



Reference: T7/2/7

TREASURY CIRCULAR MUN NO. 33/2013

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THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HT PRINCE

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THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR R LOTTERING
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MS L WARING
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER
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THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F HUMAN
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THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR M BOOYSEN (ACTING)

THE IDP MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR EARL WILLIAMS
THE IDP MANAGER, MATZIKAMA MUNICIPALITY: MR LIONEL PHILLIPS
THE STRATEGIC SERVICES MANAGER, CEDERBERG MUNICIPALITY: MR WINSTON OCTOBER
THE IDP MANAGER, BERGRIVIER MUNICIPALITY: MS TRACY STONE
THE IDP ADMINISTRATOR, SALDANHA BAY MUNICIPALITY: MR QUENTIN JORDAAN
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THE IDP OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR NOMABHACA MADUBELA
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THE STRATEGIC SERVICES MANAGER, DRAKENSTEIN: MS NOMFUNDO NDONDELA
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THE IDP MANAGER, STELLENBOSCH MUNICIPALITY: MS FAITH QEBENYA
THE IDP PRACTITIONER, STELLENBOSCH MUNICIPALITY: MS NIKKI DU PLESSIS
THE IDP MANAGER, LANGEBERG MUNICIPALITY: MS CELEST MATTHYS
THE IDP CO-ORDINATOR, LANGEBERG MUNICIPALITY: MR JONGE MFUTWANA
THE IDP MANAGER, BREEDE VALLEY MUNICIPALITY: MR. CHARLES CHORDNUM
THE IDP MANAGER, OVERBERG DISTRICT MUNICIPALITY: MS VANESSA ZEEMAN
THE IDP MANAGER, THEEWATERSKLOOF: MS BELINDA MUNSAMY-SWARTLAND
THE IDP MANAGER, OVERSTRAND MUNICIPALITY: MS ROCHELLE LOUW
THE IDP MANAGER, CAPE AGULHAS MUNICIPALITY: MS LINDY CLAASEN
THE IDP MANAGER, SWELLENBOSCH MUNICIPALITY: MS LORRAINE VENTER
THE IDP OFFICER, EDEN DISTRICT MUNICIPALITY: MR RICARDO DAVIDS
THE IDP MANAGER, KANNALAND MUNICIPALITY: MS JESSICA FULLER
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THE IDP MANAGER, BITOU MUNICIPALITY: MR THEMBINKOSI HENGE
THE IDP MANAGER, KNYSNA MUNICIPALITY: MR EBEN PHILLIPS
THE IDP MANAGER, MOSSEL BAY MUNICIPALITY: MS SHARON PARRY
THE IDP OFFICER, MOSSEL BAY MUNICIPALITY: MR GEORGE VAN DER WESTHUIZEN
THE IDP MANAGER, HESSEQUA MUNICIPALITY: MR LOUW DE VILLIERS
THE IDP MANAGER, GEORGE MUNICIPALITY: MR SANDILE NGQELE
THE IDP OFFICER, GEORGE MUNICIPALITY: MS RONEL LE FLEUR
THE IDP MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS THOBEKA TWANI
THE IDP MANAGER, LAINGSBURG MUNICIPALITY: MS GWYNNIFER PEKEUR
THE IDP MANAGER, BEAUFORT WEST MUNICIPALITY
THE IDP OFFICER, PRINCE ALBERT MUNICIPALITY: MR H ESTERHUIZEN

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 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 F SABBAT) (ACTING)
 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 M WÜST)
 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
 NATIONAL DEPARTMENT OF COOPERATIVE GOVERNANCE
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 THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)
 THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)
 THE CHIEF DIRECTOR: INTEGRATED SERVICE DELIVERY

MUNICIPAL PROCESS AND REPORTING CALENDAR 2013/14

1. PURPOSE

- 1.1 Municipalities are required to annually prepare a time schedule in terms of section 21 of the Municipal Finance Management Act, Act No. 56 of 2003 (MFMA) and section 34 of the Municipal Systems Act, Act No. 32 of 2000 (MSA) outlining the key deadlines for the preparation, tabling and approval of the Annual Budget and Integrated Development Plan (IDP).
- 1.2 The Circular has therefore been developed collaboratively between Provincial Treasury and Department of Local Government to:
 - 1.2.1 Remind municipalities to adopt their Budget and IDP Review process schedules ten (10) months before the start of the budget year as per section 21 of the MFMA and section 34 of the MSA;
 - 1.2.2 Provide municipalities with key dates related to the Provincial IDP review, MGRO and LG MTEC processes and associated engagements for incorporation into their Budgetary and IDP review processes; and

1.2.3 Request municipalities to submit their adopted Budget and IDP Review process schedules respectively to Provincial Treasury and the Department of Local Government.

2. **SCHEDULE OF KEY DATES**

The accompanying schedule takes into account the planning, monitoring and reporting requirements as taken up in amongst others the MFMA and MSA.

