Petitions Committee and create a platform for the Members of the Petitions Committee to interact with the public.

### *Strategic Partnerships*

The WCPP continues to seek out strategic potential partners to maximise public involvement in legislative and other processes. This is done as part of its collaborative approach to public involvement and to increase its footprint with partners to advance democracy. To this end, the WCPP has entered into a collaboration agreement with Africa Unite for the year 2023/24. The objectives of the strategic partnership included sharing platforms and programmes for mutual benefit, as well as collaborating on youth and women's programmes, including lawmaking, legislation oversight and public participation.

As a building block on the sixth Parliament's achievements, and to successfully plan for the seventh Parliament, the WCPP convened a review session of the existing MOU with the Department of Local Government. This session was facilitated in Cape Town on 19 March 2024. The objectives of this session included, but were not limited to:

- Reviewing and addressing implementation issues that were previously raised;
- Building on previous achievements and to respond to sector judgments such as the Mogale Judgment;
- Creating solutions that will support the seventh Parliament's public involvement initiatives;
- Acknowledging the contribution of the Community Development Workers Programme in promoting and fulfilling the WCPP's public engagement mandate; and
- Onboarding more strategic partners to support the WCPP's public engagement plan and methodology.

The Chief Director, Deputy Director, regional coordinators, community development workers and district municipal officials attended the highly successful session and provided insightful feedback that will guide the institution's future public engagement strategy.

### *WCPP Engage*

The WCPP Engage programme is aimed at facilitating meaningful engagement between elected public representatives and citizens of the province. Two programmes were facilitated during the period under review, one in the Overberg District and the other in the Central Karoo District. The programme was supported by the respective Executive Mayors, Deputy Mayors, Speakers and Ward Councillors.

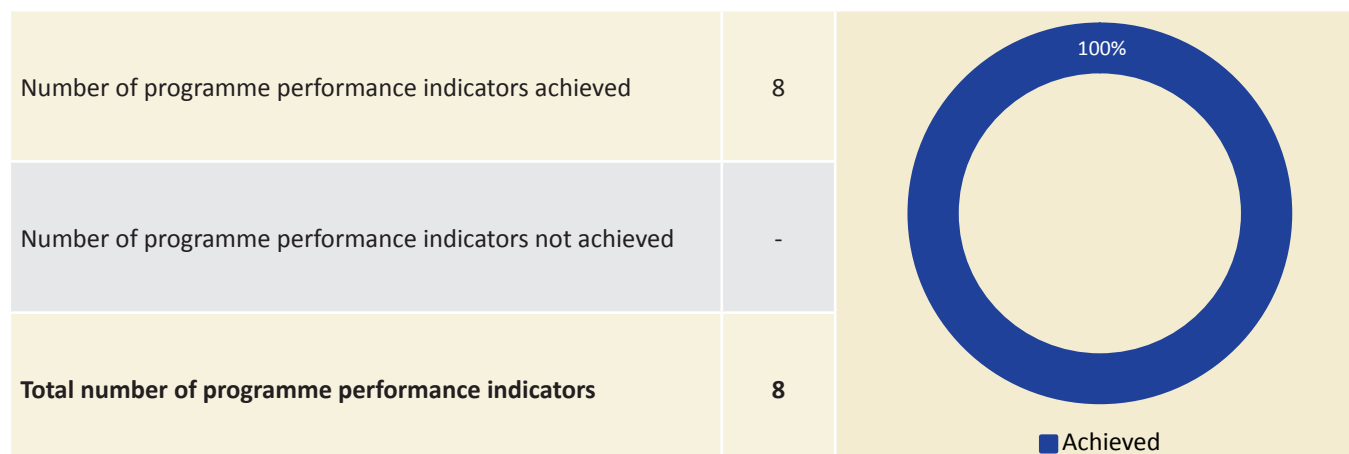
### *Reverse Billing*

Reverse billing allows members of the public to access the WCPP's website without using any data. Implementation of this project commenced in March 2024.

#### 4.3.6 Overview of Performance

The graph below depicts the percentage of the Programme’s annual performance targets achieved versus those not achieved in 2023/24.

#### PROGRAMME 3 PERFORMANCE TARGETS MET



#### 4.3.7 Annual performance

##### 4.3.7.1. Strategic objectives performance indicators, planned targets and actual achievements

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
<b>Sub-programme 3.2: Stakeholder Management and Communication Services</b>					
1 Improved presence in inter/intra-parliamentary sphere	<b>Achieved:</b> Implementation plan was rolled-out and reviewed.	Continued roll-out of implementation plan and review	<b>Achieved:</b> Implementation plan was rolled-out	<b>No deviation</b>	-
2 Improved relationship building with stakeholders aimed at meaningful engagement	<b>Not achieved:</b> 1.6% year-on- year increase (website and social media)	5% year-on-year increase (website and social media)	<b>Achieved:</b> 12.3% year-on-year increase (website and social media)	7.3%	Additional content was posted on the WCPP’s social media platforms and website in order to publicize the various activities of the WCPP, which increased toward the end of the year as a result of an increase in legislation processed by the Legislature towards the end of the parliamentary term.

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation	
<b>Sub-programme 3.3: Public Education and Outreach</b>						
1	Increased opportunities for the public to participate in legislative activities	<b>Not achieved</b> There was an expansion on partnerships in the year under review. 2 new partnerships were established -University of the Western Cape and MotSA. The stakeholder database was also expanded through further development.	Year-on-year expansion on partnerships, sectoral events and the stakeholder database	<b>Achieved:</b> One new strategic partnership established. Sectoral events were expanded to include a Roundtable with Small, Medium and Micro Enterprises (SMME's). The stakeholder database was further developed.	<b>No deviation</b>	-
2	Improved relationship building with stakeholders aimed at meaningful engagement	<b>Not achieved:</b> The stakeholder database has been updated.	Formalised stakeholder structures; Annual Members Programme; Stakeholder database	<b>Achieved:</b> Formalised stakeholder structures were established. The Annual Members Programme was rolled out. The stakeholder database was also expanded.	<b>No deviation</b>	-

#### 4.3.7.2 Programme performance indicators, planned targets and actual achievements

##### SUB-PROGRAMME: STAKEHOLDER MANAGEMENT AND COMMUNICATION SERVICES

The purpose of this sub-programme is to provide stakeholder management and communication services.

Programme performance indicator	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation	
3.2.1	Number of additional functionality published in order to enhance the information offered to website users	<b>Achieved:</b> 1	1	<b>Achieved:</b> 1	0	-

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/ reason for deviation
3.2.2	% year-on-year increase in posts on identified social media channels	<b>Achieved:</b> 8.9%	5% increase on the previous year's performance	<b>Achieved:</b> 7.3% increase on the previous year's performance	2.3%	Additional content was posted on the WCPP's social media platforms in order to publicize the various activities of the WCPP, which increased toward the end of the year as a result of an increase in legislation processed by the Legislature towards the end of the parliamentary term.
3.2.3	% of planned inter-parliamentary engagements for Members implemented	<b>Achieved:</b> <b>100%</b>	100% of planned activities	<b>Achieved:</b> 100% of planned activities	0%	-
3.2.4	Level of free public access	<b>New performance indicator</b>	3 Reports on free public access	<b>Achieved:</b> 3 Reports on free public access	0%	-

### Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

### Sub-programme expenditure

Stakeholder Management and Communication Services	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure (Over-) or under-expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	9 269	9 000	269	8 474	8 681	(207)

## SUB-PROGRAMME: PUBLIC EDUCATION AND OUTREACH

The purpose of this subprogramme is to facilitate public education and public participation.

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/reason for deviation
3.3.1	Number of public education initiatives implemented in accordance with the annual programme	<b>Achieved:</b> 45	24	<b>Achieved:</b> 50	26	Additional opportunities to conduct public education initiatives resulted in the increased number of workshops, beyond what was planned. These workshops were convened in collaboration with the Independent Electoral Commission (IEC). In addition, specific requests for public education workshops from Members of the WCPP were also accommodated.
3.3.2	Number of strategic partnerships established	<b>Achieved:</b> 2	1	<b>Achieved:</b> 1	0%	-
3.3.3	Number of public engagement initiatives implemented in accordance with the annual programme	<b>New performance indicator</b>	2	<b>Achieved:</b> 2	0%	-
3.3.4	% of planned activities implemented as per the Revised Public Engagement strategy	<b>New performance indicator</b>	100%	<b>Achieved:</b> 100%	0%	-

### Revisions to the Programme Performance Indicators, outputs or annual targets

Changes as per table 3.3 on page 35.

### Sub-programme expenditure

Public Education and Outreach	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure (Over-) or under-expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>5 582</b>	<b>5 517</b>	<b>65</b>	<b>7 054</b>	<b>5 027</b>	<b>2 027</b>

## 4.4 PROGRAMME 4: MEMBERS SUPPORT

### 4.4.1 Purpose

The purpose of this programme is to provide enabling facilities and benefits to Members and political parties.

### 4.4.2 Sub-programmes

- Members Administration;
- Enabling Allowance; and
- Political Parties Support

### 4.4.3 Main functional areas

- Manage enabling allowance; and
- Manage constituency and secretarial allowance.

### 4.4.4 Summary of strategic outcome-oriented goals, strategic objectives, strategic objective performance indicators, performance indicators per programme, sub-programme, or sub-sub-programme

Programme/ sub-programme/ sub-subprogramme	Strategic outcome-oriented goals	Strategic objectives	Strategic objective performance indicators
<b>4. Programme 4: Members Support</b>	To provide effective procedural and related support to the House, its Members and its committees to make laws, conduct oversight and facilitate public involvement	To provide enhanced professional and timely procedural and related support	Enhancing capacity building and support to Members
<b>4.1 Members Administration</b>			
<b>4.2 Enabling Allowance</b>			
<b>4.3 Political Parties Support</b>			

### 4.4.5 Summary of achievements: Members Support

The Members Affairs section continued to provide support to Members of the WCPP through the management of all Members' salaries and benefits as per the National Government Gazette No. 46545 and the Provincial Gazette 8619 (P.N. 77/2022). Further to this, Enabling -, Constituency - and Secretarial Allowances were implemented in accordance with the requirements of the updated Members' Facilities Guide (MFG) of 3 December 2021.

The Enabling Allowance is essentially intended to provide Members with a mechanism through which they may be re-imbursed for expenses incurred while performing their duties as parliamentarians. These expenses include, inter alia, travel, accommodation, meals, a second dwelling, symposiums and communication services for each Member. The actual enabling provision is specified based on the constituency distance from the seat of Parliament at 7 Wale Street, Cape Town. A total of 830 reimbursee claims with a total rand value of R 4,032,999 were processed for the year under review.

The Constituency Allowance is paid directly to each political party based on the number of seats each party holds in the WCPP. This allowance is used for constituency programmes and events aimed at advancing the Constitutional

mandate of Parliament. Parties report quarterly on the use of this allowance to the Accounting Officer to ensure its appropriate use.

The Secretarial Allowance is also paid directly to the various political parties. This allowance ensures that each party has the necessary infrastructure, resources and employees to perform its work in Parliament. This includes the use of party researchers, interns and equipment. Parties also report quarterly on the use of the Secretarial Allowance to the Accounting Officer. Each party is furthermore required to submit annual Audited Financial Statements to the Secretary to confirm the appropriate management of funds that were allocated to it. All political parties were compliant in this regard.

In terms of the MFG update, Members have access to a maximum of R50 000 from the Enabling Allowance for individual study purposes. This allows Members to supplement the general Members’ training programme with bespoke individual training that will enhance Members’ effectiveness in the WCPP. As at the end of March 2024, 6 Members and 1 Member of the Executive Committee have made use of this provision.

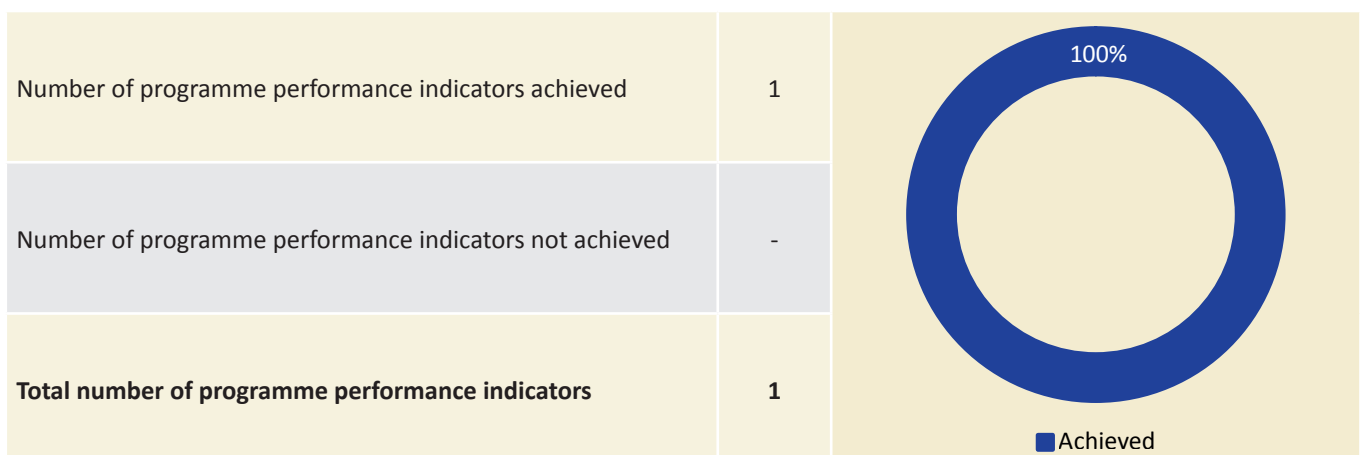
While the Commonwealth Parliamentary Association (CPA) continued to offer free online courses covering a range of topics aimed at enhancing a Member’s capacity to fulfil their mandates of law making, oversight and public participation, no Members opted to register for any of the free courses offered on the CPA Academy platform.

Through the ongoing partnership with Legislative Sector Support, 1 Member registered for a Masters’s programme, and another Member registered for a Post-Graduate Certificate course.

#### 4.4.6 Overview of Performance

The graph below depicts the percentage of the Programme’s annual performance targets achieved versus those not achieved in 2023/24.

##### PROGRAMME 4 PERFORMANCE TARGETS MET





#### 4.4.7 Annual Performance

##### 4.4.7.1 Strategic objectives performance indicators, planned targets and actual achievements

###### SUB-PROGRAMME: MEMBERS ADMINISTRATION

The purpose of this sub-programme is to provide Members' facilities services.

###### Sub-programme expenditure

Strategic objective performance indicators	Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/ reason for deviation
<b>Sub-programme 4.2: Enabling Allowance</b>					
1 Enhancing capacity building and support to Members	<b>Achieved:</b> 4 capacity-building and support initiatives implemented	4 capacity-building and support initiatives implemented	<b>Achieved:</b> 4 capacity-building and support initiatives implemented	0%	-

##### 4.4.7.2 Programme performance indicators, planned targets and actual achievements

###### SUB-PROGRAMME: MEMBERS ADMINISTRATION

The purpose of this sub-programme is to provide Members' facilities services.

###### Sub-programme expenditure

Members Administration	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure (Over-) or under-expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>2 558</b>	<b>2 556</b>	<b>2</b>	<b>2 372</b>	<b>2 391</b>	<b>(19)</b>

###### SUB-PROGRAMME: ENABLING ALLOWANCE

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

- Membership fees to parliamentary and related associations;
- State contributions to the medical aid of continuation Members; and
- Enabling allowances to compensate Members for expenses relating to official travel, accommodation and telecommunication.

Programme performance indicator		Actual achievement 2022/23	Planned target 2023/24	Actual achievement 2023/24	Deviation from planned target to actual achievement for 2023/24	Comment on/ reason for deviation
4.2.1	Number of training and development initiatives implemented	Achieved: 4	4	Achieved: 4	0%	-

### Revisions to the Programme Performance Indicators, outputs or annual targets

No changes were made to this subprogramme's programme performance indicators or targets during the reporting period.

### Sub-programme expenditure

Enabling Allowance	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>6 914</b>	<b>6 213</b>	<b>701</b>	<b>6 532</b>	<b>4 967</b>	<b>1 565</b>

### SUB-PROGRAMME: POLITICAL PARTIES SUPPORT

The purpose of the subprogramme is to manage the payment of:

- Constituency allowances to enable political parties represented in the WCPP to establish and maintain infrastructure in constituencies to serve
- the interests of constituents;
- Secretarial allowances to enable political parties represented in the WCPP to establish and maintain their own administrative infrastructure
- in the precincts of the WCPP; and
- Allowances for special programmes to enable Members to arrange programmes in their constituencies in the interests of oversight

### Sub-programme expenditure

Political Parties Support	2023/24			2022/23		
	Final appropriation	Actual expenditure	(Over) or under expenditure	Final appropriation	Actual expenditure	(Over) or under expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
<b>Total</b>	<b>52 080</b>	<b>52 080</b>	<b>-</b>	<b>50 921</b>	<b>50 112</b>	<b>809</b>

PART C  
GOVERNANCE





# PART C: GOVERNANCE

## 1. INTRODUCTION

The Western Cape Provincial Parliament (WCPP) strives to maintain the highest standards of corporate governance in the execution of its Constitutional mandate of Law-making, Oversight and Public Participation and in the delivery on its Strategic Objectives. To this end, the governance architecture is in place to provide the requisite oversight over the business of the WCPP.

The WCPPs' governance architecture comprises of internal structures, principally the Governance Committee. It also comprises of various external bodies that play an independent oversight and advisory role. These are the Shared Audit Committee and Internal Audit. The Parliamentary Oversight Committee also plays a legislative oversight role over the WCPP.

In addition to these entities, the WCPP seeks to integrate effective risk management and robust internal controls that support administrative efficiency and promote the values of transparency, integrity, and accountability. These values are codified in the Code of Conduct and institutional policies pertaining to employees, that guide and direct the conduct of officials within the Administration.

They are also codified in the Code of Conduct and institutional policies pertaining to Members that guide and direct the conduct of Members of Parliament, who are the elected representatives of the people of the Western Cape. The Registrar of Members Interests oversees adherence of Members to the Code and related policies.

## 2. RISK MANAGEMENT

The Secretary of the WCPP is required to ensure risk management is implemented, in terms of section 7(c) of the Financial Management of Parliament Act, 2009, or FMPPLA, as amended by Act 34 of 2014. The National Treasury Regulations 3.2.1 governing risk management were adopted to align with best practice in the absence of the South African Legislative Sector (SALS) having developed its own set of regulations for risk management in terms of the FMPPLA. Therefore, other prescribed best practices, such as the Public Sector Risk Management Framework, are used as reference points in developing risk management practices and procedures.

## 2.1 GOVERNANCE COMMITTEE

### 2.1.1 GOVERNANCE COMMITTEE REPORT

#### 2.1.1.1. Introduction

The WCPP herewith presents its annual Governance Committee (GOVCOM) report for the financial year ended 31 March 2024.

#### 2.1.1.2. Membership and Attendance

The GOVCOM comprises the Senior Management Team and is chaired by the Accounting Officer. In accordance with its terms of reference, the GOVCOM met at least four times (quarterly) during the year under review. The table below discloses relevant information on GOVCOM member's attendance of the scheduled meetings:

Member	Position	Meetings Attended
Romeo Adams	Secretary to the Western Cape Provincial Parliament (Chairperson)	3
Nicole Petersen	Chief Financial Officer (CFO)	4
Vernon Titus	Director: Institutional Enablement	4
Sunelle Fouché	Director: Public Engagement	4
Lubabalo Stemele	Director: Parliamentary Services	4
Margo Goldstone	Director: Strategy and Institutional Oversight	3

The following is an indication of standing invitees who had attended the GOVCOM meeting for the period under review:

Name	Position	Meetings attended
Craig Matthee	Senior Risk Officer	4
Coby Skriker	Manager: Information Technology and Digital Services	4
Charles Dowman	Serjeant-at-Arms	2
Tafseer Abbas	Acting Serjeant-at-Arms	1
Zinzi Nikelo	Manager: Financial Compliance and Internal Control	4
Aneesa Behardien	Director: Internal Audit DoTP	1
Lindi Kotze	Deputy Director: Internal Audit DoTP	3

#### 2.1.1.3. Key activities of the GOVCOM

In the execution of its duties the GOVCOM performed the following key activities during the year:

- Reviewed the risk management policy, strategy and plan and recommend for approval by the Accounting Officer/ Secretary;
- Evaluated the effectiveness of mitigating strategies to address the material risks of the institution;
- Reviewed all risks outside the agreed tolerance levels for further action/attention;

- Reviewed emerging/new risks tabled at GOVCOM.
- Reviewed the ethics management strategy and plan and recommend it for approval by the Accounting Officer/Secretary;
- Evaluated the effectiveness of the implementation of the ethics management processes and the fraud-prevention plan;
- Reviewed any material findings and recommendations by assurance providers on the system of risk management and monitored that appropriate action was instituted to address the identified weaknesses;
- Evaluated the extent and effectiveness of integration of risk management within the institution by assessing the risk management system using the SALS Risk Maturity Tool;
- Assessed the implementation of the risk management policy, strategy and implementation plan;
- Evaluated the effectiveness of the combined assurance model in providing assurance to significant risks facing the WCPP;
- Performed ICT governance oversight to assess the implementation of policy on enterprise-wide technology, information management and information-security management, and to ensure the embedding of it into the day-to-day, medium- and long-term decision-making, activities and culture of the WCPP;
- Reviewed the compliance and loss management processes and procedures and its effectiveness; and
- Evaluated the effectiveness of the business continuity management practices of the institution.

Each programme's key risks are deliberated upon and debated at the quarterly GOVCOM meetings. Programme managers or directors are required to provide feedback on progress with the implementation of action plans to reduce the likelihood of risks materialising and/or their impact should they materialise. The GOVCOM, at its quarterly meetings, also referred risks back that were required to be analysed more extensively and recommended additional mitigations or actions to manage risks.

#### **2.1.1.4. Key strategic risks considered and addressed during the year**

The following strategic risks were considered and addressed:

- Inadequate Information Security Management system resulting in cyber-attacks, data fraud and theft which may cause operational downtime, financial loss, or reputational damage;
- Significant interruptions to the service delivery of Parliament that may result in extended business interruption;
- Prolonged power outages resulting in business interruption;
- Uncertainty in respect budget envelope that may result in institutional performance stagnation;
- Inability to embed and enforce a technology culture at the institution due to capacity;
- Inadequate public participation in the law-making process resulting in possible unconstitutional laws and ineffective legislative oversight;
- Limited social media engagement with stakeholders due to limited skilled resources;
- Security breaches (unauthorised access, theft, safety concerns and loss of assets) that may result in liability exposure, financial and reputational standing loss;
- Inadequate procedural advice and support provided to the Committees resulting in law making and oversight process that are unconstitutional;
- The inability to provide capacity building opportunities to enhance members of parliaments skills sets;

- Inappropriate skills set of staff to adjust to the requirements of a modernised parliament; and
- Ineffective IT Governance resulting in the institutional performance stagnation and regression.

#### **2.1.1.5. Emerging risk for the year under review**

The following is the key emerging risk that needs to be considered in the next financial year:

- Underfunded mandate that may result in inadequate operational readiness for an increase in WCPP seats. In the absence of the political decision by the House, the emerging risk would be revived should the matter be raised in the seventh Parliamentary term.

#### **2.1.1.6. Conclusion**

The WCPP continuously assessed its strategic and operational environment to ensure that the most pertinent risks in its environment (internal or external) are identified and managed. Due to the deliberations at the GOVCOM, the mitigation measures put in place and the tracking of the implementation of these measures allowed the WCPP to minimise the risks within its control and to achieve its goals and objectives as set out in its Annual Performance Plan.



**ROMEO ADAMS**

**SECRETARY TO THE PROVINCIAL PARLIAMENT**

**DATE: 31 AUGUST 2024**

## **2.2 FRAUD AND CORRUPTION**

The WCPP promotes and maintains a high standard of professional ethics. The following measures are in place to support employee adherence to these standards:

The WCPP's Fraud Prevention Policy advocates a stance of zero tolerance in respect of corrupt or fraudulent activities and commits to pursuing any parties vigorously, by all legal means available, who engage or attempt to engage in such practices. The Fraud Prevention Policy was communicated to employees to raise awareness of its scope and application.

The WCPP's Whistleblowing Policy provides guidelines to employees on how to raise concerns with the appropriate line management, specific designated persons in the WCPP or external institutions where they have reasonable grounds for believing that offences or improprieties have been or are being perpetrated in the WCPP. In addition to awareness-raising activities undertaken with employees, the Public Protector's Office engaged officials on the topic of protected disclosures.

The Ethics Management Strategy and Plan encompasses fraud reporting, fraud governance (identification of fraud risk and management of identified existing fraud risk, awareness programme in respect of ethics management, fraud control and corruption prevention), Code of Conduct declaration, declaration of business interests, declaration of



gifts and donations, declaration of authorised private work conducted by employees, vetting of employees and screening of prospective employees and service providers.

