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Reference: T16/1/1

# TREASURY CIRCULAR NO. 13/2014

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THE PREMIER
THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
                                                                                        For information
THE MINISTER OF HUMAN SETTLEMENTS
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT
THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2:
                                 PROVINCIAL PARLIAMENT (MR R HINDLEY)
THE ACCOUNTING OFFICER: VOTE 3:
                                 PROVINCIAL TREASURY (DR JC STEGMANN)
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                                  COMMUNITY SAFETY (DR GA LAWRENCE)
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                                 HEALTH (PROF KC HOUSEHAM)
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                                  HUMAN SETTLEMENTS (MR T MGULI)
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                                  ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
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THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR A PRESTSON)
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 H MALILA) (PRO TEM)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PULIC FINANCE (MR F SABBAT) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
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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 (MR H MALILA) (PRO TEM)
THE SENIOR MANAGER: INFRASTRUCTURE (MS JD GANTANA) (PRO TEM)
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 TL RADEBE)
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 DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)
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### **INFRASTRUCTURE CALENDAR: 2014/15**

#### 1. PURPOSE

The purpose of the Infrastructure Budget and In-Year Monitoring Planning Process Schedule is to inform all Accounting Officers, Chief Executive Officers and Infrastructure Specialists of deliverables and associated activities to ensure compliance with the 2014 Division of Revenue Act/DoRB, the Government Immovable Asset Management Act (GIAMA), Act 19 of 2007 and the Western Cape Infrastructure Delivery Management System (WCIDMS).

# 2. BACKGROUND/DISCUSSION

Infrastructure planning, preparation and delivery are at the heart of sustained economic growth and social well-being.

The 2014 Infrastructure Budget and In-Year Monitoring Planning and Process Schedule (Annexure A) builds on provincial efforts in support of improving compliance to relevant pieces of legislation as well as the institutionalisation of the Western Cape Infrastructure Delivery Management System (WCIDMS).

It should be noted that deliverables, especially infrastructure MTEC budget dates and processes indicated with an asterisk (\*), are subjected to change. Those dates will be communicated when processes are finalised.

# 3. **ACTIONS REQUIRED**

It would be appreciated if these arrangements are brought to the attention of all staff involved in the planning and delivery of public infrastructure as well as the formulation of departmental and entity plans and budgets for the next MTEF.

If you have any enquiries on the content of this circular, you are welcome to contact the officials below:

Mr Reggie Daniels, telephone (021) 483 3803 Email Reginald.Daniels@westerncape.gov.za

Or

Mr Adriaan Visagie, telephone 021 483 2264 Email <u>Adriaan.Visagie@westerncape.gov.za</u>

Or

Ms Louisa Dean, telephone 021 483 6849 Email Louisa.Dean@westerncape.gov.za

Kind regards

MS JD GANTANA

CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE

**DATE:** 09/04/2014

#### BUDGET PROCESS FOR INFRASTRUCTURE: 2014/15

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Submission of final annual Procurement Plan (infrastructure projects) for 2014/15 stemming from the 2014/15 IPIP of Department of Health; Education; Roads from Supply Chain Management: Provincial Government	30-Apr											
Provincial Treasury to provide feedback to  Department												
O Submission of final annual Procurement R Plan (infrastructure projects) for 2014/15 A stemming from the 2014/15 IPIP of Department of Health; Education; Roads D to Supply Chain Management: Provincial Government		26-May										
Provincial Treasury to provide feedback to Department												
V Submission of first draft User Asset  Management Plans (2015/16 MTEF), hard copy and electronic copy, inclusive of  Roads Asset Management Plan including initial list of prioritised projects to Provincial Treasury and copy to Transport and Public Works as Custodian			30-Jun									
Provincial Treasury to provide feedback to Department												
Submission of first draft User Asset Management Plan (2015/16 MTEF), hard copy and electronic copy, inclusive of Roads Asset Management Plan including initial list of prioritised projects by Departments of Education, Health and Roads to National Treasury					08-Aug							
Provincial Treasury to provide feedback to Department												
Submission of first draft (Health & Education) accepted project proposals above treshold value of R10 m of 2015/16 and 2016/17 to Provincial Treasury (Incentive Grant) ( Should be new projects of 2015/16 and 2016/17 as per 2014/15 U-AMP)				25-Jul								
Provincial Treasury to provide feedback to Department												
Submission of first draft (Health & Education) accepted project proposals above treshold value of R10 m of 2015/16 and 2016/17 to National Treasury (Incentive Grant) (Should be new projects of 2015/16 and 2016/17 as per 2014/15 U-AMP)					08-Aug							

