



**NORTH WEST PROVINCIAL LEGISLATURE**



**2023/24**

# **A N N U A L R E P O R T**





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# PART A

## PART A GENERAL INFORMATION



# 1. NORTH WEST PROVINCIAL LEGISLATURE GENERAL INFORMATION

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## 2. LIST OF ABBREVIATIONS / ACRONYMS

ABBREVIATION / ACRONYM	MEANING
AC	<i>Audit Committee</i>
AEPRE	<i>Adjusted Estimates of Provincial Revenue and Expenditure</i>
AFS	<i>Annual Financial Statements</i>
AGSA	<i>Auditor-General of South Africa</i>
ANC	<i>African National Congress</i>
APP	<i>Annual Performance Plan</i>
AR	<i>Annual Report</i>
B. Com	<i>Bachelor of Commerce</i>
CA	<i>Chartered Accountant</i>
CA (SA)	<i>Chartered Accountant South Africa</i>
CD (SA)IoDS	<i>Chartered Director South Africa</i>
CFO	<i>Chief Financial Officer</i>
CISA	<i>Certified Information Security Auditor</i>
CISM	<i>Certified Information Security Management</i>
CGEIT	<i>Certified in Governance of Enterprise Information Technology</i>
CMAC	<i>Consequence Management Advisory Committee</i>
CoE	<i>Compensation of Employees</i>
COVID-19	<i>Coronavirus Disease 2019</i>
CRM-Prac	<i>Certified Risk Management Practitioner</i>
DA	<i>Democratic Alliance</i>
EE	<i>Employment Equity</i>
EU	<i>European Union</i>
EFF	<i>Economic Freedom Fighters</i>
FMPPLA	<i>Financial Management of Parliament and Provincial Legislatures Act</i>
GL	<i>General Ledger</i>
GRAP	<i>Generally Recognised Accounting Practices</i>
HOA	<i>Home Owners Allowance</i>
Hon.	<i>Honourable</i>
HR	<i>Human Resource</i>
IAA	<i>Internal Audit Activity</i>
ICT	<i>Information and Communication Technology</i>
IEHW	<i>Integrated Employment Health and Wellness</i>
IFW	<i>Irregular, Fruitless and Wasteful</i>

## 2. LIST OF ABBREVIATIONS / ACRONYMS

ABBREVIATION / ACRONYM	MEANING
IRMSA	<i>Institute of Risk Management of South Africa</i>
IT	<i>Information Technology</i>
M.Com	<i>Master of Commerce</i>
MBA	<i>Master of Business Administration</i>
MEC	<i>Member of Executive Council</i>
MPL	<i>Member of Provincial Legislature</i>
N/A	<i>Not Applicable</i>
NA	<i>National Assembly</i>
NCOP	<i>National Council of Provinces</i>
NDP	<i>National Development Plan</i>
No.	<i>Number</i>
NWPL	<i>North West Provincial Legislature</i>
PAAP	<i>Post-Audit Action Plan</i>
PFC	<i>Policy Formulation Committee</i>
PFMA	<i>Public Finance Management Act</i>
PPAC	<i>Provincial Public Accounts Committee</i>
PI	<i>Performance Information</i>
PSETA	<i>Public Service Sector Education and Training Authority</i>
R	<i>Rand</i>
RMC	<i>Risk Management Committee</i>
SA	<i>South Africa</i>
SAPS	<i>South African Police Services</i>
SCM	<i>Supply Chain Management</i>
SCOPA	<i>Standing Committee on Public Accounts Committee</i>
SDIP	<i>Service Delivery Improvement Plan</i>
SMS	<i>Senior Management Service</i>
SOM	<i>Sector Oversight Model</i>
SOPA	<i>State of the Province Address</i>
TIDs	<i>Technical Indicator Descriptions</i>
VF+	<i>Vryheids Front Plus</i>





**MEMBERS OF THE NWPL**



## HON. SFD MOHONO

**SPEAKER OF THE  
NORTH WEST PROVINCIAL LEGISLATURE**

It is my pleasure to present to the August House and the community of the North West Province at large the annual report of the Legislature for the financial year ending 2023/2024 as required by the Financial Management of Parliament and Provincial Legislatures Act (Act No. 10 of 2009).

This annual report is tabled to the House in terms of Section 60 of the Financial Management of Parliament and Provincial Legislatures Act as amended, which provides that the Executive Authority must table the annual report, including the audited financial statements for that financial year, the audit report on those financial statements and the annual performance report, in Parliament within one month after the Accounting Officer received the audit report.

This annual performance report provides an overview of the achievements on the commitments made at the beginning of the financial year, but also serves

### 3. FOREWORD BY THE HON. SPEAKER

as a launching pad for the 7<sup>th</sup> Administration. The financial year 2023/24 represents the closure of the 6<sup>th</sup> Legislature and is therefore a culmination of the strategic plan for the 6<sup>th</sup> Legislature.

In terms of the Financial Management of Parliament and Provincial Legislatures Act, the 7<sup>th</sup> Legislature must prepare the strategic plan for the 7<sup>th</sup> Administration within 6 months of the coming into the office of the new administration and we are poised to do this work as the 7<sup>th</sup> Administration. We are not going to start the 7<sup>th</sup> Administration from a vacuum, but will build on the work that has been done by the 6<sup>th</sup> Administration. Much has been done during the 6<sup>th</sup> Legislature and much more still needs to be done for the people of the North West Province.

The 6<sup>th</sup> Legislature closed with an unqualified audit opinion without any material findings and this achievement must be commended. However, we tasked the Accounting Officer not to rest, but instead to identify all the findings no matter how insignificant they may be so that they may also be addressed before they grow to be material. The intention is that the Legislature must lead by example. This will make oversight easier if the Legislature is leading in financial management. The work of the Portfolio Committees of the Legislature is bearing fruits and this is evidenced

by the continued improvement in the performance of the provincial Departments.

The Legislature will continue exploring various platforms to ensure optimal public engagement through public education and modernising our system to ensure we are on par with technological developments.

We continued playing an important role towards achieving our constitutional mandate of oversight and encouraging transparency in the affairs of government. In line with the Sector Oversight Model, we continuously engaged departments on their annual performance and issued various recommendations based on the issues raised by communities.

We hosted a number of Sectoral Parliaments, public hearings and other public functions as a means to open platforms for our people to engage public representatives. These engagements continue to give effect to our constitutional requirement of ensuring public involvement in the business of the Legislature.

The Legislature will remain flexible and adaptive to the new ways of improving work of the Sector. We must never rest when the majority of Africans, in particular women, are victims of poverty, unemployment and inequality.

### 3. FOREWORD BY THE HON. SPEAKER

The Legislature will continue to be accountable to the Legislature Oversight Committee which was under the stewardship of Hon. Theologo and now Hon. Groenewald. We value the contributions made by this Committee and we will implement their recommendations to the letter.

In conclusion, I wish to express my appreciation to the NWPL Management led by the Secretary to the Legislature, Adv. Netshitumbu, for their tireless effort and administrative support, more particularly overseeing the transition from the 6<sup>th</sup> to the 7<sup>th</sup> Legislature and ensuring that we provided support to the Members of the Legislature.


I also wish to acknowledge and appreciate our governance structures, which include the Audit Committee, the Risk Management Committee and the Consequence Management Advisory Committee for their sterling work, support, professional advice and constructive criticism towards improving the work of the Legislature. My gratitude also to the Office of the Auditor-General for their support and professionalism at all times while maintaining their independence and objectivity.

I also wish to express my gratitude to my predecessors, the Speaker, the Deputy Speaker, the Chairperson of the Forum of Committee Chairpersons, the Chief Whip and all Members of the 6<sup>th</sup> Legislature. May God continue to bless you. May we draw our strength from the

book of Psalm 37: 32-55

*"the wicked lie in wait for the righteous, intent on putting them to death, but the Lord will not leave them in the power of the wicked or let them be condemned when brought to trial".*

Thank you



Hon. Sebonta Desbo Mohono  
Speaker: North West Provincial  
Legislature

Date: 27 August 2024

***"We will continue exploring various platforms to ensure optimal public engagement through public education and modernising our system to ensure we are on par with technological developments"***

# ABOUT US

## OUR MANDATE

Law-Making, Oversight and to promote public participation.

## OUR VISION

Building a united, prosperous society in the North West Province.

## OUR MISSION

The North West Provincial Legislature aims to provide services to the people of the North West Province by ensuring:

- A vibrant Legislature that is responsive to the challenges of development facing our people;
- An accountable Executive and other Organs of the State by strengthening oversight on the promises made to our people by Government;
- Promotion of efficient and healthy inter-governmental relations between the three spheres of government; and
- A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.

## OUR ORGANISATIONAL VALUES

Integrity; Responsiveness; Transparency; Trustworthy; Professionalism and Teamwork



**ADV L.I. NETSHITUMBU**

**SECRETARY TO THE  
NORTH WEST PROVINCIAL LEGISLATURE**

I am pleased to present the Annual Performance Report of the North West Provincial Legislature for the financial year 2023/2024. This annual report provides an account of the work of the North West Provincial Legislature for the year under review and also highlights major achievements recorded, as well as the challenges that were encountered in the year.

This annual report was prepared by the Accounting Officer of the North West Provincial Legislature and complies with the requirements of Section 55 (1)(2) and (3), of the Financial Management of Parliament and Provincial Legislatures Act, which requires that the Accounting Officer must prepare an annual report on the institution’s administration in terms of its performance and the financial information. In addition to the above section, Section 57 (a) states that the annual report must be submitted to the Auditor-General for auditing purposes and such was done.

The year under review was the final financial year for the 6<sup>th</sup>

**4. REPORT OF THE ACCOUNTING OFFICER**

Legislature and this means that the 6<sup>th</sup> Legislature had to wrap up the term whilst, at the same time, prepare for the safe-landing of the 7<sup>th</sup> Legislature.

The year was characterised by more public hearings on Section 76 Bills, which were occasioned by the fact that the 6<sup>th</sup> Legislature needed to finalise some of the Bills before the term ends. Although this presented a challenge on the resources, both in terms of time availability and financial resources, the Legislature was able to adjust its plan and reprioritize the available resources before and was able to respond to the requirements of the NCOP.

In preparation of the smooth exit of the 6<sup>th</sup> Legislature, we organised an Exit Workshop so that Members were appraised of their duties and rights as they exit the Legislature and we are confident that this was a seamless process.

In the same breath we began with the preparation for the landing of the 7<sup>th</sup> Legislature and, in this regard, we established a working Committee to oversee the preparations.

As we close the 6<sup>th</sup> Legislature, it is important to register that there were several projects that were finalised during the year under reporting that are aimed at creating a better landing in legacy for the 7<sup>th</sup> Legislature.

The projects to revamp Committees

of the Legislature and the House have been completed and the 7<sup>th</sup> Legislature will be able to adequately use the Committee Rooms to program multiple Committee meetings simultaneously. This complements the increase in the number of Members of the Legislature.

Our library, which was situated in the mobile offices has now been relocated to the East Wing Building and has been equipped with both electronic and physical books. We will continuously encourage Members of the Legislature to make use of both the electronic and physical books that are available in this regard. The next challenge will therefore be to resource the library with the necessary books and also to subscribe to online journals.

For the year under review, the Internal Control Unit played a pivotal role in identifying and addressing the root causes of unauthorised, irregular, fruitless and wasteful expenditure emanating from non-adherence to procurement processes and policies.

The fact that the Legislature has registered its first unqualified audit opinion without any material findings (clean audit) is a testimony to the improved internal control measures that were put in place.

The vacancy rate was maintained at 10% or below. We also reviewed the Finance organisational structure to

## 4. REPORT OF THE ACCOUNTING OFFICER

build internal capacity, as opposed to placing reliance on consultants in terms of the development of the financial statements.

We completed and adopted the ICT Framework and Strategy and are satisfied that with the adoption of these two strategies, we will move in leaps and bounds in our endeavour to implement e-parliament.

In terms of the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act no. 10 of 2009), the NWPL continues to present the Annual Financial Statements in accordance with the Standards of Generally Recognised Accounting Practices.

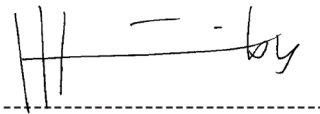
In an endeavour to build cohesion between staff and the Members of the Legislature we continued our wellness programs such as the Men's Forum and the Women's' Day celebration.

We extend a special acknowledgement and appreciation to all the employees and Senior Management of the Provincial Legislature for the commitment they display in their work.

We shall never forget the support that we received from the governance Committees of the Legislature, which are the Audit Committee, the ICT Steering Committee, the Irregular, Fruitless and Wasteful Expenditure Governance Assurance Committee and the Consequence Management Advisory Committee.

We must also appreciate the work of the Legislature Oversight Committee and Members of the Legislature in general for their continued support.

I Thank You.



Adv. Lutendo Netshitumbu  
Secretary: North West Provincial  
Legislature

Date: 27 August 2024

***“The fact that the Legislature has registered its first unqualified audit opinion without any material findings (clean audit) is a testimony to the improved internal control measures that were put in place”***

# THE NWPL MACE



## THE PICK AND THE SPADE

The Pick and the Spade denote dependency on labour and hardwork. The Mine shaft represents the mining industry in the North West Province. The platinum coating represents the enormous platinum resources in the Province.

## THE CATTLE

The cattle heads depict the pastoral farming of the North West Province.

## SUNFLOWERS AND MAIZE

The Sunflowers represent the crop and the sunny climate of the Province. The maize crop denotes the outstanding maize production of the Province which lies within the maize triangle.

## NATIONAL FLAG

The National Flag Colours also forms part of the Mace.

## THE GOLDEN RINGS

The Golden rings around the Mace represent the gold mining industry.

## OVERVIEW OF THE FINANCIAL RESULTS

### OVERVIEW OF THE FINANCIAL RESULTS

Departmental Receipts	2023/2024			2022/2023		
	Estimate	Actual Amount Collected	(Over)/ Under Collection	Estimate	Actual Amount Collection	(Over)/ Under Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Transfers received	541 491	516 491	25 000	497 767	497 767	-
Interest, dividends and rent on land	-	20 883	(20 883)	7 416	10 801	3 385
<b>Total</b>	<b>541 491</b>	<b>537 374</b>	<b>4 117</b>	<b>505 183</b>	<b>508 568</b>	<b>3 385</b>

### PROGRAMME EXPENDITURE

Programme Name	2023/2024			2022/2023		
	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
1. Administration	275 690	255 839	19 851	275 538	238 533	37 005
2. Member's Salaries	37 108	31 995	5 113	35 408	35 808	-400
3. Legislature Operations	228 693	225 832	2 861	194 237	187 042	7 195
<b>Total</b>	<b>541 491</b>	<b>513 666</b>	<b>27 992</b>	<b>505 183</b>	<b>461 383</b>	<b>43 800</b>

The above appropriation relates to actual cash payments and does not include the Generally Recognised Accounting Practices (GRAP) accruals and non-cash transactions.

### VIREMENTS / ROLL OVERS

The Executive Authority approved the following:

- R24.5 million in shifts between economic classifications; and
- R3 million of virements between programs.



## UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE

### *Unauthorised Expenditure*

No unauthorised expenditure was incurred in the 2023/24 financial year.

The unauthorised expenditure of prior years was investigated and submitted to the Provincial Treasury for condonement. The total amount of R18 743 000 of prior years was condoned.

### *Irregular Expenditure*

Irregular expenditure was not incurred during the financial year ending 31 March 2024. The North West Provincial Legislature (NWPL) condoned an irregular expenditure amounting to R10 715 585, arising from the previous financial years and reversed an amount of R310 729, that was previously classified as irregular expenditure.

## FUTURE PLANS OF THE INSTITUTION

The Legislature intends to continuously strengthen internal policies to improve internal controls.

## PUBLIC PRIVATE PARTNERSHIPS

The NWPL does not have any public private partnerships.

## DISCONTINUED ACTIVITIES / ACTIVITIES TO BE DISCONTINUED

The NWPL does not have discontinued activities.

## NEW OR PROPOSED ACTIVITIES

The NWPL does not have new or proposed activities.

## SUPPLY CHAIN MANAGEMENT

The NWPL will continue identifying strategies and reforms to improve procurement processes and reduce inefficiencies. Supply chain management (SCM) processes are reviewed annually to ensure alignment with applicable regulations, thereby ensuring enhanced SCM standards. Delegations of authority are reviewed regularly to ensure appropriate levels of delegation and operational efficiencies. Procurement plans for goods and services above the threshold of R500 000 are prepared prior to the start of the new financial year to facilitate acquisition of goods and services and to reduce delays in procurement.

## IMPLEMENTATION OF GRAP STANDARDS

- The 2023/2024 Annual Financial Statements (AFS) comply to the GRAP standards;
- The AFS are presented to management and the Audit Committee for review and inputs; and
- The AFS are also submitted to the Office of the Accountant-General in the Provincial Treasury and Internal Audit for an independent review.

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

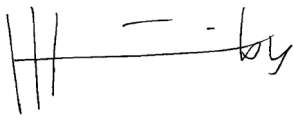
The Legislature received an amount of R270 000 from the Public Sector Education and Training Authority (PSETA).

## EXCEPTIONS AND DEVIATIONS RECEIVED FROM NATIONAL TREASURY

None

## EVENTS AFTER THE REPORTING DATE

None



.....  
**Adv. L.I. Netshitumbu**  
**Secretary to the NWPL**

**Date: 27 August 2024**

## 5. 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;
- The annual report is complete, accurate and is free from any omissions;
- The annual report has been prepared in accordance with the guidelines on the annual report as issued by National Treasury;
- The AFS (Part E) were prepared in accordance with the GRAP standards and the relevant frameworks and guidelines issued by National Treasury;
- The Accounting Officer is responsible for the preparation of the AFS 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 on the integrity and reliability of the performance information, the human resources information and the annual financial statements;
- The external auditors are engaged to express an independent opinion on the AFS; and
- In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the Institution for the financial year ended 31 March 2024.

Yours faithfully,



.....  
**Adv. L.I. Netshitumbu**  
**Secretary to the NWPL**

**Date: 27 August 2024**

## 6. STRATEGIC OVERVIEW

### 6.1. VISION

Building a united prosperous society in the North West.

### 6.2. MISSION

The North West Provincial Legislature aims to provide services to the people of North West Province by ensuring:

- A vibrant Legislature that is responsive to and addresses the challenges of development facing our people;
- An accountable Executive and other Organs of State by strengthening oversight on the promises made to our people by Government;
- Promotion of efficient and healthy inter-governmental relations between the three spheres of government; and
- A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.

### 6.3. ORGANISATIONAL VALUES

In striving for service excellence and the best practice, the administration subscribes to the core values:

<b>Integrity:</b>	Being honourable and following ethical principles.
<b>Responsiveness:</b>	Responding to the needs of the people of the Province.
<b>Transparency:</b>	Transparent, being open and accountable in its operations and records.
<b>Trustworthy:</b>	Building trust with the people of the Province.
<b>Professionalism:</b>	Efficiency of operations, informed decision-making and a general professional attitude by providing advice and service of a high quality.
<b>Teamwork:</b>	Being co-operative and working well with others.

## 7. LEGISLATIVE AND OTHER MANDATES

### 7.1. CONSTITUTIONAL MANDATE

The NWPL derives its mandate from the Constitution and the following are some of the important Sections conferring mandate to the Legislature:

#### **Constitution of the Republic of South Africa, 1996**

Provincial legislatures are established in terms of Chapter 6 of the Constitution of the Republic of South Africa, 1996.

- a) Section 104 of the Constitution provides that the legislative authority of the Province is vested in its provincial legislature.
- b) Section 114 of the Constitution confers the oversight authority to the Legislature and provides that provincial legislatures must provide for mechanisms–
  - to ensure that all provincial Executive Organs of State in the province are accountable to it;
  - to maintain oversight of the exercise of provincial Executive Authority in the province, including the implementation of legislation, and any provincial Organ of State.
- c) Section 115 of the Constitution states, among other things, that provincial legislatures 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 North West Provincial Legislature, 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 provides, among other things, for the privileges of members of provincial legislatures, notably the 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.

### 7.2. LEGISLATIVE MANDATES

The NWPL is also responsible for implementing and overseeing the following pieces of legislation.

- a) **The Financial Management of Parliament and Provincial Legislatures Act 2009, (Act No. 10 of 2009) as amended**  
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.
- b) **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.
- c) **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 (NCOP).

**d) 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.

**e) Remuneration of Public Office Bearers Act, 1998**

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

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

This Act provides for the determination of permanent and special delegates to the NCOP.

**g) Electoral Amendment Act, 2023**

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

**h) 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.

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

This Act makes provision for the filling of vacancies among permanent delegates to the NCOP.

**j) Political Party Funding Act, 2018**

The Act provides for the mechanisms for the funding of parties and the mechanism for reporting on the funding.

**k) The Critical Infrastructure Protection Act, 2008**

The Act provides for the processes to be followed in the determination and classification of infrastructure and provides for the mechanisms on how the infrastructure is to be protected.

### 7.3. GUIDELINES AND BEST PRACTICES

The Legislature adheres to the guidelines and best practices that are stated below:

- Treasury Regulations, Frameworks, Practice Notes and Guides;
- Preferential Procurement Regulations;
- King IV Report on Governance for South Africa 2016;
- Revised Framework for Strategic Plan and Annual Performance Plan (Department of Planning, Monitoring and Evaluation);
- International Standards for the Professional Practice of Internal Auditing;
- Institute of Risk Management South Africa (IRMSA) frameworks;
- Public Sector Risk Management Framework (PSRMF);
- Risk Management Guidelines;
- Committee of Sponsoring Organisations (COSO);
- Information Systems Audit and Control Association (ISACA) and
- Control Objectives for Information and Related Technologies (COBIT) 5.

The above list is not exhaustive.

## 8. ORGANISATIONAL STRUCTURE

### MEMBERS OF THE NWPL



**Hon. Sebontá Desbo Mohono  
(ANC)**

Speaker of the North West Provincial Legislature



**Hon. Tshepo Khoza  
(ANC)**

Deputy Speaker of the  
North West Provincial  
Legislature



**Hon. Tebogo Modise  
(ANC)**

Chairperson of Chairpersons &  
Chairperson:  
Standing Committee on Legislative  
Review & Implementation of Resolution  
of the House



**Hon. Motlalepule Roshó  
(ANC)**

Chief Whip of the House



**Hon. Smuts Matshe  
(ANC)**

Chairperson:  
Standing Committee on  
Provincial Public Accounts



**Hon. Paul Sebegoe  
(ANC)**

Chairperson:  
Public Works and Roads



**Hon. Mpho Khunou  
(ANC)**

Chairperson: Economic  
Development, Environment and  
Tourism

## MEMBERS OF THE NWPL



**Hon. Sipho Dial  
(ANC)**

Chairperson:  
Agriculture and Rural Development



**Hon. Galebekwe Tihapi  
(ANC)**

Chairperson: Premier and Finance



**Hon. Karabo Magagane  
(ANC)**

Chairperson: Health and Social  
Development



**Hon. Priscilla Williams  
(ANC)**

Chairperson:  
Education, Arts, Culture and Sports  
Development



**Hon. Kgalalelo Makgokgowa  
(ANC)**

Chairperson: Governance,  
Human Settlements & Traditional Affairs



**Hon. Matshidiso Botswe  
(EFF)**

EFF Leader



**Hon. Papiki Babuile  
(EFF)**

Chief Whip of the Official Opposition



**Hon. Calvin Moema  
(EFF)**

Member of the NWPL



## MEMBERS OF THE NWPL



**Hon. Primrose Sonti  
(EFF)**

Member of the NWPL



**Hon. Primrose Bogatsu  
(EFF)**

Member of the NWPL



**Hon. Modiegi Dikolomela  
(EFF)**

Member of the NWPL



**Hon. Justice Dabampe  
(EFF)**

Member of the NWPL



**Hon. Freddy Sonakile  
(DA)  
DA Leader**

Chairperson : Community Safety and  
Transport Management



**Hon. Johanna Steenkamp  
(DA)**

DA Whip



**Hon. Hendrietta Van Huyssteen  
(DA)**

Member of the NWPL



**Hon. Christian Steyl  
(DA)**

Member of the NWPL



**Hon. Wolfgang Wallhorn  
(DA)**

Member of the NWPL



**Hon. Michael Groenewald  
(FF Plus)**

Chairperson:  
Standing Committee over the Oversight of  
the NWPL



**Hon. Lerato Tsholo  
(MK Party Leader)**

Member of the NWPL



**Hon. Kwena Mangope  
(Action SA Leader)**

Member of the NWPL

## NWPL PERMANENT DELEGATES OF THE NCOP



**Hon. Jeanne Marguerite Adriaanse**

Member of the National Council of Provinces



**Hon. Laetitia Heloise Arries**

Member of the National Council of Provinces



**Hon. Tidimalo Innocentia Legwase**

Chairperson at Select Committee on Appropriations (NCOP Committees)



**Hon. Baakisang Solomon Mabebo**

Member of the National Council of Provinces



**Hon. Onica Dipuo Medupe**

Member of the National Council of Provinces



**Hon. Sylvia Losea Sithole**

Member of the National Council of Provinces

MEMBERS OF THE EXECUTIVE COUNCIL



**MEC Kenetswe Mosenogi  
(ANC)**

MEC for  
Department of Provincial Treasury



**MEC Lazarus Mokgosi  
(ANC)**

Premier of the North West Province



**MEC Viola Motsumi  
(ANC)**

Leader of Government Business  
MEC for the Department of  
Education



**MEC Madoda Sambatha  
(ANC)**

MEC for Department of  
Agriculture & Rural  
Development



**MEC Elizabeth Mokua  
(ANC)**

MEC for Department of  
Public Works and Roads



**MEC Bitsa Lenkopane  
(ANC)**

MEC for Department of  
Economic Development,  
Environment Conservation &  
Tourism



**MEC Sello Lehari  
(ANC)**

MEC for Department of  
Health



**MEC Basetsana Dantjie  
(ANC)**

MEC for Department of  
Social  
Development



**MEC Collen Maine  
(ANC)**

MEC for Department of  
Arts, Culture, Sports and  
Recreational Affairs



**MEC Gaoage Molapisi  
(ANC)**

Department of  
Co-operative  
Governance, Human  
Settlements and  
Traditional Affairs



**MEC Wessels Morweng  
(ANC)**

MEC for Department of  
Community Safety and  
Transport Management

# NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY  
 NWPL SPEAKER

**OFFICE OF THE SPEAKER NWPL**  
**Purpose: To provide political leadership to the North West Provincial Legislature.**  
**Functions:**  
 1. Provide the Executing Authority services for Legislature  
 2. Ensure the attainment of the Constitutional Mandate of the Legislature  
 1 x Speaker of the NWPL

**PRIVATE OFFICE STAFF**

**Purpose:** To provide Administrative Support Services to the Speaker and Members of the Legislature  
**Functions:**  
 1. Provide support to the Speaker to attain the constitutional operation of the Legislature  
 2. Provide protocol Services in the Events of the Speaker/ Deputy  
 3. Provide Cleaning Services at the Speaker's residence  
 1 x Head of Office -E  
 1x Private Secretary-C5  
 1 x Secretary / Receptionist- C1  
 1x Community Outreach Officer-C5  
 1x Protocol Officer-C1  
 1 x Driver Messenger-B3  
 2 x Domestic Worker -A

**ADMINISTRATIVE SUPPORT**

**Purpose:** To provide Administrative Support Services to the Speaker and Members of the Legislature  
**Functions:**  
 1. Provide overall administrative Support for the Legislature.  
 2. Provide treasury function for the Legislature  
 1 x Manager Treasury-D5  
 1 x Technical Specialist-D6  
 1 x Manager Strategic Support-D5  
 1 x Integrity Officer- C3  
 1 x Personal Assistant- Manager -C1  
 1 x Registry Clerk-C1  
 1 x Driver Messenger-B3

**OFFICE OF THE SECRETARY TO THE LEGISLATURE**  
**Purpose : To provide Corporate Governance and Strategic Support to the North West Provincial Legislature**  
**Functions :**  
 1. Provide corporate support  
 2. Provide sound Financial Management Services  
 3. Provide Legislature support  
 4. Provide Risk Management and Internal Control Services  
 5. Provide Internal Auditing  
 6. Provide Corporate Governance, Policy and Legal  
 7. Provide Strategic Planning, Monitoring and Evaluation.  
 1 x Secretary to the NWPL-FU  
 1x Office Manager-D5  
 1x Personal Assistant-C3

**OFFICE OF THE DEPUTY SPEAKER**

**Purpose : To assist the Speaker to preside over the meetings of the Legislature.**  
**Functions :**  
 1. Responsible for any delegated task given by the speaker.  
 2. Responsible for Sectoral Parliament, Committees and Oversight.  
 3. Responsible for Members interest and capacity building.  
 4. Preside over JPC Meetings.  
 1 x Deputy Speaker.  
 1 x Private Secretary-C3  
 1 x Driver Messenger-B3

SR

## 9. ENTITIES REPORTING TO THE NWPL

There are no entities reporting to the NWPL.



# PART B

## PART B PERFORMANCE INFORMATION



# CHAIRPERSONS OF THE COMMITTEES

# 1. AUDITOR-GENERAL'S REPORT PREDETERMINED OBJECTIVES

The Auditor-General of South Africa (AGSA) currently performs the necessary audit procedures on the performance information of the Legislature to provide reasonable assurance in the form of an audit opinion. The audit opinion on the reported performance against predetermined objectives is contained in the audit report to management, and is contained under the heading Predetermined Objectives in the Report on other legal and regulatory requirements section of the auditor's report.

Refer to page 104 - 110 of the Report of the Auditor General, published as Part E: Financial Information.

## 2. OVERVIEW OF INSTITUTIONAL PERFORMANCE

### 2.1. SERVICE DELIVERY ENVIRONMENT

The NWPL is a legislative arm of the State charged with the responsibilities of law-making, oversight and public participation.

### 2.2. SERVICE DELIVERY IMPROVEMENT PLAN

The NWPL does not have a Service Delivery Improvement Plan.

### 2.3. ORGANISATIONAL ENVIRONMENT

The Legislature is composed of public representatives from various parties and its mandate is to conduct oversight over the provincial Organs of the State, to facilitate public involvement in its legislative and other processes of the Legislature and to make laws for the Province. It is composed of thirty-three (33) elected public representatives representing the following parties:

Name of Political Party	Number of Public Representatives
ANC	21
EFF	06
DA	04
VF +	02
<b>Total</b>	<b>33</b>

The above number of 33 includes 11 Members of the Executive Council of the Province.

#### 2.3.1. Organisational Structure

As at 31 March 2024, the NWPL had 217 staff members and 22 Members of the Provincial Legislature (MPLs). At this time, all vacant Executive Manager posts were filled. This is important to ensure that there is proper administrative leadership with the result that the Institution is fully capacitated to execute its constitutional mandate.

The NWPL embarked on a process to reduce reliance on consultants by building internal capacity. To address this, a review of the structure of the Finance Division was conducted to determine the areas that needed to be strengthened. This process was finalized during the year under review and an augmented Finance structure was approved by the Executive Authority of the Legislature.

The augmented structure will be populated in the 2024/25 financial year.



### 2.3.2. Oracle ERP System Stabilisation

The NWPL continued with the Oracle Stabilization Project Phase II during the financial year and integrated the audited information on the Oracle system for the years 2019 to 2023. The integration of Pastel and Oracle was delayed due to system technicalities to conform to GRAP. An Integration Project Committee has been established, comprising NWPL staff, Financial and System consultants. The mandate of this committee is to:

- Identify and resolve system errors (ERP and Payroll systems);
- Document Business Processes;
- Streamline Business Processes;
- Align reporting of Oracle to GRAP requirements, and
- Production of a credible Trial Balance and General Ledger.

At year end, significant progress had been made in this regard.

### 2.3.3. GRAP Implementation

The NWPL is fully compliant with GRAP.

### 2.3.4. Annual Financial Statements (AFS)

The AFS for the 2023/2024 financial year were prepared in terms of GRAP standards.