A fraud health check survey was completed by the WCPP employees in the third quarter of the 2023/24 financial year. As in the previous financial years, this assisted in gauging employee awareness of fraud and corruption. The results were analysed and used to inform the Ethics Management Strategy and Plan and Fraud Prevention Strategy and Implementation Plan for the 2024/25 financial year.

Reporting on these matters is provided to the GOVCOM, the ExCo and the Audit Committee in respect of progress against the plan.

### 2.3 MINIMISING CONFLICT OF INTEREST

No conflict of interest was identified in the period under review. However, the WCPP has developed and is implementing a Conflict of Interest Policy and a standard operating procedure, which outlines the responsibilities and processes for identifying, disclosing, and managing any conflict of interest at the WCPP. This Policy was distributed and communicated to all WCPP employees.

The WCPP promotes and maintains a high standard of professional ethics including managing conflicts of interest. The following measures ensure professional ethics and minimising conflict of interest:

- All employees are required to annually disclose their business interests in line with the Business Interest Policy, which promotes fair dealing and integrity in conducting business at the WCPP. The policy considers the provisions of section 40 (c) and 46 (d) and (e) of the FMPPLA which speak to declaration of interests. (FCIC)
- All the members of the different Bid Specification Committees, Bid Evaluation Committee and the Bid Adjudication Committee sign a Declaration of Interest before each meeting. They are required to declare any potential conflict of interest which may exist and if there is a conflict of interest, it is expected of the member to recuse him/herself from the proceedings. The officials from Supply Chain and Asset Management who render the secretariat service to the bid committees also sign the Declaration of Interest in terms of Supply Chain norms and standards. (SC&AM)
- Employees who wish to perform private work, must apply for relevant approval, which is approved by the Secretary, in terms of the Conflict of Interest Policy and Code of Conduct. (PM)
- During any recruitment and selection process the panel members must declare their interest. Where conflict of interest exists, it is expected that panel members excuse themselves from the process or as a minimum from the part where conflicts exist in respect of the decision relating to the candidate. (PM)
- The institution has a Gift and Donations Policy that indicates that all gifts must be declared in the gifts and donations register. Gifts above R500 must receive prior approval from the Secretary or his delegated authority. (Finance).

## 2.4 CODE OF CONDUCT

### ***Meetings***

During the period under review the Conduct Committee met one time on 21 June 2023.

### ***Disclosure of Members' interests***

The closing date for the disclosure of Members' interests was 30 April 2023. All Members submitted their completed forms by the due date.

### ***Registrar of Members Interest***

On 20 February 2024, the House took the following resolution, upon a motion moved by the Chief Whip of the Majority Party, Honourable WF Kaizer-Philander: That, in terms of section 3 of the Members of the WCPP Code of Conduct Act, 2002 (Act 3 of 2002), Advocate P Burgers be appointed Registrar of Members' Interests for a period of three years with effect from 1 March 2024.

### ***Access to the public part of the disclosure forms***

There were no requests for access to the public section of disclosure forms were received.

## 2.5 RULES COMMITTEE

The Rules Committee met 3 times during the period under review on 14 April, 20 September and 22 November 2023.

### ***Subcommittees of Rules Committee***

#### *a) Subcommittee on the Review of the Rules*

During the period under review the Subcommittee met two times.

#### *b) Subcommittee on Physical Infrastructure and Internal Related Arrangements*

During the period under review the Subcommittee met one time.

#### *c) Appointment of whips*

The whips of the DA and ANC were subsequently finalised as follows:

**DA:** Baartman, D M; Maseko, L M; Van der Westhuizen, A P; Bosman, G and Sileku, I

**ANC:** Ms P Z Lekker and Mr M K Sayed

**EFF:** Ms A Cassiem

**SMALLER PARTIES:** Mr P De Villiers until February 2024

*d) Programming Authority*

The membership of the Programming Authority Committee would therefore be: DA – 6; ANC – 2; EFF – 1; and one further Member for the other smaller parties (jointly) on an annual rotational basis.

During the period under review the Programme Authority Committee held twenty-one meetings.

## **2.6 HEALTH, SAFETY AND ENVIRONMENTAL ISSUES**

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

The OHS committee convened regularly as per schedule and plan during the year under review. The OHS representatives reviewed the detailed monthly checklists to ensure the building is compliant with the necessary safety mechanisms. Areas that were identified for further attention included the main kitchen and the upgrade of the bathrooms and general hygiene. The required fire hydrant checks were consistently completed and several walk-about were concluded by the Executive and the POC to ensure the overall safety of Members and employees.

### ***Planned building evacuation drill***

The planned evacuation drill took place during December 2023. The Manager within the Serjeant-at-Arms unit pre-coordinated the evacuation drill with all role-players and building occupants. A detailed debriefing session was held after the evacuation drill to discuss recommendations and improvements for the next drill.

### ***Compliance with the Critical Infrastructure Protection Act (CIPA)***

A major milestone was achieved with the sign-off of the Security Plan in March 2024. As reported, for the year under review, the WCPP scored 98,9% for the annual CIPA evaluation. One of the recommendations was the establishment of a physical Joint Operations Centre (JOC). To this effect the WCPP has established a JOC on the ground floor, which was 50% complete as at 31 March 2024. It is envisioned that the refurbished JOC will be completed before the next evaluation is scheduled.

### 3. PARLIAMENTARY OVERSIGHT COMMITTEE

During the financial year under review the POC conducted oversight mainly over the following information:

- The quarterly performance reports of the WCPP;
- The financial statement reports of the WCPP; and
- The Annual Report of the WCPP for the 2022/23 financial year.

The report of the POC on the 2022/23 Annual Report is printed below:

#### 3.1 REPORT OF THE POC ON THE WCPP'S ANNUAL REPORT

##### REPORT OF THE PARLIAMENTARY OVERSIGHT COMMITTEE ON THE ANNUAL REPORT OF THE WESTERN CAPE PROVINCIAL PARLIAMENT FOR THE YEAR ENDED 31 MARCH 2023

#### 1. Introduction

The Annual Report (AR) of the Western Cape Provincial Parliament (WCPP) was tabled for the 2022/23 financial year in terms of section 60(1) of the Financial Management of Parliament and Provincial Legislatures Act [Act No.10 of 2009], (FMPPLA) and referred to the Parliamentary Oversight Committee (POC) on Thursday, 28 September 2023 (refer to "ATC 102-2023"). The AR of WCPP serves to provide a record of the activities and performance of the administration of WCPP and to promote accountability for decisions made during the financial year under review. The performance of WCPP is measured against the performance targets and budget outlined in the WCPP Strategic Plan 2020/21-2024/25; including the Annual Performance Plan of WCPP for the 2022/23 financial year.

The purpose of FMPPLA is to regulate the performance and financial management of the legislatures in South Africa in a manner consistent with its status in terms of the Constitution; to ensure that all revenue, expenditure, assets and liabilities of Parliament and provincial legislatures are managed efficiently, effectively and transparently; to provide for the responsibilities of persons entrusted with financial management; and to provide for matters connected therewith. In compliance with the spirit of Section 4 of the Act, the Committee considered the AR of the WCPP to maintain oversight of the performance indicators and financial management of the WCPP for the specific financial year under review. In addition to regulating the financial management of WCPP, the FMPPLA mandates the POC to conduct oversight over the performance information, governance and human resource functions of the Institution through its annual reports. Section 4(1)(b) of the FMPPLA provides the Committee with this mandate.

The members of POC deliberated on the various sections of the AR of the WCPP for the 2022/23 financial year, as follows:

- 1.1. Part A: General Information,
- 1.2. Part B: Performance Information,
- 1.3. Part C: Governance,
- 1.4. Part D: Human Resource Management, and
- 1.5. Part E: Financial Information.

The Annual Report of the WCPP 2021/22 was tabled on time, according to Treasury and other prescripts. The Annual Report programme for the 2021/22 financial year was advertised in the three official languages of the Western Cape in various newspapers, inviting stakeholders and members of the public to attend and participate in the discussions.

## **2. Overview**

The Committee met on 18 October 2023 at 08:00 where it was briefed by the Auditor-General of South Africa (AGSA) on the audit outcomes of the 2022/23 financial year for WCPP. After the briefing by the AGSA, the Committee was briefed by the Audit Committee (AC) whose role is to ensure that WCPP functions according to good governance principles, complies with accounting and audit standards and monitors that appropriate risk management arrangements are in place. The AC also monitors the adequacy and reliability of the financial information provided by WCPP.

The methodology of the Committee was to meet with these stakeholders to benefit from their findings and possible concerns with the aim of assisting the Committee to have a constructive oversight engagement with WCPP.

Thereafter, the Committee met with the WCPP which began with introductory comments made by the Speaker, Deputy Speaker and the Secretary of the WCPP.

A section-by-section oversight discussion ensued with the management of WCPP on the aforementioned parts which comprised of the AR of the Institution.

## **3. Audit Opinion**

The Committee noted the audit opinion of the AGSA regarding the annual financial statements for the 2022/23 financial year of the Institution, having obtained clean audit report. This audit opinion remains unchanged from the 2021/22 financial year.

The AGSA raised no findings with the Institution on compliance with laws and regulations, predetermined objectives nor internal control deficiencies.

## **4. Corporate Governance**

Corporate Governance regulates the exercise of power within an Institution with the aim to ensure that the Institution's purpose is achieved, which encompasses:

- the creation and ongoing monitoring of an appropriate and dynamic system of checks and balances to ensure the balanced exercise of power within a company;
- the implementation of a system to ensure compliance with legal and regulatory obligations;
- the implementation of a process to identify and manage risks to the sustainability of the company's business; and
- the development of practices which make and keep the company accountable to the company's identified stakeholders and the broader society in which it operates.

During the 2022/23 financial year, the AC completed the following assurance engagements, as follows:

- Hansard Services;
- Capacity Building and Members Support;
- ICU Assessment;
- OHS Oversight external visits; and
- Petitions

During the 2021/22 financial year under review, seven invoices with an accumulated value of R168 571,77 were settled in excess of the 30-day payment regulation. The reasons related to the breakdown of internal controls in submitting the invoices timeously for payment. However, the Institution investigated and identified the root causes which caused the internal control breakdown and implemented remedial mechanisms with the aim to avoid a future recurrence of such internal control weaknesses. Notes 34 and 35 of the Annual Financial Statements refers to the fruitless and wasteful-, as well as the irregular expenditures during the year under review.

No fraud and corruption activities were detected or reported during the 2021/22 financial year.

Nine invoices with an accumulated value of R359,808 were settled in excess of the 30-day payment regulation, during the period under review. The reasons related to the breakdown of internal controls in submitting the invoices timeously for payment.

No fraud and corruption activities were detected or reported during the 2022/23 financial year.

## 5. Performance Information

In terms of the performance indicators for the year under review, the Institution achieved 21 indicators, compared to the 26 predetermined indicators that were set at the beginning of the 2022/23 financial year. This resulted in 5 performance indicators not being met, primarily from Programme 1: Governance, Leadership and Administration; Programme 2: Parliamentary Support Services and Programme 3: Public Engagement. A synopsis of the overall performance indicators as follows:

Programme	Performance Indicators/ Planned targets	Achieved	Not/ Partially achieved
Programme 1: Governance, Leadership and Administration	9	7	2
Programme 2: Parliamentary Support Services	8	6	2
Programme 3: Public Engagement	8	7	1
Programme 4: Members' Support	1	1	0
<b>Total</b>	<b>26</b>	<b>21</b>	<b>5</b>

## 6. Financial Management

During the 2022/23 financial year, the WCPP's year-end expenditure totalled R174,797 million of a budget of R187,175 million; which resulted in an under-expenditure of R12,378 million (93% budget spend). However, for 2021/22 financial year, the Western Cape Provincial Parliament spent R157,429 million of an appropriated budget of R169,711 million, which resulted in an under-spending of R12,286 million (92,8% budget spend).

The under-expenditure of R12,378 million occurred under the following programmes:

- Programme 1: Governance (Leadership) & Administration (R7,713 million);
- Programme 2: Parliamentary Support Services (R494 000);
- Programme 3: Public Engagement (R1,816 million); and
- Programme 4: Members Support (R2,355 million).

In addition, the Institution's total estimated revenue budget of R78 000 was over-collected by R1,943 million, which resulted in a departmental receipt of R2,021 million. The over-collection on revenue occurred under the following line items:

- Sale of goods and services other than capital assets (R41 000 over- collection);
- Interest, dividends and rent on land (R426 000 over-collection);
- Sale of Capital Assets (R83 000 over-collection); and
- Financial Transactions in assets and liabilities (R1,471 million over-collection).

During the 2022/23 financial year the Institution recorded two new cases of fruitless and wasteful expenditure which totalled R43 279, whilst there were two cases of irregular expenditure had a total value of R22 066. The two cases of irregular expenditure were condoned during the financial year under review.

## 7. Emerging Risks

### 7.1. New Pronouncements

**7.1.1.** The Committee notes the inputs of the AGSA that a new pronouncement was issued by the Accounting Standard Board which might be considered as an emerging risk to the standards of GRAP, as follow:

GRAP pronouncements	Effective date
Accounting standards, pronouncements or legislation: GRAP 25 on <i>Employee benefits</i> (revised)	1 April 2023
Accounting standards, pronouncements or legislation: GRAP 104 on <i>Financial instruments</i> (revised)	1 April 2023
Accounting standards, pronouncements or legislation: iGRAP 7 on <i>The limit on a defined benefit asset, minimum funding requirements and their interaction</i> (revised)	1 April 2023
Accounting standards, pronouncements or legislation: iGRAP 21 on <i>The effect of past decisions on materiality</i>	1 April 2023
<b>Total</b>	<b>26</b>

The Committee indicated that it will monitor the implementation of GRAP pronouncement within the Institution once an effective date has been confirmed and communicated.

## **8. Recommendation/s by the Committee**

None

## **9. Information requested from the WCPP**

### **9.1. New Pronouncements**

A copy of the Records Management Audit which took place during March 2023.

## **10. Inputs received from the public**

Members of the public were provided an opportunity to pose questions or make oral submissions, based on the contents of the 2022/23 AR of WCPP. However, no members of the public were present in the meeting to pose questions or to make oral submissions.

## **11. Conclusion**

The Committee commends WCPP for maintaining an unqualified audit with no findings on predetermined objectives or compliance with laws and regulations.

The Committee will continue to engage with the Institution on its budget, performance indicators and the implementation of legal requirements, including any outstanding matters that were identified in the aforementioned sections, which contains the Committee's request for information.

## **12. Acknowledgments**

The Chairperson expressed the appreciation of the Committee for the inputs of the various role-players, such as the AGSA and the AC, to enhance the oversight work of the Committee which relates to the AR of WCPP for the year ending 31 March 2023. In addition, the Committee thanked the presiding officers and the WCPP administration for their efforts and contributions in this regard.



**MS W KAIZER-PHILANDER**

**CHAIRPERSON: PARLIAMENTARY OVERSIGHT COMMITTEE**

**29 NOVEMBER 2023**



### **3.2 INFORMATION REQUESTED BY THE POC**

The WCPP submitted all the information requested by the POC in accordance with paragraph 9 of the report.

### **3.3 WCPP RESPONSE TO THE POC RECOMMENDATIONS**

There were no recommendations by the POC as per paragraph 8 of the report.

## **4. MODIFICATION TO AUDIT REPORTS**

There were no prior modifications to the audit report during the 2023/24 period.

## **5. COMPLIANCE WITH THE PAYMENT OF INVOICES WITHIN 30-DAYS**

During 2023/43, 10 invoices with an accumulated value of R92 414.96 were settled in more than 30 days. The reasons related to the breakdown of internal controls in submitting the invoices timeously for payment.

The root causes for cases were investigated and identified, and remedial steps and additional controls (where needed) were implemented to eliminate the recurrence of such cases.

## **6. INTERNAL AUDIT AND AUDIT COMMITTEES**

Internal Audit provides management with independent, objective assurance and consulting services designed to add value and to continuously improve the operations of the Western Cape Provincial Parliament (WCPP). It should assist the WCPP to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of Governance, Risk Management and Control processes. The following key activities are performed in this regard:

- Assess and make appropriate recommendations for improving the governance processes in achieving the WCPP's objectives;
- Evaluate the adequacy and effectiveness and contribute to the improvement of the risk management process;
- Assist the Accounting Officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement.

Internal Audit work completed during the year under review for the WCPP included four assurance engagements and five follow-up areas. The details of these engagements are included in the Audit Committee report.

The Audit Committee is established as an oversight body, providing independent oversight over governance, risk management and control processes in the Provincial Parliament, which include oversight and review of the following:

- Internal Audit function;
- External Audit function (Auditor-General of South Africa - AGSA);
- Accounting and reporting;
- Accounting Policies;
- AGSA management and audit report;
- In-year Monitoring;
- Enterprise Risk Management;
- Financial Compliance and Internal Control;
- Pre-determined objectives;
- Ethics, Fraud and Corruption; and

The table below discloses relevant information on the audit committee members:

Name	Qualifications	Internal or external	If internal, position in the WCPP	Date appointed	Date Resigned	No. of Meetings attended
Mr F Barnard (Chairperson)	BProc; BCompt (Hons); CTA; Postgrad Diploma Auditing; MCom; CA (SA)	External	N/A	01 January 2022 (2nd term)	N/A	6
Mr A Davids	BCom; Professional Post-Graduate Qualification: Company Secretarial and Governance Practice, ACG(CS)	External	N/A	September 2023 (1st term)	N/A	2
Ms C Abdoll	BCom; BCompt (Hons); Certificate in the Theory of Accounting; CA (SA); Post-graduate Diploma: Certified Internal Auditing	External	N/A	01 March 2021 (1st term)	31 March 2024 (contract expired)	6
Mr C Bunting	ND: Internal Auditing MBA	External	N/A	01 January 2022 (1st term)	N/A	6
Ms A Mvandaba	B Acc (Hons) CA(SA)	External	N/A	01 February 2023 (1st term)	Resigned 20 August 2023	3

On 1 November 2023, Cabinet approved the restructuring of the Western Cape Government Audit Committees to align to the WCG's priorities. This reduced the number of Audit Committees from 6 to 3 and resulted in the Governance, Innovation and Culture Cluster Audit Committee providing oversight to the Western Cape Provincial Parliament from 1 April 2024.

## 6.1 AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2024.

### **Audit Committee Responsibility**

The Audit Committee reports that it has complied with its responsibilities arising from **Section 48** of the Financial Management of Parliament and Provincial Legislatures Act (**FMPPLA**). The Audit Committee also reports that it has adopted an appropriate formal Terms of Reference, has regulated its affairs in compliance with these Terms and has discharged all its responsibilities as contained therein.

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

In line with the FMPPLA, Internal Audit provides the Audit Committee and Management with reasonable assurance that the internal controls are adequate and effective. The WCG adopted a Combined Assurance Framework which identifies and integrates assurance providers. The first level of assurance is management assurance, requiring of line management to maintain effective internal controls and execute those procedures on a day-to-day basis by means of supervisory controls and taking remedial action where required. The second level of assurance is internal assurance provided by functions separate from direct line management, entrusted with assessing adherence to policies, procedures, norms, standards and frameworks. The third level of assurance is independent assurance providers that are guided by professional standards requiring the highest levels of independence.

A risk-based Combined Assurance Plan was developed for the WCPP, facilitated by Internal Audit, who is also an independent assurance provider. Internal Audit provides the Audit Committee and Management with reasonable assurance that the internal controls are adequate and effective. This is achieved by an approved risk-based internal audit plan, Internal Audit assessing the adequacy of controls mitigating the risks and the Audit Committee monitoring implementation of corrective actions.

The following assurance engagements were approved by the Audit Committee and completed by Internal Audit during the year under review:

- Information Security Management: Cyber Security
- Communications: Social Media Engagement
- Records Management
- Business Continuity

The areas for improvement, as noted by Internal Audit during performance of their work, were agreed to by management. The Audit Committee monitors the implementation of the agreed actions on a quarterly basis.

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

The Audit Committee is satisfied with the content and quality of the quarterly in-year management and performance reports issued during the year under review by the Accounting Officer of the Western Cape Provincial Parliament (WCPP) in terms of the FMPPLA. .

### **Evaluation of Financial Statements**

The Audit Committee has:

- reviewed the Audited Annual Financial Statements to be included in the Annual Report;
- reviewed the AGSA's Management Report and management's response thereto; and
- reviewed changes to accounting policies and practices as reported in the Annual Financial Statements.

### **Compliance**

The Audit Committee has reviewed the Department's processes for compliance with legal and regulatory provisions. Feedback on new provisions that has an impact on the Department are provided quarterly to the Audit Committee.

### **Performance Information**

The Audit Committee has reviewed the information on predetermined objectives as reported in the Annual Report.

### **Report of the Auditor-General South Africa**

The Audit Committee has on a quarterly basis reviewed the Legislature's implementation plan for audit issues raised in the prior year. The Audit Committee has met with the AGSA to ensure that there are no unresolved issues that emanated from the regulatory audit.

Corrective actions on the detailed findings raised by the AGSA are monitored by the Audit Committee on a quarterly basis.

The Audit Committee concurs and accepts the AGSA's opinion regarding the Annual Financial Statements and proposes that these Audited Annual Financial Statements be accepted and read together with their Audit report.

The Audit Committee commends the Legislature for maintaining an unqualified audit opinion with no findings.



**MR FRANCOIS BARNARD**

**CHAIRPERSON OF THE GOVERNANCE, INNOVATION AND CULTURE CLUSTER AUDIT COMMITTEE**

**5 August 2024**

## 7. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) COMPLIANCE

Has the sphere of government or public entity or organ of state applied any relevant code of good practice (B-BBEE certificate levels 1 to 8) with regard to the following:

Criteria	Circle relevant answer	Attachment
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law	<b>Not applicable</b>	-
Developing and implementing a preferential procurement policy	<b>WCPP adheres to the requirements of PPPFA Regulations (PPR 2022) in conjunction with B-BBEEA</b>	-
Determining qualification criteria for the sale of state-owned enterprises	<b>Not applicable</b>	-
Developing criteria for entering into partnerships with the private sector	<b>Not applicable</b>	-
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment	<b>Not applicable</b>	-



**ROMEO ADAMS**  
**SECRETARY TO THE PROVINCIAL PARLIAMENT**  
**31 AUGUST 2024**



# PART D

## HUMAN RESOURCE MANAGEMENT







# PART D: PEOPLE MANAGEMENT

## 1. INTRODUCTION

Part D: People Management of the Annual Report provides in-depth information on the people-related activities of the Western Cape Provincial Parliament (WCPP) for the year under review. While most of the information tends to be statistical, graphs and analyses are included to provide readers with a better sense of the impact or significance of the statistics reflected.

Note that in some statistical information provided, the figures will relate to all employees who were employed for the entire financial year. Where it is expressly stated “as at 1 April 2023” or “as at 31 March 2024” the figures will reflect the position on that particular day.

## 2. PEOPLE MANAGEMENT

The COVID-19 pandemic has brought about a profound transformation in how we work, fundamentally reshaping employees’ expectations of the employee experience. It is no longer enough to offer competitive salary and benefits packages. Employees are now seeking a more holistic value proposition that addresses career growth, skills development, inclusion, fairness, trust, authenticity, a supportive culture and wellness. A sense of purpose and belonging is particularly important to employees. In an effort to rethink the employee value proposition to address these changing expectations, WCPP undertook an organisational culture survey during 2023/24. This was a first step in the process of keeping a finger on the pulse of the workforce and gaining critical insights into the employee’s experience.

Re-engaging the workforce in a hybrid work environment, where face-to-face interactions are limited, has emerged as a significant challenge. Frequent performance conversations with team members have been shown to be an effective way to re-engage employees as these conversations help employees understand how their work contributes to the mission, vision, and values of the WCPP - leading to a sense of purpose. Overall employee performance appears to have remained at acceptable levels with 83 employees receiving a 1% pay progression in recognition of their performance.

Training and development of employees remains a key enabler for functional sustainability within the WCPP. During the period under review, a total of twenty-three training interventions were implemented at a total investment of R609 381. This included study assistance to 8 employees. This investment in the further education of employees saw 2 employees successfully completing their studies in the field of law.

While the need for meaningful opportunities for growth and career advancement is recognized, addressing such needs is compounded by the flat hierarchical structure of WCPP and the realities of an ever-expanding job market for skilled and experienced talent. These factors have played a role in the loss of some key talent during the period under review.

For 2023/2024, the overall turnover rate was 7.02%. This figure remains well under the norm for similar organisations. Longevity of service continues to be a hallmark of WCPP with 2 employees reaching their 10-year milestone, and 1 each reaching milestones of 15, 20 and 25 years' service respectively.