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
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Provincial Treasury to provide feedback to												
Department												
*Submission of first draft (Health &												
Education) accepted concept reports for												
new project proposals above treshold												
value of R10 m of <b>2015/16</b> to Provincial					15-Aug							
Treasury (Incentive Grant) (Should be new					Jn.							
projects of 2015/16 in the design as per					-							
2014/15 U-AMP)												
Provincial Treasury to provide feedback to												
Department												
*Submission of first draft (Health &												
Education) accepted concept reports												
above treshold value of R10 m of 2015/16												
to National Treasury (Incentive Grant)(					29-Aug							
Should be new projects of 2015/16 in the					Αu							
design as per 2014/15 U-AMP) (Should be					g							
new projects of 2015/16 in the design as												
per 2014/15 U-AMP)												
Provincial Treasury to provide feedback to												
Department												
Submission of 2 nd draft User Asset												
Management Plans (2015/16 MTEF),												
inclusive of Roads Asset Management Plan						03						
including initial list of prioritised projects by						03-Sep						
users to Provincial Treasury and the						Ö						
Transport and Public Works as Custodian												
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Provincial Treasury to provide feedback to												
Department												
Submission of final User Asset Management												
Plans (2015/16 MTEF), hard copy and												
electronic copy, inclusive of Roads Asset											20-	
Management Plan including list of prioritised projects by users to Provincal											20-Feb	
Treasury/National Departments/National											O	
Treasury												
Provincial Treasury to provide feedback to												
Department												
Submission of final tabled User Asset												
Management Plans (2015/16 MTEF),												_
inclusive of Roads Asset Management Plan												9-
including list of prioritised projects by users												$\leq$
to Provincal Treasury/National												ir .
Departments/National Treasury												
Provincial Treasury to provide feedback to												
Department												
*Submission of first draft planning IRM data	_											
file of Education; Health; Social	5-,											
Development; CapeNature; Public Works	15-Apr											
and Roads to Provincial Treasury												

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to												
Department *Submission of final draft planning IRM data												
file (2014/15 MTEF) of Education; Health;												
Social Development; CapeNature; Public	22-Apr											
Works and Roads to National Departments/National Treasury/Provincial	þr											
Treasury												
Provincial Treasury to provide feedback to												
Department Submission of final monthly IRM to reflect												
infrastructure cash flows & expenditure												
(2013/14 MTEF) of Education; Health; Roads	15-Apr											
and Public Works, CapeNature; Human Settlements to Provincial Treasury	Or											
Provincial Treasury to provide feedback to												
Department												
Submission of final monthly IRM to reflect infrastructure cash flows & expenditure	2											
(2013/14 MTEF) of Education; Health; Roads	22-Apr											
and Public Works to National Departments/National Treasury	Or											
Provincial Treasury to provide feedback to												
Department												
Submission of first draft monthly IRM (2014/15 MTEF) by sector departments												
(Education; Health; Public Works; Roads;		_	,		_		_,	_	_		_,	
Social development; CapeNature; Human		15-May	17-Jun	15-Jul	15-Aug	15-Sep	15-Oct	17-Nov	10-Dec	15-Jan	16-Feb	16-Mar
Settlements-DORA expenditure reports) to reflect infrastructure expenditure & projects		lay	'n	띱	gui	ер	Oct	VO	ec	an	eb	ar
cash flows to Provincial Treasury												
Provincial Treasury to provide feedback to												
Department												
Submission of final monthly IRM (2014/15												
MTEF) by sector departments (Education; Health; Public Works; Roads; Social												
development; CapeNature; Human		22-May	23-Jun	22-Jul	22-Aug	22-Sep	22-Oct	21-Nov	15-Dec	22-Jan	23-Feb	23-Mar
Settlements-DORA expenditure reports) to reflect infrastructure expenditure & projects		Лау	Jun	Jul	βnγ	p e p	Oct	VoV	Эес	lan	0	var 📗
cash flows to Provincial Treasury and to												
relevant National Department												
Provincial Treasury to provide feedback to Department												
Submission of non-financial and financial												
reports of 2013/14 Infrastructure Budget of Education ; Health and Human Settlements		23-										
(Human Settlement Development Grant) to		23-May										
Provincial Treasury		Υ										
Provincial Treasury to provide feedback to												
Department Submission of non-financial and financial												
reports of 2013/14 Infrastructure Budget of		ω										
Education ;Health and Human Settlements		30-May										
(Human Settlement Development Grant) to Provincial Treasury		lay										