### 2.3.5. Accounting Policies

The financial statements were prepared in accordance with the standards of GRAP, issued by the Accounting Standard Board, and in accordance with Section 56 of the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA), as amended. These financial statements were prepared in terms of the accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement. Assets, liabilities, revenue and expenses were not offset, except where offsetting was either required or permitted by the standards of GRAP.

A summary of the significant accounting policies, which have been consistently applied in the preparation of these financial statements are disclosed. These accounting policies are consistent with the previous financial statements.

### 2.3.6. AFS Disclosure Notes

All required disclosure notes as per the GRAP standards have been accounted for in the AFS.

### 2.3.7. Implemented recommendations of the Standing Committee on the Oversight of the NWPL

The Standing Committee on the Oversight of the NWPL is tasked with conducting oversight over the North West Provincial Legislature. The Legislature prepared the Draft Annual Performance Plan, which was considered and adopted by the Standing Committee on the Oversight of the NWPL and reported to the House accordingly.

Once the Draft Annual Performance Plan is adopted by the Standing Committee on the Oversight of the NWPL and the House, it is accepted that the Legislature has entered into a contract with the Standing Committee. The Standing

Committee, after contracting, utilizes the Annual Performance Plan to continuously assess the performance of the Legislature. This is accomplished through the assessment of the quarterly performance reports which ultimately culminates in the annual performance report, which is also utilized by the Standing Committee to perform oversight over the Legislature. The above process is done in line with the dictates of the NW Sector Oversight Model (SOM).

During the year under review, the Legislature tabled the following reports to the Standing Committee:

- Four (4) quarterly performance information reports (financial and non-financial);
- 12 Monthly in-year monitoring reports;
- The mid-term budget and performance report; and
- The Annual Report 2022/2023.

The financial and non-financial performance reports were presented on a quarterly basis and, with the recommendations received from the Committee, the Legislature achieved the planned targets and accomplished this within the allocated budget.

House Resolutions received from the Standing Committee on Oversight of the NWPL were attended to. Tabulated below are the House Resolutions received and the extent to which they were implemented.

RESOLUTION No. 100			
	Resolution	Response	Resolution closed
01	The NWPL should submit the actual expenditure incurred per quarter to service providers during the wellness intervention of employees, e.g. health sector.	The expenditure has been submitted to the Committee	Yes
02	The NWPL must submit a report on the type of wellness interventions the Unit has provided to employees.	The type of wellness program includes encouraging MPLs and staff to utilize the gym of the Legislature, promoting sporting activities on Wednesdays for MPLs and staff, support to sporting codes such as soccer, the choir, netball and the athletics team. Three (3) employees of the Legislature participated in the 2023 Comrades Marathon and returned with medals. Three (3) employees are participating in hiking. The Legislature organized the Men's Day and the Women's Day in 2023.	Yes
03	The NWPL to arrange a cyber-security awareness program for the MPLs.	A formal sit-down training has not been arranged due to the program constraints. An alternative method was utilized to sensitize MPLs and staff and this was done through posters carrying short and direct messages.	Yes
04	The NWPL should submit a report on what was found during the awareness program, the risks found and how the risks were mitigated.	The risk report was provided to the Committee.	Yes

RESOLUTION No. 100			
	Resolution	Response	Resolution closed
05	The NWPL should submit a plan to address the concerns raised in terms of the New East Wing building.	<p>The concerns raised in terms of the East Wing building were attended to.</p> <p>The Wi-Fi network is stable. The generator is stable and is kept fuelled.</p> <p>Sessions were held with the Cleaners regarding the cleanliness and customer care.</p> <p>Monitors are being connected to the Chamber and this will be completed by the end of the year. The air-conditioners are all working and when faulty, repaired within a day.</p>	Yes

RESOLUTION No. 101			
	Resolution	Response	Resolution closed
01	The Standing Committee appreciates efforts made by the NWPL effecting all the changes as recommended by the Standing Committee on the previous drafts of the 2023/24 Annual Performance Plan (APP) and the Budget of the NWPL. The Committee is hopeful that the NWPL will ensure that all the targets are met and allocated funds are efficiently and adequately utilised.	The intention is to meet all the targets and the progress in this regard will be continuously reported to the Standing Committee through the quarterly performance report. These reports are aimed at monitoring performance against the quarterly targets and will culminate in the annual performance report at the end of the financial year.	Yes
02	The NWPL must develop a credible plan to assist and enable the Committees to reach set targets.	The performance of the Committees will be monitored through the quarterly performance report. These reports monitor compliance in respect of the targets set in the APP.	Yes

RESOLUTION No. 102			
	Resolution	Response	Resolution closed
01	The NWPL should submit a list indicating the Audit Committee members and specify the role of the Committee.	The NWPL conducted a presentation on the following: <ul style="list-style-type: none"> <li>- Members of the Audit Committee;</li> <li>- Members' qualification;</li> <li>- The role and function of the Audit Committee; and</li> <li>- The approved Audit Committee Charter.</li> </ul>	Yes
02	A consultant reduction plan to be established.	The consultant reduction plan has been prepared and presented to the Standing Committee. The Committee was satisfied with the plan and directed that it must be strictly monitored.	Yes
03	Implementation time frames to be attached to issues raised by MPLs regarding their personal entitlements.	There are time frames for the processing of MPLs personal entitlements. Payments are made every Tuesday and Thursday, except at the end of the month when conducting the salary run. Should payments to MPLs not be possible, such is communicated.	Yes

RESOLUTION No. 177			
	Resolution	Response	Resolution closed
01	The NWPL should submit a breakdown of House Resolutions implemented.	All the House Resolutions were implemented and responses were submitted to the Committee.	Yes
02	The Standing and Portfolio Committees should have a standard agenda item regarding the tracking of House Resolutions.	The agenda of the Standing and Portfolio Committees is determined by the Committee and therefore Chairpersons must implement this resolution.	N/A
03	The NWPL must provide a plan on how they are going to phase out the consultants and to provide the Committee with the Finance personnel qualifications.	The consultant reduction plan was presented to the Standing Committee and was accepted accordingly. It is now in the process of being implemented.	Yes
04	The NWPL should submit plans in place to improve the 30 days payment to service providers.	The Management of the Legislature has introduced a stamp to monitor the 30 days and all the interactions with the service providers that affect the 30-days are recorded. The 30-day payment process is monitored monthly.	Yes

RESOLUTION No. 178			
	Resolution	Response	Resolution closed
01	There should be pre-public hearing workshops on the Bills at different wards of the Municipalities. This to ensure that the attendees are familiar with the content of the Bill.	It was not possible to have pre-public hearings on all the Bills that were processed due to the high volume of Bills that were referred to the Legislature. There was not enough time and resources to conduct the pre-public hearings.	The resolution will be implemented in the next financial year.
02	The NWPL should strengthen the Public Participation Unit to ensure that relevant stakeholders are invited to public hearings.	The NWPL has sufficient personnel at the Public Participation Unit. Efforts will be made to ensure that the relevant stakeholders are invited to public hearings.	Yes
03	The reports of Taking Legislature to the People should be considered and distributed to different Portfolio Committees for processing by Committee Members.	The Taking the Legislature to the People program was not held this year.	No
04	The NWPL should ensure that the MPLs training is monitored.	Quarterly reports on the training of MPLs are prepared.	Yes
05	There should be systems in place to ensure that all the Portfolio and Standing Committees are able to track their Committee decisions.	The Legislature is in the process of developing a House Resolution tracking system and once this is done, it will be shared with the Committee.	No

RESOLUTION No. 179			
	Resolution	Response	Resolution closed
01	The NWPL should ensure that there is no shortage of office furniture in the next administration should the number of seats in the House increase.	The number of seats have increased from 33 to 38 and furniture for the additional MPLs have been procured. The Chamber has enough seats to accommodate additional MPLs.	Yes
02	The NWPL should expedite the appointment of security personnel and be supplied with outstanding items.	Five (5) additional Security posts were advertised and will be filled in the next financial year.	No

### 2.3.8. Strengthening Governance

#### *The Irregular, Fruitless and Wasteful Expenditure Governance Assurance Committee*

The Accounting Officer had established the Irregular, Fruitless and Wasteful (IFW) Expenditure Governance Assurance Committee (hereafter referred to as the Committee) to assist the Accounting Officer with the investigation of the IFW expenditure and to assist in recommending the most suitable treatment plan thereof.

The Committee comprises four (4) officials of the Legislature and one (1) external member who is the Chairperson of the Committee.

The Committee utilises the FMPPLA, the SCM Regulations, the Treasury Guidelines, the Updated Guideline on

Irregular Expenditure - April 2015, and the NWPL SCM policy, among others, when reviewing and treating the IFW expenditure.

There are three routes that can be taken when treating such expenditure, namely derecognition, recovery from the responsible person or the condonation of the expenditure. The Committee recommends derecognition where the expenditure was mistakenly recognised as irregular expenditure.

The irregular expenditure investigated this financial year related to irregular expenditure incurred during previous financial years that had been carried over from one year to the next within the Legislature's financial statements.

The Committee met several times during the financial year and recommended that a total of R10 715 585 be condoned and R310 729 be derecognised.

### ***The Consequence Management Advisory Committee***

The Legislature is continuing with the investigation of the irregular expenditure relating to the previous financial years. In the year under review, an amount of R10 715 585 was investigated and submitted to the Consequence Management Advisory Committee (CMAC) for consideration and possible recommendation to the Executive Authority for condonation.

The CMAC was satisfied with the reports submitted and recommended that an amount of R10 715 585 be condoned by the Executive Authority. This amount has since been condoned as recommended. Furthermore an amount of R310 729, previously classified as irregular expenditure, was derecognised as irregular expenditure upon investigation by management.

### ***The Information and Communication Technology Steering Committee***

The NWPL has appointed a new Information and Communication Technology (ICT) Steering Committee after the term of the previous Steering Committee expired. The ICT Steering Committee is composed of nine (9) members, namely three (3) external members and six (6) internal members and is chaired by an external member. The Committee has considered the ICT Strategy for the Legislature, which will be fully implemented in next financial year 2024/25.

### ***Policy Formulation Committee***

The Policy Formulation Committee (PFC) was established to review existing policies and to develop new policies when the need arises.

The Committee is composed of ten (10) internal members appointed to serve for a period of three (3) years. Two (2) new institutional policies were developed and accordingly adopted this financial year.

## **2.4. KEY POLICY DEVELOPMENTS AND LEGISLATIVE CHANGES**

### **2.4.1. Determination of seats for provincial legislatures**

The Independent Electoral Commission published seats determination for provincial legislatures ahead of the 2024 national and provincial elections. The seats are determined in accordance with Section 105(2) of the Republic of South Africa's Constitution Act 108 of 1996 and item 3(1) of Schedule 3 to the Electoral Act No. 73 of 1998.

The provincial legislatures' seats determination takes into account scientifically based data on the population in

each province, as well as representation by interested parties. In line with the above, the Electoral Commission determined that the seats for the NWPL will increase from 33 to 38.

#### 2.4.2. Development of the Money Bills and Related Matters Amendment Bill.

The Legislature introduced the above Bill to the House, which is envisaged in terms of Section 120(3) of the Constitution of the Republic of South Africa. The Bill will be finalised in the next financial year.

### 3. ACHIEVEMENT OF INSTITUTIONAL IMPACTS AND OUTCOMES

The Legislature's performance was based on four (4) priority areas as highlighted:

- Enhancing oversight over the Executive;
- Increased public participation and thereby vigorous public participation;
- Strengthening the law-making practises; and
- Monitoring of House Resolutions.

During the implementation of the 2020-2025 Strategic Plan, the Institution focused on developing annual performance plans, committee annual plans, and business processes to support the successful attainment of the outcome's priority areas as set in the Annual Performance Plans 2023-2024.

#### 1. Enhanced oversight over the Executive

During the year under review, the Legislature heightened oversight over the Executive. The Legislature was more visible in the communities and ensured that the oversight conducted was also shared with the people. This was done to boost public perception and citizenry confidence in the work of the Legislature.

More oversight meetings were conducted on public media platforms such as the social work media. The Legislature also continued with its conventional programs such as the Women Dialogue, Sectoral Parliaments and the Basadi Re Aga Sechaba. Although these programs are public participation programs in their form, they also serve as oversight activities in the sense that the issues raised by members of the public are taken up with various government Departments during the process of oversight.

The Standing Committee on Public Accounts continued interacting with the Municipalities in the Province mainly to check the assistance that the responsible Departments were providing in line with the Constitution.

The provincial government has now emerged out of the Section 100 administration and the Committees of the Legislature ensured that as the administrators of various Departments are being released, the government Departments are able to function on their own. The fact that more and more government Departments are receiving better audit outcomes, the improvement of matric results in the Province and the improvement in service delivery are strong pointers to the fact that the oversight processes of the Legislature are bearing fruits.

## 2. Strengthening law-making

One of the functions of the Legislature is to enact laws for the Province and during the period under review, the Legislature has doubled its effort to introduce and process law in terms of both the provincial and the national law-making process.

The Legislature partnered with the University of the North West to offer training to MPLs and the Committee support staff on legislative drafting. This was done to enhance knowledge and skills in respect of law-making.

The year under review was demanding in terms of the law-making processes. The NWPL processed a total of 14 NCOP Bills and conferred negotiating mandate accordingly, when compared to the average five (5) NCOP Bills that were processed in the previous four financial years

All the negotiating and final mandates that were conferred were preceded by the public participation process which was conducted in line with the public participation framework of the Legislature.

The provincial Legislature introduced two important Bills, namely the Petitions Repeal Amendment Bill and the Money Bills Amendment and Related Procedures Bill. These Bills however, could not be finalised in the financial year under review and will therefore be finalised in the next financial year.

## 3. Increased public participation

The Legislature is enjoined by Section 118 of the Constitution to ensure the involvement of the people in its law-making processes and other processes of the Legislature. The main drivers of public participation were the Committee Oversight visits to various community-based projects and the establishment and the hosting of sectoral parliaments, institutional days and special programs such as the Basadi Re Aga Sechaba and Women's Dialogue.

Whereas the Legislature had planned to conduct public hearings on five (5) NCOP Bills, 14 NCOP Bills were referred to the NWPL for processing. All the Bills were subjected to the public hearing processes before the negotiating mandates were conferred. This means that more people were able to participate in the public participation programs of the Legislature.

It is pleasing that the Constitutional Court has found in the case of Patricia Mogale v the Speaker of the National Assembly that the NWPL is doing well in so far as pre-public hearings and public hearing processes are concerned.

Of course, the phenomenon which is not pleasing is that the reports of the sectoral parliaments are not being adopted by the related Committees and this area will need to be improved on as we go forward.

# 4. INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

## 4.1. PROGRAMME 1: ADMINISTRATION

### 4.1.1. Purpose of the Programme

To enable the administration to render support services that will enable Members of the Provincial Legislature and its employees to fulfil their constitutional obligations.



#### 4.1.2. List of Programme 1: Sub-programmes

Programme 1: Administration consists of eight (8) sub-programmes, namely:

- Sub-programme: Office of the Speaker;
- Sub-programme: Office of the Secretary;
- Sub-programme: Support Services;
- Sub-programme: Financial Management;
- Sub-programme: Risk Management and Internal Control;
- Sub-programme: Internal Audit;
- Sub-programme: Strategic Planning, Monitoring & Evaluation; and
- Sub-programme: Corporate Governance, Policy and Legal

#### 4.1.3. Outcomes, Outputs, Output Indicators Targets and Actual Achievements 2023/2024

##### *Summary of Achievements*

The following are the major achievements for the period under review:

- The NWPL approved the 2022-2023 Post-Audit Action Plan. This Plan assisted the Institution in terms of the drive towards the clean audit.
- The NWPL Human Resource Plan was adopted and is being fully implemented.
- The Legislature adopted the North West Finance Act on Unauthorized Expenditure Bill, 2023 and therefore an amount of R18 million unauthorized expenditure from the previous financial years was cleared.
- An amount of R10 715 585 of irregular expenditure was condoned by the Speaker while an amount of R310 729 was de-recognized from the irregular expenditure register.
- The NWPL tabled the 2023-2024 Mid-term Assessment Report as required by the FMPPLA. The intention is to assess and monitor the institutional performance for the current Term to remedy any act of underperformance if any and plan for the outer years.
- In an endeavour to boost the well-being and morale of MPLs and staff, the NWPL organised the following Integrated Employee Health and Wellness events:
  - Physical wellness programme at the Phoenix Racetrack in Rooigrond, for NWPL MPLs and support staff, Management and the general staff on 10 May 2023.
  - The Women's Day event was held from 23 - 25 August 2023 and was attended by the female employees of the Legislature, which included MPLs. The program covered team building activities, educational talks on financial wellness, mental health, victim empowerment and self-management.
  - The Men's Health Seminar was held from 01 - 03 November 2023 and was attended by 65 male employees, including the MPLs. The program included educational talks on zero tolerance to male suicide, financial wellness and motivational talks on fatherhood.

**Table 1. Output Indicators Programme 1: Administration**

Outcome	Output	Output Indicators	Audited Actual Performance		Planned Annual Target	Actual Achievement	Deviation from Planned Target to Actual Achievement	Reason for Deviation
			2021/22	2022/23				
1. Effective and Efficient administration Democracy	1. Legislature Programmes	1.1. Number of Legislature Programmes produced.	4	4	4	4	None	N/A
	2. FMPPLA Compliance Reports.	1.2. Number of compliance reports produced in line with the FMPPLA requirements	24	24	24	24	None	N/A
	3. Audit Outcome	1.3. Unqualified audit opinion achieved.	1	1	1	1	None	N/A
	4. e-Parliament Strategy	1.4. Number of e-Parliament Strategies developed.	-	-	1	1	None	N/A
	5. e-Parliament Systems	1.5. Number of ICT systems implemented.	-	-	1	-	1	The ICT System will be implemented during the financial year 2024/2025.
	6. Human Resource Management Plan	1.6. Human Resource Management Plan 2023 – 2026 developed.	-	-	1	1	None	N/A

#### 4.1.4. Strategy to overcome areas of underperformance

The ICT System will be implemented during the 2024/2025 financial year.

#### 4.1.5. Performance in relation to Standardised Output and Output Indicators for Sector with Concurrent Function.

The Legislative Sector continues to review the planning process aimed at developing and integrating strategic management frameworks and reporting formats.

#### 4.1.6. Linking Performance with Budgets

Details per Sub-Programme	2023/2024			2022/2023		
	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
1.1 Office of the Speaker	19 679	18 867	812	17 922	15 737	2 185
1.2 Office of the Secretary	24 279	25 717	(1 438)	22 985	25 343	(2 358)
1.3 Financial Management	91 450	72 030	19 420	83 835	75 645	8 190
1.4 Corporate Services	132 672	131 998	674	143 335	113 588	29 747
1.5 Internal Audit	7 610	7 227	383	7 461	7 528	(67)
<b>Total</b>	<b>275 690</b>	<b>255 839</b>	<b>19 851</b>	<b>275 538</b>	<b>237 841</b>	<b>37 697</b>

The table above confirms that the programme has spent R255, 8 million or 93 per cent of the allocated budget. Spending in this Programme is mainly driven by the compensation of employees as well as payments for contractual obligations. The unspent funds are earmarked for accruals raised at year-end in terms of GRAP requirements.

## 4.2. PROGRAMME 2: MEMBERS' SALARIES (STATUTORY)

### 4.2.1. Purpose of the Programme

To provide enabling facilities and capacity building to Members of the Provincial Legislature and to provide for transfers payments to political parties.

### 4.2.2. List of Programme 2: Sub-programmes

Programme 2: Members' Salaries consists of two (2) sub-programmes, namely:

- Sub-programme: Member's Logistics; and
- Sub-programme: Member's Exposure.

### 4.2.3. Outcomes, Outputs, Output Indicators, Targets and Actual Achievements 2023/2024

#### *Summary of Achievement*

- Facilitated the training for MPLs on Legislative Drafting in partnership with the University of the North West.
- Facilitated participation of the NWPL in the 2024 South Africa Legislative Sector International Oversight Summit held in Cape Town, Century City Conference Centre on 30 and 31 January 2024.

**Table 3. Output Indicators Programme 2: Members' Salaries**

Outcome	Output	Output Indicators	Audited Actual Performance		Planned Annual Target	Actual Achievement	Deviation from Planned Target to Actual Achievement	Reason for Deviation
			2021/22	2022/23				
1. Accountable and transparent governance.	1. Exposure and academic programmes attended.	1.1. Number of quarterly reports on MPL's capacity -building sessions produced.	3	1	1	3	2	Two (2) additional training programmes were identified based on the prevailing needs of Members.
			2023/24					

#### 4.2.4. Strategy to overcome areas of underperformance

No underperformance was recorded.

#### 4.2.5. Changes to planned targets

No changes to the plan.

#### 4.2.6. Linking Performance with Budgets

**Table 4. Programme 2 Sub-Programme Expenditure**

Details per Sub-Programme	2023/2024			2022/2023		
	Final Appropriation R'000	Actual Expenditure R'000	(Over) Under Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	(Over) Under Expenditure R'000
1.1 Member's Salaries	37 108	31 995	5 113	35 408	33 728	1 680
<b>Total</b>	<b>37 108</b>	<b>31 995</b>	<b>5 113</b>	<b>35 408</b>	<b>33 728</b>	<b>1 680</b>

The programme's allocation is for the payment of MPL's salaries. The programme spent 86 per cent of the annual allocation and the spending level is 14 percentage point below the 100 per cent threshold.



### 4.3. PROGRAMME 3: LEGISLATURE OPERATIONS

#### 4.3.1. Purpose of the Programme

To enhance strategic management support in relation to parliamentary services.

#### 4.3.2. List of Programme 3: Sub-programmes

Programme 3: Legislature Operations consists of five (5) sub-programmes, namely:

- Sub-programme: House Proceedings and Hansard;
- Sub-programme: Committees;
- Sub-programme: NCOP and Members Support;
- Sub-programme: Public Participation, Petitions and Education; and
- Sub-programme: Research

#### 4.3.3. Outcomes, Outputs, Outputs Indicators, Targets and Actual Achievements 2023/2024

##### *Summary of Achievements*

- Portfolio and Standing Committees held the Executive accountable for the implementation of the approved government programme by exercising the oversight weeks in the following districts:
  - Dr. Kenneth Kaunda District from 17 to 21 April 2023;
  - Dr. Ruth Segomotsi Mompati District from 28 August to 01 September 2023;
  - Bojanala District from 09 and 13 October 2023; and
  - Ngaka Modiri Molema District from 05 to 09 February 2024.
- Facilitated the NWPL Provincial Week that took place from 11 to 15 September 2023 at the Ngaka Modiri Molema District, the Dr Kenneth Kaunda District and the Bojanala Platinum District. The Provincial Week included the oversight visit to the projects across the mentioned districts, meetings with the municipalities and the Provincial Executive Council for accountability on service delivery.
- The NWPL conducted public hearings throughout the province on the following Provincial and NCOP Bills in compliance with Section 118 of the Constitution of the Republic of South Africa, 1996 which provides that the Legislature must facilitate public involvement in the legislative and other processes of the Legislature and its Committees. In pursuance of the above constitutional mandate, the Legislature facilitated public participation in the following national and provincial Bills and has also conferred mandates to the National Council of Provinces in line with the Mandating Procedures of Provinces Act.

Final Mandates were conferred on the following NCOP Bills:

- 1) Division of Revenue Bill [B2- 2023];
- 2) Agricultural Products Standards Amendment Bill [B24B-2021];
- 3) National Veld and Forest Fire Amendment Bill [B24B-2021];
- 4) Division of Revenue Amendment Bill [B33- 2023];
- 5) National Land Transport Amendment Bill [B7F-2016];
- 6) National Road Traffic Amendment Bill [B7-2020];
- 7) Economic Regulation of Transport Bill [B1B-2020];,
- 8) National Health Insurance Bill [B11B- 2019],
- 9) Housing Consumer Protection Bill [B10B – 2021];

- 10) Copyright Amendment Bill [B13D-2017];
- 11) Performers' Protection Bill [B24D – 2016];
- 12) Fundraising Amendment Bill;
- 13) Expropriation Bill; and
- 14) Upstream Petroleum Resources Development Bill (B13B-2021]

**The following Provincial Bills were also processed:**

- 1) North West Adjustment Appropriation Act 2023;
- 2) North West Finance Act on Unauthorized Expenditure Act 2023; and
- 3) North West Gambling Amendment Act 2022

The inputs received from the members of the public were taken into account when finalizing the resultant Acts and the process of public participation ensured that the resultant Acts carries the aspirations and the will of the people as they would have participated in shaping the Act.

- The NWPL hosted three (3) sectoral parliaments. Sectoral parliaments are a means of oversight and Departments are called to present to the community their programs that are geared at assisting the selected communities. Communities interact with the presenters accordingly during these events. Reports from the sectoral parliaments are consolidated and referred to the relevant Departments for implementation. Sectoral parliaments are therefore conducted to meet the requirements of Section 114 (2)(b) of the Constitution. The following sectoral parliaments were held during the year under review.

- 1) The NWPL hosted a Youth Parliament under the theme ***“Accelerating Economic Emancipation of Young People in the North West Province through Arts and Culture”***. This was done in commemoration of youth month and it was held on 30 June 2023. The Youth Parliament was attended by 256 participants from all the districts. The program was interactive between the Premier of the province, members of the community, especially the youth, and Members of the Legislature. Young people, more particularly those in the creative arts and culture industry, and the business sector engaged with the Premier and other MPLs and put forward suggestions as to how their endeavours may be improved by the government. The program was concluded with the undertaking made by the Premier of the Province pledging to continuously support and monitor the implementation programmes geared towards youth empowerment in the province and the impact thereof.
- 2) The Legislature held the Senior Citizen Sectoral Parliament in the Ngaka Modiri Molema District on 27 October 2023. The program was held under the theme ***“Fulfilling the Promises of the Universal Declaration of Human Rights for Older Persons”***. The session was attended by 323 senior citizens who were drawn from all districts in the province and had 251 views on the NWPL Facebook page. Matters raised during the public participation were consolidated into a report, which was referred to the affected Department for implementation.
- 3) The Legislature held the Transport Sectoral Parliament in the Dr. R.S. Mompoti District, under the theme ***“We are building a better Transport Infrastructure to grow South Africa together”*** on 10 November 2023. The session was attended by 221 participants mainly from the transport sector, with 612 views on the NWPL Facebook page. The focus of the session was the challenges relating to the Bus Rapid Transit (BRT) Infrastructure projects, social cohesion, rail transport infrastructure and mechanisms to address the identified challenges. Matters raised during the sectoral parliament were consolidated into a report, which was referred to the affected Department for implementation.

- The NWPL hosted an outreach program called, Basadi Re Aga Sechaba, which was combined with Stakeholder’s Dialogue under the theme **“Unleashing The Economic Spin-Offs”** in the Moretele Municipality. The program focussed on empowering aspiring young business entrepreneurs and women in business to engage more and grow in their business endeavours. Successful business entrepreneurs were invited to share their success stories and the journey travelled whilst emerging business entrepreneurs highlighted the challenges they are facing and how they want the government to support them. The report from the sectoral parliament was consolidated and referred to the affected Department for implementation. A total of 320 people attended the event with 1200 views on the NWPL Facebook page.
  
- **State of the Province Address** – The Legislature held its official Opening on 20 February 2024. The Premier was invited to the official Opening of the Legislature to deliver an annual address to the people of the North West Province called the State of the Province Address. The State of the Province Address affords an opportunity to the Premier to outline the government program and to account on the implementation of the programs previously announced. This is an important mechanism of accountability as the Premier is made to account directly to the people for the implementation of earlier undertakings. The State of the Province Address was conducted via various media platforms including the community radio stations, national radio stations, television, Facebook pages of the Legislature and Office of the Premier, among others.
  
- The Legislature had a sitting to debate the State of the Province Address that was held on 27 February 2024. At this sitting parties represented at the Legislature were afforded an opportunity to debate and critique the State of the Province Address speech, indicating its shortcomings and appreciating the success as the case may be. The debate on the State of the Province Address is an important oversight mechanism as the Premier and the Executive are called to account on previously undertaken projects, as well as the State of the Province Address speech. The debate of the State of the Province Address was viewed by a total of 3100 people on the Facebook page.

**Table 5. Output Indicators Programme 3: Legislature Operations**

Outcome	Output	Output Indicators	Audited Actual Performance		Planned Annual Target	Actual Achievement	Deviation from Planned Target to Actual Achievement	Reason for Deviation
			2021/22	2022/23				
1. Participatory Democracy	1. Public Participation Programmes.	1.1. Number of Public Participation Programmes Conducted.	23	31	29	40	11	Planned 29 targets, and actually achieved 40 targets.
			83	88	87	87	-	Overachievement of 11 public hearings emanated from an influx of NCOP Section 76 Bills.
2. Accountable and Transparent Governance.	1. Strategic Documents	2.1. Number of Strategic Documents tabled.	-	40	164	169	5	More analysis was done due to the increased number of oversight visits.
	2. SOM imperative Studies.	2.2. Number of SOM Imperative Studies Conducted	-	40	164	169	5	More analysis was done due to the increased number of oversight visits.

Outcome	Output	Output Indicators	Audited Actual Performance		Planned Annual Target	Actual Achievement	Deviation from Planned Target to Actual Achievement	Reason for Deviation
			2021/22	2022/23				
	3. Committees' Reports	2.3. Number of Committees' Reports tabled.	274	192	189	263	74	The overachievement is as a result of the increased oversight and additional public hearings reports on the NCOP Bills tabled.  However, there was an underachievement on sectoral parliaments and Legislative Review reports.
	4. House Resolutions	2.4. Number of House Resolutions monitored.	82	163	210	233	23	An overachievement of 23 House Resolutions monitored was due to additional oversights conducted in the current financial year.

Outcome	Output	Output Indicators	Audited Actual Performance		Planned Annual Target	Actual Achievement	Deviation from Planned Target to Actual Achievement	Reason for Deviation
			2021/22	2022/23				
3. Transformational Laws.	1. NCOP Mandates adopted.	3.1. Number of Mandates on NCOP Bills Adopted	3	4	5	12	7	14 Mandates on NCOP Bills were adopted, however 2 were not processed within prescribed NWPL timeframe of 90 days. This means that the actual achievement on the mandates adopted is 12. This was due to the change in the timeframes by the NCOP.  The overachievement on mandates on the NCOP Bills was due to an influx from the NCOP.
	2. Provincial Bills Passed.	3.2. Number of Provincial Bills Passed in the House.	2	4	3	3	-	N/A

#### 4.3.4. Strategies to overcome areas of underperformance

Engagements must be made with the NCOP so that the Bills that will be processed in a particular financial year are made known to the Legislatures to enhance planning. This will ensure that legislature activities are not cancelled to accommodate the NCOP Bills.

Endeavours will also be made to ensure that the Portfolio Committees adopt Committee reports within the financial year in which they are planned whenever this is possible.

#### 4.3.5. Changes to planned targets

There were no changes effected against the planned performance outputs indicators and targets for the year under review.

#### 4.3.6. Linking performance with budgets

**Table 6. Programme 3 Sub-programme Expenditure**

Details per Sub-Programme	2023/2024			2022/2023		
	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
1.1 Logistics Members	90 069	78 132	11 937	69 193	66 032	3 161
1.2 Exposure to Parliamentary Services	8 580	6 778	1 802	8 641	9 701	(1 060)
1.3 House Proceedings	21 515	19 653	1 862	16 290	17 532	(1 242)
1.4 Committee Services	41 713	43 992	(2 279)	33 646	33 179	467
1.5 NCOP Liaison Services	7 107	5 592	1 515	6 081	5 277	804
1.6 Public Participation	38 332	46 564	(8 232)	38 822	33 087	5 735
1.7 Library, Research and Information Services	21 377	25 121	(3 744)	21 564	22 234	(670)
<b>Total</b>	<b>228 693</b>	<b>225 832</b>	<b>2 861</b>	<b>194 237</b>	<b>187 042</b>	<b>7 195</b>

The program processed more Bills than anticipated. 14 Bills were processed against the five (5) planned. The expenditure of R225.8 million or 98 per cent of the 2023/2024 budget is registered under this programme. The level of expenditure is 2 percentage points below the 100 per cent spending threshold.