Long-service award category	Number of qualifying employees receiving awards during 2023/24	Nature of award
5 years of service	1	Certificate, additional vacation leave days
10 years of service	2	Certificate, additional vacation leave days, monetary award of R2500,00
15 years of service	1	Certificate, monetary award, corporate gift
20 years of service	1	Certificate, monetary award, corporate gift
25 years of service	1	Certificate, monetary award, corporate gift

In the context of attracting talent, it is worth noting that talent acquisition remained one of the most significant challenges in 2023. Competition for talent in an open job market, together with the reality of severe fiscal constraints, necessitates that we find creative solutions to this challenge. One such solution is the progress towards the development of policies such as the Additional Hours policy and the Remote Working Policy, which encourage the use of flexible work arrangements to facilitate improved work-life integration. This, combined with other organisational culture elements, such as a sense of fairness, autonomy, a supportive team in a healthy environment, diversity, a learning focus, and a vision that inspires prospective employees, are but some of the measures used to attract and retain the best talent.

In addition to talent acquisition, fostering strong relationships between managers and employees remained a significant focus in 2023/24. With hybrid and remote work becoming more prevalent, the manager's role has changed, with a greater emphasis on relationships. However, many managers lack a frame of reference for what this should look like. To this end and through the partnership with Independent Counselling and Advisory Services (ICAS), managers have access to guidance and advice from trained counsellors. Employees also benefit from a range of counselling services from ICAS.

Additionally, holistic employee well-being remained a core focus. Employees were provided with opportunities to attend free webinars covering topics which included:

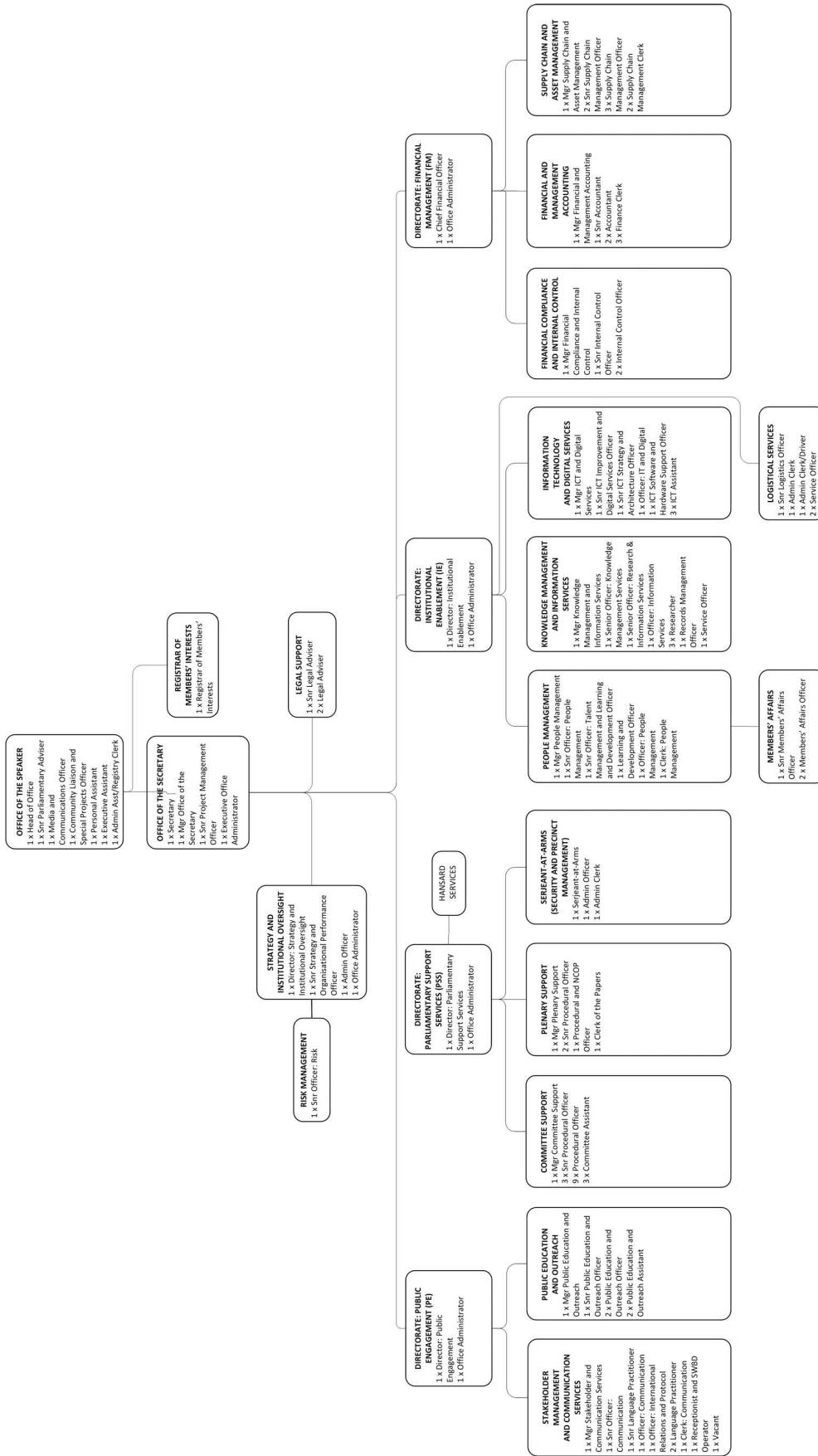
- psychological safety;
- stress and burnout;
- managing anxiety;
- overcoming big financial challenges; and
- disability awareness.

This was further complemented by a year-round information campaign covering financial, mental, and physical well-being as the subject matter as well as an Employee Wellness Day.

Below is a tabular display of some indicators in people management and the organisational landscape over the past six years:

Indicator	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Personnel expenditure	63 million	67 million	71 million	77.8 million	85 million	89 million
Vacancy rate	6.5%	12.82%	11.97%	9.32%	8.47%	10,26%
Employee complement (as at 31 March)	107	102	103	107	108	105
Appointments	4	27	6	12	15	8
Exits	7	10	2	5	13	8
Average sick leave (days)	7.6	7.65	1.91	2.26	4	4
Study assistance (number of employees)	8	5	9	8	4	8

3. ORGANISATIONAL STRUCTURE AS AT 31 MARCH 2024



## 4. PERSONNEL-RELATED EXPENDITURE

The WCPP budgets in terms of clearly defined programmes. The following tables summarise final audited actual expenditure paid per programme (Table 4.1) and by salary band (Table 4.2).

It provides an indication of the amounts spent on personnel costs in terms of each of the programmes or salary band.

### 4.1. PERSONNEL EXPENDITURE BY PROGRAMME FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Programme	Total expenditure	Total expenditure	Personnel cost as a % of total expenditure	Number of employee per programme	Average personnel cost per employee
	R'000	R'000			R'000
Programme 1: Governance (Leadership) and Administration	76 997	53 980	70,11%	75	719
Programme 2: Parliamentary Service Support	25 518	19 968	78,25%	26	768
Programme 3: Public Engagement	16 424	12 938	78,77%	18	718
Programme 4: Members Support	60 850	2 547	4,19%	3	849
<b>Total</b>	<b>179 789</b>	<b>89 433</b>	<b>49,74%</b>	<b>122</b>	<b>733</b>

**Note:** This table refers to the number of employees remunerated for the period under review. This includes the Registrar of Members' Interest and employees who have exited the institution during the period.

### 4.2. PERSONNEL EXPENDITURE BY SALARY BAND FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Salary band	Personnel expenditure	% of total personnel cost	Number of employees	Average personnel cost per employee
	R'000			R'000
Lower skilled (Band A1–B1)	648	0,72%	2	324
Skilled (Band B2–C3)	40 651	45,45%	70	580
Highly skilled production (Band C4–C5)	17 150	19,18%	22	780
Highly skilled supervision (Band D1–D3)	18 837	21,06%	17	1 108
Senior management (Band D4–E2)	12 067	13,49%	6	2 011
<b>Total</b>	<b>89 433</b>	<b>100,00%</b>	<b>122</b>	<b>733</b>

**Note:** The personnel expenditure in tables 4.1 and 4.2 may differ due to different groupings and rounding of figures.

#### 4.2.1. Personnel expenditure by population group for the period 1 April 2023 to 31 March 2024

Demographic profile	Number of employees	Personnel cost by race		Percentage of total personnel cost
			R'000	
African	37		20 237	22,63%
Indian	7		5 763	6,44%
Coloured	63		48 789	54,55%
White	15		14 644	16,37%
<b>Total</b>	<b>122</b>		<b>89 433</b>	<b>100,00%</b>

#### 4.2.2 Personnel expenditure by gender for the period 1 April 2023 to 31 March 2024

Demographic profile	Number of employees	Personnel cost by gender		Percentage of total personnel cost
			R'000	
Male	55		45 787	51,20%
Female	67		43 646	48,80%
<b>Total</b>	<b>122</b>		<b>89 433</b>	<b>100,00%</b>

These tables exclude interns and expenses such as pension contributions.

The following tables provide a summary per programme and salary band as a percentage of total personnel cost. The tables further reflect the expenditure as a result of salaries, overtime, homeowners' allowance and medical assistance.

#### 4.3. SALARIES, OVERTIME, HOMEOWNER'S ALLOWANCE AND MEDICAL AID BY PROGRAMME FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Programme	Salaries		Overtime		Homeowner's allowance		Medical assistance	
	Amount	Salaries as a % of personnel cost per programme	Amount	Overtime as a % of personnel cost	Amount	HOA as a % of personnel cost	Amount	Medical assistance as a % of personnel cost
	R'000		R'000		R'000		R'000	
Programme 1	39 206	72,63%	-	-	2 646	4,90%	313	0,58%
Programme 2	14 111	70,67%	-	-	1 443	7,23%	193	0,96%
Programme 3	9 034	69,83%	-	-	789	6,10%	133	1,03%
Programme 4	1 820	71,47%	-	-	236	9,27%	24	0,96%
<b>Total</b>	<b>64 171</b>	<b>71,75%</b>	<b>-</b>	<b>-</b>	<b>5 114</b>	<b>5,72%</b>	<b>663</b>	<b>0,74%</b>

#### 4.4. SALARIES, OVERTIME, HOMEOWNER'S ALLOWANCE AND MEDICAL AID BY SALARY BAND FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Salary band	Salaries		Overtime		Homeowner's allowance		Medical assistance	
	Amount	Salaries as a % of personnel cost per programme	Amount	Overtime as a % of personnel cost	Amount	HOA as a % of personnel cost	Amount	Medical assistance as a % of personnel cost
	R'000		R'000		R'000		R'000	
Lower skilled (Band A1–B1)	363	0,41%	-	-	135	0,15%	-	-
Skilled (Band B2–C3)	29 210	32,66%	-	-	3 679	4,11%	355	0,40%
Highly skilled production (Band C4–5)	12 418	13,89%	-	-	1 300	1,45%	171	0,19%
Highly skilled supervision (Band D1–D3)	13 323	14,90%	-	-	-	-	85	0,10%
Senior management (Band D4–E2)	8 857	9,90%	-	-	-	-	52	0,06%
<b>Total</b>	<b>64 171</b>	<b>71,75%</b>	<b>-</b>	<b>-</b>	<b>5 114</b>	<b>5,72%</b>	<b>663</b>	<b>0,74%</b>

## 5. EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts (funded and unfunded) on the establishment, the number of employees and the vacancy rates.

The information is presented in terms of two key variables, namely programme (Table 5.1) and salary band (Table 5.2).

### 5.1. EMPLOYMENT AND VACANCIES BY PROGRAMME AS AT 31 MARCH 2024

Programme	Number of posts on the approved establishment	Number of posts filled	Vacancy rate	Number of employees additional to the establishment
Programme 1	73	65	10,96%	-
Programme 2	23	22	4,35%	-
Programme 3	18	15	16,67%	-
Programme 4	3	3	-	-
<b>Total</b>	<b>117</b>	<b>105</b>	<b>10,26%</b>	<b>-</b>

**Note:** Figures are inclusive of the Registrar of Members' Interest.

### 5.2. EMPLOYMENT AND VACANCIES BY SALARY BAND AS AT 31 MARCH 2024

Salary band	Number of posts on the approved establishment	Number of posts filled	Vacancy rate	Number of employees additional to the establishment
Lower skilled (Band A1–B1)	2	2	-	-
Skilled (Band B2–C3)	67	63	5,97%	-
Highly skilled production (Band C4–5)	24	17	29,17%	-
Highly skilled supervision (Band D1–D3)	18	17	5,56%	-
Senior management (Band D4–E2)	6	6	-	-
<b>Total</b>	<b>117</b>	<b>105</b>	<b>10,26%</b>	<b>-</b>



## 6. JOB EVALUATION

Job evaluation refers to the grading of posts based on its complexity, scope of responsibility, independent decision-making, levels of organisational risk and resource responsibility. The WCPP has adopted the Paterson model of job grading. These refer to posts and not individual employees.

During the 2023/24 financial year no job evaluations were undertaken.

## 7. EMPLOYMENT CHANGES

This section provides information on changes in employment during the financial year. Turnover rates provide an indication of trends in the employment profile of the WCPP. The following tables provide a summary of turnover rates by salary band.

### 7.1. ANNUAL TURNOVER RATES BY SALARY BAND FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

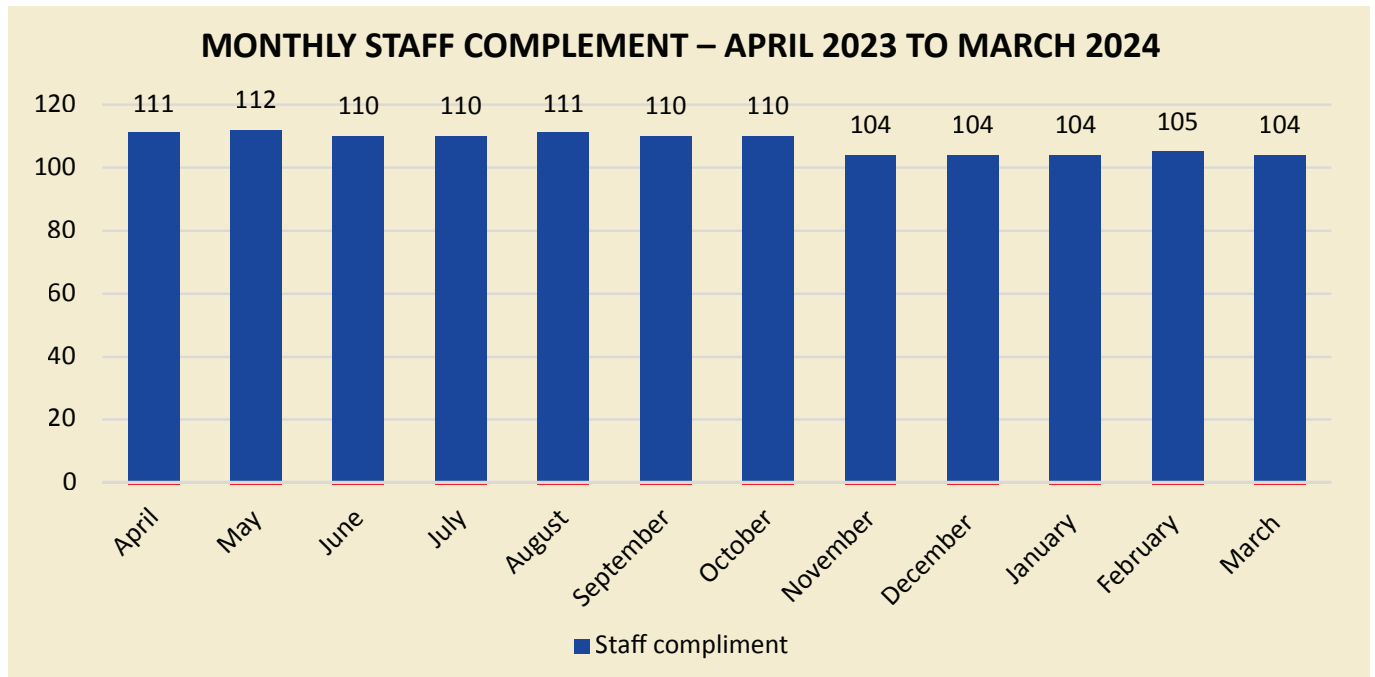
Salary band	Number of employees per band as at 1 April 2023	*Appointments and transfers into the WCPP		Terminations and transfers out of the WCPP	Turnover rate
		Internal	External		
Lower skilled (Band A1–B1)	2	-	-	-	-
Skilled (Band B2–C3)	63	1	3	4	5,97%
Highly skilled production (Band C4–C5)	19		2	3	14,29%
Highly skilled Supervision (Band D1–D3)	17	1	1	1	5,56%
Senior management (Band D4–E2)	6	-	-	-	-
<b>Total number of employees</b>	<b>107</b>	<b>2</b>	<b>6</b>	<b>*8</b>	<b>7,02%</b>

**Note:** Terminations only include positions that are part of the establishment complement.

Item description	2019/20	2020/21	2021/22	2022/23	2023/24
Appointments	27	6	12	16	8
Resignations	5	-	5	13	8
Ratio	<b>5.4:1</b>	<b>6:0</b>	<b>2.4:1</b>	<b>1.23:1</b>	<b>1.87:1</b>

The staff complement of the WCPP decreased during this financial year (see employee movement and stability graph).

During the period under review there were eight appointments and eight exits.



**Note:** Figures inclusive of the Registrar of Members’ Interests

## 7.2. ANNUAL TURNOVER RATES BY CRITICAL OCCUPATION FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

None.

## 7.3. REASONS FOR STAFF TURNOVER AT WCPP FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Termination type	Number	Percentage of total
Resignation	8	53.33%
Expiry of contract	5	33,33%
Dismissal – operational reasons	-	-
Dismissal – misconduct	1	6.67%
Discharged due to ill-health	-	-
Retirement	1	6,67%
Death in service	-	-
Transfers to other public service departments	-	-
<b>Total</b>	<b>15</b>	<b>100,00%</b>
Total number of employees who exited as a % of the total employment (using 1 April 2023 as the baseline)	14,02%	

## 7.4. PROMOTIONS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

The WCPP policies do not make provision for promotions.

## 8. EMPLOYMENT EQUITY

### 8.1. TOTAL NUMBER OF EMPLOYEES (INCLUDING EMPLOYEES WITH DISABILITIES) IN EACH OF THE FOLLOWING OCCUPATIONAL BANDS AS AT 31 MARCH 2024

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior management (Bands D4–E2)	1	1	-	-	-	2	-	1	5
Management and professionally qualified (Band D1–D3)	1	6	1	2	2	1	1	-	14
Experienced specialists and middle management (Band C4–C5)	2	4	2	2	1	5	-	2	18
Skilled technical and academically qualified workers, junior management, supervisors (Bands B2–C3)	4	14	1	2	14	20	-	2	57
Semi-skilled and discretionary decision-making (Band A1–B1)	-	2	-	-	-	-	-	-	2
<b>Total</b>	<b>8</b>	<b>27</b>	<b>4</b>	<b>6</b>	<b>17</b>	<b>28</b>	<b>1</b>	<b>5</b>	<b>96</b>
Contract employees (non-permanent employees)	2	1	1	2	1	2	-	2	11
<b>Grand total</b>	<b>10</b>	<b>28</b>	<b>5</b>	<b>8</b>	<b>18</b>	<b>30</b>	<b>1</b>	<b>7</b>	<b>107</b>
People with disabilities included in the statistics above: Experienced specialist and middle management (Band C4- C5)	-	-	-	1	-	-	-	1	2
People with disabilities included in the statistics above: Contract employees (non-permanent employees)	-	-	-	-	-	-	-	-	-

**Note:** The role of Registrar of Members' Interest is not assigned a grade and is accordingly not reflected in the above table.

## 8.2. RECRUITMENT FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior management (Band D4–E2)	-	-	-	-	-	-	-	-	-
Highly skilled supervision (Band D1–3)	-	-	-	1	1	-	-	-	2
Highly skilled production (Band C4–5)	-	-	-	-	-	1	1	-	2
Skilled (Band B2–C3)	1	1	-	-	1	-	-	1	4
Lower skilled (Band A1–B1)	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>8</b>
Employees with disabilities	-	-	-	-	-	-	-	-	-

## 8.3. PROMOTIONS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

The WCPP policies do not make provision for promotions.

## 8.4. TERMINATIONS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior management	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	-	-	-	-	1	-	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	-	1	-	-	1	-	1	-	3
Semi-skilled and discretionary decision-making	1	2	-	-	1	-	-	-	4
Interns and fixed term employees	3	-	-	-	2	2	-	-	7
<b>Total</b>	<b>4</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>15</b>
Employees with disabilities	-	-	-	-	-	-	-	-	-

## 8.5. DISCIPLINARY ACTION FOR THE 1 APRIL 2023 TO 31 MARCH 2024

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
	1	-	-	-	-	-	-	-	

## 8.6. SKILLS DEVELOPMENT FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

### 8.6.1. TRAINING RECIPIENTS

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (D1 – E2)	2	8	1	2	1	3	1	1	19
Professionals (C4 – C5)	2	2	1	-	2	5	2	1	15
Technicians and associate professionals (C1 – C3)	1	8	1	-	3	12	-	1	26
Clerks (B2 – B4)	1	3	-	-	5	2	-	-	11
Service workers (A1 – B1)	-	2	-	-	-	-	-	-	2
<b>Total</b>									<b>73</b>
Interns	1	-	-	-	2	1	-	-	4
Employees with disabilities	-	-	-	-	-	-	-	1	1

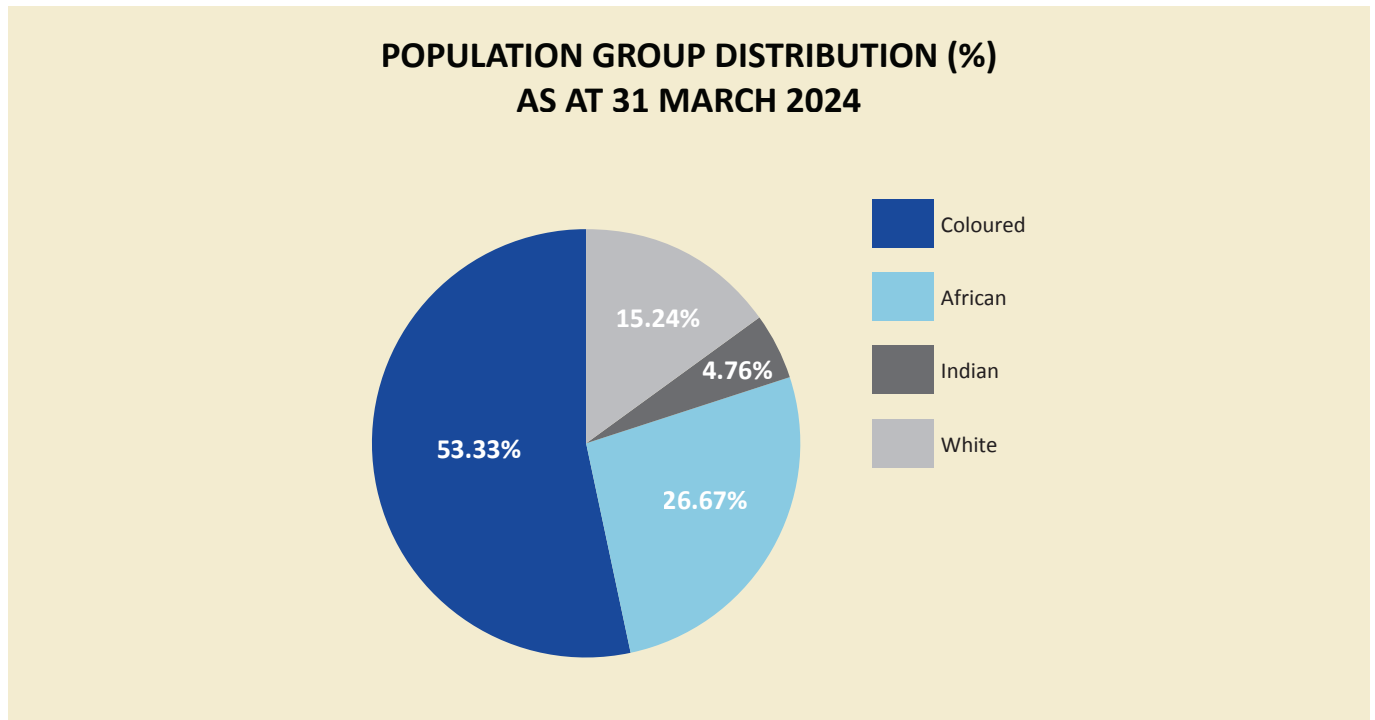
**Note:** Please note that this refers to individuals who attended training. Internal training programmes are also included.