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to												
Department												
Submission of first draft Infrastructure												
Programme Managament Plan (2015/16					<u>→</u>							
MTEF) by client departments (Education;					- <del>-</del>							
Health) to Implementing Agents and to					15-Aug							
Provincial Treasury												
Provincial Treasury to provide feedback to												
Department												
Submission of second draft Infrastructure												
Programme Managament Plan (2015/16					29-							
MTEF) of client departments (Education;					29-Aug							
Health) to National Treasury					g							
Provincial Treasury to provide feedback to												
Department												
Submission of final Infrastructure												
Programme Managament Plan (2015/16											N	
MTEF) by client departments to National											20-Feb	
											<u>e</u>	
Department/Provincial Treasury/National Treasury											O	
Provincial Treasury to provide feedback to												
Department												
Submission first draft combination of												
2015/16 Infrastructure Programme					15							
Management Plan (IPMP)/Infrastructure					15-Aug							
Programme Implementation Plan (IPIP) by					Br							
Roads to PT (copy)												
Provincial Treasury to provide feedback to												
Department												
Submission second draft combination of												
Infrastructure Programme Management					29							
Plan (IPMP)/Infrastructure Programme					29-Aug							
Implementation Plan (IPIP) for 2015/16 MTEF					Gr							
projects by Roads to PT (copy)												
Provincial Treasury to provide feedback to												
Department												
Submission final combination of												
Infrastructure Programme Management											20	
Plan (IPMP)/Infrastructure Programme											20-Feb	
Implementation Plan (IPIP) for 2015/16 MTEF											9	
projects by Roads to PT (copy)												
Provincial Treasury to provide feedback to												
Department												
Submission of first draft Custodian Asset												
Management Plan (C-AMP) hard copy and					29							
electronic copy for 2015/16 MTEF projects					29-Aug							
by Custodian to Provincial Treasury and					gui							
copy to User departments					_							
Provincial Treasury to provide feedback to												
Department												
Submission of second draft												
updated/improved Custodian Asset												
Management Plan (C-AMP) hard copy and								ევ.				
electronic copy for 2015/16 MTEF projects								-No				
by Custodian to Provincial Treasury and								×				
copy to User departments												
J to oso: dopartments												