These requirements have been augmented by structured processes as collaborative initiatives between municipalities and the Provincial Government to address planning, conformance and performance requirements. In this regard, the dates for the IDP Indabas, IDP Managers Forums, CFO Forums MGRO 1 and 2 and the LG MTEC 3 processes are listed below:

2.1 **IDP Indabas**

The ultimate aim of the IDP Indabas is to ensure that adopted municipal IDPs are a reflection of all actions of government in a municipal area as informed by community needs. The Department of Local Government has introduced the IDP Indabas in two formats.

2.1.1 IDP Indaba 1

IDP Indaba 1 focuses on creating a platform for agreeing on the strategic agenda that should guide the development of the 5-year IDP. For this year IDP Indaba 1 dates are scheduled as follows:

- a. 16 September 2013, MinMay Tech (5 Municipal Districts)
- b. 18 September 2013, City of Cape Town

2.1.2 IDP Indaba 2

Indaba 2, scheduled for **February** of each calendar year, will address joint implementation of projects informed by municipal and provincial planning processes. Indaba 2 will again be district based, and the scheduled dates are as follows:

- a. Central Karoo region: 4 February 2014
- b. West Coast region: 10 & 11 February 2014
- c. Overberg region: 13 February 2014
- d. Cape Winelands region: 18 & 19 February 2014
- e. Eden region: 25 & 26 February 2014

The LG MTEC 2 Engagement which advises municipalities about Provincial and National allocations and grant frameworks will be incorporated into the Indaba 2 engagements.

2.2 **IDP Managers Forum**

The IDP Managers Forum meetings and workshops will take the form of 2-day engagements and will be hosted quarterly on a rotational basis throughout all districts in the Province.

The dates for the Provincial IDP Managers Forum for the remainder of the 2013/14 financial year are as follows:

- a. Quarter 2: 12 & 13 September 2013, Cape Winelands region
- b. Quarter 3: 5 & 6 December 2013, Eden region
- c. Quarter 4: 6 & 7 March 2014, Central Karoo region

2.3 **CFO Forums**

The CFO Forum serves as the primary platform where the Provincial Treasury, the Department of Local Government and other relevant stakeholders engage with CFOs and senior municipal officials regarding financial management and governance reforms and challenges affecting municipalities.

The CFO Forum meetings and Annual Lekgotla will take the form of quarterly 1-day engagements and the annual 2-day CFO Forum Lekgotla in December.

The dates for the CFO Forum for the remainder of the 2013/14 financial year are as follows:

- a. Quarter 2: 6 September 2013, Stellenbosch
- b. Quarter 3: 5 & 6 December 2013, Mossel Bay (TBC)
- c. Quarter 4: 7 March 2014, Stellenbosch

2.4 **MGRO**

The Municipal Financial Governance Review and Outlook (MGRO) is a Provincial Treasury (PT) initiative in collaboration with the Department of Local Government that provides an independent assessment of the governance level of municipalities.

The intention of the MGRO is to assess the municipality in terms of the adopted assessment model and to provide recommendations to management on how to take the financial management capability of the municipality to level 3 and higher. MGRO comprises of two phases namely:

2.4.1 MGRO 1

- a. 3 September 2013; Eden District (excluding Hessequa), Garden Route Hotel, Mossel Bay
- b. 4 September 2013; Central Karoo District (including Hessequa), Garden Route Hotel, Mossel Bay
- c. 5 September 2013; City of Cape Town, City of Cape Town
- d. 10 September 2013; West Coast District, Blue Bay Lodge, Saldanha Bay
- e. 11 September 2013; Overberg District, Caledon Hotel & Spa, Caledon
- f. 12 September 2013; Cape Winelands District, Protea Hotel Techno Park, Stellenbosch

2.4.2 MGRO 2

The MGRO 2 engagements are provisionally scheduled for 17 February 2014 to 7 March 2014. The engagement dates per municipality are listed as per Appendix A.

2.5 **LG MTEC 3 Engagements**

The Annual LG MTEC 3 engagements are provisionally scheduled for the period 22 April 2014 to 7 May 2014. These dates are subject to change due to the upcoming National and Provincial Elections scheduled for April - June 2014 of which the exact dates are still to be proclaimed. The engagement dates per municipality are listed as per Appendix B.

3. **CONCLUSION**

3.1 Municipalities should note the key dates and incorporate it in their Budget and IDP Review process schedules.

3.2 All municipalities are required to submit their adopted Budget and IDP Review process schedules as required in terms of section 21 of MFMA and section 34 of the MSA not later than **6 September 2013** via e-mail respectively to:

Provincial Treasury: Jonathan.Hendricks@westerncape.gov.za; and

Department of Local Government: Fezeka.Mabusela@westerncape.gov.za

3.3 For any enquiries on matters raised in this Circular, please feel free to contact any of the following persons below:

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MR M BOOYSEN

SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE

DATE: 21 August 2013