### 8.6.2. STUDY ASSISTANCE PROVIDED FOR FORMAL EDUCATION FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (D1 – E2)	-	-	-	-	-	-	-	-	-
Professionals (C4 – C5)	1	-	-	-	-	-	-	-	1
Technicians and associate professionals (C1 – C3)	-	-	-	-	-	3	-	-	3
Clerks (B2 – B4)	-	1	-	-	1	2	-	-	4
Service workers (A1 – B1)	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	<b>8</b>
Employees with disabilities	-	-	-	-	-	-	-	-	-

Summary of interventions	2019/20	2020/21	2021/22	2022/23	2023/24
Skills development (training interventions)	79	84	120	158	25
Study assistance (number of employees)	5	9	8	4	8
Internships	-	-	-	5	4

## 8.7. POPULATION GROUP DISTRIBUTION AS AT 31 MARCH 2024



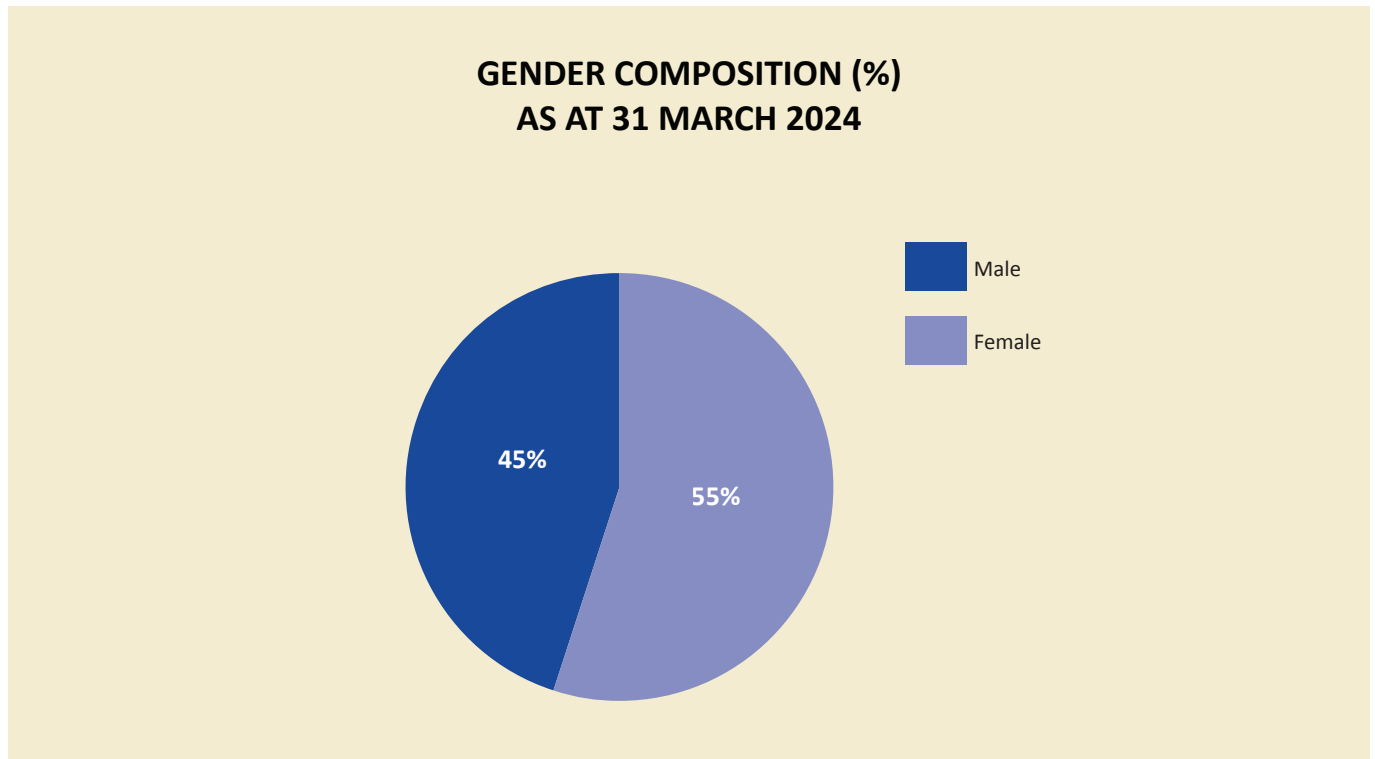
Demographic description	Employees as at 31 March 2024	WCPP	Western Cape*
African	28	26.67%	39.50%
Coloured	56	53.33%	43.80%
White	16	15.24%	15.90%
Indian	5	4.76%	0.80%
<b>Total</b>	<b>105</b>	<b>100%</b>	<b>100%</b>

**Note:** \*Economically active population, Statistics SA)

### 8.7.1. DEMOGRAPHIC REPRESENTATION TREND FOR THE PAST SIX YEARS

Demographic description	2019/20	2020/21	2021/22	2022/23	2023/24
Coloured	56,86%	56,86%	56,07%	52,78%	53,33%
African	22,54%	24,51%	25,23%	27,78%	26,67%
White	16,67%	13,73%	14,95%	13,89%	15,24%
Indian	3,92%	4,90%	3,74%	5,55%	4,76%

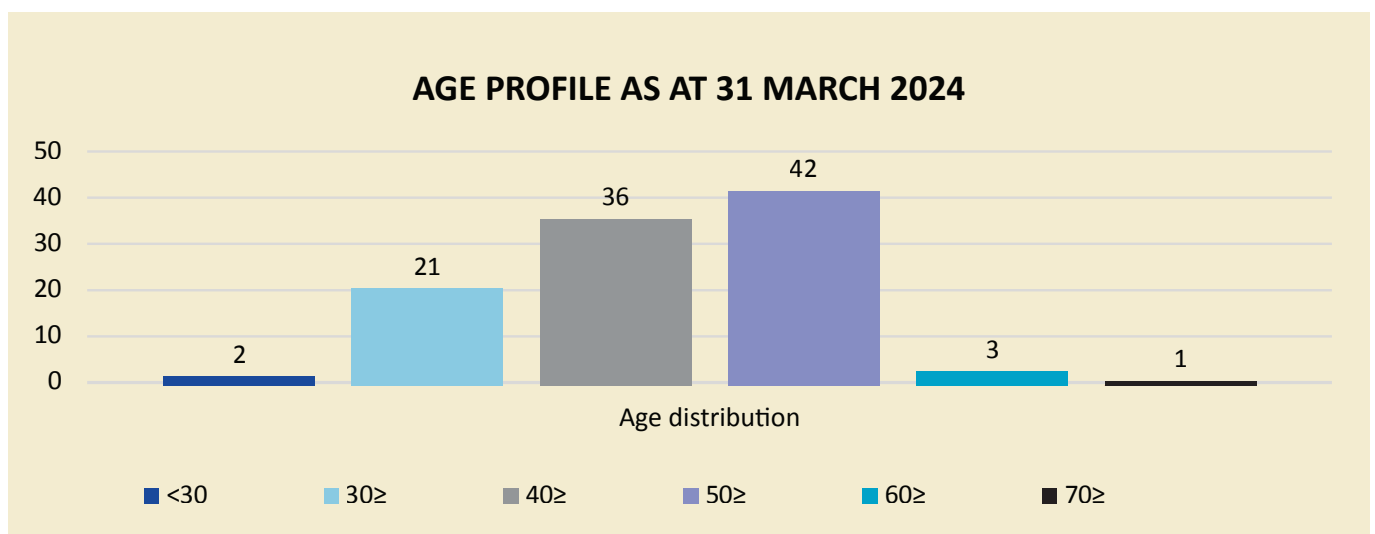
### 8.8. GENDER COMPOSITION AS AT 31 MARCH 2024



As at 31 March 2024, 45% of the WCPP employees are male and 55% are female.

**Note:** Figures inclusive of the Registrar of Members' Interests

### 8.9. AGE DISTRIBUTION AS AT 31 MARCH 2024



**Note:** Figures inclusive of the Registrar of Members' Interests



## 9. PERFORMANCE REWARDS

To encourage good performance the WCPP has granted the following performance rewards during the year under review. The information is presented by population group, gender, disability and salary band.

Note that these rewards have been granted in respect of performance during the 2022/23 financial year.

### 9.1. PAY PROGRESSION FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Eighty-three (83) employees received a 1% pay progression after having achieved a performance rating of at least 60%.

Note that employees on probation, employees who have not completed a full performance cycle, underperformers and those who are remunerated outside of their salary level, do not qualify for pay progression.

Salary band	Number of employees (1 April 2023)	Number of beneficiaries	Africans		Coloured		Indian		White	
			Male	Female	Male	Female	Male	Female	Male	Female
			Lower skilled (Band B1)	2	1	-	-	1	-	-
Skilled (Band B2- C3)	63	49	3	12	11	18	-	1	2	2
Highly skilled production (Band C4–5)	19	15	2	2	4	2	1	-	2	2
Highly skilled supervision (Band D1–D3)	17	12	1	1	6	1	-	1	2	-
Senior Management (Band D4–E2)	6	6	1	-	2	2	-	-	-	1
<b>Total</b>	<b>107</b>	<b>83</b>	<b>7</b>	<b>15</b>	<b>24</b>	<b>23</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>5</b>

### 9.2. PERFORMANCE BONUSES FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

In accordance with the agreement that was reached with the National Education Health and Allied Workers Union (NEHAWU) to suspend performance bonuses, there were no performance bonuses paid in the 2023/24 financial year.

## 10. FOREIGN WORKERS

### 10.1. FOREIGN WORKERS BY SALARY BAND FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

No foreign workers were appointed.

### 10.2. FOREIGN WORKERS BY MAJOR OCCUPATION FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

No foreign workers were appointed.

## 11. LEAVE UTILISATION

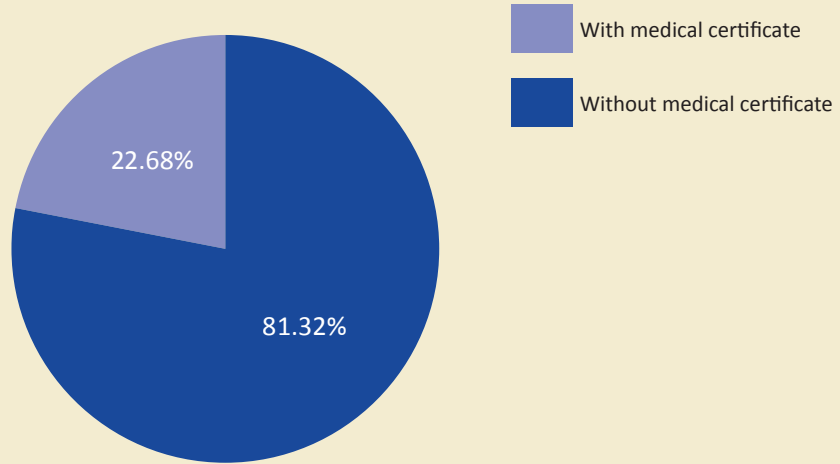
The following tables indicate the use of sick leave, with an estimated cost. The use of annual leave utilisation and payouts are also provided.

### 11.1. SICK LEAVE FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Salary band	Total qualifying employees	Total days	% of days with medical certification	Number of employees using sick leave	% of total employees per band using sick leave	Average days per employee*	Estimated cost R'000
Lower skilled (Band A1–B1)	2	8	60,00%	1	100,00%	2	630
Skilled (Band B2–C3)	68	316,5	78,83%	44	64,71%	5	35 558
Highly skilled production (Band C4–5)	21	80,5	73,29%	13	61,90%	3,8	15 926
Highly skilled supervision (Band D1–D3)	16	55	100,00%	6	37,50%	3	17 342
Senior management (Band D4–E2)	6	47	100,00%	3	50,00%	8	10 430
<b>Interns and Fixed-term employees</b>	<b>7</b>	<b>15</b>	<b>46,67%</b>	<b>5</b>	<b>71,42%</b>	<b>0,85</b>	<b>34</b>

**Note:** \*Refers to all employees remunerated for the period, excluding the Registrar of Member's Interests.

### SICK LEAVE - MEDICAL CERTIFICATES AS AT 31 MARCH 2024



#### 11.2. DISABILITY LEAVE (TEMPORARY AND PERMANENT) FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

No employee was granted disability leave.

#### 11.3. EMPLOYEES WHO WERE GRANTED ADDITIONAL SICK LEAVE FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

No employee was granted additional sick leave.

#### 11.4. ANNUAL LEAVE FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Salary band	Total days taken	Average per employee
Lower skilled (Band A1–B1)	25	25
Skilled (Band B2–C3)	1 508	22
Highly skilled production (Band C4–5)	481,5	23
Highly skilled supervision (Band D1–D3)	392,5	23
Senior management (Band D4–E2)	146,5	21
<b>Total</b>	<b>2 553,5</b>	<b>27</b>

### 11.5. CAPPED LEAVE FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

No capped leave was utilised during this period.

### 11.6. LEAVE PAYOUTS UPON TERMINATION OF EMPLOYMENT FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Band	Total number of employees	Total costs R'000	Average cost per employee R'000
Lower skilled (Band A1–B1)	-	-	-
Skilled (Band B2–C3)	5	R175,948.46	R35 189. 69
Highly skilled production (Band C4–5)	4	R168,528.71	R42 132.18
Highly skilled supervision (Band D1–D3)	1	R20,705.37	R20 705. 37
Senior management (Band D4–E2)	-	-	-
<b>Total</b>	<b>10</b>	<b>R365,182.54</b>	<b>R36 518. 25</b>
Interns	7	R17,961.04	-

## 12. WELLNESS PROMOTION PROGRAMMES

### 12.1. STEPS TAKEN TO REDUCE THE RISK OF OCCUPATIONAL EXPOSURE

Universal Infection Control measures are maintained.

### 12.2. DETAILS OF HEALTH AND WELLNESS PROMOTION FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

In 2023/24 health and well-being remained an organisational priority. With soaring inflation, a well-being crisis, and the line between work and life forever blurred, people are now deeply invested in their health and well-being. To this end, several initiatives were implemented for staff during the period under review, including:

- Information campaigns on topic such as financial, physical and mental well-being;
- A wellness day; and
- Physical health checks.

## 13. LABOUR RELATIONS

### 13.1. COLLECTIVE AGREEMENTS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Subject matter	Date
Wage agreement 2023/24	6 September 2023

### 13.2. MISCONDUCT AND DISCIPLINARY HEARINGS FINALISED FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Outcomes of disciplinary hearings	Number	% of total
Final written warning	-	-
Suspended without pay	-	-
Fine	-	-
Demotion	-	-
Dismissal	1	100,00%
Not guilty	-	-
Case withdrawn	-	-
<b>Total</b>	<b>1</b>	<b>100,00%</b>

### 13.3. TYPES OF MISCONDUCT ADDRESSED AT DISCIPLINARY HEARINGS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Type of misconduct	Number	% of total
Dereliction of duty	-	-
Discriminatory or derogatory remarks	-	-
Inappropriate language	-	-
Poor performance	-	-
Negligently failing to adhere to WCPP procedures	-	-
Absenteeism	-	-
Timekeeping	-	-
Irregular expenditure	-	-
Fraudulently documents	1	100,00%
Insubordination	-	-
Misuse of Parliament's property	-	-
<b>Total</b>	<b>1</b>	<b>100,00%</b>

#### 13.4. GRIEVANCES LODGED FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

There were no formal grievances lodged during the year under review.

#### 13.5. DISPUTES LODGED WITH COUNCILS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Disputes	Number	% of total
Number of disputes upheld	-	-
Number of disputes dismissed	-	-
Number of disputes resolved	-	-
<b>Total number of disputes lodged</b>	<b>-</b>	<b>-</b>

#### 13.6. STRIKE ACTIONS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

No strike action was embarked upon during the period under review.

#### 13.7. PRECAUTIONARY SUSPENSIONS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

None.

### 14. SKILLS DEVELOPMENT

#### 14.1. TRAINING NEEDS IDENTIFIED FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Occupational categories	Gender	Training needs identified	Total
Legislators, senior officials and managers (D1 – E2)	Female	11	29
	Male	18	
Technicians and associate professionals (C4 – C5)	Female	12	25
	Male	13	
Administrative workers and clerks (B2 – C3)	Female	43	61
	Male	18	
Service workers (A1 – B1)	Female	0	5
	Male	5	
<b>Subtotal</b>	<b>Female</b>	<b>66</b>	<b>120</b>
	<b>Male</b>	<b>54</b>	
<b>Total</b>			

## 14.2. TRAINING PROVIDED FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Occupational categories	Gender	Number of employees as at 31 March 2023	Skills programmes (including bursaries) and other short course	Total
Legislators, senior officials and managers (1) (D1 – E2)	Female	7	11	37
	Male	13	26	
Professionals (2) (C4 – C5)	Female	8	15	24
	Male	10	9	
Technicians and associate professionals (3) (C1 – C3)	Female	24	31	43
	Male	14	12	
Clerks (4) (B2 – B4)	Female	14	11	16
	Male	5	5	
Service workers (5) (A1 – B1)	Female	-	-	3
	Male	2	3	
<b>Subtotal</b>	<b>Female</b>	<b>53</b>	<b>68</b>	<b>123</b>
	<b>Male</b>	<b>44</b>	<b>55</b>	
<b>Total</b>				
Interns	Female	3	-	-
	Male	1	-	-

**Note:** This figure excludes the Registrar of Members' Interests.

## 15. INJURY ON DUTY

No injuries on duty were reported for the period 1 April 2023 to 31 March 2024.

## 16. UTILISATION OF CONSULTANTS

### 16.1. REPORT ON CONSULTANT APPOINTMENTS USING APPROPRIATED FUNDS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024

Project title	Total number of consultants that worked on the project	Preferential Points	Duration: Workdays	Contract value in Rand (R)
Legal Advice	Department of Justice and Constitutional Development	N/A	On request	R174,318.36
Interpreting Services (Incl. SLI)	Combined Interpreting	N/A (existing SLA)	On Request	R1,580,382.50
Recruitment Assessment	Work Dynamics	WCPP 6.1 (no claim)	As per SLA	R130,726.00
Hansard & Transcription	Gauteng Transcribers	N/A (existing SLA)	As per SLA	R425,149.50
Recruitment Assessment	Tower Group	WCPP 6.1 (no claim)	As per SLA	R23,000.00
<b>Total</b>				<b>R2,333,576.36</b>

**Note:** In terms of the outcome of the Constitutional Court case and the amended PPPFA Regulations passed in November 2022, BEE certification is no longer an appropriate preferential points allocation method. The WCPP has its own preferential procurement policy, awarding preferential points to a combination of RDP Goals and HDI allocation scoring.

### 16.2. ANALYSIS OF CONSULTANT APPOINTMENTS USING APPROPRIATED FUNDS IN TERMS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT (B-BBEE)

See Table above

### 16.3. REPORT ON CONSULTANT APPOINTMENTS USING DONOR FUNDS

None.

### 16.4. ANALYSIS OF CONSULTANT APPOINTMENTS USING DONOR FUNDS IN TERMS OF THE B-BBEE ACT

None.



# PART E

## FINANCIAL INFORMATION





# PART E: FINANCIAL INFORMATION

## Report of the Auditor-General to Western Cape Provincial Parliament on vote no. 2: Western Cape Provincial Parliament

### Report on the audit of the financial statements

#### Opinion

1. I have audited the financial statements of the Western Cape Provincial Parliament set out on pages 138 to 197, which comprise the statement of financial position as at 31 March 2024, statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Western Cape Provincial Parliament as at 31 March 2024 and its financial performance and cash flows for the year then ended in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Financial Management of Parliament and Provincial Legislatures Act 10 of 2009 (FMPPLA).

#### Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the responsibilities of the auditor-general for the audit of the financial statements section of my report.
4. I am independent of the legislature in accordance with the International Ethics Standards Board for Accountants' International code of ethics for professional accountants (including International Independence Standards) (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Responsibilities of the accounting officer for the financial statements

6. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with GRAP and the requirements of the FMPPLA; and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
7. In preparing the financial statements, the accounting officer is responsible for assessing the legislature's ability to continue as a going concern; disclosing, as applicable, matters relating to going concern; and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the legislature or to cease operations, or has no realistic alternative but to do so.

## Responsibilities of the auditor-general for the audit of the financial statements

8. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
9. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report. This description, which is located at page 133, forms part of my auditor's report.

### Report on the audit of the annual performance report

10. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I must audit and report on the usefulness and reliability of the reported performance against predetermined objectives for the selected programmes presented in the annual performance report. The accounting officer is responsible for the preparation of the annual performance report.
11. I selected the following programmes presented in the annual performance report for the year ended 31 March 2024 for auditing. I selected programmes that measure the legislature's performance on its primary mandated functions and that are of significant national, community or public interest.

Programme	Page numbers	Purpose
Programme 2: Parliamentary support services	62 to 68	The purpose of this programme is to provide effective procedural advice and related support to the house and committees and to facilitate public participation
Programme 3: Public engagement	73 to 76	The purpose of this programme is to ensure effective public engagement and to facilitate public involvement in legislative and other processes.

12. I evaluated the reported performance information for the selected programmes against the criteria developed from the performance management and reporting framework, as defined in the general notice. When an annual performance report is prepared using these criteria, it provides useful and reliable information and insights to users on the legislature's planning and delivery on its mandate and objectives.
13. I performed procedures to test whether:
  - the indicators and targets reported on in the annual performance report are the same as those committed to in the approved initial or revised planning documents
  - there is adequate supporting evidence for the achievements reported.
14. I performed the procedures for the purpose of reporting material findings only; and not to express an assurance opinion or conclusion.

15. I did not identify any material findings on the reported performance information for the following programmes.

- Programme 2: Parliamentary support services
- Programme 3: Public engagement

### Other matter

16. I draw attention to the matter below.

### Achievement of planned targets

17. The annual performance report includes information on reported achievements against planned targets and provides explanations for over- and underachievement.

18. The table that follow provides information on the achievement of planned targets and list the key indicators that were not achieved as reported in the annual performance report. The reasons for any underachievement of targets are included in the annual performance report on page 66.

<i>Targets achieved: 88%</i>		
<i>Budget spent: 99%</i>		
Key indicator not achieved	Planned target	Reported achievement
Percentage of executive undertakings tracked	100%	0%

### Report on compliance with legislation

19. In accordance with the PAA and the general notice issued in terms thereof, I must audit and report on compliance with applicable legislation relating to financial matters, financial management and other related matters. The accounting officer is responsible for the legislature's compliance with legislation.

20. I performed procedures to test compliance with selected requirements in key legislation in accordance with the findings engagement methodology of the Auditor-General of South Africa (AGSA). This engagement is not an assurance engagement. Accordingly, I do not express an assurance opinion or conclusion.

21. Through an established AGSA process, I selected requirements in key legislation for compliance testing that are relevant to the financial and performance management of the legislature, clear to allow consistent measurement and evaluation, while also sufficiently detailed and readily available to report in an understandable manner. The selected legislative requirements are included in the annexure to this auditor's report.

22. I did not identify any material non-compliance with the selected legislative requirements.

### Other information in the annual report

23. The accounting officer is responsible for the other information included in the annual report. The other information referred to does not include the financial statements, the auditor's report and those selected programmes presented in the annual performance report that have been specifically reported on in this auditor's report.
24. My opinion on the financial statements, the report on the audit of the annual performance report and the report on compliance with legislation do not cover the other information included in the annual report and I do not express an audit opinion or any form of assurance conclusion on it.
25. My responsibility is to read this other information and, in doing so, consider whether it is materially inconsistent with the financial statements and the selected programmes presented in the annual performance report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
26. If, based on the work I have performed, I conclude that there is a material misstatement in this other information, I am required to report on that fact.
27. I have nothing to report in this regard.

### Internal control deficiencies

28. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with applicable legislation; however, my objective was not to express any form of assurance on it.
29. I did not identify any significant deficiencies in internal control.

### Other reports

30. I draw attention to the following engagement conducted by various parties. These reports did not form part of my opinion on the financial statements or my findings on the reported performance information or compliance with legislation.
31. An investigation into allegation of fraudulent expense claims against the former speaker to the Western Cape Provincial Parliament is underway by the Hawks. At the date of this report, the investigation was still ongoing.



Cape Town  
31 July 2024



AUDITOR - GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*

## Annexure to the auditor's report

The annexure includes the following:

- the auditor-general's responsibility for the audit
- the selected legislative requirements for compliance testing.

### Auditor-general's responsibility for the audit

#### Professional judgement and professional scepticism

As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for selected programmes and on the legislature's compliance with selected requirements in key legislation.

#### Financial statements

In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the legislature's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made
- conclude on the appropriateness of the use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the legislature to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a legislature to cease operating as a going concern
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

#### Communication with those charged with governance

I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide the accounting officer with a statement that I have complied with relevant ethical requirements regarding independence and communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, actions taken to eliminate threats or safeguards applied.