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DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to Department												
Submission of final Custodian Asset												
Management Plan (C-AMP) for 2015/16											20-Feb	
MTEF projects by Custodian to Provincial											Fek	
Treasury and copy to User departments											0	
Provincial Treasury to provide feedback to Department												
Submission of final tabled Custodian Asset												
Management Plan (C-AMP) for 2015/16												0.7
MTEF projects by Custodian to Provincial Treasury and copy to User departments (to												05-Mai
reflect users projects and portion of												<u>ਕ</u>
budget)												
Provincial Treasury to provide feedback to												
Department												
*Submission of first draft Infrastructure												
Programme Implementation Plan (IPIP) by Implementing Agent (IA) to PT (copy) and												
to relevant client department s (Education							10-Oct					
& Health) Ns. Implementers other than							Oc					
Public Works should also submit IPIPs via							+					
Public Works/ Client department												
Provincial Treasury to provide feedback to Department												
*Submission of second draft Infrastructure												
Programme Implementation Plan (IPIP) by												
Implementing Agent (IA) to PT (copy) and									00			
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Provincial Treasury to provide feedback to												
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Programme Implementation Plan (IPIP) by Implementing Agent (IA) to PT (copy) and												
to relevant client departments (Education											20-Feb	
& Health) Ns. Implementers other than											Fek	
Public Works should also submit IPIP via											O	
Public Works/ Client department												
Provincial Treasury to provide feedback to												
Department Submission of first draft 2015/16 Business												
Plan (IPMP) of Human Settlements (Human								_				
Settlements Development Grant) including								4-				
prject list with monthly cash flow projections								14-Nov				
to Provincial Treasury												

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DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to Department Submission of second <b>draft 2015/16</b> Business												
Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including prject list with monthly cash flow projections to National Department and cc Provincial Treasury										23-Jan		
Provincial Treasury to provide feedback to Department												
Submission of final 2015/16 Business Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including prject list with monthly cash flow projections to National Department and cc Provincial Treasury												20-Mar
Provincial Treasury to provide feedback to Department Submission of BS2 (summary of infrastructure												
per category) and BS 1 tables in respect of Education; Health; Social Development; CapeNature; Roads and Public Works and Human Settlements infrastructure for main budget of 2014/15											24-Feb	
Provincial Treasury to provide feedback to Department												
Submission of BS2 (summary of infrastructure per category) and BS 1 tables in respect of Education; Health; Social Development; CapeNature; Roads and Public Works infrastructure for adjusted budget of 2014/15								15-Nov				
Provincial Treasury to provide feedback to Department												
B * MTEC 1 Hearings with departments U D							30-Oct 27-Oct					
G Activities to be performed by Infrastructure Unit						× × × × x						
T *MTEC 2 Hearings with departments										30-Jan 27-Jan		
R Activities to be performed by Infrastructure O Unit										ххх		
C * Infrastructure mini MTEC E S											06-Feb	
S Activities to be performed by Infrastructure Unit										x x x x x		

<sup>\*</sup> Dates are subject to change



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Reference: T16/1/1

# TREASURY CIRCULAR NO 13/2014 (Supplementary No. 1 of 2014)

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THE PREMIER
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THE MINISTER OF COMMUNITY SAFETY
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THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR Z HOOSAIN)
THE HEAD: PUBLIC POLICY SERVICES (MR H MALILA) (PRO TEM)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PULIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
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THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: FISCAL POLICY (MR H MALILA) (PRO TEM)
THE SENIOR MANAGER: INFRASTRUCTURE (MS JD GANTANA) (PRO TEM)
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 TL RADEBE)
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 DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)
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# **REVISED INFRASTRUCTURE CALENDAR: 2014/15**

### 1. PURPOSE

The purpose of the Infrastructure Budget and In-Year Monitoring Planning Process Schedule is to inform all Accounting Officers, Chief Executive Officers and Infrastructure Specialists of revised deliverables and associated activities to ensure compliance to the 2014 Division of Revenue Act, the Government Immovable Asset Management Act (GIAMA) Act 19 of 2007 and the Western Cape Infrastructure Delivery Management System (WCIDMS).

# 2. BACKGROUND/DISCUSSION

Infrastructure planning, preparation and delivery are at the heart of sustained economic growth and social well-being.

The 2014 Infrastructure Budget and In-Year Monitoring Planning and Process Schedule (Annexure A) builds on provincial efforts in support of improving compliance to relevant pieces of legislation as well as the institutionalisation of the Western Cape Infrastructure Delivery Management System (WCIDMS).

It should be noted that deliverables, especially infrastructure MTEC budget dates and processes indicated with an asterisk (\*), are subject to change. Those dates will be communicated when these processes are finalised.