## 5. TRANSFER PAYMENTS

### 5.1. Transfer Payments to Public Entities

No transfer payments were made to public entities.

### 5.2. Transfer payments to all organisations other than public entities

Name of transferee	Type of organisation	Purpose for which the funds were used	Did the NWPL comply with S35 (1)(a) of the FMPPLA	Amount transferred R	Amount spent by the entity	Reasons for the funds unspent by the entity
ANC	Political Party	Political Party Funding, Constituency Allowance, Research Allowance, and Secretarial Allowance	Yes	43 684 900	43 684 900	N/A
EFF	Political Party	Political Party Funding, Constituency Allowance, Research Allowance, and Secretarial Allowance	Yes	12 546 499	12 546 499	N/A
DA	Political Party	Political Party Funding, Constituency Allowance, Research Allowance, and Secretarial Allowance	Yes	8 665 493	8 665 493	N/A
VF+	Political Party	Political Party Funding, Constituency Allowance, Research Allowance, and Secretarial Allowance	Yes	4 961 592	4 961 592	N/A

## 6. CONDITIONAL GRANTS

### 6.1. CONDITIONAL GRANTS AND EARMARKED FUNDS PAID

None

## 6.2. CONDITIONAL GRANTS AND EARMARKED FUNDS RECEIVED

None

## 7. DONOR FUNDS

The table below details the donor funds received during the period 01 April 2023 to 31 March 2024.

<b>Name of donor</b>	PSETA
<b>Full amount of the funding</b>	R 540 000
<b>Period of the commitment</b>	2nd year
<b>Purpose of the funding</b>	Bursary programme for orphans
<b>Expected outputs</b>	10 Learners
<b>Actual outputs achieved</b>	10 Learners
<b>Amount received (R'000) - Current year</b>	R 270 000,00
<b>Amount spent - Current year (R'000)</b>	R 270 000,00
<b>Reasons for the funds unspent</b>	N/A
<b>Monitoring mechanism by the donor</b>	NWPL Quarterly Progress reports to PSETA

## 8. CAPITAL INVESTMENT

### 8.1. Capital investment, maintenance and asset management plan

Infrastructure Projects	2023/2024			2022/2023		
	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
New and replacement assets	-	-	-	-	-	-
Existing infrastructure assets	-	-	-	-	-	-
Upgrades and additions	3 376	5 895	(2 519)	25 000	-	25 000
Rehabilitation, renovations and refurbishments	10 960	11 494	(534)	3 000	-	3 000
Maintenance and repairs	4 250	9 521	(5 271)	7 621	8 529	(908)
Infrastructure transfer	-	-	-	-	-	-
Current	10 708	9 961	747	15 095	4 997	10 098
Capital	23 000	18 553	4 447	43 095	13 526	29 569
<b>Total</b>	<b>52 294</b>	<b>55 424</b>	<b>(3 130)</b>	<b>93 811</b>	<b>27 052</b>	<b>75 288</b>

# PART C

## PART C GOVERNANCE



## 1. INTRODUCTION

Section 7(c) of the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA, 2009), requires an Accounting Officer to: “Ensure that the Parliament maintains an effective, efficient and transparent system of financial management, risk management, internal control and internal audit.”

The extension of the general responsibilities, in terms of Section 11 of the FMPPLA, to all managers is the cornerstone of institutionalizing risk management within the legislative sector. It establishes the responsibility for risk management at all levels of management, extending it beyond the roles of the Accounting Officers in this regard.

The implementation of risk management is further supported by the Treasury Regulations 3.2.1, which provides that:

“The Accounting Officer must ensure that a risk assessment is conducted regularly to identify emerging risks of the institution.”

## 2. RISK MANAGEMENT

For the financial year under review, the below stated risk management policy documents were approved by the Accounting Officer:

- Risk Management Strategy;
- Risk Management Policy; and
- Risk Management Committee Charter.

The Accounting Officer appointed the Risk Management Committee (RMC), which comprises three (3) members of management and two (2) external members, one of whom is the Chairperson. The RMC is functional and held meetings during the year. The Committee raised a concern on the minimal progress registered to improve the risk maturity level (currently below level 3), as per the outcome of the Risk Maturity Assessment. The maturity level is indicative of the fact that risk management is not embedded within the institutional processes.

## 3. FRAUD AND CORRUPTION

The Institution has approved an Anti-fraud and Corruption Policy.

## 4. MINIMISING CONFLICT OF INTEREST

The requirements for the disclosure of interests allows for transparency, by both the MPLs and the employees of the NWPL. The NWPL developed the Code of Ethics and Conduct Policy to ensure the NWPL guides, regulates and formalises good ethical and professional standards of conduct for both the MPLs and employees of the Legislature. Furthermore, the Legislature had established the Office of the Integrity Commissioner to process the declaration of interest for MPLs.

The Legislature requires that both MPLs and staff declare their financial interest annually.

## 5. CODE OF CONDUCT

The Legislature developed the Code of Conduct to ensure that all employees and MPLs adhere to sound ethical principles. The Code of Conduct aims to promote good ethical and professional conduct for both MPLs and staff members. It further seeks to define the type of behaviour and conduct that the Legislature expects of its MPLs and staff members.

## 6. STANDING COMMITTEE ON THE OVERSIGHT OF THE NWPL

The Standing Committee on the Oversight of the NWPL conducted oversight over the Legislature for the year under review. The table below reflects the number of meetings held and the outcomes thereof.

**Table A: Meetings with the Standing Committee on the Oversight of the NWPL**

	Date of Meeting	Purpose of the Meeting	Outcome of the Meeting
1	17 May 2023	Annual Performance Plan and Budget 2023/2024	The Annual Performance Plan and Budget 2023/2024 were adopted with changes that were affected following the previous recommendations by the Committees. The Standing Committee tabled the report to the House with recommendations and those recommendations were adopted by the House.
2	26 April 2023	The NWPL Internal Audit Scope of work versus the External Auditors, their work in UIFW.	The Standing Committee was appraised on the relationship between the Audit Committee and the Internal Audit function and also the functions of the two together with the Membership of the Internal Audit Committee. The Standing Committee tabled the report to the House with recommendations and those recommendations were adopted by the House.
3	07 June 2023	The NWPL 4 <sup>th</sup> Quarter Performance Information Report 2022/23	The Standing Committee considered the 1 <sup>st</sup> Quarter Performance report and tabled the report with recommendations to the House. The report of the Standing Committee was adopted by the House.
4	06 September 2023	The NWPL 1 <sup>st</sup> Quarter Performance Information Report 2023/2024	The Standing Committee recommends that the House adopts the reports with recommendations. The report of the Standing Committee was adopted by the House.

	Date of Meeting	Purpose of the Meeting	Outcome of the Meeting
5	08 November 2023	The NWPL Annual Performance Report for 2022/2023.	The Standing Committee considered the 2022/23 Annual Performance Report and submitted a report to the House with findings and recommendations. The report of the Standing Committee was adopted by the House.
6	08 November 2023	The NWPL 2 <sup>nd</sup> Quarter Performance Information Report 2023/2024	The Standing Committee considered the 2 <sup>nd</sup> Quarter Performance report and tabled the report with recommendations to the House. The report of the Standing Committee was adopted by the House.
7	14 February 2024	The NWPL 3 <sup>rd</sup> Quarter Performance Information Report 2023/2024	The Standing Committee considered the 3 <sup>rd</sup> Quarter Performance report and tabled the report with recommendations to the House

## 7. HEALTH SAFETY AND ENVIRONMENTAL ISSUES

The Occupational Health and Safety (OHS) Act, Act No 8 of 1993, requires that each employer must provide and maintain as far as it is reasonably practical, a working environment that is safe and without risk to the health of its employees.

In compliance with the above provisions, the Legislature established the Occupational Health and Safety (OHS) Committee, comprising of Managers and Staff members from various Divisions, as well as Union Representatives. The purpose of the Committee is to assist the Accounting Officer in developing, promoting, maintaining and reviewing measures to ensure the health and safety of all employees in the work place.

In addition, the Legislature appointed eight (08) cleaners to ensure the Legislature maintains the acceptable levels of hygiene. The NWPL is committed to promoting a conducive workplace for all its employees through the Integrated Employee Health and Wellness Office. Emotional support programs were continuously offered to staff members and MPLs and their next of kin who needed wellness intervention and this included building relationships with the Department of Health, Private Psychiatrists and Psychologists.

There were five (05) reported injury on duty cases that required medical attention and these cases were subsequently reported to the Department of Labour.

Physical wellness also forms a crucial part of the employee wellbeing. The NWPL supports various sporting codes, such as the Legislature Choir and has its own Athletics Club called the "The NWPL Athletics Club".

The output of the athletics club is as follows:

- Three (3) athletes participated in the Comrades Marathon in Durban;
- Four (4) athletes participated in the Cape Gate Marathon;
- Two (2) athletes participated in the Om die Dam Marathon in Brits;
- Five (5) athletes participated in the Aurum Klerksdorp Marathon;
- Three (3) athletes participated in the Total Sports Two Oceans Ultra Marathon; and
- Seven (7) athletes participated tin Sanlam Marathon in Cape Town.



In an endeavour to build social cohesion between Members of Staff and Members of the Legislature, the following activities were held:

- Women’s Day event, which included team building activities, educational talks on Financial Wellness, Mental Health, Victim Empowerment, and Self-Management; and
- Men’s Health Seminar, which also included educational talks on Zero Tolerance to Male Suicide, Financial Wellness and Motivational talks on Fatherhood.

## 8. SCOPA RESOLUTIONS

The North West Provincial Legislature does not report its financial performance to the SCOPA as an oversight mechanism, but to the Standing Committee on the Oversight to the NWPL.

## 9. PRIOR MODIFICATIONS TO AUDIT REPORTS

Not Applicable

## 10. INTERNAL CONTROL UNIT

Internal controls are activities that safeguard and provide reasonable assurance that processes and functions are working as planned. The Institution has a functional Internal Control Unit that oversees and assesses the internal control environment to ensure that measures are in place to continuously improve the control environment of the NWPL.

Although some measures are already in place to ensure that the internal control environment is stabilized, the NWPL continues to enhance internal control measures to reduce the re-occurrence of irregular, fruitless and wasteful expenditure.

Management reports on the status of implementing the Post Audit Action Plan (PAAP) as at 31 March 2024 (as presented in table below).

**Table: Progress on PAAP**

Table: Progress on PAAP	Number of Actions	Percentage of Implementation
Implemented	26	72%
Not Implemented	-	-
In Progress	10	28%
<b>Total</b>	<b>36</b>	<b>100%</b>

## 11. INTERNAL AUDIT AND AUDIT COMMITTEE

### 11.1. INTERNAL AUDIT

Internal Audit Activity (IAA) is a resourceful tool available to management and the Audit Committee. It assists the NWPL in accomplishing their objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organisations control, risk management and governance processes.

The IAA implemented its annual audit plan for the 2023/2024 financial year as part of the three-year rolling plan, after consultation with management and approval by the NWPL's Audit Committee. Initially 16 audits were planned for the 2023/2024 financial year, however an Ad-Hoc duty was approved by the Audit Committee, thus increasing the total to 17. Of the 17 planned, two (2) audits could not be completed during the financial year and will be rolled over to the 2024/25 financial year. The IAA achieved 88% of its planned targets.

### 11.2. AUDIT COMMITTEE

The Audit Committee is established as a statutory committee in terms of Section 48 of FMPPLA, as amended. The Committee performs an oversight and advisory role to the NWPL and is accountable to the Executive Authority and the public to adequately consider and evaluate all matters as per its terms of reference.

The purpose of the Committee is to assist the Executive Authority in fulfilling the oversight responsibilities and the Accounting Officer in the fulfilling executive duties regarding the financial reporting process, the management of risk, the system of internal control, the audit process, and the Legislature's process for monitoring compliance with laws, regulations and the code of conduct.

The Committee also has a primary responsibility to the public to form an opinion on the effectiveness of those issues within its ambit and communicates this in the annual report.

## 12. AUDIT COMMITTEE REPORT

The NWPL Audit Committee (the Committee) is pleased to present its report for the year ended 31 March 2024. The report has been prepared in line with the requirements of the FMPPLA 2009 (Act No. 10 of 2009), as amended.

### 12.1. MEMBERSHIP AND ATTENDANCE

The Committee comprises of five (5) independent non-executive members who are appointed by the Executive Authority. In terms of the FMPPLA and the Committee Charter, the Committee is required to meet at least four (4) times per annum.

During the financial year, five (5) meetings were held. This included the four (4) quarterly ordinary meetings and a special meeting to consider the financial statements and the report on non-financial performance information.

Meeting attendance per member is outlined in the table below:

Name	Qualifications	Internal or external member	Date appointed	Terminations/ Date Resigned	No. of Meetings attended
Mr. F. Docrat	<ul style="list-style-type: none"> <li>- MBA</li> <li>- CISM</li> <li>- CISA</li> <li>- CGEIT</li> <li>- CRM-Prac - IRMSA</li> <li>- CD (SA) IoD</li> <li>- COPE</li> </ul>	External Member	<ul style="list-style-type: none"> <li>- Initial appointment 01 Jan. 2018</li> <li>- Contract extended 01 Jan. 2021</li> <li>- Contract further extended 01 Jan. 2023</li> </ul>	Contract ended 31 Dec. 2023	4 out of 5
Mr. M Mokgobinyane	<ul style="list-style-type: none"> <li>- B. Com</li> <li>- B.Com (Hon) (Accounting)</li> <li>- CA (SA)</li> </ul>	External Member	<ul style="list-style-type: none"> <li>Initial appointment 01 Jan. 2018</li> <li>- Contract extended 01 Jan. 2021</li> <li>- Contract further extended 01 Jan. 2023</li> </ul>	Contract ended 31 Dec. 2023	5 out of 5
Ms. P Mangoma	<ul style="list-style-type: none"> <li>- B. Compt (Acc)</li> <li>- B. Com (Hon) (Internal Auditing)</li> </ul>	External Member	<ul style="list-style-type: none"> <li>Initial appointment 01 Nov. 2019</li> <li>- Contract further extended 01 Nov. 2023</li> <li>- Re- appointed 01 Jan. 2024</li> </ul>	Contract ended 31 Dec. 2023	5 out of 5
Mr. K Maja	<ul style="list-style-type: none"> <li>- B. Com (Acc)</li> <li>- B. Compt (Hons)</li> <li>- Master of Business Leadership (MBL)</li> <li>- CIA</li> </ul>	External Member	<ul style="list-style-type: none"> <li>Initial appointment 01 Nov. 2019</li> <li>- Contract extended 01 Nov. 2023</li> <li>- Re- appointed 01 Jan. 2024</li> </ul>	Contract ended 31 Dec. 2023	5 out of 5

Name	Qualifications	Internal or external member	Date appointed	Terminations/ Date Resigned	No. of Meetings attended
Ms. Lerato Moyo	<ul style="list-style-type: none"> <li>- B. Com</li> <li>- Advance Certificate in Computer Auditing</li> <li>- Postgraduate Diploma: Certified Internal Auditing</li> <li>- Master Philosophy: Corporate Strategy</li> <li>- CIA</li> <li>- CISA</li> <li>- CISM</li> </ul>	External Member	Appointed 01 Jan. 2024	**	**
Mr. Peter Mukheli	<ul style="list-style-type: none"> <li>- B. Com</li> <li>- B. Com (Hons)</li> </ul>	External Member	Appointed 01 Jan. 2024	**	**
Mr. Hendrikus Maritz	<ul style="list-style-type: none"> <li>- B. Com-Specialising with risk</li> <li>- B. Tech Degree in Purchasing Management</li> <li>- Diploma in Internal Auditing</li> <li>- Diploma in Business Management</li> <li>- Professional Internal Auditor</li> <li>- Certification in Risk Management</li> </ul>	External Member	Appointed 01 Jan. 2024	**	**

**Legend:**      \* Member tendered apology

                  \*\* New member

## 12.2. AUDIT COMMITTEE RESPONSIBILITY

The Committee complied with its responsibilities arising from Section 48 of the FMPPLA. The Committee also regulated its affairs in compliance with its Charter and has discharged all its responsibilities as contained therein.

## 12.3. THE EFFECTIVENESS OF INTERNAL CONTROL

The Committee reviewed the reports of management, internal- and external auditors on the design and implementation of the systems of control. Based on the assurance provided by management, internal auditors, and the Auditor-General of South Africa (AGSA), no material breakdown in the system of internal control was reported.

Due to design deficiencies in the Oracle accounting system, management utilised the general ledger on the Pastel Accounting System for the preparation of the 2023/2024 Annual Financial Statements. The integrity, completeness and accuracy of the data in the Oracle Accounting System was not tested in time and thus the reason for falling back onto the Pastel Accounting System.

The Accounting Officer initiated an Oracle stabilisation project to ensure the proper and complete configuration of the system. Phase II of this project started in the 2020/2021 financial year and was expected to be finalised in the 2021/2022 financial year. However, it could not be finalized due to poor project management and a worldwide shortage of microchips directly related to the purchase of new servers to complete the project.

Although measures are in place to ensure that the internal control environment is strong, there are ongoing efforts to enhance and mature the internal control environment further. Improving the internal control environment within Information Technology (IT), Supply Chain Management and Human Resources Management will enhance the overall control environment and result in a higher maturity level of the control environment. Management must still focus on improving and finalising the Oracle project phase II; Performance information reporting and risk management maturity.

Management developed the Post-Audit Action Plan to address issues raised by the Auditor-General in 2022/2023. Once again, the implementation thereof has been slow, with management not applying adequate, appropriate or timely mitigation measures to correct the control weaknesses identified.

There is now an urgent need to implement and realise outcomes from the consequence management processes to prevent further deterioration of the internal control environment.

## 12.4. EFFECTIVENESS OF INTERNAL AUDIT ACTIVITY

The NWPL has an established Internal Audit Activity (IAA) which operates independently from management, as required in terms of Section 50 of the FMPPLA. During the financial year, the IIA operated in terms of the approved Internal Audit Charter, developed a risk-based internal audit annual plan, and reported quarterly to the Committee against the plan.

The Committee is concerned that the Internal Audit Plan was not based on the latest risk assessment. The Committee has repeatedly raised the concern of the risk assessments not being conducted timeously. The untimely risk assessments impact negatively on the development of the Risk Based Internal Audit Plan. The Committee continues to recommend that the risk assessments be conducted within the last three months of every financial year, to ensure that the next financial year's Internal Audit Plan is based on the latest risks facing the Legislature.

Through the execution of the Internal Audit Plan, the IIA reviewed the systems of internal control, performance information, and risk management during the period under review. Notwithstanding the ongoing capacity constraints within the IIA, the IIA operated effectively and addressed some pertinent risk areas through the conduct of its audits. However, some important and urgent recommendations emanating from the Internal Audits conducted, were

not implemented by management, and in some instances, there were no management responses or very delayed responses in terms of the Internal Audit reports. The Committee has strongly and continuously urged management to implement the Internal Audit recommendations to ensure an improved governance, risk management and internal control environment.

In the 2023/2024 financial year the IIA conducted an internal quality self-assessment to determine the level of conformance with the Standards for the Professional Practice of Internal Auditing. The results have shown that the IIA partially conforms with the Standards. An action plan has been developed for issues that lead to the partial conformance. The Committee recommended that the implementation of the corrective measures be reported quarterly.

The capacity constraints (IT skills) experienced by the IIA reduced the reliance the Committee placed on the IAA in terms of the combined assurance framework. The Audit Committee's concerns were highlighted and reported at each quarter, to the Honourable Speaker of the Legislature.

### 12.5. COMBINED ASSURANCE

The responsibility to oversee combined assurance was delegated to the Committee in terms of its Charter. The Committee expressed concern about the poor progress of developing and implementing a sound Combined Assurance framework, as espoused by the King Code, and has continuously urged management to finalize and implement the Combined Assurance Model/Framework.

### 12.6. PERFORMANCE INFORMATION

The Committee monitored the implementation of the NWPL's Annual Performance Plan (APP) to achieve its strategic objectives and deliver on its mandate. The performance information was not always timeously submitted nor validated against a portfolio of evidence, often leading to misrepresentation of performance achievements. This misrepresentation of achievements is as a result of management not timeously implementing Internal Audit and AGSA's recommendations relating to performance information.

Notwithstanding the above critical deficiency, the Committee is satisfied that the reports on performance information are a fair reflection of the operational status of the Legislature as set out in the Strategic Plan.

### 12.7. RISK MANAGEMENT

The NWPL Risk Management Committee (RMC) has an external independent Chairman. The RMC provided oversight on the development and implementation of the Risk Management Policy, Risk Management Framework, Risk Management Strategy and Implementation Plan, the risk assessment process, and the development of the Strategic Risk Register. Management is ultimately responsible for maintaining an effective set of risk management processes.

The Committee assessed the adequacy of the NWPL's risk management processes, which are guided by a Risk Management Framework espoused by the Provincial and National Treasury. The Committee has noted slow progress made by management to implement the RMC's recommendations.

The risk management processes within the NWPL require significant effort to reach a minimum level of acceptable maturity. The Committee is only partially satisfied with the effectiveness of the risk management posture, while very little efficiency within Risk Management was realised. The Committee recommended that important interventions be implemented to improve the NWPL risk maturity level. Management was again strongly advised to improve, focus and capacitate the Risk Management Division.

## 12.8. IN-YEAR MANAGEMENT AND QUARTERLY REPORTS

The NWPL submitted, in terms of Sections 51 to 53 of the FMPPLA, quarterly and mid-term reports to the Executive Authority. Although the integrity of the accounting system was questionable, mitigating processes were implemented to ensure that the periodic financial reports were of acceptable quality, and compliant with the Accounting Standards.

The Committee is satisfied with the content and quality of quarterly and in-year management reports issued during the year under review.

## 12.9. EVALUATION OF THE FINANCIAL STATEMENTS

The Committee reviewed and discussed the following:

- Audited Annual Financial Statements for the year ended 31 March 2024 to be included in the Annual Report, and discussed same with the Auditor-General South Africa and the NWPL Management;
- Information of the audited pre-determined objectives to be included in the 2023/24 Annual Report;
- Changes in accounting policies, disclosure and practices; and
- NWPL's compliance with legal and regulatory provisions.

The Committee concurs with and accepts the conclusion of the AGSA report on the AFS and is of the opinion that the AFS be accepted and be read together with the report of the AGSA.

## 12.10. COMPLIANCE

The Committee has reviewed the Legislature's compliance checklist that was developed by management. The Committee recommended that a comprehensive compliance register be developed and implemented and that the status of compliance be reported. This however remains incomplete. Implementation of the planned activities will ensure that the NWPL reaches its target of timeously complying with all the requisite statutory and regulatory requirements.

## 12.11. AUDITOR-GENERAL SOUTH AFRICA

The Committee liaised with the AGSA during the period under review and has reviewed the Legislature's implementation plan for audit findings raised in the previous year. The Committee is partially satisfied that the findings that were raised were adequately resolved.

## 12.12. CONCLUSION

The Committee would like to thank the Executive Authority, the Secretary to the NWPL, and management for their support throughout the year. The Committee is confident that through the guidance it provides and management's cooperation, the internal controls and good governance practices will be enhanced.

Special appreciation also goes to the AGSA, the Internal Audit team and members of the Audit Committee for their support and professionalism in the performance of their mandates.



**Mr. K Maja**  
**Chairperson: Audit Committee**

**Date: 27 August 2024**

## 13. B-BBEE COMPLIANCE PERFORMANCE INFORMATION

Criterion	Responses Yes/ No	Discussion
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law?	No	
Developing and implementing a preferential procurement policy?	Yes	The NWPL implements the PPPFA and PPPR. An institutional SCM policy is in place.
Determining qualification criteria for the sale of State-Owned Enterprises?	No	
Developing criteria for entering into partnerships with the private sector?	No	
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment?	No	





# PART D

## PART D

### HUMAN RESOURCE MANAGEMENT





# MANAGEMENT OF THE NWPL

## 1. INTRODUCTION

The NWPL had 217 staff members and 22 Members of the Legislature as at 31 March 2024. Although the Legislature has 33 Members, 11 of them are in the Executive Council of the Province.

This section of the report relates to all areas within Human Resources. This includes, but is not limited to, sick leave, annual performance bonuses and employment equity, but to name a few.

## 2. OVERVIEW OF HUMAN RESOURCE

As at 31 March 2024, the NWPL filled all its Strategic Positions (Executive Management positions). This is to ensure that the Institution is fully capacitated to execute its Legislative Mandate. The Institution also managed to fill one of its strategic positions of Manager- Corporate Governance, Policy and Legal located in the Office of the Accounting Officer.

As stated above, the NWPL had a total of 217 staff members. Of the 217 staff members, 140 are employed in Program 1 Administration and 77 are in the Core Function. The gender split is 125 females and 92 males. There was a total of 22 Managers, with 13 males and 9 females. The NWPL's three-years Employment Equity (EE) Plan has been reviewed, approved and aligned to the current Strategic Plan as one of the priorities for the year under review.

The EE Plan has considered the current workforce profile in relation to race, gender, and disability status per Occupational Class. From the current workforce profile, numerical goals and targets for the three-year period has been set. Further to this, the Accounting Officer has, in terms of Section 24 of the Employment Equity Act, assigned the responsibility of EE Manager to the Manager Human Resource Management and Development. The EE Manager monitors the implementation of the EE Plan and reports accordingly to the Accounting Officer.

This EE Plan was submitted to the Department of Labour and assessed. Areas of improvement were identified by the Department of Labour and the Plan was reviewed to consider such recommendations.

The Occupational Health and Safety (OHS) Committee as per the provisions of Occupational Health and Safety Act 85 of 1993 has been established. The Institution offered various skills development programmes to its workforce for the year under review and provided support where required.

Of the 50 unemployed youth who were previously recruited and participated in the Learnership Programme (Certificate in Public Administration, NQF level 05) and completed their training, the 10 best performers were further awarded bursaries by the Public Service Sector Education and Training Authority (PSETA) to further their studies. They have successfully completed a Diploma in Public Administration (NQF level 6) with Jeppe College and graduated on 22 March 2024.

Eighteen (18) NWPL staff members were granted bursaries to the amount of R392 375.00 to further their studies. This covers both new and existing bursary holders.

The NWPL has an approved Performance Management Development System to deal with employee performance. This system assists the employer to identify performance gaps and implement corrective measures where possible. In the case of outstanding performance, the reward system is implemented.

Submitted annual assessments were moderated at the end of the six months of the completed performance cycle and qualifying officials were compensated. Identified gaps are addressed through Personal Development Plans.

The Accounting Officer appointed a Job Evaluation Committee to evaluate both new and redesigned jobs in the Finance Branch. This forms part of the project aimed at capacitating the Finance Branch to function independently from the financial consultants.

A training service provider knowledgeable in the Patterson Job Evaluation process was appointed to train the Job Evaluation Committee and assisted them to evaluate those positions. Implementation of the revised Finance Branch structure is planned to commence in the new financial year.

50 Business processes have also been developed for all functions in the Finance Branch. This will ensure uniformity of services rendered. This exercise will be rolled out to the entire Institution in the new financial year.

### 3. HUMAN RESOURCE OVERSIGHT STATISTICS

#### 3.1. PERSONNEL RELATED EXPENDITURE

The following tables summarises the final audited personnel related expenditure by programme and by salary bands. In particular, it provides an indication of the following:

- Amount spent on personnel

**Table 3.1.1 Personnel expenditure by programme for the period 01 April 2023 to 31 March 2024**

Programme	Total Expenditure	Personnel Expenditure	Training Expenditure	Professional and Special Services Expenditure	Personnel Expenditure as a % of total expenditure	Average personnel cost per employee
	(R'000)	(R'000)	(R'000)	(R'000)	(%)	(R'000)
Staff	234 840	232 854	1 341	645	88%	1 073
Members (MPLs)	32 287	31 828	459	-	12%	1 447
<b>TOTAL</b>	<b>267 127</b>	<b>264 682</b>	<b>1 800</b>	<b>645</b>	<b>100%</b>	<b>2 520</b>

**Table 3.1.2 Personnel costs by salary band for the period 01 April 2023 to 31 March 2024**

Salary band	Personnel expenditure	% of total personnel cost	No. of employees	Average personnel cost per employee
	(R'000)	%	(R'000)	(R'000)
Lower skilled (Levels 1-2)	N/A	N/A	N/A	N/A
Skilled (level 3-5) (Gr A-B3)	16 827	7%	38	443
Highly skilled production (levels 6-8) (Gr B4-C2)	62 067	27%	79	786
Highly skilled supervision (levels 9-12) (Gr C3-D2)	107 743	46%	78	1 381
Senior and Top management (levels 13-16) (Gr D5-FU)	46 217	20%	22	2 101
<b>TOTAL</b>	<b>232 854</b>	<b>100%</b>	<b>217</b>	<b>173</b>

The above table does not include the 22 MPLs.

**Table 3.1.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by programme for the period 01 April 2023 to 31 March 2024**

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount	Salaries as a % of personnel costs	Amount	Overtime as a % of personnel costs	Amount	HOA as a % of personnel costs	Amount	Medical aid as a % of personnel costs
	(R'000)	%	(R'000)	(%)	(R'000)	(%)	(R'000)	(%)
Staff	217 826	88%	166	0%	1 741	1%	13 121	5%
Members (MPLs)	29 794	11%	-	-	-	-	2 034	1%
<b>TOTAL</b>	<b>247 620</b>	<b>100%</b>	<b>166</b>	<b>0%</b>	<b>1 741</b>	<b>1%</b>	<b>15 155</b>	<b>6%</b>

**Table 3.1.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by salary band for the period 01 April 2023 to 31 March 2024**

Salary band	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount	Salaries as a % of personnel costs	Amount	Overtime as a % of personnel costs	Amount	HOA as a % of personnel costs	Amount	Medical aid as a % of personnel costs
	(R'000)	%	(R'000)	(%)	(R'000)	(%)	(R'000)	(%)
Skilled (level 1-2)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Skilled (level 3-5)	14 534	6%	166	0%	47	0%	2 080	1%
Highly skilled production (levels 6-8)	54 467	24%	-	-	787	0%	4 813	2%
Highly skilled supervision (levels 9-12)	101 948	44%	-	-	907	1%	4 888	2%
Senior management (level 13-16)	44 877	19%	-	-	-	-	1 340	1%
<b>TOTAL</b>	<b>217 826</b>	<b>93%</b>	<b>166</b>	<b>0%</b>	<b>1 741</b>	<b>1%</b>	<b>13 121</b>	<b>6%</b>

The above table does not include the 22 MPLs.

### 3.2. EMPLOYMENT AND VACANCIES

- Programme
- Salary band
- Critical occupations (see definition in notes below).

**Table 3.2.1 Employment and vacancies by programme as on 31 March 2024**

Programme	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Administration	148	140	6%	-
Legislature Operations	79	77	2,5%	-
<b>TOTAL</b>	<b>227</b>	<b>217</b>	<b>5%</b>	<b>-</b>

The above table does not include the 22 MPLs.

**Table 3.2.2 Employment and vacancies by salary band as on 31 March 2024**

Salary band	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Lower skilled (Levels 1-2)	N/A	N/A	-	-
Skilled (level 3-5) (Gr A-B3)	38	38	0%	0%
Highly skilled production (levels 6-8) (Gr B4-C2)	88	79	10%	0%
Highly skilled supervision (levels 9-12) (Gr C3-D2)	79	78	1,26	0%
Senior management (13-16) (Gr D5-FU)	22	22	0%	0%
<b>TOTAL</b>	<b>227</b>	<b>217</b>	<b>5%</b>	<b>0%</b>

The above table does not include the 22 MPLs.

**Table 3.2.3 Employment and vacancies by critical occupations as on 31 March 2024**

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
N/A	-	-	-	-
N/A	-	-	-	-

### 3.3. FILLING OF SMS POSTS

The tables in this section provide information on employment and vacancies as it relates to members of the Senior Management Service (SMS) by salary level. It also provides information on advertising and filling of SMS posts, reasons for not complying with prescribed timeframes and disciplinary steps taken.