### Compliance with legislation – selected legislative requirements

The selected legislative requirements are as follows:

Legislation	Sections or regulations
Finance Management of Parliament and Provincial Legislature Act 10 of 2009	Section 7(b); 7(e); 14(1); 14(2)(a); 14(2)(b); Section 14(2)(c); 14(2)(d); 14(2)(e); 15(1); Section 15(2)(a); 15(2)(b); 15(2)(c); 15(2)(d); Section 20(5); 21(2); 33(2)(a); 33(2)(b); 33(2)(e); Section 35(1)(a); 35(1)(b); 36(a); 41(b); 44; 46; Section 52; 53(1); 53(1)(b); 53(1)(c); 56(1); Section 57(a); 67(2)(a); 67(2)(b); 68(2)(a); Section 68(2)(b)
Financial Management of Parliament Act - SCM Regulations, 2015	Regulation 6(1)(c); 6(3)(e); 6(6); 6(6)(a)(i); Regulation 6(6)(a)(v); 6.7; 6(7)(a)(i); 6(7)(a)(ii); Regulation 6(8)(a)(ii); 6(8)(b)(ii); 6(8)(b)(iii); Regulation 6(8)(f)(iv); 6(9)(a)(i); 6(9)(a)(ii); Regulation 6(9)(a)(iii); 6(9)(a)(iv); 6(9)(a)(v); Regulation 6(11); 6(11)(b); 6(11)(d)(i); 6(11)(d)(ii); Regulation 6(11)(d)(iii); 6(11)(d)(iv); 6(11)(d)(v); Regulation 6(11)(d)(vi); 6(11)(e)(i); 6(11)(e)(ii); Regulation 6(11)(e)(iii); 6(11)(d)(vii); 7(8)(a); Regulation 7(9)(a)(vi); 7(9)(c)(i); 8; 8(1); 8(2); 9; Regulation 9(1)(c); 11(2); 11(2)(c); 11(3)
Prevention and Combating of Corrupt Activities Act 12 of 2004 (PRECCA)	Section 34(1)
Preferential Procurement Policy Framework Act 5 of 2000	Section 1; 2.1(a); 2.1(f)
Preferential Procurement Regulations, 2017	Regulation 4.1; 4.2; 5.1; 5.3; 5.6; 5.7; 6.1; 6.2; Regulation 6.4; 6.6; 6.8; 7.1; 7.2; 7.4; 7.6; 7.8; Regulation 8.2; 8.5; 9.1; 10.1; 10.2; 11.1; 11.2
Preferential Procurement Regulations, 2022	Regulation 4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 5.4



## ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### GENERAL INFORMATION

<b>Legal form of entity</b>	Provincial Legislature
<b>Nature of business and principal activities</b>	<p>The main services offered by the Western Cape Provincial Parliament are as follows:</p> <ul style="list-style-type: none"><li>• Sustain a legislative process that produces good and just laws</li><li>• Provide support for vigorous oversight of the Executive</li><li>• Provide an enabling environment for Members to be effective</li><li>• Effective, efficient and economical management of resources</li><li>• Ensure good governance</li><li>• Effective and meaningful public participation, education and awareness.</li></ul> <p>The Administration of the Provincial Parliament, in support of this, provides an enabling environment for Members to achieve their constitutional objectives.</p>
<b>Speaker</b>	Mitchell, D
<b>Deputy Speaker</b>	Schäfer, B
<b>Secretary</b>	Adams, R
<b>Chief Financial Officer</b>	Petersen, NL
<b>Director Institutional Enablement</b>	Titus, V
<b>Director Parliamentary Support Services</b>	Stemele, L
<b>Director Public Engagement</b>	Fouche, SIJ
<b>Director Strategy and Institutional Oversight</b>	Goldstone, M
<b>Business address</b>	Provincial Legislature Building 7 Wale Street CAPE TOWN 8001
<b>Postal address</b>	PO Box 648 CAPE TOWN 8000
<b>Bankers</b>	Nedbank
<b>Auditors</b>	Auditor-General of South Africa

## INDEX

The reports and statements set out below comprise the annual financial statements:

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## ACCOUNTING OFFICER'S RESPONSIBILITIES AND APPROVAL

The accounting officer is required by the Financial Management of Parliament and Provincial Legislators Act No. 10 of 2009, to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is the responsibility of the accounting officer to ensure that the annual financial statements fairly present the state of affairs of the legislature as at the end of the financial year and the results of its operations and cash flows for the period then ended.

The annual financial statements have been prepared in accordance with Standards of Generally Recognised Accounting Practice (GRAP) including any interpretations, guidelines and directives issued by the Accounting Standards Board.

The annual financial statements are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

The accounting officer acknowledges that he is ultimately responsible for the system of internal financial control established by the legislature and places considerable importance on maintaining a strong control environment. To enable the accounting officer to meet these responsibilities, the accounting officer sets standards for internal control aimed at reducing the risk of error or deficit in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the legislature and all employees are required to maintain the highest ethical standards in ensuring the legislature's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the legislature is on identifying, assessing, managing and monitoring all known forms of risk across the legislature. While operating risk cannot be fully eliminated, the legislature endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The accounting officer is of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or deficit.

The accounting officer has reviewed the legislature's cash flow forecast for the year to 31 March, 2025 and, in the light of this review and the current financial position, he is satisfied that the legislature has or has access to adequate resources to continue in operational existence for the foreseeable future.

The legislature is wholly dependent on the equitable share for continued funding of operations. The annual financial statements are prepared on the basis that the legislature is a going concern and that Provincial Treasury has neither the intention nor the need to liquidate or materially curtail the scale of the legislature.

The annual financial statements set out on pages 4 to 55, which have been prepared on the going concern basis, were approved by the accounting officer on 24 July 2024.



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Adams  
Date: 2024.07.24 14:54:24  
+02'00'

**ROMEO ADAMS**  
**SECRETARY TO THE PROVINCIAL PARLIAMENT**

## STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2024

Figures in Rand	Note(s)	2024	2023 Restated*
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	3	14,091,968	21,291,390
Inventories	4	1,124,434	1,110,470
Receivables from non-exchange transactions	5	82,000	122,809
Receivables from exchange transactions	6	186,476	117,352
Prepayments	7	862,224	679,158
Intangible assets	11	1,515,668	2,058,142
		<b>17,862,770</b>	<b>25,379,321</b>
<b>Non-Current Assets</b>			
Long term receivables from non-exchange transactions	8	-	3,541
Long term receivables from exchange transactions	9	39,731	6,577
Property, plant and equipment	10	10,300,944	11,468,039
Intangible assets	11	1,871,682	1,439,513
Heritage assets	12	4,588,300	4,588,300
		<b>16,800,657</b>	<b>17,505,970</b>
<b>Total Assets</b>		<b>34,663,427</b>	<b>42,885,291</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables from exchange transactions	13	1,719,674	2,488,073
Direct charge liability	14	7,689,408	6,905,359
Finance lease obligation	15	227,580	214,011
Employee benefit obligation	16	9,841,263	10,105,158
		<b>19,477,925</b>	<b>19,712,601</b>
<b>Non-Current Liabilities</b>			
Finance lease obligation	15	1,434,031	1,555,481
Employee benefit obligation	16	27,363,000	22,008,000
		<b>28,797,031</b>	<b>23,563,481</b>
<b>Total Liabilities</b>		<b>48,274,956</b>	<b>43,276,082</b>
<b>Net Assets</b>		<b>(13,611,529)</b>	<b>(390,791)</b>
Accumulated surplus/(deficit)		(13,611,529)	(390,791)

\*See Note 38

## STATEMENT OF FINANCIAL PERFORMANCE

Figures in Rand	Note(s)	2024	2023 Restated*
<b>Revenue</b>			
<b>Revenue from exchange transactions</b>			
Recoveries	17	188,748	62,758
Interest received	18	507,167	425,899
Other income	19	51,641	45,482
<b>Total revenue from exchange transactions</b>		<b>747,556</b>	<b>534,139</b>
<b>Revenue from non-exchange transactions</b>			
<b>Transfer revenue</b>			
Fines, Penalties and Forfeits		-	250
Recoveries	17	43,090	1,378,481
Services in kind: Rental	36	9,842,760	8,910,288
Annual appropriation	20	174,142,094	174,467,795
Statutory appropriation	20	52,564,000	50,301,000
<b>Total revenue from non-exchange transactions</b>		<b>236,591,944</b>	<b>235,057,814</b>
<b>Total revenue</b>		<b>237,339,500</b>	<b>235,591,953</b>
<b>Expenditure</b>			
Employee related costs	21	(89,853,743)	(85,463,714)
Members remuneration	22	(47,572,834)	(43,258,325)
Depreciation, amortisation and impairments	10&11	(6,318,459)	(4,972,333)
Finance costs	23	(578,898)	(611,594)
Transfer payments	24	(52,080,335)	(50,111,650)
General expenses	25	(33,515,501)	(31,461,577)
Services in kind: Rental	36	(9,842,760)	(8,910,288)
<b>Total expenditure</b>		<b>(239,762,530)</b>	<b>(224,789,481)</b>
<b>Operating (deficit)/surplus</b>		<b>(2,423,030)</b>	<b>10,802,472</b>
(Loss) on the disposal of assets		(216,602)	(61,474)
Remeasurements of net defined benefits	16	(2,891,698)	2,650,941
<b>(Deficit)/surplus before funds surrendered</b>		<b>(5,531,330)</b>	<b>13,391,939</b>
Transfer to direct charge liability		(7,689,408)	(6,905,359)
<b>(Deficit)/surplus for the year</b>		<b>(13,220,738)</b>	<b>6,486,580</b>

\*See Note 38

## STATEMENT OF CHANGES IN NET ASSETS

Figures in Rand	Accumulated surplus/ (deficit)	Total net assets
<b>Opening balance as previously reported</b>	<b>(6,859,624)</b>	<b>(6,859,624)</b>
Prior period error	(17,747)	(17,747)
<b>Restated Balance at 1 April 2022</b>	<b>(6,877,373)</b>	<b>(6,877,373)</b>
Surplus for the year	6,486,580	6,486,580
<b>Restated Balance at 1 April 2023</b>	<b>(390,791)</b>	<b>(390,791)</b>
Deficit for the year	(13,220,738)	(13,220,738)
<b>Balance at 31 March 2024</b>	<b>(13,611,529)</b>	<b>(13,611,529)</b>

## CASH FLOW STATEMENT

Figures in Rand	Note(s)	2024	2023 Restated*
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Cash receipts from services		50,604	1,631,393
Cash receipts from appropriation		226,706,094	224,768,795
Interest income		507,167	425,899
		<b>227,263,865</b>	<b>226,826,087</b>
<b>Payments</b>			
Cash paid to employees and members		(135,227,170)	(129,671,771)
Cash paid to suppliers		(86,356,707)	(81,394,817)
Direct charge surrendered		(6,905,359)	(9,082,728)
Finance costs		(578,898)	(611,594)
		<b>(229,068,134)</b>	<b>(220,760,910)</b>
<b>Net cash flows from operating activities</b>	26	<b>(1,804,269)</b>	<b>6,065,177</b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	10	(1,493,456)	(3,296,554)
Proceeds from sale of property, plant and equipment	10	39,010	112,948
Purchase of other intangible assets	11	(3,564,104)	(3,465,461)
(Increase)/Decrease in Long term receivables		(29,613)	5,152
<b>Net cash flows from investing activities</b>		<b>(5,048,163)</b>	<b>(6,643,915)</b>
<b>Cash flows from financing activities</b>			
(Decrease) in Finance lease obligation		(346,990)	(107,639)
<b>Net (decrease)/increase in cash and cash equivalents</b>		<b>(7,199,422)</b>	<b>(686,377)</b>
Cash and cash equivalents at the beginning of the year		21,291,390	21,977,767
<b>Cash and cash equivalents at the end of the year</b>	3	<b>14,091,968</b>	<b>21,291,390</b>

\*See Note 38

## STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS

Budget on Cash Basis						
	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
<b>Figures in Rand</b>						
<b>Statement of Financial Performance</b>						
<b>Revenue</b>						
<b>Revenue from exchange transactions</b>						
Recoveries	-	-	-	188,748	<b>188,748</b>	37.1
Other income	8,000	-	<b>8,000</b>	51,641	<b>43,641</b>	37.2
Interest received	74,000	-	<b>74,000</b>	507,167	<b>433,167</b>	37.3
<b>Total revenue from exchange transactions</b>	<b>82,000</b>	-	<b>82,000</b>	<b>747,556</b>	<b>665,556</b>	
<b>Revenue from non-exchange transactions</b>						
<b>Transfer revenue</b>						
Recoveries	-	-	-	43,090	<b>43,090</b>	37.1
Annual appropriation	187,596,000	863,000	<b>188,459,000</b>	188,541,000	<b>82,000</b>	
Statutory appropriation	52,564,000	-	<b>52,564,000</b>	52,564,000	-	
<b>Total revenue from non-exchange transactions</b>	<b>240,160,000</b>	<b>863,000</b>	<b>241,023,000</b>	<b>241,148,090</b>	<b>125,090</b>	
<b>Total revenue</b>	<b>240,242,000</b>	<b>863,000</b>	<b>241,105,000</b>	<b>241,895,646</b>	<b>790,646</b>	
<b>Expenditure</b>						
Employee related costs	(95,202,920)	4,477,506	<b>(90,725,414)</b>	(89,432,782)	<b>1,292,632</b>	37.4
Members remuneration	(54,103,800)	553,834	<b>(53,549,966)</b>	(45,860,534)	<b>7,689,432</b>	37.5
Finance costs	(1,075,000)	(262,501)	<b>(1,337,501)</b>	(1,329,899)	<b>7,602</b>	
Transfer payments	(52,106,005)	25,608	<b>(52,080,397)</b>	(52,080,335)	<b>62</b>	
General expenses	(37,754,275)	(5,657,447)	<b>(43,411,722)</b>	(38,959,973)	<b>4,451,749</b>	37.6
<b>Total expenditure</b>	<b>(240,242,000)</b>	<b>(863,000)</b>	<b>(241,105,000)</b>	<b>(227,663,523)</b>	<b>13,441,477</b>	
<b>Operating surplus</b>	-	-	-	<b>14,232,123</b>	<b>14,232,123</b>	
Gain on disposal of assets	-	-	-	<b>37,262</b>	<b>37,262</b>	
<b>Surplus for the year</b>	-	-	-	<b>14,269,385</b>	<b>14,269,385</b>	
<b>Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement</b>	-	-	-	<b>14,269,385</b>	<b>14,269,385</b>	



## STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS

<b>Budget on Cash Basis</b>						
	<b>Approved budget</b>	<b>Adjustments</b>	<b>Final Budget</b>	<b>Actual amounts on comparable basis</b>	<b>Difference between final budget and actual</b>	<b>Reference</b>
<b>Figures in Rand</b>						
<b>Reconciliation</b>						
<b>Basis difference</b>						
Employee benefits				(5,091,105)		
Payover and revoting of funds				(22,088,314)		
Lease accounting				(116,200)		
Accrual adjustments				816,712		
Disposal of assets				(253,864)		
Depreciation, amortisation and impairments				(6,318,459)		
Inventory adjustments				13,964		
Capitalising of assets				5,547,143		
<b>Actual Amount in the Statement of Financial Performance</b>				<b>(13,220,738)</b>		

## ACCOUNTING POLICIES

### 1. PRESENTATION OF ANNUAL FINANCIAL STATEMENTS

The annual financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP), issued by the Accounting Standards Board in accordance with Section 56 of the Financial Management of Parliament and Provincial Legislators Act No. 10 of 2009.

These annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement, unless specified otherwise. They are presented in South African Rand. All figures have been rounded to the nearest Rand.

A summary of the significant accounting policies are disclosed below. These accounting policies are consistent with the previous period.

#### 1.1 GOING CONCERN ASSUMPTION

These annual financial statements have been prepared based on the expectation that the legislature will continue to operate as a going concern for at least the next 12 months.

#### 1.2 SIGNIFICANT JUDGEMENTS

In preparing the annual financial statements, management is required to make estimates and assumptions that affect the amounts represented in the annual financial statements and related disclosures. Use of available information and the application of judgement is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the annual financial statements. Significant judgements include:

##### RECEIVABLES

The legislature assesses its receivables for impairment at the end of each reporting period. In determining whether an impairment loss should be recorded in surplus or deficit, the legislature makes judgements as to whether there is observable data indicating a measurable decrease in the estimated future cash flows from a financial asset.

The impairment for receivables is calculated on a portfolio basis, based on historical loss ratios, adjusted for national and industry-specific economic conditions and other indicators present at the reporting date that correlate with defaults on the portfolio. These annual loss ratios are applied to loan balances in the portfolio and scaled to the estimated loss emergence period.

##### IMPAIRMENT TESTING

The recoverable amounts of individual assets have been determined based on the higher of value-in-use calculations and fair values less costs to sell. These calculations require the use of estimates and assumptions.

Value in use of non-cash generating assets:

The legislature reviews and tests the carrying value of assets when events or changes in circumstances suggest that the carrying amount may not be recoverable. If there are indications that impairment may have occurred, the remaining service potential of the asset is determined. The most appropriate approach selected to determine the remaining service potential is dependent on the availability of data and the nature of the impairment.

## ACCOUNTING POLICIES

### USEFUL LIVES OF PROPERTY, PLANT AND EQUIPMENT AND OTHER ASSETS

The legislature's management determines the estimated useful lives and related depreciation charges for the property, plant and equipment and other assets. This estimate is based on industry norm. Management will increase the depreciation charge where useful lives are less than previously estimated useful lives.

### POST RETIREMENT BENEFITS

The present value of the post retirement obligation depends on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumptions used in determining the present value include the discount rate, medical inflation and mortality rates. Any changes in these assumptions will impact on the carrying amount of post retirement obligations.

Other key assumptions for pension obligations are based on current market conditions. Additional information is disclosed in Note 16.

### EFFECTIVE INTEREST RATE

The legislature used the government bond rate to discount future cash flows.

### ALLOWANCE FOR IMPAIRMENT

On receivables an impairment loss is recognised in surplus and deficit when there is objective evidence that it is impaired. The impairment is measured as the difference between the debtors carrying amount and the present value of estimated future cash flows discounted at the effective interest rate, computed at initial recognition.

## 1.3 PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are tangible non-current assets that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one period.

The cost of an item of property, plant and equipment is recognised as an asset when:

- it is probable that future economic benefits or service potential associated with the item will flow to the legislature; and
- the cost of the item can be measured reliably.

Property, plant and equipment is initially measured at cost.

The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Trade discounts and rebates are deducted in arriving at the cost.

Where an asset is acquired through a non-exchange transaction, its cost is its fair value as at date of acquisition.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

## ACCOUNTING POLICIES

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

Recognition of costs in the carrying amount of an item of property, plant and equipment ceases when the item is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Items such as spare parts, standby equipment and servicing equipment are recognised when they meet the definition of property, plant and equipment.

Major inspection costs which are a condition of continuing use of an item of property, plant and equipment and which meet the recognition criteria above are included as a replacement in the cost of the item of property, plant and equipment. Any remaining inspection costs from the previous inspection are derecognised.

Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses.

Property, plant and equipment are depreciated on the straight line basis over their expected useful lives to their estimated residual value.

The useful lives of items of property, plant and equipment have been assessed as follows:

Item	Depreciation method	Average useful life
Furniture and office equipment	Straight line	2 - 25 years
Other machinery and equipment	Straight line	2 - 23 years
Computer equipment	Straight line	2 - 20 years
Finance lease assets - Vehicles	Straight line	4 - 7 years

The depreciable amount of an asset is allocated on a systematic basis over its useful life.

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation method used reflects the pattern in which the asset's future economic benefits or service potential are expected to be consumed by the legislature. The depreciation method applied to an asset is reviewed at least at each reporting date and, if there has been a significant change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the method is changed to reflect the changed pattern. Such a change is accounted for as a change in an accounting estimate.

The legislature assesses at each reporting date whether there is any indication that the legislature expectations about the residual value and the useful life of an asset have changed since the preceding reporting date. If any such indication exists, the legislature revises the expected useful life and/or residual value accordingly. The change is accounted for as a change in an accounting estimate.

The depreciation charge for each period is recognised in surplus or deficit unless it is included in the carrying amount of another asset.

Items of property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

## ACCOUNTING POLICIES

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit when the item is derecognised. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item.

### 1.4 INTANGIBLE ASSETS

An asset is identifiable if it either:

- is separable, i.e. is capable of being separated or divided from an entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, identifiable assets or liability, regardless of whether the entity intends to do so; or
- arises from binding arrangements (including rights from contracts), regardless of whether those rights are transferable or separable from the legislature or from other rights and obligations.

A binding arrangement describes an arrangement that confers similar rights and obligations on the parties to it as if it were in the form of a contract.

An intangible asset is recognised when:

- it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the legislature; and
- the cost or fair value of the asset can be measured reliably.

The legislature assesses the probability of expected future economic benefits or service potential using reasonable and supportable assumptions that represent management's best estimate of the set of economic conditions that will exist over the useful life of the asset.

Intangible assets are initially recognised at cost.

Where an intangible asset is acquired through a non-exchange transaction, its initial cost at the date of acquisition is measured at its fair value as at that date.

Intangible assets are carried at cost less any accumulated amortisation and any impairment losses.

An intangible asset is regarded as having an indefinite useful life when, based on all relevant factors, there is no foreseeable limit to the period over which the asset is expected to generate net cash inflows or service potential. Amortisation is not provided for these intangible assets, but they are tested for impairment annually and whenever there is an indication that the asset may be impaired. For all other intangible assets amortisation is provided on a straight line basis over their useful life.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting date.

## ACCOUNTING POLICIES

Reassessing the useful life of an intangible asset with a finite useful life after it was classified as indefinite is an indicator that the asset may be impaired. As a result the asset is tested for impairment and the remaining carrying amount is amortised over its useful life.

Internally generated brands, mastheads, publishing titles, customer lists and items similar in substance are not recognised as intangible assets.

Amortisation is provided to write down the intangible assets, on a straight line basis, to their residual values as follows:

Item	Depreciation method	Average useful life
Computer software	Straight line	1 - 10 years

Intangible assets with a useful live of one year where the benefits are expected to be realised within 12 months after the reporting period are classified as current intangible assets.

Intangible assets are derecognised:

- on disposal; or
- when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of intangible assets is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the intangible asset. Such a difference is recognised in surplus or deficit when the intangible asset is derecognised.

### 1.5 HERITAGE ASSETS

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

#### RECOGNITION

The legislature recognises a heritage asset as an asset if it is probable that future economic benefits or service potential associated with the asset will flow to the legislature, and the cost or fair value of the asset can be measured reliably.

Where the legislature holds a heritage asset, but on initial recognition it does not meet the recognition criteria because it cannot be reliably measured, information on such a heritage asset is disclosed in note 12 Heritage assets.

#### INITIAL MEASUREMENT

Heritage assets are measured at cost.

Where a heritage asset is acquired through a non-exchange transaction, its cost is measured at its fair value as at the date of acquisition.

## ACCOUNTING POLICIES

### SUBSEQUENT MEASUREMENT

After recognition as an asset, a class of heritage assets is carried at its cost less any accumulated impairment losses.

### IMPAIRMENT

Transfers from heritage assets are only made when the particular asset no longer meets the definition of a heritage asset. Transfers to heritage assets are only made when the asset meets the definition of a heritage asset.

### TRANSFERS

Transfers from heritage assets are only made when the particular asset no longer meets the definition of a heritage asset. Transfers to heritage assets are only made when the asset meets the definition of a heritage asset.

### DERECOGNITION

The legislature derecognises heritage asset on disposal, or when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of a heritage asset is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such a difference is recognised in the statement of financial performance in the surplus or deficit when the heritage asset is derecognised.

## 1.6 FINANCIAL INSTRUMENTS

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or a residual interest of another entity.

### CLASSIFICATION

The legislature has the following types of financial assets (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

#### CLASS

Receivables from non-exchange transactions  
Receivables from exchange transactions  
Cash and cash equivalents

#### CATEGORY

Financial asset measured at amortised cost  
Financial asset measured at amortised cost  
Financial asset measured at amortised cost

The legislature has the following types of financial liabilities (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

#### CLASS

Payables from exchange transactions  
Finance lease obligation  
Bank overdraft

#### CATEGORY

Financial liability measured at amortised cost  
Financial liability measured at amortised cost  
Financial liability measured at amortised cost

## ACCOUNTING POLICIES

### INITIAL RECOGNITION

The legislature recognises a financial asset or a financial liability in its statement of financial position when the legislature becomes a party to the contractual provisions of the instrument.

The legislature recognises financial assets using trade date accounting.

### INITIAL MEASUREMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES

The legislature measures a financial asset and financial liability initially at its fair value plus transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

The legislature measures a financial asset and financial liability initially at its fair value.

### SUBSEQUENT MEASUREMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES

The legislature measures all financial assets and financial liabilities after initial recognition using the following categories:

- Financial instruments at amortised cost.

