



**Western Cape
Government**

Provincial Treasury

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Reference: T8/2/31

TREASURY CIRCULAR MUN 18 OF 2013

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MS D GOEDEMAN
THE MAYOR, CEDERBERG MUNICIPALITY: MR J WHITE
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR FJ SCHIPPERS
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MR N DE BRUYN
THE MAYOR, WITZENBERG MUNICIPALITY: MR S LOUW
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS G VAN DEVENTER
THE MAYOR, STELLENBOSCH MUNICIPALITY: MR CJ SIDEGO
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR BD KIVEDO
THE MAYOR, LANGEBERG MUNICIPALITY: MS D GAGIANO
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR L DE BRUYN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR CB PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL
THE MAYOR, SWELLENBAM MUNICIPALITY: COUNCILLOR N MYBURGH
THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR V VAN DER WESTHUISEN
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON
THE MAYOR, HESSEQUA MUNICIPALITY: MS E NEL
THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KNYSNA MUNICIPALITY: MS G WOLMARANS
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR E NJADU
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HD PRINCE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR H PRINS
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR I KENNED
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR LA SCHEEPERS
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR M MGAJO
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: MR J METTLER
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS C LIEBENBERG
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR G MATTHYSE
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR MP DU PLESSIS
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEVENS
THE MUNICIPAL MANAGER, SWELLENBAM MUNICIPALITY: MR G PAULSE (Acting)
THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR GW LOUW
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR F HUMAN (Acting)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MS L WARING

THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: MR J KOEKEMOER
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MS U BAARTMAN
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER
THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR K COOPER
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR JG MARAIS
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR R ESAU
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M BOLTON
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR CF HOFFMANN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR JJ BURGER (Acting)
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H SCHLEBUSCH
THE CHIEF FINANCIAL OFFICER, SWELLENBAM MUNICIPALITY: MR J KRAPPHL
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT MUNICIPALITY: MS L HOEK (Acting)
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR N DELO
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR D LOTT
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR F LÖTTER
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR N NORTJE (Acting)
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR A STRUMPHER (Acting)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR Z HOOSAIN)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR TC ARENDSE)
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: FISCAL POLICY (MS C HORTON)
THE SENIOR MANAGER: INFRASTRUCTURE (MR R DANIELS) (ACTING)
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS N OLIPHANT)
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS - NATIONAL TREASURY (MR J HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION - NATIONAL TREASURY (MR TV PILLAY)

CHIEF RISK OFFICER AND CHIEF AUDIT EXECUTIVE FORUMS: 30 AND 31 MAY 2013

1. This circular serves to confirm that municipal Chief Risk Officers and Heads of the Internal Audit Units are to attend the respective forums which will be held on 30 and 31 May 2013.
2. Municipal Managers are to ensure that a representative from each municipality attend the forums.
3. Confirmation of attendance or apologies should reach the Secretariat from Provincial Treasury by no later than 27 May 2013.
4. The forums will be held at the **Franschhoek Town Hall**, Huguenot Road, Franschhoek at the times stipulated below:

Chief Risk Officers Forum

Date: 30 May 2013

Time: 10h00 – 13h00

Enterprise Risk Management and Internal Audit Commissions

Date: 30 May 2013

Time: 13h30 – 16h00

Chief Audit Executive Forum

Date: 31 May 2013

Time: 09h30 – 13h00

5. Attached hereto, are the agendas for the respective forums.
6. Any queries may be directed to Brendan Brown at 021 483 2947 or Brendan.Brown@westerncape.gov.za

Yours faithfully



BAZIL VINK
SENIOR MANAGER: FINANCIAL GOVERNANCE
PROVINCIAL TREASURY

DATE: 22/5/2013



REFERENCE: T6/1/3/MRMF

ENQUIRIES: Ms. J. Jafftha

Tel: +27 21 483 8045

Agenda of the Quarterly Municipal Risk Management Forum to be hosted by Stellenbosch Municipality in Franshoek at the Franshoek Town Hall on Thursday, 30 May 2013 at 10:00