**Table 3.3.1 SMS post information as on 31 March 2024**

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Director-General/ Head of Department	N/A	N/A	N/A	N/A	N/A
Salary Level 16 (Gr FU)	1	1	100%	0%	0%
Salary Level 15 (Gr FL)	-	-	-	-	-
Salary Level 14 (Gr E)	5	05	100%	0%	0%
Salary Level 13 (Gr D5)	16	16	100%	0%	0%
<b>Total</b>	<b>22</b>	<b>22</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>

The above table does not include the 22 MPLs.

**Table 3.3.2 SMS post information as on 31 March 2024**

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Director-General/ Head of Department	N/A	-	-	-	-
Salary Level 16 (Gr FU)	1	1	100%	-	0%
Salary Level 15 (Gr FL)	-	-	-	-	-
Salary Level 14 (Gr E)	5	5	100%	-	0%
Salary Level 13 (Gr D5)	16	16	100%	-	0%
<b>Total</b>	<b>22</b>	<b>22</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>

The above table does not include the 22 MPLs.

**Table 3.3.3 Advertising and filling of SMS posts for the period 01 April 2023 to 31 March 2024**

SMS Level	Advertising	Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months of becoming vacant	Number of vacancies per level not filled in 6 months but filled in 12 months
Director-General/ Head of Department	N/A	-	-
Salary Level 16 (Gr FU)	-	-	-
Salary Level 15 (Gr FL)	-	-	-
Salary Level 14 (Gr E)	-	-	-
Salary Level 13 (Gr D5)	1	1	-
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

The above table does not include the 22 MPLs.

**Table 3.3.4 Reasons for not having complied with the filling of funded vacant SMS - Advertised within 6 months and filled within 12 months after becoming vacant for the period 01 April 2023 to 31 March 2024**

**Reasons for vacancies not advertised within six months**

N/A

**Reasons for vacancies not filled within twelve months**

N/A

The above table does not include the 22 MPLs.

**Table 3.3.5 Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months for the period 01 April 2023 to 31 March 2024**

**Reasons for vacancies not advertised within six months**

N/A

**Reasons for vacancies not filled within six months**

N/A



### 3.4. JOB EVALUATION

**Table 3.4.1 Job Evaluation by Salary band for the period 01 April 2023 to 31 March 2024**

Salary band	Number of posts on approved establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower Skilled (Levels1-2)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Skilled (Levels 3-5) A-B3	38	2	5%	1	50%	-	-
Highly skilled production (Levels 6-8) B4 – C2	88	14	16%	4	28.6%	1	7.14
Highly skilled supervision (Levels 9-12) C3-D2	79	8	10%	1	12.5%	-	-
Senior Management Service Bands 13 (D5)	16	3	18%	-	-	-	-
Senior Management Service Bands 14 (E)	5	-	-	-	-	-	-
Senior Management Service Bands 15 (FL)	-	-	-	-	-	-	-
Senior Management Service Bands 16 (FU)	1	-	-	-	-	-	-

The above table does not include the 22 MPLs.

**Table 3.4.2 Profile of employees whose positions were upgraded due to their posts being upgraded for the period 01 April 2023 to 31 March 2024**

Gender	African	Asian	Coloured	White	Total
Female	-	-	-	-	-
Male	2	-	-	-	2
<b>Total</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>

**Employees with a disability**

**0**

The above table does not include the 22 MPLs.

**Table 3.4.3 Employees with salary levels higher than those determined by job evaluation by occupation for the period 01 April 2023 to 31 March 2024**

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
Top Management	-	N/A	N/A	N/A
Senior Management	-	N/A	N/A	N/A
Professionally qualified and experienced specialists and mid-management	-	N/A	N/A	N/A
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	-	N/A	N/A	N/A
Semi-skilled and discretionary decision making	-	N/A	N/A	N/A
Unskilled and defined decision making	-	N/A	N/A	N/A
<b>Total number of employees whose salaries exceeded the level determined by job evaluation</b>				-
<b>Percentage of total employed</b>				-

The above table does not include the 22 MPLs.

**Table 3.4.4 Profile of employees who have salary levels higher than those determined by job evaluation for the period 01 April 2023 to 31 March 2024**

Gender	African	Asian	Indian	Coloured	White	Total
Female	-	-	-	-	-	-
Male	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-
<b>Employees with a disability</b>	-	-	-	-	-	-

**Total number of Employees whose salaries exceeded the grades determined by job evaluation** -

### 3.5. EMPLOYMENT CHANGES

**Table 3.5.1 Annual turnover rates by salary band for the period 01 April 2023 to 31 March 2024**

Salary band	Number of employees at beginning of period - 1 April 2023	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower Skilled (Levels 1-2)	N/A	N/A	N/A	N/A
Skilled (Levels 3-5) A-B3	31	9	2	6,5%
Highly skilled production (Levels 6-8)	82	3	7	8,5%
Highly skilled supervision (Levels 9-12)	80	1	2	2,5%
Senior Management Service Bands A -13	15	-	-	0%
Senior Management Service Bands B - 14	5	-	-	0%
Senior Management Service Bands C - 15	-	-	-	0%
Senior Management Service Bands D - 16	1	-	-	0%
Contracts	-	-	-	-
<b>Total</b>	<b>214</b>	<b>-</b>	<b>11</b>	<b>5%</b>

The above table does not include the 22 MPLs.

**Table 3.5.2 Annual turnover rates by critical occupation for the period 01 April 2023 to 31 March 2024**

Critical occupation	Number of employees at beginning of period-April 2023	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Administrations	-	-	-	-
Legislature Operations	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

The above table does not include the 22 MPLs.

**Table 3.5.3 Reasons why staff left the department for the period 01 April 2023 to 31 March 2024**

Termination Type	Number	% of Total Resignations
Death	-	-
Resignation	3	1,3%
Expiry of contract	-	-
Dismissal - operational changes	-	-
Dismissal - misconduct	-	-
Dismissal - inefficiency	-	-
Discharged due to ill-health	1	0,5%

Termination Type	Number	% of Total Resignations
Retirement	7	3,2%
Transfer to other Public Service Departments	-	-
Other	-	-
<b>Total</b>	<b>11</b>	<b>5%</b>
<b>Total number of employees who left as a % of total employment</b>		

The above table does not include the 22 MPLs.

**Table 3.5.4 Promotions by critical occupation for the period 01 April 2023 to 31 March 2024**

Occupation	Employees 1 April 2023	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

The above table does not include the 22 MPLs.

**Table 3.5.5 Promotions by salary band for the period 01 April 2023 to 31 March 2024**

Salary Band	Employees 01 April 2023	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employees by salary bands
Lower Skilled (Levels 1-2)	N/A	N/A	N/A	N/A	N/A
Skilled (Levels 3-5) A-B3	31	2	6,45%	11	35%
Highly skilled production (Levels 6-8)	82	-	0%	38	46%
Highly skilled supervision (Levels 9-12)	80	1	1,25%	63	78%
Senior Management (Level 13-16)	21	1	4,76%	16	76%
<b>Total</b>	<b>214</b>	<b>04</b>	<b>1,86%</b>	<b>128</b>	<b>60%</b>

### 3.6. EMPLOYMENT EQUITY

**Table 3.6.1 Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2024**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (D5-FU)	13	-	-	-	9	-	-	-	22
Professionals	-	-	-	-	-	-	-	-	-
Technicians and associate professional (C1 - D2)	61	-	1	1	88	3	1	2	157
Clerks	-	-	-	-	-	-	-	-	-
Service and sales workers	-	-	-	-	-	-	-	-	-
Skilled agriculture and fishery workers	-	-	-	-	-	-	-	-	-
Craft and related trades workers	-	-	-	-	-	-	-	-	-
Plant and machine operators and assemblers (B2 - B3)	6	-	-	-	1	-	-	-	7
Elementary occupations (A)	10	-	-	-	21	-	-	-	31
<b>Total</b>	<b>90</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>121</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>217</b>
<b>Employees with disabilities</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5</b>

The above table does not include the 22 MPLs

**Table 3.6.2 Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2024**

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (E-FU)	5	-	-	-	1	-	-	-	6
Senior Management (D5)	8	-	-	-	8	-	-	-	16
Professionally qualified and experienced specialists and mid-management (D1-D2)	17	-	-	1	16	1	1	-	36
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents (C2-C5)	27	-	1	-	42	1	-	1	72
Semi-skilled and discretionary decision making (B4-C1)	17	-	-	-	30	1	-	1	49
Unskilled and defined decision making (A-B3)	16	-	-	-	22	-	-	-	38
<b>Total</b>	<b>90</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>119</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>217</b>

The above table does not include the 22 MPLs

**Table 3.6.3 Recruitment for the period 01 April 2023 to 31 March 2024**

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management 14-16 (Gr E-FU)	-	-	-	-	-	-	-	-	-
Senior Management 13 (Gr D5)	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management (Gr D1-D2)	-	-	-	-	1	-	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents (C2-C5)	-	-	-	-	-	-	-	-	-
Semi-skilled and discretionary decision making (B4-C1)	1	-	-	-	2	-	-	-	3
Unskilled and defined decision making (A-B3)	5	-	-	-	4	-	-	-	9
<b>Total</b>	<b>6</b>				<b>7</b>				<b>13</b>
<b>Employees with disabilities</b>	-	-	-	-	-	-	-	-	-

The above table does not include the 22 MPLs

**Table 3.6.4 Promotions for the period 01 April 2023 to 31 March 2024**

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management 14-16 (Gr E-FU)	-	-	-	-	-	-	-	-	-
Senior Management 13 (Gr D5)	-	-	-	-	1	-	-	-	1
Professionally qualified and experienced specialists and mid-management (Gr D1-D2)	-	-	-	-	1	-	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents (C2-C5)	-	-	-	-	-	-	-	-	-
Semi-skilled and discretionary decision making (B4-C1)	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making (A-B3)	2	-	-	-	-	-	-	-	2
<b>Total</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>
<b>Employees with disabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

The above table does not include the 22 MPLs



**Table 3.6.5 Terminations for the period 01 April 2023 to 31 March 2024**

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	-	-	-	-	-	-	-	-	-
Senior Management 13	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	1	-	-	-	1	-	-	-	2
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	1	-	-	-	-	-	-	-	1
Semi-skilled and discretionary decision making	2	-	-	-	4	-	-	-	6
Unskilled and defined decision making 1 - 2	1	-	-	-	1	-	-	-	2
<b>Total</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11</b>
<b>Employees with disabilities</b>									

The above table does not include the 22 MPLs

**Table 3.6.6 Disciplinary action for the period 01 April 2023 to 31 March 2024**

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-

The above table does not include the 22 MPLs

### 3.7. SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS

All members of the SMS conclude and signed performance agreements within specific timeframes. Information regarding the signing of performance agreements by SMS members, the reasons for not complying within the prescribed timeframes and disciplinary steps taken is presented here.

**Table 3.7.1 Signing of Performance Agreements by SMS members as on 31 May 2023**

SMS Level	Total number of funded SMS posts	Total number of SMS members	Total number of signed performance agreements	Signed performance agreements as % of total number of SMS members
Director-General/ Head of Department	N/A	N/A	N/A	N/A
Salary Level 16 (Gr FU)	1	1	1	100%
Salary Level 15 (Gr FL)	-	-	-	-
Salary Level 14 (Gr E)	5	5	1	20%
Salary Level 13 (Gr D5)	16	15	13	86%
<b>Total</b>	<b>22</b>	<b>21</b>	<b>14</b>	<b>67%</b>

**Table 3.7.2 Reasons for not having concluded Performance agreements for all SMS members as on 31 May 2023**

Reasons
N/A

**Table 3.7.3 Disciplinary steps taken against SMS members for not having concluded Performance agreements as on 31 May 2023**

Reasons
N/A

### 3.8. PERFORMANCE REWARDS

**Table 3.8.1 Performance Rewards by race, gender and disability for the period 01 April 2023 to 31 March 2024**

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within group	Cost (R'000)	Average cost per employee
<b>African</b>	<b>153</b>	<b>206</b>	<b>74%</b>	<b>4 820</b>	<b>23</b>
Male	64	89	72%	2 079	23
Female	89	117	76%	2 741	23
<b>Asian</b>	-	-	-	-	-
Male	-	-	-	-	--
Female	-	-	-	-	-
<b>Coloured</b>	<b>3</b>	<b>3</b>	<b>100%</b>	<b>82</b>	<b>27</b>
Male	-	-	-	-	0
Female	3	3	100%	82	27
<b>White</b>	<b>2</b>	<b>3</b>	<b>66%</b>	<b>103</b>	<b>34</b>
Male	1	1	100%	66	66
Female	1	2	50%	37	19
<b>Indian</b>	<b>2</b>	<b>2</b>	<b>100%</b>	<b>94</b>	<b>47</b>
Male	1	1	100%	28	28
Female	1	1	100%	65	65
<b>Total</b>	<b>160</b>	<b>214</b>	<b>75%</b>	<b>5 099</b>	<b>24</b>

**Table 3.8.2 Performance Rewards by salary band for personnel below Senior Management Service for the period 01 April 2023 to 31 March 2024**

Race and Gender	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
Lower Skilled (Levels 1-2)	N/A	N/A	N/A	N/A	N/A	N/A
Skilled (level 3-5)	26	31	84%	360	12	0,2%
Highly skilled production (level 6-8)	59	82	72%	1 308	16	0,5%
Highly skilled supervision (level 9-12)	72	80	90%	2 478	31	1%
<b>Total</b>	<b>157</b>	<b>193</b>	<b>81%</b>	<b>4 146</b>	<b>21</b>	<b>1,7%</b>

**Table 3.8.3 Performance Rewards by critical occupation for the period 1 April 2023 and 31 March 2024**

Critical occupation	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee
N/A	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Table 3.8.4 Performance related rewards (cash bonus), by salary band for Senior Management Service for the period 01 April 2023 to 31 March 2024**

Salary band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
Band A (Gr D5)	14	16	88%	684	46	0,2%
Band B (Gr E)	2	5	40%	121	30	0%
Band C (Gr FL)	-	-	-	-	0	0%
Band D (Gr FU)	1	1	100%	148	148	0,1%
<b>Total</b>	<b>17</b>	<b>22</b>	<b>77%</b>	<b>953</b>	<b>48</b>	<b>0,3%</b>

### 3.9. FOREIGN WORKERS

The tables below summarise the employment of foreign nationals in the department in terms of salary band and

major occupation.

**Table 3.9.1 Foreign workers by salary band for the period 01 April 2023 to 31 March 2024**

Salary band	01 April 2022		31 March 2023		Change	
	Number	% of total	Number	% of total	Number	% of total
Lower skilled	N/A	N/A	N/A	N/A	N/A	N/A
Highly skilled production (Lev. 6-8)	N/A	N/A	N/A	N/A	N/A	N/A
Highly skilled supervision (Lev. 9-12)	N/A	N/A	N/A	N/A	N/A	N/A
Contract (level 9-12)	N/A	N/A	N/A	N/A	N/A	N/A
Contract (level 13-16)	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**Table 3.9.2 Foreign workers by major occupation for the period 01 April 2023 to 31 March 2024**

Major occupation	01 April 2022		31 March 2023		Change	
	Number	% of total	Number	% of total	Number	% of total
N/A						
N/A						

### 3.10. LEAVE UTILISATION

**Table 3.10.1 Sick leave for the period 01 April 2023 to 31 March 2024**

Salary band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skills (Level 1-2)	N/A	N/A	N/A	N/A	N/A	N/A
Skilled (levels 3-5)	126	19%	25	6%	5	270 225,00
Highly skilled production (levels 6-8)	431	8%	34	43%	12	555 538,99
Highly skilled supervision (levels 9 -12)	296	8.5%	25	32%	11	674 059,05
Top and Senior Management (levels 13-16)	121	9%	11	50%	11	577 731, 14
<b>Total</b>	<b>999</b>	<b>44%</b>	<b>95</b>	<b>43%</b>	<b>10</b>	<b>2 077 374, 19</b>

**Table 3.10.2 Disability leave (temporary and permanent) for the period 1 April 2023 to 31 March 2024**

Salary band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skills (Level 1-2)	N/A	N/A	N/A	N/A	N/A	N/A
Skilled (levels 3-5)	-	-	-	-	-	-
Highly skilled production (levels 6-8)	-	-	-	-	-	-
Highly skilled supervision (levels 9 -12)	-	-	-	-	-	-
Top and Senior Management (levels 13-16)	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-

**Table 3.10.3 Annual Leave for the period 01 April 2023 to 31 March 2024**

Salary band	Total days taken	Number of Employees using annual leave	Average per employee
Lower Skills (Level 1-2)	N/A	N/A	N/A
Skilled (levels 3-5)	367	24	15%
Highly skilled production (levels 6-8)	1540	73	21%
Highly skilled supervision (levels 9 -12)	1917	92	20%
Top and Senior Management (levels 13-16)	448	23	19%
<b>Total</b>	<b>24272</b>	<b>212</b>	<b>75%</b>

**Table 3.10.4 Capped leave for the period 01 April 2023 to 31 March 2024**

Salary band	Total days of capped leave taken	Number of Employees using capped leave	Average number of days taken per employee	Average capped leave per employee as on 31 March 2022
Lower Skills (Level 1-2)	N/A	N/A	N/A	N/A
Skilled (levels 3-5)	-	-	-	-
Highly skilled production (levels 6-8)	-	-	-	-
Highly skilled supervision (levels 9 -12)	-	-	-	-
Top and Senior Management (levels 13-16)	-	-	-	-
<b>Total</b>	-	-	-	-

**Table 3.10.5 Leave pay-outs for the period 1 April 2023 and 31 March 2024**

Salary band	Total days of capped leave taken	Number of Employees using capped leave	Average number of days taken per employee
Leave pay-out for 2022/23 due to non-utilisation of leave for the previous cycle	-	-	
Capped leave pay-outs on termination of service for 22/23	-	-	-
Current leave pay-out on termination of service for 22/23	R1 712 232,60	11	
<b>Total</b>	-	-	-

### 3.11. HIV/AIDS & HEALTH PROMOTION PROGRAMMES

**Table 3.11.1 Steps taken to reduce the risk of occupational exposure**

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
Household and maintenance personnel due to the nature of their work: cuts can be sustained if using sharp objects.	Information sharing sessions and related awareness events with the employees.

**Table 3.11.2 Details of Health Promotion and HIV/AIDS Programmes**

	Question	Yes	No	Details, if yes
1.	Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	x		M.S Tselapedi
2.	Does the Institution have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.			01 Employee under Employee Health and Wellness and Labour Relations unit. Budget:
3.	Has the Institution introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	x		Implementation of the 4 x Key Pillars of Employee Health and Wellness: <ul style="list-style-type: none"> <li>• HIV and AIDS, STI and TB Management</li> <li>• Health and Productivity Management</li> <li>• Safety, Health, Environment, Risk and Quality Management</li> <li>• Wellness Management</li> </ul>

	Question	Yes	No	Details, if yes
4.	Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	x		<p><b>Occupational Health and Safety committee members and representatives:</b></p> <ol style="list-style-type: none"> <li>1. A.J. Maphetle: Committee Chairperson/ Management</li> <li>2. M.S. Tselapedi</li> <li>3. M. Mongwaketsi</li> <li>4. R. Ditse</li> <li>5. N. Matladi</li> </ol> <p><b>OHS Representatives</b></p> <ol style="list-style-type: none"> <li>6. M. Madumo: Speaker's office</li> <li>7. N. Matha: Secretary's office</li> <li>8. M. Wylbacht: Strategic Planning and M&amp;E</li> <li>9. E. Pholo: Internal Audit</li> <li>10. D. Mokgosi: Finance</li> <li>11. P. Medupe: Supply Chain Management</li> <li>12. J. Nkomo: HR</li> <li>13. S. Shaikh: HR</li> <li>14. T. Montoedi: HR</li> <li>15. N. Mokgobinyane: Communications, Library, and Registry</li> <li>16. B. Moetsi: Communications, Library and Registry</li> <li>17. T. Sello : Communications, Library and Registry</li> <li>18. M. Mokodumetsa: Security services</li> <li>19. L. Diphikwe: ICT</li> <li>20. F. Bahetanye: Facilities</li> <li>21. T. Modise: Facilities</li> <li>22. M. Moruti: Facilities</li> <li>23. K. Mogokonyane: Facilities</li> <li>24. G. Mosala: Facilities</li> <li>25. M. Popane: Facilities</li> <li>26. T. Lekoma: Public participation</li> <li>27. P. Morabe Proceedings and Hansard</li> <li>28. T. Rampou: Proceedings and Hansard</li> <li>29. Y. Magawu: Proceedings and Hansard</li> <li>30. J. Molefe: NCOP and Members Support</li> </ol>
5.	Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	x		<p>HIV and AIDS policy reviewed and policy enhanced to HIV and AIDS, STI and TB Management policy.</p> <p>OHS policy submitted for review</p>



	Question	Yes	No	Details, if yes
6.	Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	x		<p>Through Employee Health and Wellness programme, there are Proactive and reactive programmes in place to assist all employees affected or infected in order to reduce/eliminate stigma and discrimination.</p> <ul style="list-style-type: none"> <li>Human rights and access to justice programs</li> <li>Confidential Treatment referral ,care and support</li> <li>Prevention, Health promotion services for all</li> </ul>
7.	Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.	x		<p>Through all our IEHW events, information on the importance of HCT is given to employees. This is done on the candle lighting activity or as a stand-alone activity when dealing with Disease management. The awareness was done during Women and Men's Health seminars in August and November 2023. The employees are given the space and privacy to get tested at their own convenience. In May 2023 HCT drive was done by the Department of Health for all staff that attended the Move for Health. 56 employees participated in the HCT.</p>
8.	Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.	x		<p>Baseline developed on 2022/2023 program</p> <ul style="list-style-type: none"> <li>Number of employees accessing health promotion services</li> <li>Number of Health promotion presentation held annually</li> <li>Number of females accessing health promotion services</li> <li>Number of Males accessing health promotion services</li> <li>Condom distribution per month</li> <li>Number of Pre and post-test counselling held</li> <li>Number of Employees participating in sport and recreation weekly activities</li> <li>Number of employees accessing counselling services</li> <li>Number of proactive awareness campaigns or events according to Health calendar months</li> <li>Number of Occupational Health and Safety inspections held annually</li> <li>Number of Injury on duty cases</li> <li>Number of presentations on 4 pillars of EHW</li> </ul>

### 3.12. LABOUR RELATIONS

**Table 3.12.1 Collective agreements for the period 01 April 2023 to 31 March 2024**

Subject matter	Date
N/A	
No collective agreement signed for the period under review.	N/A

- If there were no agreements, keep the heading and replace the table with the following:

--	--

The following table summarises the outcome of disciplinary hearings conducted within the department for the year under review.

**Table 3.12.2 Misconduct and disciplinary hearings finalised for the period 01 April 2023 to 31 March 2024**

Outcomes of disciplinary hearings	Number	% of total
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- If there were no agreements, keep the heading and replace the table with the following:

--	--

**Table 3.12.3 Types of misconduct addressed at disciplinary hearings for the period 01 April 2023 to 31 March 2024**

Type of misconduct	Number	% of total
Absenteeism	-	-
Misused and damage vehicle	-	-
Insubordination	-	-
Fraud (fraudulent travel claim)	-	-
<b>Total</b>	-	-

**Table 3.12.4 Grievances logged for the period 01 April 2023 to 31 March 2024**

Grievances	Number	% of total
Number of grievances resolved	-	-
Number of grievances not resolved	-	-
<b>Total number of grievances lodged</b>	-	-

**Table 3.12.5 Disputes logged with Councils for the period 01 April 2023 to 31 March 2024**

Disputes	Number	% of total
Number of disputes upheld	-	-
Number of disputes dismissed	02	-
<b>Total number of disputes lodged</b>	<b>04</b>	<b>-</b>

**Table 3.12.6 Strike actions for the period 1 April 2023 and 31 March 2024**

Total number of persons working days lost	-
Total costs working days lost	-
Amount recovered as a result of no work no pay (R'000)	-

**Table 3.12.7 Precautionary suspensions for the period 1 April 2023 and 31 March 2024**

Number of people suspended	0
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	0
Cost of suspension(R'000)	0

### 3.13. SKILLS DEVELOPMENT

This section highlights the efforts of the department with regard to skills development.

**Table 3.13.1 Training needs identified for the period 01 April 2023 to 31 March 2024**

Occupational category	Gender	Number of employees as at 01 April 2023	Training needs identified at start of the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	8	-	6	-	6
	Male	13	-	5	-	5
Professionals	Female	55	-	10	-	10
	Male	42	-	6	-	6
Technicians and associate professionals	Female	15	-	2	-	2
	Male	6	-	-	-	10
Clerks	Female	23	-	1	-	1
	Male	10	-	-	-	-
Service and sales workers	Female	2	-	4	-	4
	Male	8	-	1	-	1

Occupational category	Gender	Number of employees as at 01 April 2023	Training needs identified at start of the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	2	-	-	-	-
	Male	2	-	-	-	-
Elementary occupations	Female	18	-	11	-	11
	Male	10	-	6	-	6
<b>Sub Total</b>	<b>Female</b>	<b>123</b>	<b>-</b>	<b>34</b>	<b>-</b>	<b>34</b>
	<b>Male</b>	<b>91</b>	<b>-</b>	<b>28</b>	<b>-</b>	<b>28</b>
<b>Total</b>		<b>214</b>	<b>-</b>	<b>62</b>	<b>-</b>	<b>62</b>

**Table 3.13.2 Training provided for the period 01 April 2023 to 31 March 2024**

Occupational category	Gender	Number of employees as at 01 April 2023	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	8	-	6	-	6
	Male	13	-	6	-	6
Professionals	Female	55	-	11	8	19
	Male	42	-	11	1	12
Technicians and associate professionals	Female	15	-	1	-	1
	Male	6	-	1	-	1
Clerks	Female	23	-	2	14	16
	Male	10	-	-	1	1
Service and sales workers	Female	2	-	-	1	1
	Male	8	-	1	1	2
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-

Occupational category	Gender	Number of employees as at 01 April 2023	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Plant and machine operators and assemblers	Female	2	-	-	2	2
	Male	2	-	-	-	-
Elementary occupations	Female	18	-	11	-	11
	Male	10	-	8	-	8
<b>Sub Total</b>	<b>Female</b>	<b>123</b>	-	-	-	<b>55</b>
	<b>Male</b>	<b>91</b>	-	-	-	<b>29</b>
<b>Total</b>		<b>214</b>	-	-	-	<b>84</b>

### 3.14. INJURY ON DUTY

The following tables provide basic information on injury on duty.

**Table 3.14.1 Injury on duty for the period 01 April 2023 to 31 March 2024**

Nature of injury on duty	Number	% of total
Required basic medical attention only	05	2,3%
Temporary Total Disablement	0	-
Permanent Disablement	0	
Fatal	0	
<b>Total</b>	<b>05</b>	

### 3.15. SEVERANCE PACKAGES

**Table 3.16.1 Granting of employee-initiated severance packages for the period 01 April 2023 to 31 March 2024**

Salary band	Number of applications received	Number of applications referred to the MPSA	Number of applications supported by MPSA	Number of packages approved by department
Lower skilled (Levels 1-2)	N/A	N/A	N/A	N/A
Skilled Levels 3-5)	N/A	N/A	N/A	N/A
Highly skilled production (Levels 6-8)	N/A	N/A	N/A	N/A
Highly skilled supervision (Levels 9-12)	N/A	N/A	N/A	N/A
Senior management (Levels 13-16)	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A



# PART E

## PART E FINANCIAL INFORMATION

# Report of the auditor-general to North West Provincial Legislature on vote no. 2: Provincial Legislature

## Report on the audit of the financial statements

### Opinion

1. I have audited the financial statements of the North West Provincial Legislature set out on pages 112 to 166, which comprise the statement of financial position as at 31 March 2024, statement of financial performance, statement of changes in net assets, statement of cash flows and statement of comparison of budget information with actual information 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 North West Provincial Legislature as at 31 March 2024 and its financial performance and cash flows for the year then ended in accordance with General Recognised Accounting Practice (Standards of 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.

### Emphasis of matter

6. I draw attention to the matter below. My opinion is not modified in respect of this matter.

#### Unauthorised, irregular and fruitless and wasteful expenditure

7. As disclosed in note 31 to the financial statements, the irregular expenditure amount of R31 499 835 in respect of prior years is under investigation but not finalised.





## Responsibilities of the accounting officer for the financial statements

8. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the Standards of 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.
9. 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

10. 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.
11. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

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

12. 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 programme presented in the annual performance report. The accounting officer is responsible for the preparation of the annual performance report.
13. I selected the following programme presented in the annual performance report for the year ended 31 March 2024 for auditing. I selected a programme that measures the legislature's performance on its primary mandated functions and that is of significant national, community or public interest.

Programme	Page numbers	Purpose
Programme 3: legislature operations	49 - 56	To enhance strategic management support in relation to parliamentary services

14. I evaluated the reported performance information for the selected programme 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.
15. I performed procedures to test whether:
- all the indicators relevant for measuring the legislature's performance against its primary mandated and prioritised functions and planned objectives are included
  - 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.
16. I performed the procedures for the purpose of reporting material findings only, and not to express an assurance conclusion.
17. I did not identify any material findings on the reported performance information for the selected programme.

### **Other matters**

18. I draw attention to the matters below.

### **Achievement of planned targets**

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

### **Material misstatement**

20. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were in the reported performance information for programme 3 legislature operations. Management subsequently corrected all the misstatements, and I did not include any material findings in this report.

## **Report on compliance with legislation**

21. 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.
22. 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.

23. 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.
24. I did not identify any material non-compliance with the selected legislative requirements.

### Other information in the annual report

25. 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.
26. 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.
27. 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 programme presented in the annual performance report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
28. 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 that fact. I have nothing to report in this regard.

### Internal control deficiencies

29. 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.
30. I did not identify any significant deficiencies in internal control.

*Auditor General*

Rustenburg

31 July 2024



## 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 (a); 7(b); 7(e) Section 20(5); 21 (2) 22(2) Section 33(2)(a); 33(2)(b); 33(2)(e') Section 35(1)(a), 35(1)(b) Section 36(a) Section 41 (b) Section 44 Section 46 Section 56(1) Section 57(a) Section 67(2)(a); 67(2)(b) Section 68(2)(a); 68(2)(b)
Prevention and Combating of Corrupt Activities Act 12 of 2004 (Precca)	Section 34(1)
Financial Management of Parliament Act - SCM Regulations	Regulations 4(2)(b), 4(3)(b); 4(3)(c); 5(2) Regulations 6(1)(c); 6(2); 6(3)e; 6(6)(a)(i) &(ii); 6(6)(a)(v); 6(7)(a)(i) & (ii)&(iii); 6(7)(b)(iii); 6(7)(c)(v); 6(8)(a)(i-ii); 6(8)(b)(ii) & (iii); 6(8)(a)(ix); 6(11)(b); 6(8)(f)(iv); 6(9)(a)(i) to (iv); 6(11)(i),(ii)7(iii); 6(11)(d) (i) to (vii) Regulations 7(3) and 7(4) Regulations 7(7)(a)(i); 7(7)(a)(ii); 7(7)(a)(ix); 7(7)(d) and (e); 7(8)(a); 7(9)(a)(vi); 7(9)(c)(i) Regulations 8; 8(1), 8(2) Regulation 9 Regulations 11(1)(b); 11(2); 11(3)
PPPFA	Section 1(i); 2.1(a); 2.1(f)
PPR 2017	Paragraph 4.1; 4.2 Paragraphs 5.1; 5.3; 5.6; 5.7 Paragraphs 6.2; 6.3; 6.5; 6.6; 6.8 Paragraphs 7.1; 7.2; 7.3; 7.5; 7.6; 7.8 Paragraphs 8.2; 8.5 Paragraph 9.1; 9.2 Paragraphs 10.1; 10.2 Paragraph 11.2
PPR 2022	Paragraph 3.1 Paragraphs 4.1; 4.2; 4.3; 4.4 Paragraphs 5.1; 5.2; 5.3; 5.4





# PART E

## **PART E** FINANCIAL INFORMATION AS AT 31 MARCH 2024

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## General Information

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<b>Country of incorporation and domicile</b>	South Africa
<b>Nature of the operations</b>	<p>North West Provincial Legislature's (NWPL) vision is to build a united, non-racial, non-sexist, democratic and prosperous society in the North West province.</p> <p>The North West Provincial Legislature aims to provide services to the people of North West province by ensuring:</p> <ul style="list-style-type: none"> <li>- A vibrant Legislature that is responsive to and addresses the challenges of development facing our people;</li> <li>- An accountable executive by strengthening oversight on the promises made to our people by government;</li> <li>- Promotion of efficient and healthy co-operative governance between the three spheres of government; and</li> <li>- A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.</li> </ul>
<b>Business address</b>	<p>Dr James Moroka Drive New Parliament Building Mmabatho 2735</p>
<b>Postal address</b>	<p>Private Bag X2018 Mmabatho 2735</p>
<b>Bankers</b>	ABSA Bank Limited
<b>Auditors</b>	Auditor General of South Africa
<b>Secretary</b>	Adv. Lutendo Netshitumbu
<b>Jurisdiction</b>	North West Province
<b>Governing Legislation</b>	Financial Management of Parliament and Provincial Legislature Act, 2009 (Act No. 10 of 2009)



# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Index

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The reports and statements set out below comprise the financial statements presented by the provincial legislature:

Accounting Officer's Responsibilities and Approval

Accounting Officer's Report

Statement of Financial Position

Statement of Financial Performance

Statement of Changes in Net Assets

Statement of Cash Flows

Statement of Comparison of Budget and Actual Amounts

Accounting Policies

Notes to the Financial Statements

GRAP	Generally Recognised Accounting Practice
SCONWPL	Standing Committee on Oversight of the NWPL
NWPL	North West Provincial Legislature
MPL	Member of the Legislature
NWPT	North West Provincial Treasury

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Officer's Responsibilities and Approval

The Accounting Officer is required by the Financial Management of Parliament and Provincial Legislature Act, 2009 (Act No. 10 of 2009) to maintain adequate accounting records and is responsible for the content and integrity of the financial statements and related financial information included in this report. It is the responsibility of the Accounting Officer to ensure that the 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 ended. The external auditors are engaged to express an independent opinion on the financial statements and were given unrestricted access to all financial records and related data.