All financial assets measured at amortised cost, or cost, are subject to an impairment review.

The amortised cost of a financial asset or financial liability is the amount at which the financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortisation using the effective interest method of any difference between that initial amount and the maturity amount, and minus any reduction (directly or through the use of an allowance account) for impairment or uncollectibility in the case of a financial asset.

### IMPAIRMENT AND UNCOLLECTIBILITY OF FINANCIAL ASSETS

The legislature assess at the end of each reporting period whether there is any objective evidence that a financial asset or group of financial assets is impaired.

Financial assets measured at amortised cost:

If there is objective evidence that an impairment loss on financial assets measured at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced directly OR through the use of an allowance account. The amount of the loss is recognised in surplus or deficit.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed by adjusting an allowance account. The reversal does not result in a carrying amount of the financial asset that exceeds what the amortised cost would have been had the impairment not been recognised at the date the impairment is reversed. The amount of the reversal is recognised in surplus or deficit.



## ACCOUNTING POLICIES

Where financial assets are impaired through the use of an allowance account, the amount of the loss is recognised in surplus or deficit within operating expenses. When such financial assets are written off, the write off is made against the relevant allowance account. Subsequent recoveries of amounts previously written off are credited against operating expenses.

### DERECOGNITION

#### FINANCIAL ASSETS

The legislature derecognises financial assets using trade date accounting.

The legislature derecognises a financial asset only when:

- the contractual rights to the cash flows from the financial asset expire, are settled or waived;
- the legislature transfers to another party substantially all of the risks and rewards of ownership of the financial asset; or
- the legislature, despite having retained some significant risks and rewards of ownership of the financial asset, has transferred control of the asset to another party and the other party has the practical ability to sell the asset in its entirety to an unrelated third party, and is able to exercise that ability unilaterally and without needing to impose additional restrictions on the transfer. In this case, the legislature :
  - derecognise the asset; and
  - recognise separately any rights and obligations created or retained in the transfer.

The carrying amounts of the transferred asset are allocated between the rights or obligations retained and those transferred on the basis of their relative fair values at the transfer date. Newly created rights and obligations are measured at their fair values at that date. Any difference between the consideration received and the amounts recognised and derecognised is recognised in surplus or deficit in the period of the transfer.

On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received is recognised in surplus or deficit.

#### FINANCIAL LIABILITIES

The legislature removes a financial liability (or a part of a financial liability) from its statement of financial position when it is extinguished — i.e. when the obligation specified in the contract is discharged, cancelled, expires or waived.

An exchange between an existing borrower and lender of debt instruments with substantially different terms is accounted for as having extinguished the original financial liability and a new financial liability is recognised. Similarly, a substantial modification of the terms of an existing financial liability or a part of it is accounted for as having extinguished the original financial liability and having recognised a new financial liability.

The difference between the carrying amount of a financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in surplus or deficit. Any liabilities that are waived, forgiven or assumed by another entity by way of a non-exchange transaction are accounted for in accordance with the Standard of GRAP on Revenue from Non-exchange Transactions (Taxes and Transfers).

## ACCOUNTING POLICIES

### 1.7 LEASES

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

When a lease includes both land and buildings elements, the entity assesses the classification of each element separately.

Finance leases are recognised as assets and liabilities in the statement of financial position at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding liability to the lessor is included in the statement of financial position as a finance lease obligation.

The discount rate used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease.

Minimum lease payments are apportioned between the finance charge and reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of on the remaining balance of the liability.

Any contingent rents are expensed in the period in which they are incurred.

### OPERATING LEASES - LESSEE

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

The aggregate benefit of incentives is recognised as a reduction of rental expense over the lease term on a straight-line basis over the lease term.

### 1.8 INVENTORIES

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, then their costs are their fair value as at the date of acquisition.

Subsequently inventories are measured at the lower of cost and net realisable value.

Inventories are measured at the lower of cost and current replacement cost where they are held for;

- distribution at no charge or for a nominal charge; or
- consumption in the production process of goods to be distributed at no charge or for a nominal charge.

Net realisable value is the estimated selling price in the ordinary course of operations less the estimated costs of completion and the estimated costs necessary to make the sale, exchange or distribution.

Current replacement cost is the cost the legislature incurs to acquire the asset on the reporting date.

The cost of inventories comprises of all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.

## ACCOUNTING POLICIES

The cost of inventories of items that are not ordinarily interchangeable and goods or services produced and segregated for specific projects is assigned using specific identification of the individual costs.

The cost of inventories is assigned using the weighted average cost formula. The same cost formula is used for all inventories having a similar nature and use to the legislature.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. If there is no related revenue, the expenses are recognised when the goods are distributed, or related services are rendered. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

### 1.9 IMPAIRMENT OF NON-CASH-GENERATING ASSETS

Non-cash-generating assets are assets other than cash-generating assets

#### IDENTIFICATION

When the carrying amount of a non-cash-generating asset exceeds its recoverable service amount, it is impaired.

The legislature assesses at each reporting date whether there is any indication that a non-cash-generating asset may be impaired. If any such indication exists, the legislature estimates the recoverable service amount of the asset.

Irrespective of whether there is any indication of impairment, the entity also test a non-cash-generating intangible asset with an indefinite useful life or a non-cash-generating intangible asset not yet available for use for impairment annually by comparing its carrying amount with its recoverable service amount. This impairment test is performed at the same time every year. If an intangible asset was initially recognised during the current reporting period, that intangible asset was tested for impairment before the end of the current reporting period.

#### VALUE IN USE

Value in use of non-cash-generating assets is the present value of the non-cash-generating assets remaining service potential.

The present value of the remaining service potential of a non-cash-generating assets is determined using the following approach:

#### DEPRECIATED REPLACEMENT COST APPROACH

The present value of the remaining service potential of a non-cash-generating asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

## ACCOUNTING POLICIES

The replacement cost and reproduction cost of an asset is determined on an “optimised” basis. The rationale is that the legislature would not replace or reproduce the asset with a like asset if the asset to be replaced or reproduced is an overdesigned or overcapacity asset. Overdesigned assets contain features which are unnecessary for the goods or services the asset provides. Overcapacity assets are assets that have a greater capacity than is necessary to meet the demand for goods or services the asset provides. The determination of the replacement cost or reproduction cost of an asset on an optimised basis thus reflects the service potential required of the asset.

### RECOGNITION AND MEASUREMENT

If the recoverable service amount of a non-cash-generating asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

After the recognition of an impairment loss, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset’s revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

### REVERSAL OF AN IMPAIRMENT LOSS

The legislature assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a non-cash-generating asset may no longer exist or may have decreased. If any such indication exists, the legislature estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for a non-cash-generating asset is reversed if there has been a change in the estimates used to determine the asset’s recoverable service amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable service amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a non-cash-generating asset is recognised immediately in surplus or deficit.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset’s revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

## 1.10 EMPLOYEE BENEFITS

### SHORT-TERM EMPLOYEE BENEFITS

Short-term employee benefits are employee benefits (other than termination benefits) that are due to be settled within twelve months after the end of the period in which the members and employees render the related service.

Short-term employee benefits include items such as:

- wages, salaries and social security contributions;
- short-term compensated absences (such as paid annual leave and paid sick leave) where the compensation

## ACCOUNTING POLICIES

for the absences are due to be settled within twelve months after the end of the reporting period in which the employees render the related employee service;

- bonus, incentive and performance related payments payable within twelve months after the end of the reporting period in which the members and employees render the related service; and
- non-monetary benefits (for example, medical care, and free or subsidised goods or services such as housing, cars and cell phones) for current members and employees.

When a member and employee has rendered service to the legislature during a reporting period, the legislature recognise the undiscounted amount of short-term employee benefits expected to be paid in exchange for that service:

- as a liability (accrued expense), after deducting any amount already paid. If the amount already paid exceeds the undiscounted amount of the benefits, the legislature recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another Standard requires or permits the inclusion of the benefits in the cost of an asset.

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs. The legislature measure the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The legislature recognise the expected cost of bonus, incentive and performance related payments when the legislature has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the legislature has no realistic alternative but to make the payments.

### POST-EMPLOYMENT BENEFITS

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs. The legislature measure the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The legislature recognise the expected cost of bonus, incentive and performance related payments when the legislature has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the legislature has no realistic alternative but to make the payments.

Multi-employer plans are defined contribution plans (other than state plans and composite social security programmes) or defined benefit plans (other than state plans) that pool the assets contributed by various entities that are not under common control and use those assets to provide benefits to members and employees of more than one entity, on the basis that contribution and benefit levels are determined without regard to the identity of the entity that employs the members and employees concerned.

## ACCOUNTING POLICIES

### POST-EMPLOYMENT BENEFITS: DEFINED BENEFIT PLANS

Defined benefit plans are post-employment benefit plans other than defined contribution plans.

Actuarial gains and losses comprise experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred) and the effects of changes in actuarial assumptions. In measuring its defined benefit liability the legislature recognise actuarial gains and losses in surplus or deficit in the reporting period in which they occur.

Current service cost is the increase in the present value of the defined benefit obligation resulting from member and employee service in the current period.

Interest cost is the increase during a period in the present value of a defined benefit obligation which arises because the benefits are one period closer to settlement.

Past service cost is the change in the present value of the defined benefit obligation for employee service in prior periods, resulting in the current period from the introduction of, or changes to, post-employment benefits or other long-term employee benefits. Past service cost may be either positive (when benefits are introduced or changed so that the present value of the defined benefit obligation increases) or negative (when existing benefits are changed so that the present value of the defined benefit obligation decreases). In measuring its defined benefit liability the entity recognise past service cost as an expense in the reporting period in which the plan is amended.

Plan assets comprise assets held by a long-term employee benefit fund and qualifying insurance policies.

The present value of a defined benefit obligation is the present value, without deducting any plan assets, of expected future payments required to settle the obligation resulting from employee service in the current and prior periods.

The return on plan assets is interest, dividends or similar distributions and other revenue derived from the plan assets, together with realised and unrealised gains or losses on the plan assets, less any costs of administering the plan (other than those included in the actuarial assumptions used to measure the defined benefit obligation) and less any tax payable by the plan itself.

The amount recognised as a defined benefit liability is the net total of the following amounts:

- the present value of the defined benefit obligation at the reporting date;
- minus the fair value at the reporting date of plan assets (if any) out of which the obligations are to be settled directly;
- plus any liability that may arise as a result of a minimum funding requirement

The amount determined as a defined benefit liability may be negative (an asset). The legislature measures the resulting asset at the lower of:

- the amount determined above; and
- the present value of any economic benefits available in the form of refunds from the plan or reductions in future contributions to the plan. The present value of these economic benefits is determined using a discount rate which reflects the time value of money

Any adjustments arising from the limit above is recognised in surplus or deficit.

## ACCOUNTING POLICIES

The legislature determines the present value of defined benefit obligations and the fair value of any plan assets with sufficient regularity such that the amounts recognised in the annual financial statements do not differ materially from the amounts that would be determined at the reporting date.

The legislature recognises the net total of the following amounts in surplus or deficit, except to the extent that another Standard requires or permits their inclusion in the cost of an asset:

- current service cost;
- interest cost;
- the expected return on any plan assets and on any reimbursement rights;
- actuarial gains and losses;
- past service cost;
- the effect of any curtailments or settlements; and
- the effect of applying the limit on a defined benefit asset (negative defined benefit liability).

The legislature uses the Projected Unit Credit Method to determine the present value of its defined benefit obligations and the related current service cost and, where applicable, past service cost. The Projected Unit Credit Method (sometimes known as the accrued benefit method pro-rated on service or as the benefit/years of service method) sees each period of service as giving rise to an additional unit of benefit entitlement and measures each unit separately to build up the final obligation.

In determining the present value of its defined benefit obligations and the related current service cost and, where applicable, past service cost, a legislature shall attribute benefit to periods of service under the plan's benefit formula. However, if an employee's service in later years will lead to a materially higher level of benefit than in earlier years, a legislature shall attribute benefit on a straight-line basis from:

- the date when service by the member and employee first leads to benefits under the plan (whether or not the benefits are conditional on further service); until
- the date when further service by the member and employee will lead to no material amount of further benefits under the plan, other than from further salary increases.

Actuarial valuations are conducted on an annual basis by independent actuaries separately for each plan. The results of the valuation are updated for any material transactions and other material changes in circumstances (including changes in market prices and interest rates) up to the reporting date.

The legislature recognises gains or losses on the curtailment or settlement of a defined benefit plan when the curtailment or settlement occurs. The gain or loss on a curtailment or settlement comprises:

- any resulting change in the present value of the defined benefit obligation; and
- any resulting change in the fair value of the plan assets.

Before determining the effect of a curtailment or settlement, the legislature re-measures the obligation (and the related plan assets, if any) using current actuarial assumptions (including current market interest rates and other current market prices).

## ACCOUNTING POLICIES

When it is virtually certain that another party will reimburse some or all of the expenditure required to settle a defined benefit obligation, the right to reimbursement is recognised as a separate asset. The asset is measured at fair value. In all other respects, the asset is treated in the same way as plan assets. In surplus or deficit, the expense relating to a defined benefit plan is presented as the net of the amount recognised for a reimbursement.

The legislature offsets an asset relating to one plan against a liability relating to another plan when the legislature has a legally enforceable right to use a surplus in one plan to settle obligations under the other plan and intends either to settle the obligations on a net basis, or to realise the surplus in one plan and settle its obligation under the other plan simultaneously.

### ACTUARIAL ASSUMPTIONS

Actuarial assumptions are unbiased and mutually compatible.

Financial assumptions are based on market expectations, at the reporting date, for the period over which the obligations are to be settled.

The rate used to discount post-employment benefit obligations (both funded and unfunded) reflect the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the post-employment benefit obligations.

Post-employment benefit obligations are measured on a basis that reflects:

- estimated future salary increases;
- the benefits set out in the terms of the plan (or resulting from any constructive obligation that goes beyond those terms) at the reporting date; and
- estimated future changes in the level of any state benefits that affect the benefits payable under a defined benefit plan, if, and only if, either:
  - those changes were enacted before the reporting date; or
  - past history, or other reliable evidence, indicates that those state benefits will change in some predictable manner, for example, in line with future changes in general price levels or general salary levels.

Assumptions about medical costs take account of estimated future changes in the cost of medical services, resulting from both inflation and specific changes in medical costs.

### OTHER LONG-TERM EMPLOYEE BENEFITS

The legislature has an obligation to provide long-term service allowance benefits to all of its members and employees.

The legislature's liability is based on an actuarial valuation. The Projected Unit Credit Method is used to value the liabilities. Actuarial gains and losses on the long-term service awards are recognised in the statement of financial performance.

The amount recognised as a liability for other long-term employee benefits is the net total of the following amounts:

- the present value of the defined benefit obligation at the reporting date;
- minus the fair value at the reporting date of plan assets (if any) out of which the obligations are to be settled directly



## ACCOUNTING POLICIES

The legislature shall recognise the net total of the following amounts as expense or revenue, except to the extent that another Standard requires or permits their inclusion in the cost of an asset:

- current service cost;
- interest cost;
- the expected return on any plan assets and on any reimbursement right recognised as an asset;
- actuarial gains and losses, which shall all be recognised immediately;
- past service cost, which shall all be recognised immediately; and
- the effect of any curtailments or settlements.

### TERMINATION BENEFITS

The legislature recognises termination benefits as a liability and an expense when the entity is demonstrably committed to either:

- terminate the employment of an employee or group of employees before the normal retirement date; or
- provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The legislature is demonstrably committed to a termination when the entity has a detailed formal plan for the termination and is without realistic possibility of withdrawal. The detailed plan includes [as a minimum]:

- the location, function, and approximate number of employees whose services are to be terminated;
- the termination benefits for each job classification or function; and
- the time at which the plan will be implemented.

Implementation begins as soon as possible and the period of time to complete implementation is such that material changes to the plan are not likely.

Where termination benefits fall due more than 12 months after the reporting date, they are discounted using an appropriate discount rate. The rate used to discount the benefit reflects the time value of money.

In the case of an offer made to encourage voluntary redundancy, the measurement of termination benefits shall be based on the number of employees expected to accept the offer.

### 1.11 PROVISIONS AND CONTINGENCIES

Provisions are recognised when:

- the legislature has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

The amount of a provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date.

## ACCOUNTING POLICIES

Where the effect of time value of money is material, the amount of a provision is the present value of the expenditures expected to be required to settle the obligation.

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

Where some or all of the expenditure required to settle a provision is expected to be reimbursed by another party, the reimbursement is recognised when, and only when, it is virtually certain that reimbursement will be received if the legislature settles the obligation. The reimbursement is treated as a separate asset. The amount recognised for the reimbursement does not exceed the amount of the provision.

Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate. Provisions are reversed if it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required, to settle the obligation.

Where discounting is used, the carrying amount of a provision increases in each period to reflect the passage of time. This increase is recognised as an interest expense.

A provision is used only for expenditures for which the provision was originally recognised. Provisions are not recognised for future operating expenditure.

If a legislature has a contract that is onerous, the present obligation (net of recoveries) under the contract is recognised and measured as a provision.

A constructive obligation to restructure arises only when an legislature:

- has a detailed formal plan for the restructuring, identifying at least:
  - the activity/operating unit or part of a activity/operating unit concerned;
  - the principal locations affected;
  - the location, function, and approximate number of employees who will be compensated for services being terminated;
  - the expenditures that will be undertaken; and
  - when the plan will be implemented; and
- has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

A restructuring provision includes only the direct expenditures arising from the restructuring, which are those that are both:

- necessarily entailed by the restructuring; and
- not associated with the ongoing activities of the legislature

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly in the control of the legislature.

A contingent liability is:

- a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the legislature; or

## ACCOUNTING POLICIES

- a present obligation that arises from past events but is not recognised because:
- it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation;
- the amount of the obligation cannot be measured with sufficient reliability.

### 1.12 REVENUE FROM EXCHANGE TRANSACTIONS

An exchange transaction is one in which the legislature receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services or use of assets) to the other party in exchange.

#### MEASUREMENT

Revenue is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

#### SALE OF GOODS

Revenue from the sale of goods is recognised when all the following conditions have been satisfied:

- the legislature has transferred to the purchaser the significant risks and rewards of ownership of the goods;
- the legislature retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the legislature; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

#### RENDERING OF SERVICES

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the legislature;
- the stage of completion of the transaction at the reporting date can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.

Service revenue is recognised by reference to the stage of completion of the transaction at the reporting date. Stage of completion is determined by surveys of work performed.

## ACCOUNTING POLICIES

### INTEREST, ROYALTIES AND DIVIDENDS

Revenue arising from the use by others of entity assets yielding interest, royalties and dividends or similar distributions is recognised when:

- It is probable that the economic benefits or service potential associated with the transaction will flow to the legislature, and
- The amount of the revenue can be measured reliably.

Interest is recognised, in surplus or deficit, using the effective interest rate method.

### 1.13 REVENUE FROM NON-EXCHANGE TRANSACTIONS

Revenue comprises gross inflows of economic benefits or service potential received and receivable by a legislature, which represents an increase in net assets.

Conditions on transferred assets are stipulations that specify that the future economic benefits or service potential embodied in the asset is required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor.

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, a legislature either receives value from another legislature or other government institution without directly giving approximately equal value in exchange, or gives value to another legislature or other government institution without directly receiving approximately equal value in exchange.

Restrictions on transferred assets are stipulations that limit or direct the purposes for which a transferred asset may be used, but do not specify that future economic benefits or service potential is required to be returned to the transferor if not deployed as specified.

Stipulations on transferred assets are terms in laws or regulation, or a binding arrangement, imposed upon the use of a transferred asset by entities external to the reporting legislature.

The taxable event is the event that the government, legislature or other authority has determined will be subject to taxation. Transfers are inflows of future economic benefits or service potential from non-exchange transactions, other than taxes.

### RECOGNITION

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As the legislature satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

Revenue received from conditional grants, donations and funding are recognised as revenue to the extent that the entity has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met a liability is recognised.

## ACCOUNTING POLICIES

### MEASUREMENT

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by the legislature.

When, as a result of a non-exchange transaction, the legislature recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability is recognised as revenue.

### APPROPRIATED FUNDS

Appropriated funds comprises of annual allocations as well as direct charges against the revenue fund (i.e. statutory appropriation).

Appropriated funds are recognised in the statement of financial performance on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the statement of financial performance on the date the adjustments become effective.

The net amount of any direct charges due to the relevant fund at the reporting date is recognised as a payable in the statement of financial position.

### GIFTS AND DONATIONS, INCLUDING GOODS IN-KIND

Gifts and donations, including goods in kind, are recognised as assets and revenue when it is probable that the future economic benefits or service potential will flow to the legislature and the fair value of the assets can be measured reliably.

### SERVICES IN-KIND

The legislature recognise services in-kind that are significant to its operations and/or service delivery objectives as assets and recognise the related revenue when it is probable that the future economic benefits or service potential will flow to the legislature and the fair value of the assets can be measured reliably.

Where services in-kind are not significant to the legislature's operations and/or service delivery objectives and/or do not satisfy the criteria for recognition, the legislature disclose the nature and type of services in-kind received during the reporting period.

### 1.14 PREPAYMENTS

Prepayments and advances are recognised in the statement of financial position when the legislature receives or disburses the cash. Prepayments and advances are initially and subsequently measured at cost.

## ACCOUNTING POLICIES

### 1.15 TRANSFER PAYMENTS

Transfer payments include all “non-exchange” payments made by the legislature. A payment is “non-exchange” if the legislature does not receive anything directly in return for the transfer to the other party. Transfer payments are expensed.

### 1.16 TRANSLATION OF FOREIGN CURRENCIES

#### FOREIGN CURRENCY TRANSACTIONS

A foreign currency transaction is recorded, on initial recognition in Rands, by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction.

At each reporting date:

- foreign currency monetary items are translated using the closing rate;
- non-monetary items that are measured in terms of historical cost in a foreign currency are translated using the exchange rate at the date of the transaction; and
- non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined.

Exchange differences arising on the settlement of monetary items or on translating monetary items at rates different from those at which they were translated on initial recognition during the period or in previous annual financial statements are recognised in surplus or deficit in the period in which they arise.

### 1.17 COMPARATIVE FIGURES

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

### 1.18 UNAUTHORISED EXPENDITURE

Unauthorised expenditure means:

- overspending of Parliament’s approved budget or a main division within that budget; and
- any expenditure from Parliament’s approved budget or a main division within that budget for a purpose unrelated to the approved budget or main division, subject to section 72; and
- any expenditure of donor funds for a purpose not specified in the agreement with the donor.

All expenditure relating to unauthorised expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

## ACCOUNTING POLICIES

### 1.19 FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless expenditure means expenditure which was made in vain and would have been avoided had reasonable care been exercised.

All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

### 1.20 IRREGULAR EXPENDITURE

The Financial Management of Parliament and Provincial Legislators Act No. 10 of 2009 defines irregular expenditure as expenditure, other than unauthorised expenditure, incurred in contravention of, or that is not in accordance with, a requirement of any applicable legislation, including -

- (a) this Act; or
- (b) any provincial legislation providing for procurement procedures in that provincial government.

All expenditure relating to irregular expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

### 1.21 ACCUMULATED SURPLUS

The accumulated surplus represents the net difference between the total assets and the total liabilities of the entity. Any surpluses and deficits realised during a specific financial year are credited/debited against accumulated surplus/deficit. Prior year adjustments, relating to income and expenditure, are debited/credited against accumulated surplus when retrospective adjustments are made.

### 1.22 COMMITMENTS

Commitments are recorded at cost in the notes to the financial statements when there is a contractual arrangement or an approval by management in a manner that raises a valid expectation that the legislature will discharge its responsibilities thereby incurring future expenditure that will result in the outflow of cash.

### 1.23 BUDGET COMPARISON

The statement of financial performance is on accrual basis, while the budget is on cash basis. Therefore the actual amounts as per the financial statements are adjusted to be compared to the budget on a cash basis.

The approved budget covers the fiscal period from 01-Apr-23 to 31-Mar-24.

The annual financial statements and the budget are not on the same basis of accounting therefore a reconciliation between the statement of financial performance and the budget have been included in the annual financial statements.

## ACCOUNTING POLICIES

### 1.24 RELATED PARTIES

A related party is a person or an entity with the ability to control or jointly control the other party, or exercise significant influence over the other party, or vice versa, or an entity that is subject to common control, or joint control.

Management are those persons responsible for planning, directing and controlling the activities of the legislature, including those charged with the governance of the legislature in accordance with legislation, in instances where they are required to perform such functions.

Close members of the family of a person are considered to be those family members who may be expected to influence, or be influenced by, that management in their dealings with the legislature.

Transactions with related parties are disclosed.