CHAIRPERSON: Mr. Ashley Thomas / Mr. Bazil Vink

SECRETARIAT: Ms. Janine Jafftha

No.	Agenda Items	Responsible Person	Time Allocation
1.	Opening and Welcome	Chairperson	10:00 – 10:05
2.	Attendance Register	All	
3.	Apologies	Secretariat	10:05 – 10:10
4.	Minutes of the Previous Meeting (Appendix A)	Chairperson	10:10 – 10:15
5.	Adoption of Terms of Reference (Appendix B)	Chairperson	10:15 – 10:25
6.	Matters Arising (Appendix C)	Chairperson	10:25 – 10:40
7.	Standard Agenda Items		
7.1.	Provincial Treasury Feedback	Chairperson	10:40 – 11:00
7.2.	National Treasury Feedback	NT Representative	11:00 – 11:20
Morning Tea/Coffee Break (11:20 – 11:35)			
7.3.	Technical Sub-Committee Feedback	TSC Members	11:35 – 11:50
7.4.	Municipal Feedback – Way Forward	Chairperson	11:50 – 12:00
8.	New Matters		
8.1.	Presentation on SCM and the relating Risks (Appendix D)	R. Moolman I. Smith	12:00 – 12:25
8.2.	IMFO Risk Commission (Appendix E)	L. Geldenhuys	12:25 – 12:40
8.3.	Determining the Risk Appetite (Appendix F)	TSC Members	12:40 – 12:50

No.	Agenda Items	Responsible Person	Time Allocation
9.	Date of Next Forum (Appendix G)	Chairperson	12:50 – 12:55
9.1.	Fraud Risk Management Commission	Chairperson	12:55 – 13:00
10.	Closure of Meeting	Chairperson	13:00 – 13:05
Lunch Break (13:05 – 13:35)			



AGENDA

Connecting the Forums to be held at Franschhoek Town Hall on Thursday, 30 May 2013

No	Agenda Item	Facilitator	Time Allocation
1	IT Risk Management Commission: Minimum Risk per Municipality as Contained in the Risk Register	Representative from AGSA	13h30 – 16h00
2	IT Risk Audit Commission: Audit Program for Around the Computer; Audit Program for Through the Computer	Representative from AGSA	

CHIEF AUDIT EXECUTIVE FORUM-WESTERN CAPE

SECRETARY: Zareena Gabier
Provincial Treasury
Tel (W): 021 483 5094
Zareena.Gabier@pgwc.gov.za

CHAIRPERSON: Sifiso Sotshede
Drakenstein Municipality
Tel: (W) 021 807 4789
sifiso.sotshede@drakenstein.gov.za



**Western Cape
Government**
Provincial Treasury

AGENDA

of the Chief Audit Executive Forum to be held at 09:30 on Friday, 31 May 2013
at Franschhoek, Stellenbosch

**S SOTSHEDE
CHAIRPERSON**

NO.	AGENDA ITEMS	RESPONSIBLE PERSON(S)	TIME ALLOCATION
Tea/Coffee & Snacks will be served between 09:00 – 09h30			
1.	Opening and Welcome	Chair	09h30 – 09h35
2.	Apologies	Chair	09h35 – 09h40
3.	Announcements by the Chairperson	Chair	09h40 – 09h45
4.	Minutes of Previous Meeting	Chair	09h45 – 09h50
5.	Matters Arising	Chair	09h50 – 11h35
5.1	Amendments to ToR	Chair	09h50 – 10h05
5.2	Presentation by AGSA on Predetermined Objectives	Gavin vd Hoven	10h05 – 10h50
5.3	May – International Internal Audit Month	Chair	10h50 – 11h00
	Body Break		11h00 – 11h10
6.	Standard Agenda Items	Chair	11h10 – 11h40
6.1	Provincial Treasury Feedback	Bazil Vink / Ashley Thomas	11h10 – 11h25
6.2	National Treasury Feedback	Chris Stoltz	11h25 – 11h40

8	New Matters	All	11h40 - 12h50
8.1	IMFO Commissions	Bazil Vink	11h40 - 12h10
8.2	Determining and Maintaining Best Practices to Ensure Compliance to section 165(2) of MFMA	Gerhard Louw	12h10 - 12h30
8.3	Regulation 43 of the SCM Regulations - Prohibition on awards to persons whose tax matters are not in order	Dominic vd Heever	12h30 - 12h50
9.	Date of Next Forum	Chair	12h50 - 12h55
10.	Closure	Chair	12h55 - 13h00
LUNCH			