The 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 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 which includes the safeguarding of assets and compliance with relevant legislation. To enable the Accounting Officer to meet these responsibilities, he 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 financial statements and that the financial statements are free from material misstatement. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement.

The Accounting Officer has reviewed the Legislature's cash flow forecast for the year to 31 March 2024 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 financial statements set out on pages 115 to 166, which have been prepared on the going concern basis, were approved by the Accounting Officer on 31 May 2024 and were signed on its behalf by:



**Secretary of the North West Provincial Legislature**  
**Accounting Officer**

**Mmabatho**  
**27 August 2024**

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Accounting Officer's Report

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The Accounting Officer submits his report for the year ended 31 March 2024.

### 1. Legal form of the Legislature

North West Provincial Legislature was established in terms of Chapter 6 of the Constitution of South Africa.

### 2. Review of activities

#### Main business and operations

North West Provincial Legislature's vision is to build a united, non-racial, non-sexist, democratic and prosperous society in the North West Province.

The North West Provincial Legislature aims to provide services to the people of North West Province by ensuring:

- A vibrant Legislature that is responsive to and addresses the challenges of development facing our people;
- An accountable executive by strengthening oversight on the promises made to our people by government;
- Promotion of efficient and healthy co-operative governance between the three spheres of government; and
- A creative, effective, efficient and transformative administration that helps the Members of the Legislature to fulfil their constitutional mandate.

### 3. Going concern

We draw attention to the fact that at 31 March 2024, the Legislature had an operating deficit for the period of R(2 585 025) and that the Legislature's total assets exceed its liabilities by R596 266 332.

The 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.

The ability of the Legislature to continue as a going concern is dependent on the fact that the Legislature would receive appropriation from the North West Provincial Treasury for its ongoing operations.

### 4. Events after reporting date

The Accounting Officer is not aware of any matter or circumstance arising since the end of the financial year which have not been disclosed in the financial statements.

### 5. Accounting policies

The accounting policies have been applied consistently with the prior year.

### 6. Bankers

ABSA serves as the banker for the North West Provincial Legislature.

### 7. SCONWPL resolution

There were no material SCONWPL (Standing Committee on Oversight of the NWPL) resolutions relating to the Legislature during this financial year.

### 8. Auditors

Auditor General of South Africa will continue in office for the next financial period.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Officer's Report

#### 9. Members and Executives of North West Provincial Legislature

The Members and Executives of the North West Provincial Legislature during the year and to the date of this report are as follows.

##### Members

- Hon. Dantjie
- Hon. Miga (Appointed 24 January 2023)
- Hon. Sebegoe
- Hon. Motswana
- Hon. Cwaile
- Hon. Mataboge
- Hon. Williams
- Hon. Dliso
- Hon. Lenkopane
- Hon. Bogatsu
- Hon. Babuile
- Hon. Xaba
- Hon. Dikolomela
- Hon. Botswe
- Hon. Mokgohloa (Resigned 31 May 2023)
- Hon. Sonakile
- Hon. Theologo
- Hon. Edwards
- Hon. Rabotapi
- Hon. Nel
- Hon. Kleynhans
- Hon. Moiloa (Appointed 12 July 2023)
- Hon. Sikwane (Appointed 4 July 2023)

- Speaker
- Deputy Speaker
- Chief Whip of Majority Party
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member

##### Members of the Executive

- Hon. Maape
- Hon. Mosenogi
- Hon. Motsumi
- Hon. Lehari
- Hon. Mohono
- Hon. Sambatha
- Hon. Molapisi
- Hon. Rosho
- Hon. Tlhapi
- Hon. Mokgosi

- Premier of North West Province
- Executive Member
- Executive Member
- Executive Member
- Executive Member
- Executive Member
- Executive Member
- Executive Member
- Executive Member
- Executive Member

Refer to note 25 to the annual financial statements for information on remuneration of members and to note 27 for information on remuneration of management.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Statement of Financial Position as at 31 March 2024

Figures in Rand	Note(s)	2024	2023 Restated*
<b>Assets</b>			
Current Assets			
Receivables from exchange transactions	3	8 695 619	10 378 878
Receivables from non-exchange transactions	4	59 422	765 257
Cash and cash equivalents	5	280 212 155	262 935 037
		<b>288 967 196</b>	<b>274 079 172</b>
Non-Current Assets			
Property, plant and equipment	6	383 042 239	385 878 139
Intangible assets	7	1 745 256	2 365 574
		<b>384 787 495</b>	<b>388 243 713</b>
<b>Total Assets</b>		<b>673 754 691</b>	<b>662 322 885</b>
<b>Liabilities</b>			
Current Liabilities			
Finance lease obligation	8	441 645	652 820
Provisions	9	6 595 583	6 187 966
Operating lease liability	35	78 591	42 588
Payables from exchange transactions	10	46 768 900	45 228 641
Payable from non-exchange transactions	11	10 000 000	902 163
Employee benefit obligation	12	8 443 696	1 843 180
		<b>72 328 415</b>	<b>54 857 358</b>
Non-Current Liabilities			
Finance lease obligation	8	125 018	253 190
Employee benefit obligation	12	5 034 926	8 360 976
		<b>5 159 944</b>	<b>8 614 166</b>
<b>Total Liabilities</b>		<b>77 488 359</b>	<b>63 471 524</b>
<b>Net Assets</b>		<b>596 266 332</b>	<b>598 851 361</b>
Accumulated surplus		596 266 332	598 851 361

\* See Note 29

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Statement of Financial Performance

Figures in Rand	Note(s)	2024	2023 Restated*
<b>Revenue</b>			
<b>Revenue from exchange transactions</b>			
Commissions received		120 074	117 135
Interest income	13	21 288 841	11 674 598
<b>Total revenue from exchange transactions</b>		<b>21 408 915</b>	<b>11 791 733</b>
<b>Revenue from non-exchange transactions</b>			
<b>Taxation revenue</b>			
Donated funds	14	27 000	513 000
<b>Transfer revenue</b>			
Appropriation	15	516 491 000	497 767 000
<b>Total revenue from non-exchange transactions</b>		<b>516 518 000</b>	<b>498 280 000</b>
<b>Total revenue</b>	14	<b>537 926 915</b>	<b>510 071 733</b>
<b>Expenditure</b>			
Remuneration cost	16	(264 299 130)	(255 417 182)
Depreciation and amortisation		(21 062 010)	(20 556 442)
Finance costs	17	(912 490)	(818 178)
Impairments of receivables		-	(2 859 184)
Transfers and Subsidies	18	(78 896 899)	(56 951 509)
Goods & services	19	(175 162 303)	(141 609 382)
<b>Total expenditure</b>		<b>(540 332 832)</b>	<b>(478 211 877)</b>
<b>Operating (deficit) surplus</b>	20	<b>(2 405 917)</b>	<b>31 859 856</b>
Loss on disposal of assets	6	(150 005)	(825 910)
Actuarial gains/(losses)	12	(29 103)	1 219 753
		<b>(179 108)</b>	<b>393 843</b>
<b>Surplus (Deficit) for the period</b>		<b>(2 585 025)</b>	<b>32 253 699</b>

\* See Note 29

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Statement of Changes in Net Assets

Figures in Rand	Accumulated surplus	Total net assets
Opening accumulated surplus 2021	564 597 219	564 597 219
Changes in net assets		
Prior period adjustments	2 000 439	2 000 439
<b>Balance at 01 April 2022 as restated*</b>	<b>566 597 660</b>	<b>566 597 660</b>
Changes in net assets		
Surplus 2023	38 035 372	38 035 372
Prior period adjustments	29 (5 781 673)	(5 781 673)
Surplus for the year	32 253 701	32 253 701
Total changes	32 253 701	32 253 701
<b>Restated* Balance at 01 April 2023</b>	<b>598 851 357</b>	<b>598 851 357</b>
Changes in net assets		
Surplus for the year	(2 585 025)	(2 585 025)
Total changes	(2 585 025)	(2 585 025)
<b>Balance at 31 March 2024</b>	<b>596 266 332</b>	<b>596 266 332</b>

\* See Note 29

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Statement of Cash Flows

Figures in Rand	Note(s)	2024	2023 Restated*
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Appropriation		516 491 000	497 767 000
Interest income		20 882 806	10 801 038
Other receipts		270 000	270 000
		<b>537 643 806</b>	<b>508 838 038</b>
<b>Payments</b>			
Remuneration cost		(264 682 393)	(251 998 867)
Suppliers		(169 384 967)	(147 216 584)
Transfers and subsidies		(68 896 899)	(56 701 509)
		<b>(502 964 259)</b>	<b>(455 916 960)</b>
<b>Net cash flows from operating activities</b>	<b>22</b>	<b>34 679 547</b>	<b>52 921 078</b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	6	(16 829 286)	(4 996 190)
<b>Net cash flows from investing activities</b>		<b>(16 829 286)</b>	<b>(4 996 190)</b>
<b>Cash flows from financing activities</b>			
Movement in finance leases		339 347	(166 256)
Finance costs		(912 490)	(818 178)
<b>Net cash flows from financing activities</b>		<b>(573 143)</b>	<b>(984 434)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>17 277 118</b>	<b>46 940 454</b>
Cash and cash equivalents at the beginning of the year		262 935 037	215 994 583
<b>Cash and cash equivalents at the end of the year</b>	<b>5</b>	<b>280 212 155</b>	<b>262 935 037</b>

\* See Note 29



## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Statement of Comparison of Budget and Actual Amounts

Budget on Cash Basis

Figures in Rand	Per Approved budget	Adjustments	Per final budget	Amount as per AFS	Adjustments to comparable basis	Amounts on comparable basis	Variance	Reference
<b>Statement of Financial Performance</b>								
<b>Revenue</b>								
<b>Revenue from exchange transactions</b>								
Commissions received	-	-	-	120 074	(120 074)	-	-	
Interest received	-	-	-	21 288 841	(406 035)	20 882 806	20 882 806	33.1
<b>Total revenue from exchange transactions</b>	-	-	-	<b>21 408 915</b>	<b>(526 109)</b>	<b>20 882 806</b>	<b>20 882 806</b>	
<b>Revenue from non-exchange transactions</b>								
<b>Transfer revenue</b>								
Appropriation	503 392 000	38 099 000	541 491 000	516 491 000	-	516 491 000	(25 000 000)	33.2
Other income	-	-	-	27 000	(27 000)	-	-	33.1
<b>Total revenue from non-exchange transactions</b>	<b>503 392 000</b>	<b>38 099 000</b>	<b>541 491 000</b>	<b>516 518 000</b>	<b>(27 000)</b>	<b>516 491 000</b>	<b>(25 000 000)</b>	
<b>Total revenue</b>	<b>503 392 000</b>	<b>38 099 000</b>	<b>541 491 000</b>	<b>537 926 915</b>	<b>(553 109)</b>	<b>537 373 806</b>	<b>(4 117 194)</b>	
<b>Expenditure</b>								
Remuneration cost	(268 906 000)	4 500 000	(264 406 000)	(264 299 130)	(383 263)	(264 682 393)	(276 393)	33.3.1
Transfers and Subsidies	(59 938 000)	(19 000 000)	(78 938 000)	(78 896 899)	10 000 000	(68 896 899)	10 041 101	33.3.2
Goods & services	(134 462 000)	(45 099 000)	(179 561 000)	(175 162 303)	5 777 337	(169 384 966)	10 176 034	33.3.4
Depreciation and amortisation	-	-	-	(21 062 010)	21 062 010	-	-	
Finance Costs	-	-	-	(912 490)	912 490	-	-	33.3.3
<b>Total expenditure</b>	<b>(463 306 000)</b>	<b>(59 599 000)</b>	<b>(522 905 000)</b>	<b>(540 332 832)</b>	<b>37 368 574</b>	<b>(502 964 258)</b>	<b>19 940 742</b>	
<b>Operating surplus</b>	<b>40 086 000</b>	<b>(21 500 000)</b>	<b>18 586 000</b>	<b>(2 405 917)</b>	<b>36 815 465</b>	<b>34 409 548</b>	<b>15 823 548</b>	
Capital Assets acquired	(40 086 000)	21 500 000	(18 586 000)	(17 755 797)	926 511	(16 829 286)	1 756 714	33.3.5
Loss on disposal of assets	-	-	-	(150 005)	150 005	-	-	
Actuarial gains/losses	-	-	-	(29 103)	29 103	-	-	
<b>Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement</b>	-	-	-	<b>(20 340 822)</b>	<b>37 921 084</b>	<b>17 580 262</b>	<b>17 580 262</b>	

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Accounting Policies

### 1. Presentation of Financial Statements

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

These financial statements have been prepared on an accrual basis of accounting and are in accordance with the historical cost convention as the basis of measurement, unless specified otherwise.

Assets, liabilities, revenues and expenses were not offset, except where offsetting is either required or permitted by a Standard of GRAP.

A summary of the significant accounting policies, which have been consistently applied in the preparation of these financial statements, are disclosed below.

#### 1.1 Presentation currency

These financial statements are presented in South African Rand, which is the functional currency of the Legislature.

#### 1.2 Going concern assumption

These 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.

#### 1.3 Significant judgements and sources of estimation uncertainty

In preparing the financial statements, management is required to make estimates and assumptions that affect the amounts represented in the 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 financial statements. Significant judgements include:

##### Receivables from exchange transactions

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

##### Impairment testing

The impairment loss is the amount by which the carrying amount of an asset exceeds its recoverable service amount which is the higher of its fair value less costs to sell and its value in use. These calculations require the use of estimates and assumptions. It is reasonably possible that assumptions may change, which may then impact our estimations and may then require a material adjustment to the carrying value of tangible assets.

##### Provisions

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 9 - Provisions.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

#### 1.3 Significant judgements and sources of estimation uncertainty (continued)

##### Finance lease assets (Cellphones & tablets)

The net book value of finance leases for cellphones and tablets were calculated with certain judgements & assumptions, as follows:

- Prime interest rate was used as the incremental borrowing rate at the inception of each agreement.
- The fair value of the physical devices could not be determined therefore we calculated it as the difference in the fair value of the total contract payments and the fair value of the free data, talk-time and SMS's.
- The fair value of the data, talk-time and SMS's could also not be determined as at the inception of the agreements therefore we calculated using the current market related value. The price of a single SMS was calculated at 50c (2023: 35c) per SMS and 1,000 (2023: 1,000) minutes of talk-time and 50 (2023: 50) SMS's per month were used for contracts with unlimited free minutes & messages. The market related value varies, based on different packages. The cash price per minute was calculated at 79c (2023: 79c)
- No asset was capitalised where the present value of the data, talk-time and SMS's exceeds the present value of the total contract payment. These are mostly where no devices apart from a USB dongle was provided.
- If an agreement commenced mid-way through a month, we assumed payment took place on a pro-rata basis, similarly at the end of the agreement.

##### Useful lives and residual value of intangible assets & property, plant & equipment

The NWPL's management determines the estimated useful lives and related depreciation and amortisation charges for property, plant and equipment, and intangible assets. This estimate is based on the pattern in which an asset's future economic benefits or service potential are expected to be consumed by the Legislature.

The NWPL's management determines the estimated residual value as the estimated amount that the Legislature would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset was already of the age and in the condition expected at the end of its useful life.

##### Long term employee benefits

The present value of long term employee benefits (i.e. post-employment and other long term employee benefits) depends on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumptions used in determining the net cost (income) include the discount rate. Any changes in these assumptions will impact on the carrying amount of the obligation

Other key assumptions for pension obligations are based on current market conditions. Additional information is disclosed in Note 12.

##### Impairment of receivables

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

#### 1.4 Property, plant and equipment

Property, plant and equipment are tangible non-current assets (including infrastructure assets) that are held for use in the production or supply of goods or services, rental to other, 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 bringing 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.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

#### 1.4 Property, plant and equipment (continued)

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.

The costs includes 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.

Buildings comprises of constructed buildings.

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

Any decrease in an asset's carrying amount, as a result of a revaluation, is recognised in surplus or deficit in the current period. The decrease is debited in revaluation surplus to the extent of any credit balance existing in the revaluation surplus in respect of that asset.

Minor assets with a value of R 5,000 or less are not capitalised as property, plant and equipment but expensed to the Statement of Financial Performance. This policy does not apply to library books.

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 fixtures	Straight line	15 Years
Motor vehicles	Straight line	7 Years
Office equipment	Straight line	10 Years
Computer equipment	Straight line	6 Years
Audio visual equipment	Straight line	12 Years
Artwork - Internal	Straight line	25 Years
Library books	Straight line	25 Years
Finance Lease assets	Straight line	Shorter of lease term and useful life
Building	Straight line	30 Years
Porta Cabins	Straight line	10 Years
Generator	Straight line	8 Years
CCTV System	Straight line	8 Years
Public Address and Evacuation System	Straight line	8 Years
Access Control System	Straight line	8 Years
Fire Detection and Automation (Fire Suppression System)	Straight line	8 Years
Asset Control Equipment System	Straight line	8 Years
Voice and Data System	Straight line	8 Years
Building Management System	Straight line	8 Years
Air Conditioning	Straight line	10 Years
Boundary Wall	Straight line	30 Years
Clearview fence	Straight line	15 Years
Car Ports	Straight line	15 Years
Artworks - External	Straight line	10 Years
Freestanding Electric Fence 2,4m	Straight line	15 Years
Lift	Straight line	20 Years

Reviewing the useful life of an asset on an annual basis does not require the Legislature to amend the previous estimates unless expectations differ from the previous estimate.

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.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

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#### 1.4 Property, plant and equipment (continued)

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

Repairs and maintenance relating to items of property, plant and equipment are recognised as an expense when they are incurred.

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.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit. 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.

#### 1.5 Intangible assets

An intangible asset is an identifiable non-monetary asset without physical substance.

An asset is identifiable if it either:

- is separable, i.e. is capable of being separated or divided from an Legislature and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, identifiable assets or liability, regardless of whether the Legislature 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.

Intangible assets are initially measured at cost.

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.

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.

The depreciable amount of an intangible asset with a finite useful life is allocated on a systematic basis over its useful life. Amortisation begins when the asset is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

The amortisation charge for each period is recognised in surplus or deficit.

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

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

#### 1.5 Intangible assets (continued)

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	8 - 15 Years

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 included in surplus or deficit when the asset is derecognised (unless the Standard of GRAP on leases requires otherwise on a sale and leaseback).

#### 1.6 Financial instruments

A financial instrument is any contract that gives rise to a financial asset of the legislature and a financial liability or a residual interest of another party.

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.

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

Derecognition is the removal of a previously recognised financial asset or financial liability from any party's statement of financial position.

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability (or group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability. When calculating the effective interest rate, an legislature shall estimate cash flows considering all contractual terms of the financial instrument (for example, prepayment, call and similar options) but shall not consider future credit losses. The calculation includes all fees and points paid or received between parties to the contract that are an integral part of the effective interest rate (see the Standard of GRAP on Revenue from Exchange Transactions), transaction costs, and all other premiums or discounts. There is a presumption that the cash flows and the expected life of a group of similar financial instruments can be estimated reliably. However, in those rare cases when it is not possible to reliably estimate the cash flows or the expected life of a financial instrument (or group of financial instruments), the legislature shall use the contractual cash flows over the full contractual term of the financial instrument (or group of financial instruments).

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arm's length transaction.

A financial asset is:

- cash;
- a residual interest of another party; or
- a contractual right to:
  - receive cash or another financial asset from another party; or
  - exchange financial assets or financial liabilities with another party under conditions that are potentially favourable to the legislature.

A financial liability is any liability that is a contractual obligation to:

- deliver cash or another financial asset to another party; or
- exchange financial assets or financial liabilities under conditions that are potentially unfavourable to the legislature.

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Accounting Policies

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### 1.6 Financial instruments (continued)

#### 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 [if subsequently measured at 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 fair value.
- Financial instruments at amortised cost.
- Financial instruments at cost.

All financial assets measured at amortised cost, or cost, are subject to an impairment review.

#### Reclassification

The legislature does not reclassify a financial instrument while it is issued or held unless it is:  
 combined instrument that is required to be measured at fair value; or  
 an investment in a residual interest that meets the requirements for reclassification.

#### Gains and losses

A gain or loss arising from a change in the fair value of a financial asset or financial liability measured at fair value is recognised in surplus or deficit.

For financial assets and financial liabilities measured at amortised cost or cost, a gain or loss is recognised in surplus or deficit when the financial asset or financial liability is derecognised or impaired, or through the amortisation process.

#### Impairment and uncollectibility of financial assets

The Legislature assesses 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 directly OR 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.

Financial assets measured at cost:

If there is objective evidence that an impairment loss has been incurred on an investment in a residual interest that is not measured at fair value because its fair value cannot be measured reliably, the amount of the impairment loss is measured as the difference between the carrying amount of the financial asset and the present value of estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment losses are not reversed.

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Accounting Policies

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### 1.6 Financial instruments (continued)

#### 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 [if subsequently measured at 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 fair value.
- Financial instruments at amortised cost.
- Financial instruments at cost.

All financial assets measured at amortised cost, or cost, are subject to an impairment review.

#### Reclassification

The legislature does not reclassify a financial instrument while it is issued or held unless it is:  
 combined instrument that is required to be measured at fair value; or  
 an investment in a residual interest that meets the requirements for reclassification.

#### Gains and losses

A gain or loss arising from a change in the fair value of a financial asset or financial liability measured at fair value is recognised in surplus or deficit.

For financial assets and financial liabilities measured at amortised cost or cost, a gain or loss is recognised in surplus or deficit when the financial asset or financial liability is derecognised or impaired, or through the amortisation process.

#### Impairment and uncollectibility of financial assets

The Legislature assesses 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 directly OR 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.

Financial assets measured at cost:

If there is objective evidence that an impairment loss has been incurred on an investment in a residual interest that is not measured at fair value because its fair value cannot be measured reliably, the amount of the impairment loss is measured as the difference between the carrying amount of the financial asset and the present value of estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment losses are not reversed.



## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

#### 1.6 Financial instruments (continued)

##### 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.

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.

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 Legislature 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).

##### Presentation

Interest relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

Losses and gains relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

A financial asset and a financial liability are only offset and the net amount presented in the statement of financial position when the Legislature currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

#### 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.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

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#### 1.7 Leases (continued)

##### Finance leases - lessee

###### Initial recognition

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.

The total future minimum lease payments within a year is disclosed under current liability and the future minimum lease payments later than one year is disclosed under non-current liability.

###### Subsequent recognition

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 on the remaining balance of the liability.

A finance lease gives rise to a depreciation expense for depreciable assets as well as finance expense for each accounting period. The depreciation policy for depreciable leased assets shall be consistent with that for depreciable assets that are owned and the useful lives are stipulated in note 1.4. If there is no reasonable certainty that the lessee will obtain ownership by the end of the lease term, the asset shall be fully depreciated over the shorter of the lease term and its useful life.

##### Operating leases - lessor

Operating lease revenue is recognised as revenue on a straight-line basis over the lease term.

Initial direct costs incurred in negotiating and arranging operating leases are added to the carrying amount of the leased asset and recognised as an expense over the lease term on the same basis as the lease revenue.

The aggregate cost of incentives is recognised as a reduction of rental revenue over the lease term on a straight-line basis.

The aggregate benefit of incentives is recognised as a reduction of rental expense over the lease term on a straight-line basis.

Income for leases is disclosed under revenue in statement of financial performance.

##### Operating leases - lessee

The lease payments under an operating lease should be recognised as an expense in the statement of financial performance on a straight-line basis over the lease term. Payments for services such as insurance and maintenance should, however, be separately recognised and disclosed in the period they occur.

Where the lease payments in respect of an operating lease is escalated by a fixed rate, the total cost is calculated for the whole lease (over the whole lease term) and is then equalised over the lease term. Any difference between the actual lease payments and the straight-lined amounts will be recognised as operating lease assets or liabilities in the statement of financial position.

#### 1.8 Impairment of cash-generating assets

Cash-generating assets are assets used with the objective of generating a commercial return. Commercial return means that positive cash flows are expected to be significantly higher than the cost of the asset.

Non-cash-generating assets are assets other than cash-generating assets.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortisation).

Carrying amount is the amount at which an asset is recognised in the statement of financial position after deducting any accumulated depreciation and accumulated impairment losses thereon.

A cash-generating unit is the smallest identifiable group of assets used with the objective of generating a commercial return that generates cash inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets.

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Accounting Policies

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### 1.8 Impairment of cash-generating assets (continued)

Costs of disposal are incremental costs directly attributable to the disposal of an asset, excluding finance costs and income tax expense.

Depreciation (Amortisation) is the systematic allocation of the depreciable amount of an asset over its useful life.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Recoverable amount of an asset or a cash-generating unit is the higher its fair value less costs to sell and its value in use.

Useful life is either:

- the period of time over which an asset is expected to be used by the Legislature; or
- the number of production or similar units expected to be obtained from the asset by the Legislature.

### 1.9 Share capital / contributed capital

#### 1.10 Employee benefits

##### Short-term employee benefits

The cost of short-term employee benefits, (those payable within 12 months after the service is rendered, such as paid vacation leave and sick leave, bonuses, and non-monetary benefits such as medical care), are recognised in the period in which the service is rendered and are not discounted.

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.

##### Defined contribution plans

Payments to defined contribution retirement benefit plans are charged as an expense as they fall due.

Payments made to industry-managed (or state plans) retirement benefit schemes are dealt with as defined contribution plans where the Legislature's obligation under the schemes is equivalent to those arising in a defined contribution retirement benefit plan.

##### Defined benefit plans

For defined benefit plans the cost of providing the benefits is determined using the projected credit method.

Actuarial valuations are conducted on an annual basis by independent actuaries separately for each plan.

Past service costs are recognised immediately to the extent that the benefits are already vested, and are otherwise amortised on a straight line basis over the average period until the amended benefits become vested.

Gains or losses on the curtailment or settlement of a defined benefit plan is recognised when the Legislature is demonstrably committed to curtailment or settlement.

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 amount recognised in the statement of financial position represents the present value of the defined benefit obligation as adjusted for unrecognised actuarial gains and losses and unrecognised past service costs, and reduces by the fair value of plan assets.

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Accounting Policies

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### 1.10 Employee benefits (continued)

#### Other long term employee benefits

The long service awards and exit gratuity benefit provided by the Legislature fall under the definition of other long term employee benefits as defined in GRAP 25.

Other long-term benefits are not usually subject to the same degree of uncertainty as the measurement of post-employment benefits and are therefore not as complex to measure. Notwithstanding above, the method used to account for long-term benefits is similar to the method used to account for defined benefit plans.

The NWPL used an adaptation of the disclosure requirements for post-employment benefits to devise the disclosure of the other long term employee benefit obligation, as the Standard does not require specific disclosures about other long-term employee benefits.

### 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.

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.

Contingencies are disclosed in note 24.

### 1.12 Commitments

Items are classified as commitments when the Legislature has committed itself to future transactions that will normally result in the outflow of cash.

The total minimum lease payments under non-cancellable operating leases for each of the following periods are disclosed in the financial statements:

- Not later than one year;
- Later than one year and not later than five years, and
- Later than five years.

Commitments for which disclosure is necessary to achieve a fair presentation should be disclosed in a note to the financial statements, if both the following criteria are met:

- Contracts should be non-cancellable or only cancellable at significant cost (for example, contracts for computer or building maintenance services); and
- Contracts should relate to something other than the routine, steady, state business of the Legislature – therefore salary commitments relating to employment contracts or social security benefit commitments are excluded.

### 1.13 Revenue from exchange transactions

Revenue is the gross inflow of economic benefits or service potential during the reporting period when those inflows result in an increase in net assets, other than increases relating to contributions from owners.

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.

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

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#### 1.13 Revenue from exchange transactions (continued)

##### Measurement

Revenue from exchange transactions is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

##### Interest income

Revenue arising from the use by others of the Legislature's 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.

##### Commission income

Commission income is recognised as revenue when it becomes receivable.

#### 1.14 Revenue from non-exchange transactions

Revenue comprises gross inflows of economic benefits or service potential received and receivable by the Legislature, which represents an increase in net assets, other than increases relating to contributions from owners.

Non-Exchange transactions are transactions in which one organ of state receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of cash, goods, services, or use of assets) to another organ of state in exchange.

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, the Legislature either receives value from another Legislature without directly giving approximately equal value in exchange, or gives value to another Legislature without directly receiving approximately equal value in exchange.

Transfers are inflows of future economic benefits or service potential from non-exchange transactions, other than taxes.

Transfer payments are expensed.

##### 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.

##### Measurement

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by the Legislature.

##### Appropriation revenue

Appropriation revenue is transfers received from the North West Provincial Treasury in terms of the Appropriation Act, 2018 (Act No. 2 of 2018).

#### 1.15 Borrowing costs

Borrowing costs are interest and other expenses incurred by the Legislature in connection with the borrowing of funds.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

#### 1.16 Comparative figures and prior period errors

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated. The nature and reason for the reclassification is disclosed. Where accounting errors have been identified in the current period, the correction is made retrospectively as far as is practicable, and the prior period comparatives are restated accordingly. Where there has been a change in accounting policy in the current period, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

#### 1.17 Unauthorised expenditure

Unauthorised expenditure means:

- overspending by the Legislature or a main division within the Legislature;
- any expenditure of donor funds for a purpose not specified in the agreement with the donor; and
- any expenditure from the Legislature's approved budget or a main division within that budget for a purpose unrelated to the approved budget or main division, subject to section 22 of the FMPPLA.

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 when recovered, it is subsequently accounted for as revenue in the statement of financial performance.

#### 1.18 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.

#### 1.19 Irregular expenditure

Irregular expenditure as defined in paragraph 63 of the FMPPLA Act is expenditure, other than unauthorised expenditure, incurred in contravention of, or that is not in accordance with, a requirement of this Act or any other applicable legislation, including -

- (a) this Act; or
- (b) the State Tender Board Act, 1968 (Act No. 86 of 1968), or any regulations made in terms of the Act; or
- (c) any provincial legislation providing for procurement procedures in that provincial government.