# 3. **ACTIONS REQUIRED**

It would be appreciated if these arrangements are brought to the attention of all staff involved in the planning and delivery of public infrastructure as well as the formulation of departmental and entity plans and budgets for the next MTEF.

If you have any enquiries on the content of this circular, you are welcome to contact the officials below:

Mr Reggie Daniels, telephone (021) 483 3803 Email Reginald.Daniels@westerncape.gov.za

Or

Mr Adriaan Visagie, telephone 021 483 2264 Email Adriaan.Visagie@westerncape.gov.za

Or

Ms Louisa Dean, telephone 021 483 6849 Email Louisa.Dean@westerncape.gov.za

Kind regards

MS JD GANTANA

CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE

**DATE:** 23/07/2014

#### **BUDGET PROCESS FOR INFRASTRUCTURE: 2014/15**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Submission of first draft annual Procurement Plan (infrastructure projects) for 2014/15 stemming from final 2014/15 U-AMPs of the Department of Health; Education; Roads; Environmental Affairs and Development Planning (CapeNature); Social Development; as received from Supply Chain Management: Provincial Government	30-Apr											
Provincial Treasury to provide feedback to Department												
D Plan (infrastructure projects) for 2014/15 stemming from final 2014/15 U-AMPs of the R Department of Health; Education; Roads; Environmental Affairs and Development Planning (CapeNature); and Social Development as received from Supply Chain Management: Provincial Government		26-May										
Provincial Treasury to note changes/improvements												
Submission of first draft User Asset Management Plan(UAMP) (2015/16 MTEF), hard copy and electronic copy, inclusive of initial list of prioritised projects by Departments of Education, Health and Roads (Roads Asset Management Plan) to Provincial Treasury and copy to Transport and Public Works as Custodian			30-Jun									
Provincial Treasury to provide feedback to Department												
Submission of second draft User Asset Management Plan(UAMP) (2015/16 MTEF), hard copy and electronic copy, inclusive of initial list of prioritised projects + assessement reports of Departments of Education, Health and Roads (Roads Asset Management Plan) to National Treasury and National Departments				25-Jul								
Provincial Treasury to note changes/improvements												
Submission of first draft (Health & Education) approved project proposals in the planning stage above treshold value of R10 m in the 2015/16 and 2016/17 financial years to Provincial Treasury					11-Aug							

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to Department												
Submission of 2nd Draft (Health & Education) approved project proposals in the planning stage above treshold value of R10 m in the 2015/16 and 2016/17 financial years by Provincial Departments to National Departments and by Provincial Treasury to National Treasury					22-Aug							
Provincial Treasury to note changes/improvements												
Submission of first draft (Health & Education) approved concept reports in the design or construction stage above treshold value of R10 m in the 2015/16 financial year to Provincial Treasury					11-Aug							
Provincial Treasury to provide feedback to Department												
Submission of updated (Health & Education) approved concept reports in the design or construction stage above treshold value of R10 m in the 2015/16 financial year Provincial Departments to National Departments and by Provincial Treasury to National Treasury					22-Aug							
Provincial Treasury to note changes/improvements												
National Sector Forum on assessment of Provincial 2015/16 U-AMPs (Health & Education)-15-16 September 2014						15-Sep						
Joint Moderation Process of provincial and national assessments 17-23 September						17-Sep						
Correspondence on the outcome of the 2014 MTEF assessment process on the Infrastructure Perfomance Incentive Grant								28-Nov				
Submission of second draft UAMP (2015/16 MTEF), inclusive of Roads Asset Management Plan including initial list of prioritised projects by users to Provincial Treasury and the Transport and Public Works as Custodian						03-Sep						
Provincial Treasury to provide feedback to Department												
Submission of final UAMP (2015/16 MTEF), hard copy and electronic copy, inclusive of initial list of prioritised projects + assessement reports of Departments of Education, Health and Roads (Roads Asset Management Plan) to Provincial Treasury											23-Feb	