### 1.25 EVENTS AFTER REPORTING DATE

Events after reporting date are those events, both favourable and unfavourable, that occur between the reporting date and the date when the financial statements are authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the reporting date (adjusting events after the reporting date); and
- those that are indicative of conditions that arose after the reporting date (non-adjusting events after the reporting date).

The legislature will adjust the amount recognised in the financial statements to reflect adjusting events after the reporting date once the event occurred.

The legislature will disclose the nature of the event and an estimate of its financial effect or a statement that such estimate cannot be made in respect of all material non-adjusting events, where non-disclosure could influence the economic decisions of users taken on the basis of the financial statements.



## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

<b>Figures in Rand</b>	<b>2024</b>	<b>2023 Restated*</b>
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### 2. NEW STANDARDS AND INTERPRETATIONS

#### 2.1 STANDARDS AND INTERPRETATIONS EFFECTIVE AND ADOPTED IN THE CURRENT YEAR

In the current year, the legislature has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations:

Standard/ Interpretation:	Effective date: Years beginning on or after	Expected impact:
• GRAP 25 - Employee benefits	01 April 2023	The impact of the standard is not material.
• GRAP 1 - Presentation on Financial Statements	01 April 2023	The impact of the standard is not material.
• IGRAP 21 - The Effect of Past Decisions on Materiality	1 April, 2023	The impact of the standard is not material.

#### 2.2 STANDARDS AND INTERPRETATIONS ISSUED, BUT NOT YET EFFECTIVE

Standard/ Interpretation:	Effective date: Years beginning on or after	Expected impact:
• GRAP 104 - Financial Instruments	01 April 2025	Unlikely there will be a material impact
• GRAP 103 - Heritage Assets	To be determined	Impact is currently being assessed

### 3. CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of:

Cash on hand	5,500	5,500
Current bank account	14,086,468	21,285,890
	<b>14,091,968</b>	<b>21,291,390</b>

Cash equivalents are placed with a reputable financial institution. The exposure to credit risk is the carrying amount of each class of cash and cash equivalents.

#### CASH AND CASH EQUIVALENTS PLEDGED AS COLLATERAL

No cash and cash equivalent balances are pledged as collateral.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

<b>Figures in Rand</b>	<b>2024</b>	<b>2023 Restated*</b>
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### THE LEGISLATURE HAD THE FOLLOWING BANK ACCOUNTS

Account number / description	Bank statement balances			Cash book balances		
	31 March 2024	31 March 2023	31 March 2022	31 March 2024	31 March 2023	31 March 2022
Nedbank - Current 1452045283	14,161,968	21,287,931	22,476,167	14,086,468	21,285,890	21,972,125

### 4. INVENTORIES

Corporate store	1,109,856	1,092,708
Boutique	14,578	17,762
	<b>1,124,434</b>	<b>1,110,470</b>

Inventories recognised as an expense during the year	405,687	522,798
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Corporate and boutique inventory relates to WCPP branded items for example stationery, lanyards and corporate folders.

### INVENTORY PLEDGED AS SECURITY

No inventory was pledged as security.

### 5. RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS

Recoverable expenditure	<b>82,000</b>	<b>122,809</b>
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### RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS PLEDGED AS SECURITY

No receivables from non-exchange transactions were pledged as security.

### CREDIT QUALITY OF RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS

The credit quality of receivables from non-exchange transactions are neither past nor due nor impaired.

### RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS IMPAIRED

As of 31 March 2024, receivables from non-exchange transactions were not impaired (2023: R Nil).

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>6. RECEIVABLES FROM EXCHANGE TRANSACTIONS</b>		
Recoverable expenditure	21,873	11,440
Staff debt	77,942	109,681
Other debtors	96,505	16,296
Impairment provision	(9,844)	(20,065)
	<b>186,476</b>	<b>117,352</b>
<b>GROSS AMOUNT OF EXCHANGE RECEIVABLES</b>		
Recoverable expenditure	21,873	11,440
Staff debt	77,942	109,681
Other debtors	96,505	16,296
<b>IMPAIRMENT OF EXCHANGE RECEIVABLES</b>		
Recoverable expenditure	-	-
Staff debt	(9,844)	(9,844)
Other debtors	-	(10,221)
	<b>(9,844)</b>	<b>(20,065)</b>
<b>NET AMOUNT OF EXCHANGE RECEIVABLES</b>		
Recoverable expenditure	21,873	11,440
Staff debt	68,098	99,836
Other debtors	96,505	6,076
	<b>186,476</b>	<b>117,352</b>
<b>RECOVERABLE EXPENDITURE</b>		
Disallowance miscellaneous	<b>21,873</b>	<b>11,440</b>
<b>STAFF DEBT</b>		
Salary overpayment	14,519	78,432
Staff debt	53,579	21,404
	<b>68,098</b>	<b>99,836</b>
<b>OTHER DEBTORS</b>		
Ex personnel	26,957	5,319
Political party telephone debt	9,456	757
Supplier overpayment	60,092	-
	<b>96,505</b>	<b>6,076</b>

Supplier overpayment relates to an overpayment on the proforma invoice for audit fees and an overpayment to SARS and POBPF due to a members resignation within the last month of the financial year.

### RECEIVABLES FROM EXCHANGE TRANSACTIONS PLEDGED AS SECURITY

No receivables from exchange transactions were pledged as security.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### CREDIT QUALITY OF RECEIVABLES FROM EXCHANGE TRANSACTIONS

The credit quality of receivables from exchange transactions are not past due but some have been impaired.

### RECEIVABLES FROM EXCHANGE TRANSACTIONS IMPAIRED

As of 31 March 2024, receivables from exchange transactions, staff debtors, of R 9,844 (2023: R 20,065) were impaired and provided for.

The amount of the provision was R 9,844 as of 31 March 2024 (2023: R 20,065).

### RECONCILIATION OF ALLOWANCE FOR IMPAIRMENT

Opening balance	20,065	37,062
Provision for impairment	-	-
Bad debts written off	(10,221)	(16,997)
	<b>9,844</b>	<b>20,065</b>

## 7. PREPAYMENTS

Parmed	98,468	70,542
Other prepayments	763,756	608,616
	<b>862,224</b>	<b>679,158</b>

The Parmed prepayment is for the expense relating to the month after financial quarter.  
Other prepayments relate to bursaries, subscriptions and CPA membership fees.

## 8. LONG TERM RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS

Recoverable expenditure	-	<b>3,541</b>
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### RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS PLEDGED AS SECURITY:

No receivables from non-exchange transactions were pledged as security.

### CREDIT QUALITY OF RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS:

The credit quality of receivables from non-exchange transactions are neither past nor due nor impaired.

### RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS IMPAIRED:

As of 31 March 2024, receivables from non-exchange transactions were not impaired (2023: R Nil).

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>9. LONG TERM RECEIVABLES FROM EXCHANGE TRANSACTIONS</b>		
Staff debtors	39,731	6,577
<b>Staff debtors</b>		
Staff debt	39,731	6,577

### RECEIVABLES FROM EXCHANGE TRANSACTIONS PLEDGED AS SECURITY:

No receivables from exchange transactions were pledged as security.

### CREDIT QUALITY OF RECEIVABLES FROM EXCHANGE TRANSACTIONS:

The credit quality of other receivables from exchange transactions are neither past nor due nor impaired.

### RECEIVABLES FROM EXCHANGE TRANSACTIONS IMPAIRED:

As of 31 March 2024, receivables from exchange transactions of R Nil (2023: R Nil) were impaired and provided for.

The long term receivables from exchange transactions relate to staff debt for which the long term portion is determined based on repayment arrangements that are in place between the staff and the legislature.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 10. PROPERTY, PLANT AND EQUIPMENT

	2024			2023		
	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Furniture and office equipment	4,948,234	(3,783,146)	1,165,088	4,985,696	(3,561,164)	1,424,532
Other machinery and equipment	11,644,509	(7,510,719)	4,133,790	11,207,018	(6,895,799)	4,311,219
Computer equipment	12,697,869	(9,226,548)	3,471,321	12,534,478	(8,423,797)	4,110,681
Finance lease assets - vehicles	1,759,317	(228,572)	1,530,745	2,106,387	(484,780)	1,621,607
<b>Total</b>	<b>31,049,929</b>	<b>(20,748,985)</b>	<b>10,300,944</b>	<b>30,833,579</b>	<b>(19,365,540)</b>	<b>11,468,039</b>

#### RECONCILIATION OF PROPERTY, PLANT AND EQUIPMENT - 2024

	Opening balance	Additions	Disposals	Depreciation	Impairment loss	Total
Furniture and office equipment	1,424,532	85,994	(12,875)	(332,563)	-	1,165,088
Other machinery and equipment	4,311,219	651,591	(35,961)	(793,059)	-	4,133,790
Computer equipment	4,110,681	755,871	(50,203)	(1,343,950)	(1,078)	3,471,321
Finance lease assets - vehicles	1,621,607	489,583	(407,046)	(173,399)	-	1,530,745
	<b>11,468,039</b>	<b>1,983,039</b>	<b>(506,085)</b>	<b>(2,642,971)</b>	<b>(1,078)</b>	<b>10,300,944</b>

#### RECONCILIATION OF PROPERTY, PLANT AND EQUIPMENT - 2023

	Opening balance	Additions	Disposals	Depreciation	Impairment loss	Total
Furniture and office equipment	1,451,050	321,692	-	(348,210)	-	1,424,532
Other machinery and equipment	4,232,883	982,497	-	(904,161)	-	4,311,219
Computer equipment	3,529,941	1,992,365	(106,426)	(1,304,942)	(257)	4,110,681
Finance lease assets - vehicles	879,331	1,067,225	(231,985)	(92,964)	-	1,621,607
	<b>10,093,205</b>	<b>4,363,779</b>	<b>(338,411)</b>	<b>(2,650,277)</b>	<b>(257)</b>	<b>11,468,039</b>

#### PLEGGED AS SECURITY

No property, plant and equipment was pledged as security.

#### ASSETS SUBJECT TO FINANCE LEASE

Finance lease assets - vehicles	1,530,745	1,621,607
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## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>EXPENDITURE INCURRED TO REPAIR AND MAINTAIN PROPERTY, PLANT AND EQUIPMENT</b>		
<b>EXPENDITURE INCURRED TO REPAIR AND MAINTAIN PROPERTY, PLANT AND EQUIPMENT INCLUDED IN STATEMENT OF FINANCIAL PERFORMANCE</b>		
General expenses	12,368	6,500

The repairs and maintenance on the property, plant and equipment incurred as follows in the categories, Computer equipment R 12,368 (2023: R Nil), Furniture and office equipment R Nil (2023: R 6,500) and Other machinery and equipment R Nil (2023: R Nil).

### 11. INTANGIBLE ASSETS

	2024			2023		
	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value
Current Computer software	2,773,941	(1,218,273)	1,555,668	3,465,461	(1,407,319)	2,058,142
Non-current Computer software	4,070,022	(2,198,340)	1,871,682	3,239,859	(1,800,346)	1,439,513
<b>Total</b>	<b>6,843,963</b>	<b>(3,416,613)</b>	<b>3,427,350</b>	<b>6,705,320</b>	<b>(3,207,665)</b>	<b>3,497,655</b>

#### RECONCILIATION OF INTANGIBLE ASSETS - 2024

	Opening balance	Additions	Disposals	Amortisation	Total
Current Computer software	2,058,142	2,733,941	-	(3,276,415)	1,515,668
Non-current Computer software	1,439,513	830,163	-	(397,994)	1,871,682
	<b>3,497,655</b>	<b>3,564,104</b>	-	<b>(3,674,409)</b>	<b>3,387,350</b>

#### RECONCILIATION OF INTANGIBLE ASSETS - 2023

	Opening balance	Additions	Disposals	Amortisation	Total
Computer software	2,625,829	1,810,102	-	(2,081,938)	2,353,993
Non-current Computer software	1,768,476	-	-	(328,963)	1,439,513
	<b>2,353,993</b>	<b>3,465,461</b>	-	<b>(2,321,799)</b>	<b>3,497,655</b>

#### PLEGGED AS SECURITY

No intangible asset was pledged as security.

#### OTHER INFORMATION

During the current financial year intangible assets which have expired with a cost of R 3,465,461 (2023: R 1,606,563) and accumulated amortisation of R 3,465,461 (2023: R 1,606,563) have been removed from the asset register.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 12. HERITAGE ASSETS

	2023			2022		
	Cost / Valuation	Accumulated impairment losses	Carrying value	Cost / Valuation	Accumulated impairment losses	Carrying value
Paintings, sculptures and ornaments	4,732,002	(143,702)	4,588,300	4,732,002	(143,702)	4,588,300

#### RECONCILIATION OF HERITAGE ASSETS 2024

	Opening balance	Additions	Disposals	Impairment losses recognised	Total
Paintings, sculptures and ornaments	4,588,300	-	-	-	4,588,300

#### RECONCILIATION OF HERITAGE ASSETS 2023

	Opening balance	Additions	Disposals	Impairment losses recognised	Total
Paintings, sculptures and ornaments	4,588,300	-	-	-	4,588,300

#### PLEGGED AS SECURITY

No heritage asset was pledged as security.

#### EXPENDITURE INCURRED TO REPAIR AND MAINTAIN PROPERTY, PLANT AND EQUIPMENT

#### EXPENDITURE INCURRED TO REPAIR AND MAINTAIN PROPERTY, PLANT AND EQUIPMENT INCLUDED IN STATEMENT OF FINANCIAL PERFORMANCE

General expenses	5,175	-
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## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>13. PAYABLES FROM EXCHANGE TRANSACTIONS</b>		
Accruals	512,446	1,117,013
Other payables	1,207,229	1,371,060
	<b>1,719,674</b>	<b>2,488,073</b>
<b>Other payables</b>		
Creditors	49,473	76,150
Net pay members	530,015	662,196
Members backpay income tax	531,180	383,224
Members backpay pension funds	96,561	215,969
Unallocated receipts	-	33,521
	<b>1,207,229</b>	<b>1,371,060</b>
<b>14. DIRECT CHARGE LIABILITY</b>		
<b>DIRECT CHARGE DUE TO THE REVENUE FUND:</b>		
Transfer from the statement of financial performance	7,689,408	6,905,359
<b>MOVEMENT DURING THE YEAR</b>		
Balance at the beginning of the year	6,905,359	9,082,728
Transfer from the statement of financial performance	7,689,408	6,905,359
Payment during the year	(6,905,359)	(9,082,728)
	<b>7,689,408</b>	<b>6,905,359</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>15. FINANCE LEASE OBLIGATION</b>		
<b>MINIMUM LEASE PAYMENTS DUE</b>		
- within one year	765,073	977,171
- in second to fifth year inclusive	2,380,553	2,894,108
	3,145,626	3,871,279
less: future finance charges	(1,484,015)	(2,101,787)
<b>Present value of minimum lease payments</b>	<b>1,661,611</b>	<b>1,769,492</b>
<b>PRESENT VALUE OF MINIMUM LEASE PAYMENTS DUE</b>		
- within one year	227,580	214,011
- in second to fifth year inclusive	1,434,031	1,555,481
	<b>1,661,611</b>	<b>1,769,492</b>
Non-current liabilities	1,434,031	1,555,481
Current liabilities	227,580	214,011
	<b>1,661,611</b>	<b>1,769,492</b>

Finance Leases relate to vehicles with lease terms of between 3 to 5 years. The effective annual interest rate on the Finance Lease payables is between 30% and 37%.

Interest on finance lease payables is charged by Government Motor Transport to replace vehicles at the end of their useful lives and to recoup operating expenditure such as tracking, insurance and Government Motor Transport overhead expenditure.

Ownership of the leased vehicles is transferred to Government Motor Transport at the conclusion of the lease agreements. None of our lease agreements have any restrictions imposed on these arrangements.

## 16. EMPLOYEE BENEFIT OBLIGATIONS

Reconciliation of employee benefits - 2024	Opening balance	Movement	Total
Leave entitlement (Employees)	3,882,738	242,565	4,125,303
Service bonus (Employees)	1,505,282	29,756	1,535,038
Service bonus (Members)	650,393	(9,177)	641,216
Time-off hours (Employees)	1,112,745	245,961	1,358,706
Long service awards (Employees)	6,583,000	(514,000)	6,069,000
Once-off gratuity (Members)	10,784,000	5,057,000	15,841,000
Medical aid benefits (Members)	7,595,000	39,000	7,634,000
	<b>32,113,158</b>	<b>5,091,105</b>	<b>37,204,263</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*	
<b>Reconciliation of employee benefits - 2023</b>	<b>Opening balance</b>	<b>Movement</b>	<b>Total</b>
Leave entitlement (Employees)	3,755,519	127,219	3,882,738
Service bonus (Employees)	1,465,035	40,247	1,505,282
Service bonus (Members)	756,861	(106,468)	650,393
Time-off hours (Employees)	1,185,418	(72,673)	1,112,745
Long service awards (Employees)	6,682,000	(99,000)	6,583,000
Once-off gratuity (Members)	13,276,000	(2,492,000)	10,784,000
Medical aid benefits (Members)	8,593,000	(998,000)	7,595,000
	<b>35,713,833</b>	<b>(3,600,675)</b>	<b>32,113,158</b>
<b>Non-current employee benefits</b>	<b>2024</b>	<b>2023</b>	
Long service awards (Employees)	5,040,000	4,720,000	
Once-off gratuity (Members)	15,841,000	10,784,000	
Medical aid benefits (Members)	6,482,000	6,504,000	
	<b>27,363,000</b>	<b>22,008,000</b>	
<b>Current employee benefits</b>			
Leave entitlement (Employees)	4,125,303	3,882,738	
Service Bonus (Employees)	1,535,038	1,505,282	
Service Bonus (Members)	641,216	650,393	
Time-off hours (Employees)	1,358,706	1,112,745	
Long service awards (Employees)	1,029,000	1,863,000	
Medical aid benefits (Members)	1,152,000	1,091,000	
	<b>9,841,263</b>	<b>10,105,158</b>	
<b>Long service awards: Movements</b>			
Opening balance	6,583,000	6,682,000	
Benefits paid	(1,581,000)	(1,373,000)	
Net expense recognised	1,067,000	1,274,000	
	<b>6,069,000</b>	<b>6,583,000</b>	
<b>Long service awards: Net expense recognised</b>			
Current service cost	807,000	886,000	
Interest cost	604,000	612,000	
Actuarial (gain) (Remeasurement of net benefit)	(344,000)	(224,000)	
	<b>1,067,000</b>	<b>1,274,000</b>	
<b>Once-off gratuity: Movements</b>			
Opening balance	10,784,000	13,276,000	
Benefits paid	(1,568,682)	(4,674,069)	
Net expense recognised	6,625,682	2,182,069	
	<b>15,841,000</b>	<b>10,784,000</b>	
<b>Once-off gratuity: Net expense recognised</b>			
Current service cost	2,496,000	2,552,000	
Interest cost	1,034,000	1,131,000	
Actuarial loss/(gain) (Remeasurement of net benefit)	3,095,682	(1,500,931)	

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
	<b>6,625,682</b>	<b>2,182,069</b>
<b>Medical aid benefits: Movements</b>		
Opening balance	7,595,000	8,593,000
Benefits paid	(958,016)	(924,990)
Net expense recognised	997,016	(73,010)
	<b>7,634,000</b>	<b>7,595,000</b>
<b>Medical aid benefits: Net expense recognised</b>		
Interest cost	857,000	853,000
Actuarial loss/(gain) (Remeasurement of net benefit)	140,016	(926,010)
	<b>997,016</b>	<b>(73,010)</b>

### DEFINED BENEFIT PLAN

#### POST RETIREMENT MEDICAL AID PLAN

The legislature offers continuation members (pensioners) the opportunity of belonging to one of several medical aid schemes, most of which offer a range of options pertaining to levels of cover. Upon retirement, a member may continue membership of the medical aid scheme. Upon a member's death-in-service or death-in-retirement, the surviving dependants may continue membership of the medical aid scheme.

Members contribute according to tables of contribution rates which differentiate between them on the type and number of dependants. Some options also differentiate on the basis of income.

The legislature has agreed to subsidise the medical aid contributions of retired members in the following way:

Members of the legislature will receive medical aid subsidies at retirement. The legislature will provide a 67% subsidy of the main member (and dependants) contribution at retirement. However, these members need to be part of the PARMED medical aid scheme.

As at the valuation date, the medical aid liability was unfunded as no dedicated assets have been set aside to meet this liability.

#### GRATUITY AWARDS

Gratuity payments are awarded in terms of the Government Gazette No 31597 dated 12 November 2008. A member of Provincial Legislature who has served more than 5 years and whose term of office has ended should be entitled to a once-off gratuity equal to 4 months pensionable salary for every 5 years of service or a pro-rata part of the 5 year period.

#### LONG SERVICE AWARDS

All permanent employees are entitled to long service benefits which are awarded in the form of leave days and a percentage of salary.

In 2024: 96 (2023: 99) of the employees qualified for long service awards.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### KEY ASSUMPTIONS USED

The legislature made use of an independent firm to perform the valuation of post-retirement medical aid benefits, long service awards and once-off gratuity liability. Julian van der Spuy B.Comm. (CERA)(FIA), Chris van Wyk BCom. Hons (Actuarial Science) and Elmarie Swanepoel BCom.Hons (Actuarial Science), from ZAQEN Consultants and Actuaries were the experts for the valuation. The key assumptions used by the experts are listed below for the last valuation on 31 March 2024:

Post-Retirement medical aid benefit: Discount rates -	Yield curve rate
Post-Retirement medical aid benefit: Medical aid contribution inflation -	CPI+2.5%
Long service awards: Discount rates -	Yield curve rate
Long service awards: Salary inflation -	CPI+2%
Once-off gratuity: Discount rates -	Yield curve rate
Once-off gratuity: Salary inflation -	CPI+2%

The CPI (Consumer Price Index) is calculated based on the difference between the nominal and yield curves.

### SENSITIVITY ANALYSIS

Deviations from the assumed level of mortality experience of the current employees and the continuation members (pensioners) will have a large impact on the actual cost to the Western Cape Provincial Parliament. If the actual rates of mortality turns out higher than the rates assumed in the valuation basis, the cost to the Western Cape Provincial Parliament in the form of subsidies will reduce and vice versa.

	20% Mortality rate decrease	20% Mortality rate increase
Effect on the aggregate of the service cost and interest cost	1,086,000	852,000
Effect on defined benefit obligation	8,615,000	6,884,000

The cost of the subsidy after retirement is dependent on the increase in the contributions to the medical aid scheme before and after retirement. The rate at which these contributions increase will thus have a direct effect on the liability of future retirees

The effect is as follows for a 1% p.a. change in the medical aid inflation assumption:

	1% Medical aid Inflation decrease	1% Medical aid Inflation increase
Effect on the aggregate of the service cost and interest cost	906,000	1,004,000
Effect on defined benefit obligation	7,285,000	8,009,000

Deviations from the assumed level of withdrawal experience of the eligible employees will have a large impact on the actual cost to the Western Cape Provincial Parliament. If the actual rates of withdrawal turns out to be higher than the rates assumed in the valuation basis, then the cost to the Western Cape Provincial Parliament in the form of benefits will reduce and vice versa.

The effect is as follows by increasing and decreasing the withdrawal rates by 20%:

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
	<b>20% Withdrawal decrease</b>	<b>20% Withdrawal increase</b>
Effect on the aggregate of the service cost and interest cost	1,429,000	1,309,000
Effect on defined benefit obligation	6,285,000	5,868,000

The cost of the long service leave and gratuity payment is dependent on the increase in the annual salaries paid to employees and political office bearers. The rate at which salaries increase will thus have a direct effect on the liability.

The effect is as follows for a 1% p.a. change in the Normal Salary inflation assumption:

	1% Normal salary decrease	1% Normal salary increase
Effect on the aggregate of the service cost and interest cost	1,291,000	1,447,000
Effect on defined benefit obligation	5,768,000	6,392,000

	1% Normal salary decrease	1% Normal salary increase
Effect on the aggregate of the service cost and interest cost	3,753,000	3,929,000
Effect on defined benefit obligation	15,525,000	16,169,000

Amounts for the medical aid obligation for the current and previous four years are as follows:

	2024	2023	2022	2021	2020
	R	R	R	R	R
Defined benefit obligation	7,634,000	7,595,000	8,593,000	9,514,000	9,660,000

### CONTRIBUTIONS TO PENSION FUNDS

#### THE GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

Retirement benefits are provided by membership of the Government Employees Pension Fund which is a defined benefit fund. Parliament's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees. The obligation of the fund is guaranteed by the National Revenue Fund and not by the individual government departments and entities. This responsibility is governed by the Government Employees Pension Law, Proclamation 21 of 1996.

Contribution to the GEPF for the reporting period	7,519,668	7,230,500
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These contributions are included in surplus or deficit for the reporting period.