Irregular expenditure that was incurred and identified during the current financial year and which was condoned before year end and/or before finalisation of the financial statements is recorded appropriately in the irregular expenditure register. In such an instance, no further action is also required with the exception of updating the note to the financial statements.

Irregular expenditure that was incurred and identified during the current financial year and for which condonement is being awaited at year end is recorded in the irregular expenditure register. No further action is required with the exception of updating the note to the financial statements.

Where irregular expenditure was incurred in the previous financial year and is only condoned in the following financial year, the register and the disclosure note to the financial statements is updated with the amount condoned.

Irregular expenditure that was incurred and identified during the current financial year and which was not condoned by the relevant authority is recorded appropriately in the irregular expenditure register. If liability for the irregular expenditure can be attributed to a person, a debt account is created if such a person is liable in law. Immediate steps are thereafter taken to recover the amount from the person concerned. If recovery is not possible, the accounting officer writes off the amount as debt impairment and discloses such in the relevant note to the financial statements. The irregular expenditure register is also updated accordingly. If the irregular expenditure has not been condoned and no person is liable in law, the expenditure related thereto remains against the relevant programme/expenditure item, is disclosed as such in the note to the financial statements and updated accordingly in the irregular expenditure register.

# North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

## Accounting Policies

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### 1.20 Services in-kind

Services in-kind are recognised.

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.

### 1.21 Budget information

Legislature is typically subject to budgetary limits in the form of appropriations, which are given effect through authorising legislation, appropriation or similar.

The approved budget is prepared on a modified cash basis and presented by economic classification linked to performance outcome objectives.

The 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 financial statements. Refer to note 33 explanation of budget differences.

A comparison between actual amounts and final appropriation per major classification of expenditure is included in the Budget Statement.

Comparative information is not required.

### 1.22 Related parties

The Legislature operates in an economic sector currently dominated by entities directly or indirectly owned by the South African Government. As a consequence of the constitutional independence of the three spheres of government in South Africa, only entities within the provincial sphere of government are considered to be related parties.

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.

Key management is defined as being individuals within the authority that are responsible for planning, directing and controlling the activities of the NWPL, including those charged with the governance of the Legislature in accordance with legislation, in instances where they are required to perform such functions. The NWPL regards all individuals at executive management as key management per the definition of GRAP 20 - Related parties.

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.

Only transactions with related parties not at arm's length or not in the ordinary course of business are disclosed.

Related party transactions and balances are disclosed in note 25 - Related Parties.

### 1.23 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 adjusts the amount recognised in the financial statements to reflect adjusting events after the reporting date once the event occurred.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Accounting Policies

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#### 1.23 Events after reporting date (continued)

The Legislature discloses 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.



## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

#### 2. New standards and interpretations

##### 2.1 Standards and interpretations issued, but not yet effective

The possible impact of Standards approved, but not yet effective was assessed and none were identified that will be relevant to the Legislature's activities.

#### 3. Receivables from exchange transactions

Prepayments: Advances paid	5 716 314	7 897 651
Salary control accounts	60 640	60 640
Other receivables	7 444 800	6 969 974
Staff debt	1 220 839	1 197 587
Provisions for bad debt	(5 746 974)	(5 746 974)
	<b>8 695 619</b>	<b>10 378 878</b>

#### Fair value of trade and other receivables

The fair value of trade and other receivables approximates the carrying amounts.

#### Trade and other receivables past due but not impaired

The ageing of amounts past due but not impaired is as follows:

2024	Current (30 days)	30 - 60 days	60 - 90 days	+90 days	Total
<b>Exchange Transactions</b>					
Prepayments	5 622 496	-	-	93 819	5 716 315
Salary Control Account	-	-	-	60 640	60 640
Other Receivables	2 018 168	591	17 926	5 408 117	7 444 802
Staff Debt	-	-	-	1 220 839	1 220 839
	<b>7 640 664</b>	<b>591</b>	<b>17 926</b>	<b>6 783 415</b>	<b>14 442 596</b>

2023	Current (30 days)	30 - 60 days	60 - 90 days	+90 days	Total
<b>Exchange Transactions</b>					
Prepayments	7 803 833	-	-	93 819	7 897 652
Salary Control Account	-	-	-	60 640	60 640
Other Receivables	1 877 679	-	-	5 092 297	6 969 976
Staff Debt	-	-	-	1 197 587	1 197 587
	<b>9 681 512</b>	<b>-</b>	<b>-</b>	<b>6 444 343</b>	<b>16 125 855</b>

#### Trade and other receivables impaired

As of 31 March 2024, trade and other receivables of R 5 746 974 (2023: R 2 876 269) were impaired and provided for. The factors considered in determining the impairment were long outstanding debt and the probability of recovering this debt is slight.

The ageing of these receivables is as follows:

Provisions (90+ days)	5 746 974	5 746 974
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## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024      2023

#### 3. Receivables from exchange transactions (continued)

##### Reconciliation of provision for impairment of trade and other receivables

Opening balance	5 746 974	2 887 790
Less recovered	-	(53 747)
Adjustment	-	2 537 489
Add: New provision	-	375 442
	<b>5 746 974</b>	<b>5 746 974</b>

##### Class of Receivables Impaired

Salary control account	60 640	60 640
Prepayments	93 819	93 819
Staff debts	1 031 464	1 031 464
Other debtors	4 561 051	4 561 051
	<b>5 746 974</b>	<b>5 746 974</b>

The creation and release of the allowance for credit losses has been included in operating expenses in surplus or deficit. Impairment testing was performed and the impairment amount relates to long outstanding debt with low probability of recoverability.

The Legislature does not hold any collateral as security.

#### 4. Receivables from non-exchange transactions

Other receivables	59 422	765 257
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##### Receivables from non-exchange transactions pledged as security

Other receivables relates to transfer payments to be received after year end and a receivable from PSETA.

North West Provincial Legislature does not hold any collateral as security.

##### Trade and other receivables past due but not impaired

2024	Current (30 days)	+90 days	Total
Non-Exchange Transactions	-	59 422	59 422

2023	Current (30 days)	+90 days	Total
Non-Exchange Transactions	-	765 257	765 257

The fair values of receivables from non-exchange transactions approximate their carrying amounts. No further adjustment is required.

##### Receivables from non-exchange transactions impaired

No receivables from non-exchange transactions were impaired in the current or previous financial year.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024      2023

#### 5. Cash and cash equivalents

Cash and cash equivalents consist of:

ABSA Expense account	93 634 117	223 175 673
ABSA Salary account	33 158 443	39 759 364
ABSA Investment account	102 235 348	-
ABSA Fixed Deposit	51 184 247	-
	<b>280 212 155</b>	<b>262 935 037</b>

The bank balances consist of the following accounts:

Name of account	Type of account	Date opened
- ABSA	Expense account	18 July 2007
- ABSA	Salary account	18 July 2007
- ABSA	Investment account	01 December 2023
- ABSA	Fixed Deposit account	01 December 2023

An amount of R100 000 000 was invested in an ABSA investment tracker (call) account at an interest rate of 9% per annum for cash management purposes.

The investment is made at prime less 2.25% with immediate access to funds at competitive cash investment rates.

The interest will be paid monthly.

An amount of R50 000 000 was invested in an ABSA Fixed Investment account for a fixed term of three months at an interest rate of 9.5% per annum for cash management purposes.

The investment is made at prime less 2.25% and matured in February 2024, after which the amount will be reinvested.

The interest will be paid out at the end of the term.

Cash at banks earn interest at floating rates based on daily bank deposits rates. The fair value of cash equivalents approximates their carrying value as cash equivalents are readily convertible to cash.

#### Total facilities for credit cards

The Legislature has the the following credit cards with the respective limits. Any amounts utilised during the month is settled in the following month.

Credit rating		
Credit card	75 000	75 000
Fleet card	90 000	90 000
	<b>165 000</b>	<b>165 000</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand

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#### 6. Property, plant and equipment

	2024			2023		
	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Work in progress: Buildings	76 225 109	-	76 225 109	76 225 109	-	76 225 109
Building: East Wing	344 853 593	(79 231 170)	265 622 423	344 853 593	(64 854 071)	279 999 522
Furniture and fixtures	11 109 488	(5 798 288)	5 311 200	10 358 181	(5 252 417)	5 105 764
Motor vehicles	7 287 797	(4 775 579)	2 512 218	7 287 797	(3 980 010)	3 307 787
Office equipment	2 717 748	(1 341 662)	1 376 086	2 614 248	(1 085 706)	1 528 542
Computer equipment	21 663 155	(12 533 850)	9 129 305	19 971 874	(10 359 442)	9 612 432
Audio visual equipment	17 610 943	(7 236 008)	10 374 935	14 536 244	(5 914 739)	8 621 505
Artwork	287 237	(108 338)	178 899	287 237	(90 935)	196 302
Library books	806 754	(424 432)	382 322	807 534	(394 733)	412 801
Finance lease assets (Cellphones & tablets)	3 729 267	(3 207 081)	522 186	3 362 882	(2 494 507)	868 375
Buildings: West Wing	11 493 919	(86 363)	11 407 556	-	-	-
<b>Total</b>	<b>497 785 010</b>	<b>(114 742 771)</b>	<b>383 042 239</b>	<b>480 304 699</b>	<b>(94 426 560)</b>	<b>385 878 139</b>

#### Reconciliation of property, plant and equipment - 2024

	Opening balance	Additions	Disposals	Depreciation	Total
Work in progress: Buildings	76 225 109	-	-	-	76 225 109
Building: East Wing	279 999 522	-	-	(14 377 099)	265 622 423
Furniture and fixtures	5 105 764	832 740	(9 448)	(617 856)	5 311 200
Motor vehicles	3 307 787	-	-	(795 569)	2 512 218
Office equipment	1 528 542	103 500	-	(255 955)	1 376 086
Computer equipment	9 612 432	1 759 067	(48 449)	(2 193 745)	9 129 305
Audio visual equipment	8 621 505	3 200 186	(91 707)	(1 355 049)	10 374 935
Artwork	196 302	-	-	(17 403)	178 899
Library books	412 801	-	(399)	(30 080)	382 322
Finance lease assets (Cellphones & tablets)	868 375	366 386	-	(712 575)	522 186
Buildings: West Wing	-	11 493 919	-	(86 363)	11 407 556
	<b>385 878 139</b>	<b>17 755 798</b>	<b>(150 003)</b>	<b>(20 441 694)</b>	<b>383 042 239</b>

#### Reconciliation of property, plant and equipment - 2023

	Opening balance	Additions	Disposals	Depreciation	Total
Work in progress: Buildings	76 225 109	-	-	-	76 225 109
Building: East Wing	294 337 339	-	-	(14 337 817)	279 999 522
Furniture and fixtures	5 601 435	298 194	(202 869)	(590 996)	5 105 764
Motor vehicles	4 111 302	-	-	(803 515)	3 307 787
Office equipment	1 751 050	66 288	(34 541)	(254 255)	1 528 542
Computer equipment	8 436 347	3 623 167	(374 956)	(2 072 126)	9 612 432
Audio visual equipment	10 013 880	-	(213 445)	(1 178 930)	8 621 505
Artwork	207 779	-	-	(11 477)	196 302
Library books	442 211	-	-	(29 410)	412 801
Finance lease assets (Cellphones & tablets)	718 673	884 426	-	(734 724)	868 375
	<b>401 845 125</b>	<b>4 872 075</b>	<b>(825 811)</b>	<b>(20 013 250)</b>	<b>385 878 139</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand	2024	2023
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#### 6. Property, plant and equipment (continued)

##### Pledged as security

No property, plant and equipment has been pledged as security for liabilities.

##### Fully depreciated assets

Fully depreciated assets were identified in prior years relating to Computer equipment and Office equipment

Fully depreciated assets still in use include office equipment and computer equipment. These assets were purchased in 2007 - 2011 and were depreciated over 6 years. The useful lives of the assets were extended but not to the highest threshold as majority of these assets were old and management planned to dispose and replace these assets. Due to budget constraints this has not yet happened.

No adjustment were made in the financial statements as these assets are not material. Assessments were made on the financial effect should the useful lives of these assets be extended to the highest threshold (14 years for computer equipment and 17 years of office equipment). The adjustment to the net book value of office equipment would be 2024: R2 242.36 (2023: R4 128.13) which is 2024: 0.05% (2023: 0.28%) of the office equipment population and 2024: R694.29 (2023: R621.69) which is 2024: 0.02% (2023: 0.06%) of the computer equipment population.

##### Change in accounting estimates

The NWPL has reassessed the useful lives of property, plant and equipment which resulted in certain identified Computer Equipment, Office Equipment, Computer Software and Audio and Visual equipment's remaining useful lives to change, see table below. The effect of the change in accounting estimate has resulted in an decrease in depreciation amounting to R39 848.57 for the current period. The effect on future periods could not reasonably be determined as possible future useful life assessments may be performed.

Item	Average change in useful life extension
Office equipment	2 - 4 Years
Computer equipment	2 - 4 Years
Audio visual equipment	2 Years
Computer Software	15 Years

##### Details of building

##### Extension of the East Wing (Legislature Building)

The NWPL has been allocated funds in the 2016/19 MTEF period for infrastructure development which relates to the extension of the east wing for the building occupied by the Legislature. The capital expenditure incurred for this project were capitalised as work in progress in the prior financial years.

The construction was finalised during the 2018/19 financial period. The building with a cost of R344 853 593 is subject to s42 of the PFMA transfer to the North West Department of Public Works and Roads in the next financial period. The NWPL has already provided required information to conclude the transfer.

##### Work in progress

Work in progress consists of work already carried out on the refurbishment of the Chamber and National Key Point security upgrades. Through reprioritisation of the budget due to COVID-19, the Legislature had to review the implementation of the refurbishment of the Chamber Infrastructure. This project was put on hold and new timelines will be determined once the consultation and feasibility study has been concluded. To date costs has been capitalised under work in progress as follows:

- Capitalised expenditure	76 225 109	76 225 109
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##### Repairs and maintenance

Repairs and maintenance relating to property, plant and equipment amounting to R9 520 785 (2023: R10 226 183) was incurred.

A fixed asset register containing the information required by section 30 of the FMPPL Act is available for inspection at the Legislature.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand

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#### 7. Intangible assets

	2024			2023		
	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value
Computer software	8 386 168	(6 640 912)	1 745 256	8 386 168	(6 020 594)	2 365 574

#### Reconciliation of intangible assets - 2024

	Opening balance	Amortisation	Total
Computer software	2 365 574	(620 318)	1 745 256

#### Reconciliation of intangible assets - 2023

	Opening balance	Additions	Disposals	Amortisation	Total
Computer software	1 900 321	1 008 542	(98)	(543 191)	2 365 574

#### Pledged as security

No intangible assets have been pledged as security for liabilities.

No contractual commitment exists for the acquisition of intangible assets.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand	2024	2023
<b>8. Finance lease obligation</b>		
<b>Minimum lease payments due</b>		
- within one year	478 712	707 625
- in second to fifth year inclusive	131 435	263 702
	610 147	971 327
less: future finance charges	(43 483)	(65 317)
<b>Present value of minimum lease payments</b>	<b>566 664</b>	<b>906 010</b>
<b>Present value of minimum lease payments due</b>		
- within one year	441 646	652 820
- in second to fifth year inclusive	125 018	253 190
	<b>566 664</b>	<b>906 010</b>
Non-current liabilities	125 018	253 190
Current liabilities	441 646	652 820
	<b>566 664</b>	<b>906 010</b>

It is the Legislature's policy to lease cellphones & tablets for staff members under finance leases.

Contracts relating to cellphones and tablets have an option for renewal after 2 years. No restrictions are imposed by the lease arrangements and no purchase options exist for these assets.

The average lease term for cellphones and tablets are 2 years.

Interest rates are fixed at the inception of the contract date, which was linked to prime. The average effective borrowing rate was 11.75% (2023: 9%).

All leases have fixed repayments and no arrangements have been entered into for contingent rent.

### 9. Provisions

#### Reconciliation of provisions - 2024

	Opening Balance	Utilisation	Adjustments	Total
Provision for bonus	6 187 966	(4 173 734)	4 581 351	6 595 583

#### Reconciliation of provisions - 2023

	Opening Balance	Utilisation	Movement	Total
Provision for bonus	6 162 318	(3 757 703)	3 783 351	6 187 966

The provision represents management's best estimate of the Legislature's liability for performance bonuses. The provision raised, is an estimates of the provision based on the anticipated performance of employees.

This anticipated performance is based on experience and performance by the employees of the Institution, taking into account performance trends in the prior periods. Furthermore, the amount of the performance bonus is determined with reference to the salary scales as at the end of the financial year.

The provision would be forfeited if the staff member resigns, prior to when it becomes due, thus the timing and value of these bonuses are uncertain.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024      2023

#### 10. Payables from exchange transactions

Trade and other payables	25 164 902	21 145 663
Accrued leave pay	15 115 510	17 990 240
13th cheque accruals	6 488 488	6 092 738
	<b>46 768 900</b>	<b>45 228 641</b>

#### Fair value of trade and other payables

Trade payables	46 768 900	45 228 641
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The fair value of trade and other payables approximates the carrying amount.

Accruals for 13th cheque amounts to one month's basic salary paid in the month in which the employees celebrate their birthdays. The 13th cheque is calculated on a pro-rated basis of the actual months employed if the employee only worked for part of the year.

Accrual for leave pay relates to employees' entitlement to annual leave that is due as a result of services rendered by employees up to reporting date. The accrual has been calculated based on salary rates effective on the reporting date.

#### 11. Payables from non-exchange transactions

Amount payable to Political Parties	10 000 000	902 163
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Amount payable to Political Parties relates to Constituency, Research, Political Party and Secretarial allowances due to Political Parties at year end.

The North West Provincial Legislature established a Democracy Enhancement Fund of R20 000 000 of which R10 000 000 was paid and R10 000 000 was accrued for in the 2023/2024 financial year in aid of the elections to be held on the 29<sup>th</sup> May 2024.

The fair value of payables from non-exchange transactions approximates the carrying amount.



## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

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#### 12. Employee benefit obligations

##### Defined benefit plan

Actuarial valuations were performed to determine the financial obligation to the Legislature. The obligation is determined by calculating the present value of the possible long service award and gratuity benefit payable throughout the employee's service guided by the Legislature's policy.

##### a) Other long term benefits

##### Long service award (Employees)

Employees are entitled to a long service award after completing the following number of years' service:

- 10 years:	R 10,000
- 20 years:	R 20,000
- 30 years:	R 30,000
- Retirement:	R 10,000

##### Exit gratuity benefit (Members)

An Office Bearer who has served a minimum of five years and whose service is terminated is entitled to receive a once-off gratuity equal to four times pensionable monthly salary, for each five-year term, or a pro rata share of that for a part thereof, completed by the member. The probability of being re-elected has been assumed to be 33%. This implies a probability of 11% to be re-elected twice, 4% to be re-elected three times, etc.

##### b) Post employment benefit: Defined benefit plan

##### Pension fund gratuity (Members)

Political Office Bearer will receive a pension fund benefit upon ceasing to be a political office bearer which is made up of three components:

1. The basic Fund Credit comprising the total ordinary retirement-funding contributions paid by the member or by the employer on her/his behalf (including any transfer value received from another fund), plus net Fund returns.
2. The Additional Service Benefit, of 20% per year of qualifying service (up to a maximum of 10 years) multiplied by the member's Revalued Pensionable Salary as at date of leaving office. Qualifying service is all contributory service except for service as a diplomat.
3. In the case of a member who has completed more than one full term of office (or more than 5 years in office), the Equalisation Amount which is calculated as the accumulated value of deemed employer contributions of 20% of the member's pensionable salary over the member's full period of contributory service (but excluding any service as a diplomat), accumulated with Fund returns, but subject to a maximum of the difference between (a) an amount termed the Maximum Benefit and (b) the sum of (i) the member's basic Fund Credit, being the accumulated value of the member's own ordinary contributions (but excluding any such contributions made after completing 15 years of qualifying service) and the State's ordinary retirement-funding contributions, and (ii) the member's Additional Service Benefit. The Equalisation Amount has a minimum of zero.

The Maximum Benefit, as referred to above, is defined as the deemed capital value, calculated on a specified actuarial basis, of a pension annuity of 92.5% of the member's Revalued Pensionable Salary.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

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#### 12. Employee benefit obligations (continued)

A member whose period of service is too short to qualify for the Equalisation Amount will instead qualify for a Terminal Gratuity benefit (which may be zero). This is the amount (if any) needed to top the member's basic Fund Credit plus Additional Service Benefit up to a total of 45% of the member's annual pensionable salary (as actually earned at the date of exit) for each year of qualifying service, pro-rated for fractions of a year. Again, service as a diplomat is excluded.

Prior to 29 February 2016 this entire benefit was met from the Political Office-Bearers Pension Fund. Following the changes to the Pension Fund Rules, on 29 February 2016, the value of the member's Additional Service Benefit, Equalisation Amount and Terminal Gratuity (as outlined above) were crystallised in the Fund at the lesser of the immediate value of these benefits as at 29 February 2016 and the discounted value of their expected amounts as at 30 June 2019 (i.e. the deemed date of the next election). Within the Fund these crystallised amounts are now pure defined contribution benefits (Fund Credits), increasing with Fund returns and further retirement-funding contributions for periods after 1 March 2016.

For members remaining in service as a Political Office Bearer, the amount held in the Fund (the Fund Credit) at 7 May 2019 (the date of the 2019 National Election) was compared with the benefit that the member would have received if the Rules had not been amended (as described above). If the Fund Credit was lower than the "old rules" benefit, then a gratuity is payable outside of the fund to compensate the member for the loss of Fund benefit(s) for service up to the 2019 election date. This letter outlines the cost of this gratuity payable outside of the Fund.

After the 7 May 2019, the gratuity amounts due in respect of a member who returns after the election is increased with price inflation and will ultimately be paid out upon the member's date of ceasing to be a political office bearer. The only exception to this is for members with less than 5 years of service at 7 May 2019, if they reach 5 years of service after 7 May 2019, there would be an additional amount in respect of the "old rules" "Equalised Amount".

#### Overview

##### Long service awards accrued liability (Employees)

As at 31 March 2024, the total employer's accrued liability is R1,929,830. The total expense for 2023/24 was R94,218. The total recognised accrued liability as at 31 March 2024 is therefore R1,929,830. The total projected expense for 2024/25 is R409,408.

##### Exit gratuity accrued liability (Members)

As at 31 March 2024 the total employer's accrued liability is R3,783,792. The total expense for 2023/24 was R1,051,934. The total recognised accrued liability as at 31 March 2024 is therefore R3,783,792. The total projected expense for 2024/25 is R1,353,877.

##### Pension fund gratuity (Members)

As at 31 March 2024, the total employer's accrued liability is R7,765,000. The total expense for 2023/24 was R2,514,000. The total recognised accrued liability as at 31 March 2024 is therefore R7,765,000. The total projected expense for 2024/25 is R1,678,000.

**The total employee benefit obligations recognised in the statement of financial position are as follows:**

#### Carrying value

Present value of the defined benefit obligation-wholly unfunded	(13 478 622)	(10 204 156)
Present value of the defined benefit obligation-partly or wholly funded	-	-
<b>Present value of unfunded obligations</b>	<b>(13 478 622)</b>	<b>(10 204 156)</b>
Non-current liabilities	(5 034 926)	(8 360 976)
Current liabilities	(8 443 696)	(1 843 180)
	<b>(13 478 622)</b>	<b>(10 204 156)</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand	2024	2023
<b>12. Employee benefit obligations (continued)</b>		
<b>Changes in the present value of the total long term employee benefit obligations are as follows:</b>		
Opening balance	10 204 156	9 976 275
Benefits paid	(545 692)	(272 572)
Actuarial Gains & Losses	29 109	(1 219 753)
Net expense recognised in the statement of financial performance	3 791 049	1 720 206
	<b>13 478 622</b>	<b>10 204 156</b>

#### Net expense recognised in the statement of financial performance

Current service cost (included under employee related costs)	2 951 507	972 864
Interest cost (included under finance cost)	839 542	747 342
	<b>3 791 049</b>	<b>1 720 206</b>

#### Calculation of actuarial gains and losses

Discount rate changes	(132 742)	(269 876)
Changes in the participants to the entitled to the benefits	(920 662)	(20 985)
Miscellaneous	844 858	(1 405 203)
Actuarial (gains) and losses due to experience	317 006	170 000
Actuarial (gains) and losses due to assumptions	(53 000)	(104 000)
Changes due to demographic assumptions	-	(229 000)
Increase in salaries	(26 351)	639 311
	<b>29 109</b>	<b>(1 219 753)</b>

#### Key assumptions used

The following main assumptions were used in valuing the obligation at the reporting date:

##### Long service award assumptions

Discount rate	10,80 %	9,63 %
CPI	5,61 %	4,94 %
Net discount rate	4,91 %	4,47 %

##### Gratuity benefits assumptions

Discount rate	9,26 %	8,35 %
CPI	4,06 %	4,29 %
Salary inflation	5,06 %	5,29 %
Net discount rate	4,00 %	2,91 %

##### Pension fund gratuity assumption

Discount rate	9,60 %	9,30 %
Price inflation	4,90 %	5,20 %

#### Basis of assumptions: Long service award and exit gratuity benefit.

Due to guidance received from the auditing profession, the methodology of setting the financial assumptions has been updated to be more duration specific. At the previous valuation date, 31 March 2023 the duration of liabilities was 5.24 years (long service award) and 2.1 years (exit gratuity benefit). At this duration the discount rate determined by using the Bond Exchange Zero Coupon Yield Curve as at 31 March 2024 is 10.8% (long service award) and 9.26% (exit gratuity benefit) per annum.

As mentioned in the paragraph above, the duration of liabilities was estimated to be 5.24 years (long service award) and 2.1 years (exit gratuity benefit) at the previous valuation date of 31 March 2023. At 31 March 2024 the yield on inflation-linked bonds of a similar term was about 4.44% (long service award) and 4.52% (exit gratuity benefit) per annum. This implies an underlying expectation of inflation of 5.61% per annum  $([1 + 10.8\% - 0.05\%] / [1 + 4.44\%] - 1)$  (long service award) and 4.06% per annum  $([1 + 9.26\% - 0.5\%] / [1 + 4.52\%] - 1)$ .

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand	2024	2023
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#### 12. Employee benefit obligations (continued)

The CPI was used to determine the level of salary inflation of 5.06%, which was at a 1.0% premium to the CPI (exit gratuity benefit).

However, it is the relative levels of the discount rate and CPI, to one another that are important, rather than the nominal values. We have thus assumed a net discount factor of 4.91% per annum  $([1 + 10.8\%] / [1 + 5.61\%] - 1)$  (long service award) and 4% per annum  $([1 + 9.26\%] / [1 + 5.06\%] - 1)$  (exit gratuity benefit).

#### Basis of assumptions: Pension fund gratuity benefit.

##### Discount rate:

GRAP 25 stipulates that the choice of discount rate should be derived from government bond yields consistent with the estimated term of the benefits valued. Where there is no deep market in government bonds with a sufficiently long maturity to match the estimated term of all the benefit payments, current market rates of the appropriate term should be used to discount shorter term payments, and the discount rate for longer maturities should be estimated by extrapolating current market rates along the yield curve.

The discount rate of 9.6% proposed for this year end has been set with reference to the yields obtained from the zero-coupon yield curve published by the Johannesburg Stock Exchange at 31 March 2024 at a duration of 3 years, consistent with the duration of the liabilities

**Price inflation rate:** We propose future inflation rates of 4.9% per annum for current year end. This is calculated from the difference between the yield obtained from the zero-coupon yield curve published by the Johannesburg Stock Exchange and the yield obtainable on the real yield curve constructed from the available data for inflation linked bonds at points corresponding to that used in calculation of the discount rate. Given the short term of the obligation, we have made no allowance in the derivation of the proposed inflation rates for an inflation risk premium (0.5% allowance was made previously). This has the impact of increasing the liability.

We note that the bond yield curve is more volatile at the short end, and therefore we will continue to monitor the appropriateness of the assumptions used each year end (noting removal of inflation risk premium in the current year).

Given the short-term nature of the Gratuity arrangement, we propose that a simple allowance of 5% per annum is made for members leaving service and claiming benefits on 1 April each year i.e. through withdrawal, retirement or death (unchanged from previous valuation). For members remaining at the next election date (29 May 2024), we have assumed that 50% of the members remaining will be paid out their full gratuity amounts (previously it was assumed that all members would be paid out on 30 June 2024). For members remaining at the subsequent election date (assumed 30 June 2029), we have assumed that they will be paid out their gratuity benefit with no members remaining after that election.

#### Demographic assumptions

##### Long service awards accrued liability (Employees):

The following demographic assumptions were applicable over the prior and current valuation periods:

Mortality	SA85-90
Normal retirement age	63

Amounts for the current and previous four periods are as follows:

	Example at stated age	Female Rates	Male Rates
Withdrawal from service	20	24 %	16 %
Withdrawal from service	30	15 %	10 %
Withdrawal from service	40	6 %	6 %
Withdrawal from service	50	2 %	2 %
Withdrawal from service	55	1 %	1 %

#### Effect of mortality on the obligation for long service awards

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

#### 12. Employee benefit obligations (continued)

The table that follows shows the impact of a change in the mortality assumption from SA85-90 to SA85-90-2, i.e. a two-year adjustment.

	31 March 2024 *Mortality Valuation basis basis - 2	
Employer's accrued liability	1 929 830	1 941 942
Employer's service cost	163 923	164 942
Employer's interest cost	186 314	187 618

\* Mortality Basis -2 (with a two-year age adjustment) means that, to each beneficiary we assigned a mortality rate of an individual two years younger than that beneficiary. The resulting mortality implies that the individual lives longer than expected in the valuation basis.

The above table highlights the effects of a two-year adjustment to the mortality assumption as at 31 March 2024. The adjustment would result in a 0.63% increase in the long service awards accrued liability and 0.22% increase in the gratuity accrued liability.

#### Effect of discount rate assumption on the long service award liability (Employees)

The future cashflows emanating from bonuses earned on accrued service are discounted back to present value via the duration specific discount rate. The current discount rate assumption, which forms part of the valuation basis, was 9.63%. The effect of a one percent increase and decrease in the discount rate is as follows:

	1.00% decrease	31 March 2024 Valuation basis	1.00% increase
Employer's accrued liability	2 028 814	1 929 830	1 840 527
Employer's service cost	173 108	163 923	155 683
Employer's interest cost	178 713	186 314	193 086

The above table illustrates that for the 31 March 2024 financial year, a 1.00% increase in the discount rate assumption will result in roughly a 4.97% decrease in the accrued liability. Similarly, a 1.00% decrease in the discount rate assumption will result in roughly a 5.51% increase in the accrued liability.

#### Effect of salary inflation on the exit gratuity payable (Members)

The valuation bases assume that the salary inflation rate (which manifests itself as the annual increase in employees' salaries which determine the Gratuity payable) will be 1.60% less than the corresponding discount rate, in the long term. The effect of a one percent increase and decrease in the salary inflation rates is as follows:

	1.00% decrease	31 March 2024 Valuation basis	1.00% increase
Employer's accrued liability	3 714 102	3 783 792	3 861 056
Employer's expense cost	1 408 188	1 353 877	1 584 335

The above table illustrates that for the 31 March 2024 financial year, a 1% increase in the salary cost inflation assumption will result in roughly a 2.04% increase in the accrued liability. Similarly, a 1% decrease in the salary inflation assumption will result in roughly a 1.84% decrease in the accrued liability.

#### Effect of mortality on the gratuity benefits

The table that follows shows the impact of a change in the mortality assumption from SA85-90 to SA85-90-2, i.e. a two-year adjustment.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

#### 12. Employee benefit obligations (continued)

The total economic entity contribution to such schemes

31 March 2024 \* Mortality  
Valuation basis basis - 2

Employer's accrued liability	3 783 792	3 792 092
Employer's expense cost	1 353 877	1 495 762

\* Mortality Basis -2 (with a two-year age adjustment) means that, to each beneficiary we assigned a mortality rate of an individual two years younger than that beneficiary. The resulting mortality implies that the individual lives longer than expected in the valuation basis.

The above table highlights the effects of a two-year adjustment to the mortality assumption as at 31 March 2024. The adjustment would result in a 0.22% increase in the Gratuity accrued liability.

#### Effect of discount rate assumption on pension fund gratuity liability (Members)

The effect of a one percent increase and decrease in the discount rate is as follows:

	One percentage point increase	Central Scenario	One percentage point decrease
Effect on the aggregate of the service cost and interest cost	7 649 000	7 765 000	7 888 000

The amounts for the current and previous three years were as follows:

	2024	2023	2022	2021
Defined benefit obligation	13 478 622	10 204 156	9 976 275	8 464 346

#### 13. Interest income

##### Interest revenue

Bank	21 288 841	11 674 598
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#### 14. Revenue

Commissions received	120 074	117 135
Interest income	21 288 841	11 674 598
Donated funds (PSETA)	27 000	513 000
Appropriation	516 491 000	497 767 000
	<b>537 926 915</b>	<b>510 071 733</b>

The amount included in revenue arising from exchanges of goods or services are as follows:

Commissions received	120 074	117 135
Interest income	21 288 841	11 674 598
	<b>21 408 915</b>	<b>11 791 733</b>

The amount included in revenue arising from non-exchange transactions is as follows:

<b>Taxation revenue</b>		
Donated funds (SETA)	27 000	513 000
<b>Transfer revenue</b>		
Appropriation	516 491 000	497 767 000
	<b>516 518 000</b>	<b>498 280 000</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024                      2023

#### 14. Revenue (continued)

##### Donated funds

PSETA and North West Provincial Legislature entered into an agreement of discretionary grant funding towards a learnership programme for 10 unemployed eligible learners. NWPL is meant to implement the learnership programme by recruiting and monitoring of the learners.

#### 15. Appropriation

##### Operating grants

Annual appropriation	504 383 000	469 775 000
Statutory appropriation	37 108 000	35 408 000
Less: Unfunded portion	(20 000 000)	(7 416 000)
Less: Roll over	(5 000 000)	-
	<b>516 491 000</b>	<b>497 767 000</b>

##### Annual appropriation

Included in above are the following appropriation received:

Final appropriation: Administration Programme	275 690 000	275 538 000
Final appropriation: Legislative Operations Programme	228 693 000	194 237 000
Actual Funds Received	(479 383 000)	(462 359 000)
<b>Funds not requested/not received</b>	<b>25 000 000</b>	<b>7 416 000</b>

##### Statutory appropriation

Member's Remuneration	37 108 000	35 408 000
Actual Statutory Appropriation received	(37 108 000)	(35 408 000)
<b>Funds not requested/not received</b>	<b>-</b>	<b>-</b>

The total Appropriation for the NWPL for the 2023/24 period amounts to R541 491 000 which is made up of R504 383 000 which is the Annual appropriation (made up of R275 690 000 for the Administration programme and R228 693 000 for the Legislative operations programme) and R37 108 000 which is the Statutory funds. There is an unfunded portion of R20 000 000 and a roll over of R5 000 000.

#### 16. Remuneration cost

Remuneration of members	30 134 260	35 807 610
Remuneration of staff	234 164 870	219 609 572
	<b>264 299 130</b>	<b>255 417 182</b>

##### Remuneration of members

Basic earnings	22 943 079	28 819 131
Car Allowance	372 000	300 000
Group life insurance	612 718	659 076
Medical aid Company Contributions	2 033 663	2 070 646
Pension contributions	4 172 800	3 958 757
	<b>30 134 260</b>	<b>35 807 610</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024                      2023

#### 16. Remuneration cost (continued)

##### Remuneration of staff

13th Cheque	13 082 052	12 049 472
Leave pay provision charge	(2 874 730)	1 548 294
Bonus	4 387 482	3 791 915
Overtime Payments	166 290	116 647
Basic earnings	159 693 320	145 647 113
Acting Allowance	762 488	2 195 622
Uniform allowance	66 120	53 185
Housing benefit allowance	10 540 875	10 132 815
Car allowance	10 107 240	9 034 276
Unemployment Insurance Fund	458 748	470 962
Group life insurance	5 051 611	5 117 064
Medical aid company contributions	13 120 729	11 413 075
Pension contributions	19 602 645	18 039 132
	<b>234 164 870</b>	<b>219 609 572</b>

##### The Government Employees Pension Fund (GEPF)

Annual Remuneration	19 602 645	18 039 132
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##### Contributions to pension funds

Retirement benefits are provided by membership of the Government Employees Pension Fund which is a defined benefit fund. The North West Provincial Legislature'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.

##### The Political Office Bearers Pension Fund (POBF)

Contribution to the POBF for the reporting period	4 172 800	3 958 757
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##### Contributions to pension funds

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 the 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. The North West Provincial Legislature's responsibility regarding the funding of the shortfall of the pension fund is limited to the current contributions made on behalf of its employees.

#### 17. Finance costs

Finance cost	72 942	70 836
Employee benefit interest cost	839 548	747 342
	<b>912 490</b>	<b>818 178</b>



## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

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<b>18. Transfers and subsidies</b>		
Research allowance	4 716 089	4 671 516
Secretarial allowance	3 799 809	3 751 363
Constituency allowance	37 096 499	35 329 998
Political party funding	13 284 502	13 198 632
Democracy Enhancement Fund	20 000 000	-
	<b>78 896 899</b>	<b>56 951 509</b>

Transfers and subsidies relate to non-exchange payments made to political parties.

A democracy enhancement fund of R20 000 000 was established as an allowance of represented political parties in the legislature as prescribed by section 116(1)(b) of the Constitution of the Republic of South Africa of which R10 000 000 was paid and R10 000 000 was accrued for in the 2023/2024 financial year.

The Democracy Enhancement Fund is intended to give due regard to representative and participatory democracy, accountability, transparency and public involvement.

It shall be a once-off payment at the beginning of the financial year, and shall be paid to represented parties proportionally on the year on which national, provincial or local government elections are held.

It shall be paid to represented parties in proportion to the number of seats the party has at legislature.

### 19. Goods and services

Advertising		12 186 380	6 379 854
Assets expensed		2 867 046	255 392
Auditors remuneration	21	3 745 004	3 935 505
Bank charges		85 705	114 970
Catering expense		13 993 112	8 676 615
Committee expenses		1 119 776	1 167 736
Communication expense		5 314 234	5 918 569
Conferences and seminars		449 453	604 180
Consulting and professional fees	23	26 249 503	26 487 215
Consumables		602 975	1 359 425
Consumables: Diesel		4 657 255	5 339 646
Expenditure incurred to repair and maintain		10 441 494	10 803 038
Gifts and promotional		22 500	682 832
Insurance		162 727	-
Learnership & bursaries		1 188 096	2 076 774
Legal cost		1 044 224	1 568 247
License fees		5 391 665	682 087
Motor vehicle expenses		1 508 651	1 298 190
Plants and Flowers		7 180	17 770
Postage and courier		-	649
Printing and stationery		2 658 289	3 654 648
Professional bodies, membership and subscription fees		640 232	1 201 276
Rental & hiring expenses		12 059 475	8 373 729
Security services		-	29 990
Staff welfare		123 550	112 950
Training		1 473 071	993 551
Travel and accommodation		66 564 891	49 867 383
Uniforms		559 131	-
Venues and facilities		46 684	7 161
		<b>175 162 303</b>	<b>141 609 382</b>

### 20. Operating (deficit) surplus

Operating (deficit) surplus for the year is stated after accounting for the following:

## North West Provincial Legislature

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### Notes to the Financial Statements

Figures in Rand	2024	2023
<b>20. Operating (deficit) surplus (continued)</b>		
Profit/(Loss) on sale of property, plant and equipment	(150 005)	(825 910)
Amortisation on intangible assets	620 318	543 191
Depreciation on property, plant and equipment	20 441 692	20 013 251
Remuneration costs	264 299 130	255 417 182
<b>21. Auditors' remuneration</b>		
Fees	3 745 004	3 935 505
<b>22. Cash generated from operations</b>		
(Deficit) surplus	(2 585 025)	32 253 699
<b>Adjustments for:</b>		
Depreciation and amortisation	21 062 013	20 556 442
(Gain)/Loss on sale of assets and liabilities	150 005	825 910
Finance costs	912 490	818 179
Interest received basis difference	(406 038)	(873 560)
Debt impairment	-	2 859 184
Donated Funds	243 000	-
Movements in employee cost	(503 337)	3 418 315
Transfers and subsidies	10 000 000	250 000
Actuarial gains/losses	29 103	(1 219 753)
Commission	-	(117 135)
<b>Changes in working capital:</b>		
Receivables from exchange transactions	(894 538)	(3 108 591)
Receivables from non-exchange transactions	(268 219)	7 000
Payables from exchange transactions	6 940 093	(1 010 612)
Payables from non-exchange transactions	-	(1 738 000)
	<b>34 679 547</b>	<b>52 921 078</b>
<b>23. Consulting and professional fees</b>		
Financial Consulting	18 024 725	18 606 880
Information Systems Consultants	7 764 173	7 247 197
Sign Language Interpreters	446 875	230 509
Other Consultants	13 731	402 629
	<b>26 249 504</b>	<b>26 487 215</b>

## North West Provincial Legislature

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### Notes to the Financial Statements

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#### 24. Contingencies

##### Contingent liabilities

**Imbizo Office Furniture (Supplier)** has filed a civil action against NWPL in 2014 over an appointment letter issued by the NWPL that was not honoured as a result of a tender process. This case is still active according to court records. The potential cost to the Legislature amounts to R14 560 145.

**EFF members** have filed a civil action against the NWPL in February 2021 over the unlawful assault on their members during the State of the province address that was held on the 20th of February 2020. This case is still active according to court records. The potential cost to the NWPL amount to R4 500 000.

**SA Pulse Media** had entered into a written agreement with NWPL during March 2016 where they provide the advertorial services to the NWPL. SA Pulse Media alleges that they performed the services (Banner Weblink and Premium Listing) in terms of their contractual agreement. Invoice PM-229111-SA was issued but never been paid by NWPL. This case is still active according to court records. NWPL disputes that the service was received from the supplier. The potential cost to the NWPL amount to R683 726,40.

**Atlantis Corporate Travel (Pty) Ltd** has filed a claim against the NWPL over unpaid invoices. Atlantis alleges that the NWPL owes it for services it provided to the NWPL for travel and accommodation, according to the agreement. Atlantis claims a total R166 452,22 is due to them, to which R156 607,02 is interest. This has been accrued for in the 2022 financial year. NWPL disputes the interest claimed by Atlantis and has requested additional information regarding the calculations by Atlantis.

**Remuneration of Public Office Bearers:** In terms of Notice 2497 of 2024, an increase of 3% for Public Office Bearers for 2023/2024 was recommended for implementation.

Nature of contingent liabilities	Mar-24	Mar-23
Imbizo Office Furniture	14 560 145	14 560 145
EFF Members	4 500 000	4 500 000
SA Pulse Media	683 726	683 726
Atlantis Corporate Travel (Pty) Ltd	156 607	156 607
Remuneration of Public Office Bearers	902 348	1 116 568
	<b>20 802 826</b>	<b>21 017 046</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024      2023

#### 25. Related parties

##### Relationships

Custodian of public resources	The North West Provincial Treasury
Registered owner of the legislature buildings and precinct	North West Department of Public Works and Roads
Close family member of key management	None

Members of key management	
Speaker of the Legislature	Hon SR Dantjie
Deputy Speaker	Hon Miga
Secretary of the Legislature	Adv L Netshitumbu
Executive Manager: Finance	Mr MG Manenzhe
Executive Manager: Support Service	Mr AJ Maphetle
Executive Manager: Committees, Public Participation & Research	Mr BR Elisha
Executive Manager: Speaker's Office	Mr TE Chaane
Executive Manager: Proceedings, Hansard And NCOP	Mrs TC Mbedzi

Emoluments of key management have been disclosed in note 27.

The members and executives of the North West Provincial Legislature are disclosed in the Accounting Officer's report, item 9.

##### Related party balances

##### Amounts included in Trade receivable (Trade Payable) regarding related parties

Other receivables from exchange transactions	1 391 678	937 012
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Included in other receivables are amounts recoverable from Members due to cell phone use and subsistence and travel expenses. The terms and conditions of the related party balance is interest free, unsecured and the repayment terms is per the discretion of management.

Included in Other receivables from exchange transactions are a provision for bad debts for our Members of R817 036: March 2024 (R817 036: March 2023).

Included in Payables from non-exchange transactions is an amount payable to political parties in relation to the democracy enhancement fund.

##### Related party transactions

##### Purchases from (sales to) related parties

Hon Diale	-	987 695
Hon Theologo	1 633 101	1 586 385
Hon Botswe	1 807 491	1 632 016
Hon Babuile	1 818 527	1 627 128
Hon Cwaile	1 517 043	1 285 730
Hon Dikolomela	1 519 165	1 307 214
Hon Dliso	1 833 975	1 684 420
Hon Edwards	1 763 356	1 670 782
Hon Mokgohloa (Resigned - 31 May 2023)	356 248	1 438 668
Hon Sikwane (Appointed - 04 July 2023)	1 124 844	-
Hon Kleynhans	1 479 125	1 438 879
Hon Lenkopane	1 749 734	1 650 980
Hon Mataboge	1 769 421	1 455 771
Hon Medupe (Resigned - 08 November 2022)	48 273	1 171 217
Hon Moiloa (Appointed - 12 July 2023)	1 136 791	-
Hon Motswana	1 946 036	1 592 501
Hon Nel	1 614 672	1 517 452
Hon Rabotapi	1 580 927	1 491 678
Hon Sebegoe	1 949 454	1 755 228
Hon Sonakile	1 992 453	1 720 900
Hon Williams	1 698 374	1 512 819
Hon Xaba	1 495 656	1 374 382

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand	2024	2023
<b>25. Related parties (continued)</b>		
Hon Bogatsu	1 572 861	267 241
Hon Mokgosi (Resigned 12 July 2023)	412 156	289 908
Hon Miga (Appointed 24 January 2023)	431 877	-

#### North West Provincial Revenue Fund

##### 2024

Revenue received relates to the annual appropriation received from Provincial Revenue Fund in the normal course of business.

##### 2023

Revenue received relates to the annual appropriation received from Provincial Revenue Fund in the normal course of business.

#### 26. Services in kind

##### South African Police Service (SAPS)

North West Provincial Legislature receives services relating to the safeguarding of the building from SAPS at no cost to the Legislature.

##### North West Department of Public Works and Roads

North West Provincial Legislature occupies a building owned by the North West Department of Public Works and Roads. No rental or utilities are being paid by the North West Provincial Legislature.

Market related rental value for the year 2024 amounts to approximately R7 205 280 (2023: R6 574 560).

##### 2024

##### National Parliament

National Parliament paid for training in the current financial year. The training amounted to R38 980.00 for Hon BRS Dantjie. The Certificate pertains to Public Policy and African Studies with the University of Johannesburg.

##### 2023

##### National Parliament

National Parliament paid for training in the current financial year. The training amounted to R23 900 per member, amounting to R262 900. Total of 11 members of parliament received the training. In addition two members received training in relation to WITS Masters Programme amounting to R64 484. National Parliament therefore paid R327 384 for the training of the members of NWPL.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand

#### 27. Management emoluments

##### Executive

31 March 2024

	Basic Salary	13th cheque and Performance bonus	Pension fund contribution	Medical aid contribution	Contribution to bargaining council	Contribution to Old Mutual Insurance Fund (UIF)	Unemployment	Total
Speaker of the Legislature	1 652 010	-	279 825	142 317	-	45 532	-	2 119 684
Deputy Speaker	1 390 131	-	226 439	60 910	-	31 150	-	1 708 630
Secretary of the Legislature	2 634 060	188 507	285 803	-	54	67 900	2 125	3 178 449
Executive Manager: Support Service	1 738 120	136 510	205 713	60 268	54	57 805	2 125	2 200 595
Executive Manager: Proceedings, Hansard And NCOOP	1 746 177	97 483	198 914	-	54	55 908	2 065	2 100 601
Executive Manager: Office of the Speaker	1 896 888	136 509	205 713	-	54	57 805	2 125	2 299 094
Acting Executive Manager: Committees, Public Participation & Research	-	1 647	-	-	-	-	-	1 647
Executive Manager: Committees, Public Participation & Research	1 695 476	108 370	198 914	50 702	54	55 908	2 125	2 111 549
Executive Manager: Finance	1 769 630	132 546	201 963	-	54	47 994	2 125	2 154 312
	<b>14 522 492</b>	<b>801 572</b>	<b>1 803 284</b>	<b>314 197</b>	<b>324</b>	<b>420 002</b>	<b>12 690</b>	<b>17 874 561</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand

#### 27. Management emoluments (continued)

2023

	Basic Salary	13th cheque and Performance bonus	Pension fund contribution	Medical aid contribution	Contribution to bargaining council	Contribution to Old Mutual	Unemployment Insurance Fund (UIF)	Total
Speaker of the Legislature	1 616 731	-	273 677	133 803	-	48 695	-	2 072 906
Deputy Speaker	227 580	-	37 091	10 076	-	5 755	-	280 502
Deputy Speaker	956 922	-	165 288	102 147	-	28 595	-	1 252 952
Secretary of the Legislature	2 423 672	134 690	262 900	-	54	67 639	2 125	2 891 080
Executive Manager: Support Service	1 600 057	119 720	188 865	55 542	54	57 505	2 125	2 023 868
Executive Manager: Proceedings, Hansard And NCOP	1 078 848	-	122 896	-	36	39 185	1 417	1 242 382
Executive Manager: Office of the Speakers	1 740 012	119 455	188 865	-	54	57 505	2 125	2 108 016
Acting Executive Manager: Committees, Public Participation & Research	1 391 316	97 651	142 897	-	50	36 639	1 948	1 670 501
Executive Manager: Finance	1 093 337	42 670	124 779	-	36	33 508	36	1 294 366
Executive Manager: Finance	504 761	14 870	61 354	-	18	16 849	1 417	599 269
Executive Manager: Committees, Public Participation & Research	117 616	-	13 241	-	5	4 222	177	135 261
	<b>12 750 852</b>	<b>529 056</b>	<b>1 581 853</b>	<b>301 568</b>	<b>307</b>	<b>396 097</b>	<b>11 370</b>	<b>15 571 103</b>

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

#### 28. Commitments

##### Authorised capital expenditure

	2024 Within 1 year	2023 Within 1 year	Within 2 - 5 years	Within 2 - 5 years
<b>Already contracted for but not provided for</b>				
NWPL Furniture	-	-	449 010	-
NWPL Refurbishment of Chamber and AudioVisual installation in the house and committees	-	-	14 488 670	-
	-	-	<b>14 937 680</b>	-
<b>Total operational commitments</b>				
Already contracted for	-	-	14 937 680	-
<b>Total commitments</b>				
<b>Total commitments</b>				
Authorised capital expenditure	-	-	14 937 680	-

In the 2022/23 financial year the NWPL awarded a new contract for the refurbishment of the Chamber.

##### Operating leases - as lessee (expense)

<b>Minimum lease payments due</b>			
- within one year		205 669	201 159
- in second to fifth year inclusive		425 395	448 253
		<b>631 064</b>	<b>649 412</b>

The operating lease with Dido Digital Document (Pty) Ltd is for a period of 60 months and has an escalation rate of 4.5% per annum. The actual amount paid for the period is R165 979 and the straight-lined expense for the period is R201 892.

Operating lease payments represent rentals payable by the Legislature for its printers. Leases are negotiated for an average term of five years. No contingent rent is payable.

##### Operating Lease Liability as disclosed on the statement of financial position

2023 operating lease liability	42 588	-
Movements	36 003	-
	<b>78 591</b>	-



## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

#### 29. Prior period errors

The prior period adjustments were made up as follows:

**An increase in retained earnings of R2 000 439.07 attributable to the following:**

- 1) An adjustment to the opening balance of debt owed to suppliers
- 2) The reversal of recognition of accrual raised for underpayment of employee taxes to SARS
- 3) Accounting for a prepayment not previously accounted for
- 4) An adjustment to the bad debt provision

**An decrease in payables of R1 085 389 attributable to the following:**

- 1) Accounting for the prior year accruals previously not accounted for in relation to travel agencies
- 2) Accounting for the prior year accruals previously not accounted for in relation to suppliers
- 3) Accounting for Member's Retro Salary Increase in 2023 not previously accrued for
- 4) The reversal of recognition of accrual raised for underpayment of employee taxes to SARS
- 5) An adjustment to the opening balance of debt owed to suppliers

**A decrease in receivables of R4 866 620.92 attributable to the following:**

- 1) Correction of prepayments upon recalculation
- 2) The reversal of recognition of staff debt raised for interest incurred for underpayment of employee taxes to SARS
- 3) The adjustment of staff and members debts upon recalculation
- 4) An adjustment to the bad debt provision

**An increase in employee costs of R1 055 873 attributable to the following:**

- 1) Accounting for Member's Retro Salary Increase in 2023 not previously accrued for
- 2) The reversal of recognition of amount owed to SARS for underpayment of employee taxes
- 3) The adjustment of staff and members debts upon recalculation

**An increase in goods and services of R2 188 309 attributable to the following:**

- 1) Correction of prepayments upon recalculation
- 2) Accounting for the prior year accruals previously not accounted for in relation to travel agencies
- 3) for the prior year accruals previously not accounted for in relation to suppliers
- 4) An adjustment to the opening balance of debt owed to suppliers

The correction of the errors results in adjustments as follows:

Statement of financial position	2022/2023	2021/2022
Receivable from exchange transaction	(5 785 148)	918 527
Payables from exchange transactions	3 477	1 081 912
<b>Statement of financial performance</b>		
Goods and services	2 188 309	-
Retained earnings	-	(2 000 439)
Remuneration cost	1 055 873	-
Impairment of receivables	2 537 489	-
	Prior Period Audited Balance	Error Adjustment
Receivable from exchange transaction	15 245 499	(4 866 621)
Payables from exchange transactions	(46 314 036)	1 085 389
Remuneration Cost	254 361 308	1 055 873
Goods and services	139 421 072	2 188 309
Impairment of receivables	321 695	2 537 489
Retained earnings	(564 597 219)	(2 000 439)
	<b>(201 561 681)</b>	<b>- (201 561 681)</b>
		<b>Total</b>

#### Prior Period Adjustment to Disclose Items

An amount of R18 171 855 was disclosed as capital commitments in the prior year. This amount was overstated in the prior year with an amount of R3 683 185. This amount relates to operational expenditure.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand	2024	2023
<b>30. Fruitless and wasteful expenditure</b>		
Opening balance	-	1 308 652
Add: Public Investment Corporation Interest	-	-
Add: Traffic fines, cancellations and repair charges	-	408 824
Less: Debt Acknowledged	-	(1 717 476)
	-	-

No fruitless and wasteful expenditure was incurred during the 2023/2024 financial period.

### 31. Irregular expenditure

Opening balance	42 526 149	265 113 105
Add: Irregular Expenditure - current year	-	4 275 730
Less: Amounts condoned	(10 715 585)	(226 862 686)
Less: Amounts derecognised	(310 729)	-
	<b>31 499 835</b>	<b>42 526 149</b>

#### Analysis of expenditure awaiting condonation per age classification

Current year	-	4 275 730
Prior years	31 499 835	38 250 419
	<b>31 499 835</b>	<b>42 526 149</b>

#### Details of irregular expenditure

Irregular expenses	Amounts under investigation but not finalised	14 951 899	14 951 898
Irregular Contracts	Amounts under investigation but not finalised	15 184 506	26 210 821
Travel card Fraud	Amounts under investigation but not finalised	1 363 430	1 363 430
		<b>31 499 835</b>	<b>42 526 149</b>

#### 2024

No Irregular expenditure was incurred for the current period ending 31 March 2024. The NWPL condoned R10,715,585.26 from previous irregular contracts and reversed R310,729.38.

#### 2023

Management approved a deviation amounting to R4 275 730 in the 2022/2023 financial year which was identified as irregular expenditure by the Auditor General during the 2023 audit.

Management subjected the irregular expenditure to the Consequence Management Advisory Committee (CMAC) which was subsequently condoned in the 2023/2024 financial year.

### 32. Unauthorised expenditure

Unauthorised expenditure	-	18 743 000
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The unauthorised expenditure has been investigated and submitted to Provincial Treasury for condonation. The total amount of R18 743 000 has been condoned.

### 33. Budget differences

#### Material differences between budget and actual amounts

The budget is approved on a cash basis by functional classification and allocated according to the Expenditure Reporting Framework. The Approved budget covers the period from 1 April 2023 to 31 March 2024. The budget and accounting basis differ. The financial statements are prepared on the accrual basis using a classification on the nature of expenses in the statement of financial performance.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

#### 33. Budget differences (continued)

The amounts in the financial statements were reconciled from the accrual basis to the cash basis and reclassified by functional classification to be on the same basis as the final approved budget. A reconciliation between the actual amounts on a comparable basis as well as the amounts of these adjustments are identified and presented in the statement of comparison of budget and actual amounts and the actual amounts in the cashflow statement for the period 31 March 2024. The financial statements and the budget documents are thus not prepared for the same period. Furthermore, there is a basis difference: the budget is prepared on a cash basis and the financial statements are prepared on the accrual basis.

#### 33.1

##### Interest Received

The increase is due to the following:

33.1.1 The year on year increase on the interest received as a result of the higher credit balances as compared to the prior financial year.

33.1.2 The increase is a result of an investment in the Absa Investment Tracker (Call) at a rate of 8.90% monthly and a Fixed Term investment at a rate of 9.50% monthly.

#### 33.2

##### Appropriation

The total Appropriation for the NWPL for the 2023/24 allocated by the North West Provincial Treasury amounted to R541 491 000 of which R5 000 000 was a roll over and R20 000 000 was self funded in relation to the Democracy Enhancement Fund that shall be paid to represented parties in proportion to the number of seats the party has at the Legislature.

#### 33.3

##### Employee Related Cost

#### 33.3.1

##### Employee Cost

33.3.1.1. During the 2023/24 financial period, there was an increase in salaries of 7.5% for staff.

33.3.1.2. The PMDS payments in the current year was higher than that of the prior year.

#### 33.3.2

##### Transfer and Subsidies

33.3.2.1. Transfers and subsidies were paid in accordance with the members enabling policy.

33.3.2.2. A Democracy Enhancement Fund was established in accordance with the allowance to political parties policy of R20 000 000. The fund is to be paid to represented parties in proportion to the number of seats the party has at the Legislature. An amount of R10 000 000 was paid and an amount of R10 000 000 was accrued for in the 2023/2024 financial year.

#### 33.3.3

##### Finance Cost

Finance costs are not budgeted for.

#### 33.3.4

##### Goods and Services

The increase in spending of Goods and services is mainly linked to unforeseen and unavoidable number of public hearings that the institution had to partake in until the end of the 2023/2024 financial year due to the passing of 14 bills as opposed to 3 in the prior year. This resulted in an increase in catering, advertising, rental & hiring and travel & accommodation expenses.

#### 33.3.5

##### Capital Assets Capitalised

The increase in capital expenditure mainly relates to the refurbishment of the chamber as well as the acquisition of furniture, audio and visual equipment, furniture and fixtures and finance lease assets that were acquired in the current financial year.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024      2023

#### 34. Risk management

##### Financial risk management

Due to the largely non-trading nature of the activities and the way in which it is financed, the legislature is not exposed to the same degree of financial risk faced by business entities.

The Legislature recognises the need to implement Risk Management. The Accounting Officer accordingly maintains effective, efficient and transparent systems of risk management and internal control. Risk management is an integral part of the institution's activities to reduce risks to acceptable levels. Continued integration of risk management into key decision-making processes of the organisation was also achieved with the explicit inclusion of risk management principles into the department's strategic and business planning processes.

##### Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash and the availability of funding through an adequate amount of committed credit facilities.

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.

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.

At 31 March 2024	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Payables from non-exchange transactions	10 000 000	-	-	-
Payables from exchange transactions	31 653 390	-	-	-
Finance lease obligations	441 646	125 018	-	-
At 31 March 2023	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Payables from non-exchange transactions	902 163	-	-	-
Payables from exchange transactions	27 238 401	-	-	-
Finance lease obligations	652 820	253 190	-	-

##### Credit risk

Credit risk consists mainly of cash and cash equivalents and trade receivables from exchange - and non-exchange transactions. The legislature only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Refer to note 5 in Cash and cash equivalents for the total facilities of credit cards with their respective limits.

Financial assets exposed to credit risk at year end were as follows:

Financial instrument	2024	2023
Cash and Cash Equivalents	280 212 155	262 935 037
Receivables from exchange transactions	2 979 305	2 481 227
Receivables from non-exchange transactions	59 422	765 257

Receivables from exchange transactions have been updated to exclude prepayments which does not fall within the definition of financial instruments.

##### Market risk

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand 2024      2023

#### 34. Risk management (continued)

##### 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.

#### 35. Operating lease asset (accrual)

The operating lease with Dido Digital Document (Pty) Ltd is for a period of 60 months and has an escalation rate of 4.5% per annum. The actual amount paid for the period is R165 979 and the straight-lined expense for the period is R201 892.

Commitments	100PPM		70PPM		45PPM	
	2024	2023	2024	2023	2024	2023
<b>Minimum lease payments due</b>						
- within one year	96 107	93 999	57 664	56 400	51 898	50 760
- in second to fifth year inclusive	160 526	209 464	134 842	125 678	130 027	113 111
	<b>256 633</b>	<b>303 463</b>	<b>192 506</b>	<b>182 078</b>	<b>181 925</b>	<b>163 871</b>

Operating lease payments represent rentals payable by the Legislature for its printers. Leases are negotiated for an average term of five years. No contingent lease payments is payable.

The operating lease liability determined is **2024:R78 591 (2023: R42 588)**.

## North West Provincial Legislature

Financial Statements for the year ended 31 March 2024

### Notes to the Financial Statements

Figures in Rand

#### 36. Going concern

The creditor's payment period is 26 days

- NWPL entered in to an Absa Investment Tracker (Call) investment of R100 000 000 and a Fixed Investment of R50 000 000.
- NWPL had a positive bank balance of R280 212 155 at year end.
- NWPL had positive net cash flows for the year from operating activities of R34 679 547.

The North West Provincial Legislature has a positive solvency ratio where the assets exceeds liabilities by R596 266 332.

Additional circumstances which impact on liabilities include Contingent Liabilities, however an assessment by the Legal Department indicate that they do not anticipate the Imbizo proceeding to be successful with their legal claim.

The North West Provincial Legislature operates in an environment where funding is received mainly from Equitable Share through the legislated prescripts. The ability of the entity to continue as a going concern is dependent on the fact that the entity would receive funding from provincial Treasury for the ongoing operations.

The North West Provincial Legislature will continue to receive funding through the equitable share and the budget increases over the MTEF period therefore the Legislature will be able to pay its debts in the normal course of business.

#### 37. Segment reporting

The Legislature has considered the implication of GRAP 18: Segment Reporting in their 2023/24 Annual Financial Statement.

The objective of segment reporting is to provide information about the specific operational objectives and major activities of an entity as well as the resources devoted to and costs of these objectives and activities.

A segment is an activity of an entity:

- that generates economic benefits or service potential (including economic benefits or service potential relating to transactions between activities of the same entity);
- whose results are regularly reviewed by management to make decisions about resources to be allocated to that activity and in assessing it's performance; and
- for which separate financial information is available.

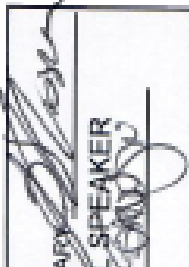
In the management assessment to consider the GRAP requirement, information reported internally by the Legislature was assessed and considered if they are not administrative in nature or functional units which do not on its own generate economic benefits, locations or regions which the Legislature operates is reported seperately or not.

Management deems all operations/activites by the Legislature to be administrative and all operations not to be geographically independent, they take place in one location, managed, reported and reviewed from the Legislature building. All services provided by the Legislature emanates from one location with no alternative reporting information.