An actuarial valuation of the GEPF is conducted at least every three years as prescribed in section 17(3) of the GEP Law. The latest actuarial valuation of the GEPF was performed on 31 March 2021. This valuation indicates that the plan is in a sound financial position. The estimated liabilities of the fund are R 1,854,519 million which are adequately funded by net assets of R 2,041,346 million as at 31 March 2021.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### THE PENSION SCHEME FOR OFFICERS OF PARLIAMENT (PSOP)

The Pension Scheme for Officers of Parliament (PSOP) is a defined benefit plan. The obligation of the fund is guaranteed by the National Revenue Fund. This responsibility is governed by the General Pensions Act 29 of 1979.

### THE POLITICAL OFFICE-BEARERS PENSION FUND (POBF)

The Political Office-Bearers Pension Fund has a defined contribution and a defined benefit section in terms of which the basis of funding of retirement benefits is on a defined benefit basis through additional service and equalisation benefits provided by National Treasury, and on a defined contribution basis through the utilisation of member credits accumulated. This responsibility is governed by the Members of Parliament and Political Office bearers Pension Scheme Act, 1984 (Act No. 112 of 1984) as amended in 1992. Parliament's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees.

Contribution to the POBF for the reporting period	5,725,442	5,579,107
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### 17. RECOVERIES

Recoverable revenue from exchange	188,748	62,758
Recoverable revenue from non-exchange	43,090	1,378,481
	<b>231,838</b>	<b>1,441,239</b>

Recoveries from non-exchange relates to unspent allowances returned from political parties.

### 18. INTEREST RECEIVED

#### Interest revenue

Bank	505,097	423,772
Interest on receivables	2,070	2,127
	<b>507,167</b>	<b>425,899</b>

### 19. OTHER INCOME

Boutique sales	3,336	2,812
Refreshments	23,450	10,925
Rental of parking	24,855	31,745
	<b>51,641</b>	<b>45,482</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>20. APPROPRIATION</b>		
Annual appropriation	174,142,094	174,467,795
Statutory appropriation	52,564,000	50,301,000
	226,706,094	224,768,795
Funds rolled over from prior year	14,398,906	12,707,205
	<b>241,105,000</b>	<b>237,476,000</b>
<b>Appropriation</b>		
Current-year receipts	226,706,094	224,768,795
Funds rolled over from prior year	14,398,906	12,707,205
Actual Expenditure	(227,663,522)	(218,193,272)
Direct charge liability	(7,689,408)	(6,905,359)
Unspent appropriated funds carried over to next year	5,752,070	12,377,369
Departmental revenue carried over to next year	827,907	2,021,538
	<b>6,579,978</b>	<b>14,398,906</b>
For the Direct charge liability refer to note 14.		
<b>21. EMPLOYEE RELATED COSTS</b>		
Basic salary	64,171,974	61,106,893
Bonus	3,571,005	3,499,511
Contribution to employee benefits	348,282	219,792
Employee benefits paid out	939,671	37,000
Housing allowances	5,114,055	4,963,475
Leave payout	356,676	423,670
Medical aid - employer contributions	663,156	703,716
Other non-pensionable allowances	6,442,360	6,176,275
Pension - employer contributions	7,519,668	7,230,500
Periodic payments	496,936	871,478
Unemployment Insurance Fund	229,960	231,404
	<b>89,853,743</b>	<b>85,463,714</b>
<b>Contribution to employee benefits</b>		
Leave entitlement	242,565	127,219
Service Bonus	29,756	40,247
Time-off hours	245,962	(72,674)
Long service awards	(170,000)	125,000
- current service cost	807,000	886,000
- Interest cost	604,000	612,000
- Benefits paid	(1,581,000)	(1,373,000)
	<b>348,283</b>	<b>219,792</b>



## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>Remuneration of the Secretary</b>		
Basic salary	1,585,488	1,500,755
Contributions to UIF, Medical and Pension Funds	208,239	197,224
Other non-pensionable allowances	473,381	448,083
	<b>2,267,108</b>	<b>2,146,062</b>
<b>Remuneration of the Chief Financial Officer</b>		
Basic salary	1,238,291	1,172,114
Bonus	103,191	97,676
Contributions to UIF, Medical and Pension Funds	175,271	166,668
Other non-pensionable allowances	254,360	240,116
	<b>1,771,113</b>	<b>1,676,574</b>
<b>Remuneration of the Director Institutional Enablement</b>		
Basic salary	1,133,211	1,072,649
Bonus	94,434	89,387
Contributions to UIF, Medical and Pension Funds	161,611	153,738
Other non-pensionable allowances	231,742	218,707
	<b>1,620,998</b>	<b>1,534,481</b>
<b>Remuneration of the Director Parliamentary Support Services</b>		
Basic salary	1,111,208	1,051,822
Bonus	92,601	87,652
Contributions to UIF, Medical and Pension Funds	158,750	151,030
Other non-pensionable allowances	227,006	214,224
	<b>1,589,565</b>	<b>1,504,728</b>
<b>Remuneration of the Director Public Engagement</b>		
Basic salary	1,133,211	1,072,649
Bonus	94,434	89,387
Contributions to UIF, Medical and Pension Funds	161,611	153,738
Other non-pensionable allowances	231,742	218,707
	<b>1,620,998</b>	<b>1,534,481</b>
<b>Remuneration of the Director Strategy and Institutional Oversight</b>		
Basic salary	1,100,205	1,041,408
Contributions to UIF, Medical and Pension Funds	148,194	137,508
Other non-pensionable allowances	325,448	310,935
	<b>1,573,847</b>	<b>1,489,851</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>22. MEMBERS REMUNERATION</b>		
Basic salary	26,008,826	24,791,303
Contributions to employee benefits	1,851,125	(1,169,527)
Housing allowance	9,997	10,000
Medical aid contributions	215,366	190,074
Other non-pensionable allowances	10,047,197	9,454,936
Pension contributions	5,725,442	5,579,107
Retirement benefits paid out	2,526,698	3,008,529
Service bonus	1,188,183	1,393,903
	<b>47,572,834</b>	<b>43,258,325</b>
<b>Contribution to employee benefits</b>		
Service bonus	(9,177)	(106,468)
Once off gratuity	1,961,318	(991,069)
- Current service cost	2,496,000	2,552,000
- Interest cost	1,034,000	1,131,000
- Benefits paid	(1,568,682)	(4,674,069)
Medical aid benefits	(101,016)	(71,990)
- Interest cost	857,000	853,000
- Benefits paid	(958,016)	(924,990)
	<b>1,851,125</b>	<b>(1,169,527)</b>
<b>Remuneration of the Speaker</b>		
Basic salary	-	832,307
Other non-pensionable allowances	-	364,714
Gratuity Payment	33,377	2,083,538
Pension contributions	-	187,269
Medical aid contributions	-	2,776
	<b>33,377</b>	<b>3,470,604</b>
<b>Remuneration of the Speaker</b>		
Basic salary	1,296,714	382,409
Other non-pensionable allowances	568,347	167,571
Pension contributions	291,761	94,177
Medical aid contributions	4,300	1,388
	<b>2,161,122</b>	<b>645,545</b>
The new Speaker was appointed on 12 December 2022.		
<b>Remuneration of the Deputy Speaker</b>		
Basic salary	1,049,324	1,018,761
Other non-pensionable allowances	455,124	372,561
Service Bonus	11,707	74,897
Pension contributions	229,221	229,221
Medical aid contributions	8,600	8,328
	<b>1,753,976</b>	<b>1,703,768</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>23. FINANCE COSTS</b>		
Finance leases	578,898	611,594
<b>24. TRANSFER PAYMENTS</b>		
<b>Political Parties</b>		
Democratic Alliance	28,426,497	27,171,702
African National Congress	14,381,412	13,901,481
African Christian Democratic Party	1,632,933	1,597,489
Economic Freedom Fighters	2,740,694	2,648,511
Freedom Front Plus	1,632,933	1,597,489
GOOD	1,632,933	1,597,489
Al Jama-ah	1,632,933	1,597,489
	<b>52,080,335</b>	<b>50,111,650</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>25. GENERAL EXPENSES</b>		
Advertising	1,602,697	1,945,441
Auditors remuneration	3,837,119	3,795,015
Bad debts written off	21,494	-
Bank charges	10,649	9,812
Bursaries	202,631	195,198
Catering events	2,676,343	1,745,221
Claims paid	14,422	-
Computer services	2,707,164	1,538,679
Consulting and professional fees	2,159,209	2,540,573
Consumables	1,093,478	796,790
Contracted services	4,421,365	1,876,488
Fleet services	719,210	1,048,668
Insurance	863,126	721,370
Laundry services	9,200	6,200
Lease rentals on operating lease	536,330	564,114
Other expenses	1,005,126	1,040,966
Outsourced services	248,805	261,357
Postage and courier	454	2,863
Printing and publications	546,850	196,033
Registration fees	225,930	296,315
Rentals of facilities and equipment	610,557	278,233
SITA computer expenses	2,788	43
Subscriptions and membership fees	562,978	516,995
Telephone and fax	198,992	185,765
Training	523,477	924,707
Travel - local	5,539,865	4,895,116
Travel - overseas	3,175,242	6,079,615
	<b>33,515,501</b>	<b>31,461,577</b>

Other expenses includes expenditure for resettlement costs, data and airtime costs and TV licences. Catering relates to committee sittings, members enabling claims and Public Education and Outreach events.

Consulting and professional fees includes expenditure relating to translations and transcriptions, as well as legal fees. Contracted services includes expenditure relating to Audio visual, transport and maintenance services.

Travel - overseas includes expenditure relating to the CPA Secretariat function as well as other overseas travel.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>26. CASHFLOW FROM OPERATING ACTIVITIES</b>		
(Deficit) surplus	(13,220,738)	6,486,580
<b>Adjustments for:</b>		
Depreciation and amortisation	6,318,459	4,972,333
Loss on sale of assets	216,602	61,474
Transfer to direct charge liability	7,689,408	6,905,359
Contribution to employee benefits	2,199,407	(949,735)
Remeasurements of net defined benefits	2,891,698	(2,650,941)
Bad debts written off	21,494	-
<b>Changes in working capital:</b>		
Inventories	(13,964)	369,302
Receivables from non-exchange transactions	40,809	(45,409)
Receivables from exchange transactions	(90,618)	(43,781)
Prepayments	(183,066)	233,612
Payables from exchange transactions	(768,401)	(190,889)
Direct charge liability	(6,905,359)	(9,082,728)
	<b>(1,804,269)</b>	<b>6,065,177</b>
<b>27. AUDITORS' REMUNERATION</b>		
Fees	3,837,119	3,795,015
<b>28. COMMITMENTS</b>		
<b>AUTHORISED CAPITAL EXPENDITURE</b>		
<b>Already contracted for but not provided for</b>		
• Property, plant and equipment	664,647	146,514
• Intangible assets	3,548,286	1,190,476
	<b>4,212,933</b>	<b>1,336,990</b>
<b>Total capital commitments</b>		
Already contracted for but not provided for	4,212,933	1,336,990

This committed expenditure relates to property, plant and equipment and intangible assets and will be financed through funding received from Provincial Treasury.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 29. CONTINGENCIES

#### CONTINGENT LIABILITIES

##### LITIGATION COSTS IN RESPECT OF FRUITLESS AND WASTEFUL EXPENDITURE RECOVERY

The possible litigation costs for the recovery of Fruitless and Wasteful expenditure may be required, should the liable persons not respond favourably to letters of demand. The estimated costs are R 75,000.

##### LITIGATION COSTS RECOVERY

The applicants of the Mogale case have been advised they may put in a claim for the litigation costs. The estimated untaxed amount recoverable is R 50,000.

##### CERTIFICATION OF THE CONSTITUTION OF THE WESTERN CAPE AMENDMENT BILL

Application for this Bill must be made to the Constitutional Court and it is not yet possible to determine if the application will be opposed. The estimated costs are R 250,000.

##### POSSIBLE LITIGATION REGARDING PUBLIC INVOLVEMENT IN RESPECT OF BILLS

There are a number of section 76 Bills in respect of which litigation appears likely. It is not possible to gauge which applicants will pursue litigation in respect of which Bills. It is estimated that the legislature may expect to be served with papers challenging the adequacy of public involvement in respect of two matters. The estimated costs are R 200,000.

#### CONTINGENT ASSETS

##### INVESTIGATION FOR FRUITLESS AND WASTEFUL EXPENDITURE

A process is currently underway to determine liability, if any, for Fruitless and Wasteful Expenditure. The estimated recoverable amount is R 158,289.

##### LITIGATION COST RECOVERY

The court awarded a cost order in the favour of WCPP in terms of the litigation of the former Speaker. The estimated recoverable amount is R 40,000.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 30. FINANCIAL INSTRUMENTS DISCLOSURE

#### CATEGORIES OF FINANCIAL INSTRUMENTS

##### 2024

##### FINANCIAL ASSETS

	At amortised cost	Total
Cash and cash equivalents	14,091,968	14,091,968
Receivables from non-exchange transactions	82,000	82,000
Receivables from exchange transactions	186,476	117,352
Long term receivables from non-exchange transactions	- 39,731	186,476
Long term receivables from exchange transactions	- 39,731	6,577
	<b>14,400,175</b>	<b>14,400,175</b>

##### FINANCIAL LIABILITIES

	At amortised cost	Total
Payables from exchange transactions	1,719,675	1,719,675
Finance lease obligation	1,661,611	1,661,611
	<b>3,381,286</b>	<b>3,381,286</b>

##### 2023

##### FINANCIAL ASSETS

	At amortised cost	Total
Cash and cash equivalents	21,291,390	21,291,390
Receivables from non-exchange transactions	122,809	122,809
Receivables from exchange transactions	117,352	117,352
Long term receivables from non-exchange transactions	3,541	3,541
Long term receivables from exchange transactions	6,577	6,577
	<b>21,541,669</b>	<b>21,541,669</b>

##### FINANCIAL LIABILITIES

	At amortised cost	Total
Payables from exchange transactions	2,488,073	2,488,073
Finance lease obligation	1,769,492	1,769,492
	<b>4,257,565</b>	<b>4,257,565</b>

The 2023 figures have been updated and vary from those in the annual report, this is due to an adjustment for members back pay that was done after the conclusion of the audit and did not pull through to the disclosure notes.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 31. RISK MANAGEMENT

#### FINANCIAL RISK MANAGEMENT

The legislature's activities expose it to a variety of financial risks: market risk, credit risk and liquidity risk.

#### LIQUIDITY RISK

The legislature's risk to liquidity is a result of the funds available to cover future commitments. The legislature manages liquidity risk through an ongoing review of future commitments and credit facilities. This is further managed by the fact that the legislature receives its funding via the equitable share.

The table below analyses the legislature's financial liabilities into relevant maturity groupings based on the remaining period at the statement of financial position to the contractual maturity date. The amounts disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

	Within 1 year	Between 2 and 5 years
<b>At 31 March 2024</b>		
Payables from exchange transactions	1,719,675	-
Finance lease obligation	765,073	2,380,553
	<b>2,484,748</b>	<b>2,380,553</b>
<b>At 31 March 2023</b>		
Payables from exchange transactions	2,488,073	-
Finance lease obligation	977,171	2,894,108
	<b>3,465,244</b>	<b>2,894,108</b>

#### CREDIT RISK

Credit risk consists mainly of cash deposits, cash equivalents and receivables. The legislature only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Receivables comprise of a limited customer base. Management evaluated credit risk relating to receivables on an ongoing basis. If receivables are independently rated, these ratings are used. Otherwise, if there is no independent rating, risk control assesses the credit quality of the receivable, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external ratings in accordance with limits set by the management.



## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
Financial assets exposed to credit risk at year end were as follows:		
<b>Financial instrument</b>	<b>2024</b>	<b>2023</b>
Cash and cash equivalents	14,091,968	21,291,390
Receivables from non-exchange transactions	82,000	122,809
Receivables from exchange transactions	186,476	117,352
Long term receivables from non-exchange transactions	-	3,541
Long term receivables from exchange transactions	39,731	6,577

### MARKET RISK

#### INTEREST RATE RISK

As the legislature has no significant interest-bearing assets, the legislature's income and operating cash flows are substantially independent of changes in market interest rates.

### 32. UNAUTHORISED EXPENDITURE

No unauthorised expenditure was incurred during the current financial period ended 31 March 2024.

### 33. FRUITLESS AND WASTEFUL EXPENDITURE

Opening balance	158,289	160,449
Add: Fruitless and wasteful expenditure - Current year	-	43,279
Less: Amounts recovered	-	(41,164)
Less: Amounts written off	-	(4,275)
	<b>158,289</b>	<b>158,289</b>

Accommodation for the value of R 4,275 was booked and paid for, however deemed not suitable and therefore not utilised.

Contravention of the enabling allowance policy in terms of the Members Facilities Guide resulted in Fruitless and wasteful expenditure of R 39,004, which has been recovered.

Fruitless and wasteful expenditure for the prior year to the value of R 2,160 were incurred due to interpreter services which were no longer required, however the interpreters were not informed that the services would be cancelled, this amount has been transferred to be recovered.

Fruitless and wasteful expenditure to the value of R 158,289 for the prior year incurred due to the use of a vehicle by WCPP which is currently still under investigation to determine responsibility.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
<b>34. IRREGULAR EXPENDITURE</b>		
Add: Irregular Expenditure - current year	344,419	22,066
Less: Amounts condoned	(11,020)	(22,066)
Less: Amounts recoverable	(1,000)	-
	<u>332,399</u>	<u>-</u>
<b>DETAILS OF IRREGULAR EXPENDITURE AWAITING CONDONATION IN CURRENT YEAR</b>		
Quotes were not evaluated in accordance with the 80/20 preference points system and applicable preference point system was not stipulated in the invitation to quote	20,650	-
Applicable preference point system was not stipulated in the invitation to quote	311,749	-
	<u>332,399</u>	<u>-</u>
<b>DETAILS OF IRREGULAR EXPENDITURE CONDONED IN CURRENT YEAR</b>		
Services rendered by the service provider before approval	11,020	-
Services rendered by the service provider before approval	-	17,657
Additional travel and subsistence costs incurred prior to procurement approval being obtained	-	4,409
	<u>11,020</u>	<u>22,066</u>
<b>DETAILS OF IRREGULAR EXPENDITURE RECOVERED</b>		
Services rendered by the service provider before approval	1,000	-

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 35. RELATED PARTIES

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

Department of Infrastructure	Occupation of the building free of charge managed by the Department of Transport and Public Works. Refer to note 36 for the rental value which is accounted for as a service in-kind. Parking spaces are also provided for government officials at an approved fee that is not market related. Refer below for transaction detail
Department of Police Oversight and Community Safety	Security services in the Legislature building
Department of the Premier - Corporate Services Centre	Internal Audit services Audit Committee services
Provincial Treasury	Primary funding. Refer to note 20.
Government Motor Transport (GMT)	Management of government motor vehicles. This relationship is based on an arm's length transaction in terms of the approved tariffs. Refer below for transaction and balance detail
Key Management and Members	Refer to note 21&22

### RELATED PARTY TRANSACTIONS AND BALANCES

#### Government Motor Transport (GMT)

Finance Costs	578,898	611,594
Finance lease liability payment	346,991	107,639
Operating leases	439,937	448,442
Outstanding finance lease liability balance (including finance costs)	3,145,626	3,871,279

#### Department of Infrastructure

Parking fees	(24,855)	(31,745)
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## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 36. SERVICES IN-KIND

The Department of Infrastructure provides an office area to the Western Cape Provincial Parliament at no cost to the legislature. The provision of this service in kind is recognised as revenue and expenditure to the fair value of R 9,842,760 (2023: R 8,910,288).

The South African Police Services provides National Key Point access control services to Western Cape Provincial Parliament at no cost to the legislature. These services were provided for the entire reporting period.

The Department of the Premier provides internal audit and audit committee services to Western Cape Provincial Parliament at no cost to the legislature. These services were provided for the entire reporting period.

National Parliament provided services in the form of training to the Members of Western Cape Provincial Parliament within the financial year for R 47,590 (2023: Undeterminable). These services were provided to the Members with no cost to the legislature. We do not see this as a significant impact on the operations of the legislature.

### 37. BUDGET DIFFERENCES

#### MATERIAL DIFFERENCES BETWEEN BUDGET AND ACTUAL AMOUNTS

All variances have been included unless they are trivial.

#### 37.1 RECOVERIES

The variance is as a result of debt recoveries in terms of previous years expenditure as well as unspent allowances paid back by Political Parties.

#### 37.2 OTHER INCOME

The variance is as a result of revenue received from parking, members meals and boutique sales which was more than the appropriated budget amount.

#### 37.3 INTEREST RECEIVED

The variance is as a result of interest on bank account as well as interest on debts which was more than the appropriated budget amount.

#### 37.4 EMPLOYEE COSTS

The variance is due to vacant posts which were not filled as anticipated.

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 37.5 MEMBERS REMUNERATION

The variance is due to there being no member remuneration increase as of yet for the current year.

### 37.6 GENERAL EXPENSES

The variance is mainly due to the delayed upgrade of SAGE X3 and cyber security SOC and SIEM services, delayed renewal of Pressreader and legal fees being less than anticipated.

### DIFFERENCES BETWEEN BUDGET AND ACTUAL AMOUNTS BASIS OF PREPARATION AND PRESENTATION

<b>Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement</b>	<b>14,256,126</b>
<b>Basis difference - Operating cash flows</b>	
Receivables	(66,163)
Payables	(26,677)
Direct charge	(6,905,359)
Annual appropriation	(14,398,906)
General expenses	(58,443)
<b>Actual amount in the Cash Flow Statement</b>	<b>(7,199,422)</b>

### CHANGES FROM THE APPROVED BUDGET TO THE FINAL BUDGET

The changes between the approved budget for provincial expenditure and the budget comparison statement for the expenditure items is as a result of the change in classification between the approved budget and the budget comparison in order to meet the requirements of GRAP.

The adjustments incurred between the approved budget and the final budget occurred due to the adjustment budget as well as shifts within expenditure items. A virement shift of R 785,212 was done between Programme 1 and Programme 2, and within general expenditure. These adjustments are as follows:

Expenditure	Approved budget	Adjustment	Shifts	Virements	Final budget
Employee related costs	95,202,920	(4,568,697)	76,314	-	90,710,537
Members remuneration	54,103,800	(278,383)	(275,451)	-	53,549,966
Finance costs	1,075,000	434,848	7,653	-	1,517,501
Transfer payments	52,106,005	(324,391)	298,783	-	52,080,397
General expenditure	37,754,275	5,599,623	(107,299)	-	43,246,599
	<b>240,242,000</b>	<b>863,000</b>	<b>-</b>	<b>-</b>	<b>241,105,000</b>

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 38. PRIOR PERIOD ERROR

During the preparation of the annual financial statements for the current year the following errors were identified.

#### FOREIGN DAILY ALLOWANCE

During the period ended 31 March 2024, it was found that there was a shortfall on the payment of foreign daily allowances for the periods ended 31 March 2022 and 31 March 2023.

Accumulated Surplus		17,747
General expenses: Foreign Travel		15,774
Payables: Other payables		(33,521)
		<u>-</u>

#### FINANCIAL INSTRUMENTS AND RISK MANAGEMENT DISCLOSURE

During the prior year, an adjustment to the AFS was processed with regards to members back pay. These adjustments effected various line items including the Receivables from non-exchange transactions and the Payables from exchange transactions. The adjustments were not pulled through to the Financial instrument and Risk Management disclosure notes, resulting in an understatement of the Receivables from non-exchange transactions of R 42,409 and Payables from exchange transaction of R 1,344,584.

#### INTANGIBLE ASSETS

During the period ended 31 March 2024 the legislature identified and decided that the intangible assets that are only for a 1 year period would be better presented as a current intangible assets, and therefore a reclassification was done as set out below.

Current assets: Intangible Assets		2,058,142
Non-current assets: Intangible Assets		(2,058,142)
		<u>-</u>

#### STATEMENT OF FINANCIAL POSITION

Payables: Other payables		(33,521)
Current assets: Intangible assets		2,058,142
Non-current assets: Intangible assets		<b>(2,058,142)</b>

#### STATEMENT OF FINANCIAL PERFORMANCE

General expenses: Foreign travel		15,774
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#### STATEMENT OF CHANGES IN NET ASSETS

Accumulated surplus		17,747
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## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand	2024	2023 Restated*
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### 39. GOING CONCERN

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

### 40. EVENTS AFTER THE REPORTING DATE

The Independent Commission for the Remuneration of Public Office Bearers has submitted the proposal for members remuneration to the Presidency for proclamation as signed on 15 May 2024. The proposal was subsequently approved by the President and the Premier of the Western Cape. The financial statements have therefore been adjusted to account for the back pay to members for the 2023/24 period.

On 3 July 2024 correspondence from SITA was received and they confirmed that they have credited the invoices that were under dispute, therefore the legislature no longer has a contingent liability. SITA further indicated that the overpayment on of the disputed invoices can be recovered, the legislature therefore has raised a receivable for the amount of R 13,259.