# PART E

## ANNEXURE : NWPL ORGANOGRAM

NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

  
**NWPL SECRETARY**  
**NWPL SPEAKER**

**OFFICE OF THE SPEAKER NWPL**  
 Purpose: To provide political leadership to the North West Provincial Legislatures.  
 Functions:  
 1. Provide the Executive Authority services for Legislatures  
 2. Ensure the attainment of the Constitutional Mandate of the Legislatures  
 1 x Speaker of the NWPL

**PRIVATE OFFICE STAFF**  
 Purpose: To provide Administrative Support Services to the Speaker and Members of the Legislature  
 Functions:  
 1. Provide support to the Speaker to attain the constitutional operation of the Legislature  
 2. Provide protocol Services in the Bonds of the Speaker/Deputy  
 3. Provide Cleaning Services at the Speaker's residence  
 1 x Head of Office -F  
 01 Private Secretary-C3  
 01 x Secretary / Receptionist- C1  
 01 Community Outreach Officer-C3  
 01 Protocol Officer-C1  
 1 x Driver Messenger-B3  
 2 x Domestic Worker-A

**ADMINISTRATIVE SUPPORT**  
 Purpose: To provide Administrative Support Services to the Speaker and Members of the Legislature  
 Functions:  
 1. Provide overall administrative Support for the Legislature.  
 2. Provide treasury function for the Legislature  
 1 x Manager Treasury-D5  
 1 x Technical Specialist-D5  
 1 x Manager Strategic Support-D5  
 1 x Integrity Officer- C3  
 1 x Personal Assistant, Manager -C1  
 1 x Registry Clerk-C1  
 1 x Driver Messenger-B3

**OFFICE OF THE SECRETARY TO THE LEGISLATURE**  
 Purpose: To provide Corporate Governance and Strategic Support to the North West Provincial Legislatures  
 Functions :  
 1. Provide corporate support  
 2. Provide sound Financial Management Services  
 3. Provide Legislators support  
 4. Provide Risk Management and Internal Control Services  
 5. Provide Internal Auditing  
 6. Provide Corporate Governance, Policy and Legal  
 7. Provide Strategic Planning, Monitoring and Evaluation.  
 1 x Secretary to the NWPL-F1  
 01 x Office Manager-B5  
 01 x Personal Assistant-C3


**OFFICE OF THE DEPUTY SPEAKER**  
 Purpose : To assist the Speaker to preside over the meetings of the Legislatures.  
 Functions :  
 1. Responsible for any delegated task given by the speaker.  
 2. Responsible for Sectional Parliament, Committees and Oversight.  
 3. Responsible for members interest and capacity building.  
 4. Provide over JPC Meetings.  
 1 x Deputy Speaker  
 01 Private Secretary C3  
 1 x Other Messenger-C1

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**NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019**

NWPL SECRETARY  
 NWPL SPEAKER  


**OFFICE OF THE DEPUTY SECRETARY : LEGISLATURE OPERATIONS**

**Purpose:** To provide assistance corporate Governance and Strategic Support to the Secretary

**Functions:**

1. Manage Legislature Support
2. Manage Committees, Public Participation & Research
3. Manage Proceedings, Hansard and NCOOP

1 x Deputy Secretary -FL  
1 x Personal Assistant -C2

**BRANCH : COMMITTEES, PUBLIC PARTICIPATION & RESEARCH**

**Purpose:** To manage Public Education and Public Participation To manage learning and knowledge management services and committees.

**Functions:**

1. Provide Public Education and Public Participation
2. Manage Public Petitioning
3. Manage People's Parliament
4. District Coordination
5. Provide Legislature professional support
6. Manage Intellectual capital and assets
7. Manage Research services

1 x Executive Manager -E  
1 x Personal Assistant -C1

**BRANCH: PROCEEDINGS, HANSARD AND NCOOP**

**Purpose :** To manage Proceedings, Hansard and NCOOP.

**Functions :**

1. Provision of effective and procedural support services to the House, Hansard and Language Services to the House
2. Provision of effective NCOOP Support Services and Support to Members

1 x Executive Manager -E  
1 x Personal Assistant-C1

SR

# NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY *[Signature]*  
 NWPL SPEAKER *[Signature]*

<p><b>BRANCH : COMMITTEES, PUBLIC PARTICIPATION &amp; RESEARCH</b></p> <p><b>Purpose:</b> To manage Public Education and Public Participation To manage learning and knowledge management services and committees.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Provide Public Education and Public Participation</li> <li>2. Manage Public Petitioning</li> <li>3. Manage People's Parliament</li> <li>4. District Coordination</li> <li>5. Provide Legislative professional support</li> <li>6. Manage Intellectual capital and assets</li> <li>7. Manage Research services</li> </ol> <p>1. Executive Manager -E 1 x Personal Assistant -C1</p>
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<p><b>COMMITTEES</b></p> <p><b>Purpose:</b> To provide effective support services to the committees of the Legislature</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage the processing and assessments of bills.</li> <li>2. Organise committee meetings</li> <li>3. Facilitate the oversight visits</li> <li>4. Ensure that committee meetings are in accordance with standing rules and acceptable statutory requirements.</li> <li>5. Keep record of procedural issues</li> <li>6. Manage committees budget</li> <li>7. Handle committees administrative work.</li> <li>8. Provide Legal Support to the NWPL, Legislative processes</li> </ol> <p>1 x Manager -D5 1 x Personal Assistant to Manager -C1</p>
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<p><b>RESEARCH</b></p> <p><b>Purpose:</b> To manage research services</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Develop research strategy and agenda for the NWPL.</li> <li>2. Ensure adherence to the research agenda</li> <li>3. Provide research related support to members.</li> <li>4. Ensure proper monitoring and evaluation systems are in place</li> </ol> <p>1 x Manager -D5 1 x Personal Assistant to Manager -C1</p>
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<p><b>PUBLIC PARTICIPATION AND PETITIONS</b></p> <p><b>Purpose:</b> To manage public education, participation and petitions.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate the promotion and enhancement of public participation and petitions through public awareness and education campaigns.</li> <li>2. Manage public petitioning and people's parliament</li> <li>3. Ensure proper application of the petitions process as envisaged by the constitution.</li> <li>4. Lead benchmarks and research initiatives on PPP services best practices.</li> <li>5. Keep records of all PPP activities.</li> </ol> <p>1 x Manager -D5 1 x Personal Assistant to Manager -C1</p>
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# NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

  
 NWPL SECRETARY  
 NWPL SPEAKER  


COMMITTEES
<p><b>Purpose:</b> To provide effective support services to the committees of the Legislature.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage the processing and amendments of bills.</li> <li>2. Organise committee meetings</li> <li>3. Facilitate the oversight visits</li> <li>4. Ensure that committee meetings are in accordance with standing rules and applicable statutory requirements.</li> <li>5. Keep record of procedural issues</li> <li>6. Manage committees budget</li> <li>7. Handle committees administrative work.</li> <li>8. Provide Legal Support to the NWPL legislative processes</li> </ol> <p>1 x Manager-125 1 x Personal Assistant to Manager -C1</p>

GOVERNANCE CLUSTER	ECONOMIC CLUSTER
<p><b>Purpose:</b> To provide effective support services to the governance cluster committees.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Organise committee meetings</li> <li>2. Ensure that committee meetings are in accordance with standing rules and applicable statutory requirements.</li> <li>3. Keep record of procedural issues</li> <li>4. Handle committees administrative work.</li> </ol> <p>1 x Senior Committee Administrator -D1 8 x Committee Administrator-C3 8 x Committee Assistant -C2</p>	<p><b>Purpose:</b> To provide effective support services to the economic cluster committees.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Organise committee meetings</li> <li>2. Ensure that committee meetings are in accordance with standing rules and applicable statutory requirements</li> <li>3. Keep record of procedural issues</li> <li>4. Handle committees administrative work.</li> </ol> <p>1 x Senior Committee Administrator-C1 4 x Committee Administrator-C3 2 x Committee Assistant -C2</p>
SOCIAL CLUSTER	PUBLIC ACCOUNTS COMMITTEE
<p><b>Purpose:</b> To provide effective support services to the social cluster committees.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Organise committee meetings</li> <li>2. Ensure that committee meetings are in accordance with standing rules and applicable statutory requirements.</li> <li>3. Keep record of procedural issues</li> <li>4. Handle committees administrative work.</li> </ol> <p>1 x Senior Committee Administrator -C1 2 x Committee Administrator-C3 2 x Committee Assistant -C2</p>	<p><b>Purpose:</b> To provide effective support services to the public accounts committee.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Organise committee meetings</li> <li>2. Ensure that committee meetings are in accordance with standing rules and applicable statutory requirements.</li> <li>3. Keep record of procedural issues</li> <li>4. Handle committees administrative work.</li> </ol> <p>1 x Senior Committee Administrator-C1 1 x Committee Administrator-C1 1 x Committee Assistant -C2</p>

LEGAL SUPPORT COMMITTEES
<p><b>Purpose:</b> To provide Legal Support to the NWPL legislative processes</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Attend committees, public hearings for support to chairpersons on legal implications of bills.</li> <li>2. Research and draft legal opinions on bills and present at committee meetings</li> <li>3. Provide legal support on all bills referred to various committees.</li> <li>4. Provide training to relevant stakeholders on legalities of amendments.</li> </ol> <p>2 x Legal Advisor -C1</p>

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## NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

 NWPL SECRETARY	 NWPL SPEAKER
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<b>PUBLIC PARTICIPATION AND PETITIONS</b>
Purpose: To manage public education, participation and petitions. Functions: 1. Coordinate the promotion and enhancement of public participation and petitions through public awareness and education campaigns. 2. Manage public petitioning and people's parliament 3. Ensure proper application of the petitions process as envisaged by the constitution. 4. Lead benchmark and research initiatives on PPP services best practices. 5. Keep records of all PPP activities. 1 x Manager -D5 1 x Personal Assistant to Manager -C1

<b>COMMITTEE SUPPORT, EDUCATION AND PETITIONS</b>
Purpose : To develop education, awareness and petitions solutions as required by committees. Functions: 1. Develop and implement effective models for PPP liaising with committees. 2. Oversee the petition process and tracking systems. 3. Facilitate the development of PPP solutions in support of committee requirements. 4. Facilitate the submission of solutions to District Coordinators for implementation 1 x Deputy Manager-D1 1 x Senior PP Officer-C4 4 x PP Officer (Com. Liaison) -C1 1 x Senior Public Education Officer-C3 2 x Public Education Officer-C1 1 x Senior Petition Officer-C2 1 x Admin Assistant-B4

<b>DISTRICT COORDINATION</b>
Purpose: To manage public participation at the District Functions: 1. Operational management of taking parliament to the people programme 2. Provide strategic support to the Speaker's Forum public participation programme 3. Develop and manage information systems for public participation 4. Mobilisation for PPP interventions 4 x Deputy Manager / District Coordinator (NMM, Dr KK, Bojanala, Dr Ruth Segomotsi Montsof) -D2

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**NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019**

NWPL SECRETARY  
 NWPL SPEAKER

RESEARCH
Purpose: To manage research services Functions: 1. Develop research strategy and agenda for the NWPL 2. Ensure adherence to the research agenda 3. Provide research related support to members. 4. Ensure proper monitoring and evaluation systems are in place 1 x Manager -D5 1 x Personal Assistant to Manager -C1

SOCIAL CLUSTER
Purpose: To provide research related support service to social cluster members. Functions: 1. Facilitate and coordinate research services to committees 2. Facilitate administration reporting and submission of reports 3. Conduct complex research and write research reports for committee. 4. Support institutional researcher in conducting research to improve the operation of NWPL 1 x Senior Researcher-D2 4 x Researcher (1 per Committee)-C4

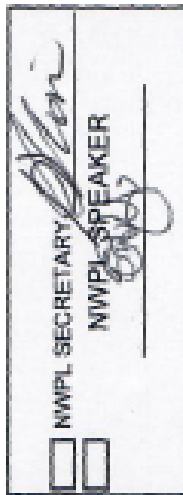
GOVERNANCE CLUSTER
Purpose: To provide research related support service to governance cluster members. Functions: 1. Facilitate and coordinate research services to committees 2. Facilitate administration reporting and submission of reports 3. Conduct complex research and write research reports for committee. 4. Support institutional researcher in conducting research to improve the operation of NWPL 1 x Senior Researcher-D2 3x Researcher (1 per Committee)-C4 1 x Researcher: Public Accounts -C4

ECONOMIC CLUSTER
Purpose: To provide research related support service to economic cluster members. Functions: 1. Facilitate and coordinate research services to committees 2. Facilitate administration reporting and submission of reports 3. Conduct complex research and write research reports for committee. 4. Support institutional researcher in conducting research to improve the operation of NWPL 1 x Senior Researcher-D2 4 x Researcher (1 per Committee)-C4

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**NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019**

NWPL SECRETARY  
NWPL SPEAKER



**BRANCH: PROCEEDINGS, HANSARD AND NCOP**  
**Purpose : To manage Proceedings, Hansard and NCOP.**

Functions :

1. Provision of effective and procedural support services to the House, Hansard and Language Services to the House
2. Provision of effective NCOP Support Services and Support to Members

1 x Executive Manager -E  
1 x Personal Assistant-C1

**PROCEEDINGS AND HANSARD**

Purpose: To provide effective and procedural support services to the House, Hansard and Language Services to the House

Functions:

1. Manage hansard and language services
2. Manage accurate recording of the debates of the House
3. Manage translation services.
4. Provide procedural advice to the house and office bearers

1 x Manager -D5  
1 x Personal Assistant :Manager -C1

**NCOP AND MEMBERS SUPPORT**

Purpose: To provide effective NCOP Support Services and Support to Members

Functions:

1. Promote and facilitate an effective liaison between NWPL and the National Parliament.
2. Improve support on law making and oversight processes.
3. Provide administrative / protocol support to NWPL Special delegates and NW NCOP permanent delegates.
4. Render logistical provision to MPL's in the Province.
5. Coordinate parliamentary outreach programmes
6. Facilitate capacity building programmes for members.

1 x Manager-D5  
1 x Deputy Manager : NCOP Coordinator - Cape Town - C5  
1 x Administrative Assistant -B4  
1 x NCOP and Logistics Officer-C2  
1 x Members Support Officer-C1

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**NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019**

NWPL SECRETARY
NWPL SPEAKER

<b>PROCEEDINGS AND HANSARD</b>
<p><b>Purpose:</b> To provide effective and procedural support services to the House, Hansard and Language Services to the House</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Manage hansard and language services</li> <li>2. Manage accurate recording of the debates of the House</li> <li>3. Manage translation services.</li> <li>4. Provide procedural advice to the house and office bearers</li> </ol> <p>1 x Manager -D5 1 x Personal Assistant :Manager -C1</p>

<b>PROCEEDINGS</b>	<b>LANGUAGE AND HANSARD</b>
<p><b>Purpose:</b> To manage the provision of procedural advice to the house and office bearers</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>1. Oversee collection of necessary information</li> <li>2. Prepare and submit house paper / documents for distribution in the house</li> <li>3. Oversee taking of proceedings minutes and record keeping thereof.</li> <li>4. Present house papers during meetings</li> </ol> <p>1 x Deputy Manager Proceedings -D1 1 x IGR Coordinator-C4 3 x Tabling Officers-C1</p>	<p><b>Purpose:</b> To manage the effective Hansard, language and translation Services to the House.</p> <p><b>Function:</b></p> <ol style="list-style-type: none"> <li>1. Prepare, edit and publish the official publication of hansard according to policy guideline.</li> <li>2. Manage contracts in relation to outsourced translation and interpretation services.</li> <li>3. Avail transcripts timeously to members.</li> </ol> <p>1 x Deputy Manager Language and Hansard (Editor)-D2 4 x Hansard Transcribers-C1 6 x Language Practitioners-C2 1 x Sign Language officer-C1</p>

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NORTH WEST PROVINCIAL LEGISLATURE ORGANISATIONAL STRUCTURE 2019

**NWPL SECRETARY**  
**NWPL SPEAKER**

**HUMAN RESOURCES**

Purpose: To manage the Legislative Organisation Services

Functions:

- 1. Communications, Library and Registry Services
- 2. Provide Facilities Management
- 3. Provide Human Resources and Development
- 4. Provide Information and Communication Technology
- 5. Provide Security and Transport Services

1 x Executive Manager -2  
1 x Personal Assistant -01

**COMMUNICATION, LIBRARY AND REGISTRY**

Purpose: To manage effective internal and external communication functions, library and registry services.

Functions:

- 1. Provide media and communication services
- 2. Provide knowledge management and library services
- 3. Provide registry and Electronic Document Services

1 x Manager -02  
1 x Personal Assistant Manager -01

**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

Purpose: To provide Human Resource Management and Development

Functions:

- 1. Manage the ending of effective and efficient human resource administration.
- 2. Manage the provision of career development and performance management of staff resources.
- 3. Manage the development of Organizational Design and HR Strategies
- 4. Manage the provision of an efficient Labour Relations and Disposal System

1 x Manager -02  
1 x Personal Assistant Manager -02

**INFORMATION AND COMMUNICATION TECHNOLOGY**

Purpose: To provide Information Technology Services

Functions:

- 1. Manage the provision of ICT Support Services
- 2. Manage the development of IT Security, Continuity Management Governance Framework
- 3. Manage the provision of Help Desk Services
- 4. Manage the provision of the System

1 x Manager -02  
1 x Personal Assistant Manager -01

**FACILITIES MANAGEMENT**

Purpose: To provide Facilities Management

Functions:

- 1. Monitor and evaluate the existing infrastructure
- 2. Create and maintain a continuous working environment for employees and members of the NWPL
- 3. Report to the LEGISLATIVE AND EXECUTIVE MANAGEMENT, B. OF E. AND MEC.

1 x Manager -02  
1 x Personal Assistant Manager -01  
1 x Admin Officer -01  
1 x Admin Officer -01  
1 x Admin Officer (GRAND) -02  
1 x Admin Officer -01  
1 x Security Officer -01  
1 x Security Officer -01  
1 x Security Officer -01  
1 x Security Officer -01  
1 x Security Officer -01  
1 x Security Officer -01

**SECURITY AND PROTECTIVE SERVICES**

Purpose: To provide Security and Transport Services

Functions:

- 1. Manage the providing of access and entry control
- 2. Manage the Conduct of Risk, Information Security and Investigation of security searching
- 3. Manage the provision of Transport Services
- 4. Manage the provision of Transport Services
- 5. Provide transport services for the NWPL
- 6. Develop Risk Analysis and Mitigation requirements of the NWPL in relation to Security, Protection and Transport Services are addressed by the NWPL

1 x Manager -02  
1 x Personal Assistant Manager -01

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NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019

  
NWPL SECRETARY  
  
NWPL SPEAKER

<p><b>LEGISLATIONS, LIBRARY AND RESEARCH</b></p> <p>Purpose: To manage legislative, library and research functions, library and research services.</p> <p>Functions:</p> <ol style="list-style-type: none"> <li>1. Provide legislative management and library services.</li> <li>2. Provide legislative management and library services.</li> <li>3. Provide legislative and research services.</li> </ol> <p>1.1 Manager - 01 1.2 Principal Assistant Manager - 01</p>	<p><b>LIBRARY AND KNOWLEDGE MANAGEMENT</b></p> <p>Purpose: To manage knowledge management and library services.</p> <p>Functions:</p> <ol style="list-style-type: none"> <li>1. Manage information resources.</li> <li>2. Manage and maintain library services.</li> <li>3. Manage and maintain knowledge management in the development and provision of products and services.</li> <li>4. Set up and manage applicable knowledge management systems and strategies.</li> <li>5. Provide research, library and knowledge management.</li> </ol> <p>2.1 Information Officer - 01 2.2 Assistant Librarian - 01 2.3 Knowledge Management Specialist - 01</p>	<p><b>RESEARCH AND ELECTRONIC DOCUMENTS SERVICES</b></p> <p>Purpose: To manage research and Electronic Documents Services.</p> <p>Functions:</p> <ol style="list-style-type: none"> <li>1. Provide research and Electronic Documents Services in the Province of NWPL.</li> <li>2. Manage the call centre.</li> <li>3. Manage the provision of transcription services.</li> </ol> <p>3.1 (NWPL Manager) - 01 3.2 (NWPL Manager) - 01 3.3 (NWPL Manager) - 01 3.4 (NWPL Manager) - 01 3.5 (NWPL Manager) - 01 3.6 (NWPL Manager) - 01 3.7 (NWPL Manager) - 01</p>
<p><b>COMMUNICATION AND MARKETING</b></p> <p>Purpose: To manage media and communication services.</p> <p>Functions:</p> <ol style="list-style-type: none"> <li>1. Provide Media Liaison Services.</li> <li>2. Provide Communications Services.</li> <li>3. Coordinate Media Briefings.</li> <li>4. Coordinate and provide services at the NWPL.</li> <li>5. Provide and maintain the NWPL website.</li> </ol> <p>5.1 (NWPL Manager) - 01 5.2 (NWPL Manager) - 01 5.3 (NWPL Manager) - 01 5.4 (NWPL Manager) - 01 5.5 (NWPL Manager) - 01 5.6 (NWPL Manager) - 01 5.7 (NWPL Manager) - 01</p>		

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NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY  
 NWPL SPEAKER

**GENERAL MANAGER: MANAGEMENT AND ADMINISTRATION**  
Reports to: NWPL Secretary, NWPL Speaker and NWPL Clerk  
1. Manage the activities of administrative support administration  
2. Manage the activities of internal development and performance management  
3. Manage the activities of information management and communication  
4. Manage the activities of financial management and budgeting  
5. Manage the activities of human resources management and employee relations  
6. Manage the activities of legal and compliance management

<p><b>GENERAL MANAGER: COMMUNICATIONS</b> Reports to: NWPL Secretary and NWPL Speaker 1. Provide administrative, technical and business services 2. Manage the activities of NWPL in the NWPL 3. Manage the activities of NWPL in the NWPL 4. Manage the activities of NWPL in the NWPL 5. Manage the activities of NWPL in the NWPL 6. Manage the activities of NWPL in the NWPL 7. Manage the activities of NWPL in the NWPL</p>	<p><b>GENERAL MANAGER: LEGISLATION</b> Reports to: NWPL Secretary and NWPL Speaker 1. Provide administrative, technical and business services 2. Manage the activities of NWPL in the NWPL 3. Manage the activities of NWPL in the NWPL 4. Manage the activities of NWPL in the NWPL 5. Manage the activities of NWPL in the NWPL 6. Manage the activities of NWPL in the NWPL 7. Manage the activities of NWPL in the NWPL</p>
<p><b>GENERAL MANAGER: PUBLIC AFFAIRS</b> Reports to: NWPL Secretary and NWPL Speaker 1. Provide administrative, technical and business services 2. Manage the activities of NWPL in the NWPL 3. Manage the activities of NWPL in the NWPL 4. Manage the activities of NWPL in the NWPL 5. Manage the activities of NWPL in the NWPL 6. Manage the activities of NWPL in the NWPL 7. Manage the activities of NWPL in the NWPL</p>	<p><b>GENERAL MANAGER: FINANCIAL AND ADMINISTRATION</b> Reports to: NWPL Secretary and NWPL Speaker 1. Provide administrative, technical and business services 2. Manage the activities of NWPL in the NWPL 3. Manage the activities of NWPL in the NWPL 4. Manage the activities of NWPL in the NWPL 5. Manage the activities of NWPL in the NWPL 6. Manage the activities of NWPL in the NWPL 7. Manage the activities of NWPL in the NWPL</p>

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NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY  
 NWPL SPEAKER

**SECURITY AND PROTECTION SERVICES**

**Purpose:** To provide Security and Protocol Services

**Functions:**

1. Manage the rendering of access and key control
2. Manage the Contingency Plan
3. Oversee the administration of vetting, information security auditing and investigations of security breaching
4. Oversee the provisioning of Sergeant at Arms Services
5. Provide Protocol Services to the House
6. Ensure that all statutory and technical requirements of the NWPL in relation to Security, Protection and Protocol Services are adhered to.

1 x Manager -03  
1 x Personal Assistant-Manager -C1

**PROTOCOL**

**Purpose:** To provide Protocol Services, house support and Administration of the Chamber Services

**Functions:**

1. Plan and Maintain an operational schedule and calendar of events and communicate same to Service Officers
2. Manage the Administration of Chamber Services
3. Assist with relevant Managers to ensure synergy of plans to ensure excellent service during the House Sessions
4. Manage the NWPL Protocol function in consultation with the Office of the Speaker and Secretary

1x Deputy Manager Protocol -03  
5x Service/Protocol Officers -C1

**PROTECTION SERVICES**

**Purpose:** To provide Protection Services

**Functions:**

1. Advisory on Security and Events Security
2. Manage physical and emergency preparedness to the NWPL, Prebids and events of the Speaker, Deputy and MP/PL
3. Emergency preparedness and response
4. Management of Operational Services

1x Deputy Manager- Protection Services -02  
1x Sergeant at Arms-C2  
4x Senior Protection Officers-C2  
1x Protection Officer (Technician)-C1  
1x Assistant Technicians -B1  
10x Protection Officers-C1

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NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019

NWPL SECRETARY  
 NWPL SPEAKER

**INFORMATION AND COMMUNICATION TECHNOLOGY**  
Purpose: To provide Information Technology Services  
Functions:  
1. Manage the provision of ICT Support Service  
2. Manage the development of Business Continuity Management Governance Framework  
3. Manage the provision of Help Desk Services  
4. Oversee the maintenance of the System  
1x Manager - G5  
1x Personal Assistant - Manager - G1

**ICT INFRASTRUCTURE SUPPORT SERVICES**  
Purpose : To provide infra-structure maintenance services  
Functions:  
1. Provide IT Equipment  
2. Provide IT Support Services  
3. Provide IT Maintenance  
1x System Administrator-G1  
2x Audio Network Technicians-G1  
2x IT Technicians-G1

**BUSINESS CONTINUITY**  
Purpose: To provide an effective Business Continuity Management Governance Framework  
Functions:  
1. Develop Business Continuity Management Strategy  
2. Develop and implement business continuity management programs with all subsidiaries  
3. Monitor and evaluate the progress on the BCP, to ensure business continuity  
4. Provide monthly reports  
1x Business Continuity Specialist -G1

**BUSINESS SUPPORT SERVICES**  
Purpose: To provide an effective Business Support Services  
Functions:  
1. Provide Business Technology Support Service  
2. Provide ICT Communication Support  
3. Conduct System Design  
4. Maintain the website  
1x System Administrator-G1  
1x Mail Support Officer-G1  
1x Website Administrator-G1  
1x Office Support Officer -G1

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**NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019**

NWPL SECRETARY  
 NWPL SPEAKER

**BRANCH : FINANCE**

**Purpose : To manage the Finance and Supply Chain Management of the NWPL**

**Functions :**

1. Provide financial management and accounting
2. Provide Supply Chain Management services and support

1 x Executive Manager -E  
1x Personal Assistant -C1

**BUDGET MONITORING AND REPORTING (FINANCIAL MANAGEMENT AND ACCOUNTING)**

**Purpose: To provide Financial Management and accounting services**

**Functions :**

1. Manage budget and Planning
2. Manage accounts payable
3. Manage payroll
4. Manage Financial Management Reporting

1 x Manager -D5  
1 x Personal Assistant: Manager -C1

**SUPPLY CHAIN MANAGEMENT**

**Purpose: To provide Supply Chain Management services and support.**

**Functions :**

1. Managing Demand and Acquisition services.
2. Manage Contracts
3. Managing the rendering of Departmental Assets Services.
4. Managing Departmental logistical management services.
5. Manage procurement in line with prescripts

1 x Manager-D5  
1 x Personal Assistant: Manager -C1

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**NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019**

**NWPL SECRETARY**  
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**NWPL SPEAKER**  
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**BUDGET MONITORING AND REPORTING  
(FINANCIAL MANAGEMENT AND ACCOUNTING)**  
Purpose: To provide Financial Management and accounting services.  
Functions :  
1. Manage budget and planning  
2. Manage accounts payable  
3. Manage payroll  
4. Manage Financial Management Reporting  
1 x Manager -05  
1 x Personal Assistant Manager -01

**BUDGETING**  
Purpose: To provide budgeting services  
Functions:  
1. Develop and implement budget forecasting methods and tools  
2. Manage, review, analyse and quality assure the budget preparation process  
3. Manage the roll over, adjustment estimates and submit process.  
1x Deputy Manager - Budgeting -02  
1x Financial Officer-Budgeting-01

**EXPENDITURE MANAGEMENT & REPORTING**  
Purpose: To manage NWPL expenditure.  
Functions :  
1. Monitor Expenditure patterns  
2. Compile Expenditure reports  
3. Monitor Cash Flow and Suspense Account  
1 X Deputy Manager- Expenditure and Reporting- 04  
1x Financial Officer-Expenditure and Reporting- 01

**ACCOUNTS PAYABLE**  
Purpose: To provide accounting services.  
Functions :  
1. Manage accounts payable process  
2. Manage payment of Invoices  
3. Ensure proper and correct accountability is applied in processing transactions  
1 x Deputy Manager -03  
1x Senior Accounts payable Officer- 01  
1x Accounts payable Officer -03  
1x Billing Clerk -A

**FINANCIAL SYSTEM CONTROLLER**  
Purpose: To manage Financial System.  
Functions :  
1. Provide first line support to the Institution on all aspects on the System in relation to Financial Module  
2. Conduct training on the use of the System  
1. Manage Access Security  
1 X Financial System Controller - 01

**FINANCIAL STATEMENTS**  
Purpose: To manage Financial Statements  
Functions :  
1. Prepare Financial Systems to comply with set standards  
2. Manage General Ledger Reconciliation and Analysis  
3. Provision of accounting and bookkeeping services  
4. Prepare monthly, quarterly and Annual Financial reports  
1 X Deputy Manager- Accountant -02

**PAYROLL ADMINISTRATION**  
Purpose: To manage Payroll Services  
Functions:  
1. Manage payroll guidelines by updating the payroll system  
2. Manage the processing of Employee and Members benefits and allowances  
3. Issue decisions and allowance on appeal  
4. Payroll Reconciliation  
5. Maintain sound relations with all stakeholders representation  
1 x Deputy Manager- Payroll -04  
1x Payroll Officers -02  
1x Payroll Assistant- 02

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**NORTH WEST PROVINCIAL LEGISLATURE  
ORGANISATIONAL STRUCTURE 2019**

NWPL SECRETARY  
NWPL SPEAKER

**SUPPLY CHAIN MANAGEMENT**  
Purpose: To provide Supply Chain Management services and support.  
Functions :  
1. Managing Demand and Acquisition services.  
2. Manage Contracts  
3. Managing the rendering of Departmental Assets Services.  
4. Managing Departmental logistical management services.  
5. Manage procurement in line with prescripts  
1 x Manager-05  
1 x Personal Assistant Manager -C1

**DEMAND AND ACQUISITION MANAGEMENT**  
Purpose: To provide Demand and Acquisition Services  
Functions:  
1. Coordinate procurement.  
2. Manage Acquisition of goods and services  
3. Manage the tender processes  
4. Rendering Bid administration and secretariat services.  
5. Manage NWPL Inventory  
1x Deputy Manager- D2  
1x SCM Practitioner-Tender Admin- C4  
1x Sr SCM Practitioner-Acquisition-C4  
1x SCM Practitioner-Acquisition -C2  
1x Store Assistant-B2

**CONTRACT MANAGEMENT**  
Purpose: To manage NWPL Contracts in the SCM  
Functions:  
1. Coordinate and manage contracts between the NWPL and Contracted Services Providers  
2. Maintain the contract register and database.  
3. Manage Supplier performance according to the signed S/A.  
4. Maintain supplier database.  
1x Deputy Manager-Contract Management- D1  
2x SCM Practitioner- Bookings - C2  
1x SCM Practitioner-Contract Management-C1

**ASSET MANAGEMENT**  
Purpose: To manage the NWPL Assets  
Functions:  
1. Developing and monitoring the implementation of asset management strategy.  
2. Ensuring the safeguard of asset and implementation of maintenance plan.  
3. Reconciling registers and reports from the system.  
4. Developing and implementing asset disposal strategy and processes.  
5. Identifying and conducting asset physical verification process.  
1x Deputy Manager-Assets (Asset Management Officer)- D1  
1x Senior SCM Practitioner- Asset Management-C4  
1x SCM Practitioner - Asset Management-C1

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