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to note changes/improvements												
Submission of final tabled UAMPs (2015/16 MTEF), inclusive of Roads Asset Management Plan including list of prioritised projects by users to Provincal Treasury/National Departments/National Treasury												05-Mar
Provincial Treasury to provide feedback to Department												
*Submission of first draft planning IRM data file of Education; Health; Social Development; CapeNature; Public Works and Roads to Provincial Treasury	15-Apr											
Provincial Treasury to provide feedback to Department												
Submission of final draft planning IRM data file (2014/15 MTEF) of Education; Health; Social Development; CapeNature;Public Works and Roads to National Departments/National Treasury/Provincial Treasury	22-Apr											
Provincial Treasury to provide feedback to Department												
Submission of final monthly IRM to reflect infrastructure cash flows & expenditure (2013/14 MTEF) of Education; Health; Roads and Public Works, CapeNature; Human Settlements to Provincial Treasury for assessment purposes	15-Apr											
Provincial Treasury to note changes/improvements												
Submission of final monthly IRM to reflect infrastructure cash flows & expenditure (2013/14 MTEF) of Education; Health; Roads and Public Works to National Departments/National Treasury	22-Apr											
Provincial Treasury to note changes/improvements												
Submission of first draft monthly IRM (2014/15 MTEF) by sector departments (Education; Health; Public Works; Roads; Social development; CapeNature; Human Settlements-DORA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and Education and Health to National Departments		15-May	17-Jun	15-Jul	15-Aug	15-Sep	15-Oct	17-Nov	10-Dec	15-Jan	16-Feb	16-Mar

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to Department												
Submission of final monthly IRM (2014/15 MTEF) by sector departments (Education; Health; Public Works; Roads; Social development; CapeNature; Human Settlements-DORA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and to relevant National Department		22-May	23-Jun	22-Jul	22-Aug	22-Sep	22-Oc†	21-Nov	15-Dec	22-Jan	23-Feb	23-Mar
Provincial Treasury to note changes/improvements												
Submission of non-financial and financial reports of 2013/14 Infrastructure Budget of Education ;Health and Human Settlements (Human Settlement Development Grant) to Provincial Treasury		23-May										
Provincial Treasury to provide feedback to Department												
Submission of non-financial and financial reports of 2013/14 Infrastructure Budget of by Education ;Health and Human Settlements (Human Settlement Development Grant) to National Departments and copies to Provincial Treasury		30-мау										
Provincial Treasury to note changes/improvements												
Submission of first draft Infrastructure Programme Managament Plan - IPMP (2015/16 MTEF) by client departments (Education ; Health) to Implementing Agents and to Provincial Treasury						22-Sep						
Provincial Treasury to provide feedback to Department												
Submission of second draft Infrastructure Programme Management Plan -IPMP (2015/16 MTEF) of client departments (Education; Health) to National Treasury and National Departments							24-Oc†					
Provincial Treasury to note changes/improvements												
Submission of final Infrastructure Programme Management Plan-IPMP (2015/16 MTEF) by client departments to National Department/Provincial Treasury/Implementing Agent											23-Feb	
Provincial Treasury to provide feedback to Department												
Submission first draft combination of 2015/16 Infrastructure Programme Management Plan (IPMP)/Infrastructure Programme Implementation Plan (IPIP) by Roads to PT (copy)					15-Aug							

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to Department												
Submission second draft combination of Infrastructure Programme Management Plan (IPMP)/Infrastructure Programme Implementation Plan (IPIP) for 2015/16 MTEF projects by Roads to PT (copy)							24-Oct					
Provincial Treasury to provide feedback to Department												
Submission final combination of Infrastructure Programme Management Plan (IPMP)/Infrastructure Programme Implementation Plan (IPIP) for 2015/16 MTEF projects by Roads to PT (copy)											23-Feb	
Provincial Treasury to provide feedback to Department												
Submission of first draft Custodian Asset Management Plan (C-AMP) hard copy and electronic copy for 2015/16 MTEF projects by Custodian to Provincial Treasury and copy to User departments					29-Aug							
Provincial Treasury to provide feedback to Department												
Submission of second draft updated/improved Custodian Asset Management Plan (C-AMP) hard copy and electronic copy for 2015/16 MTEF projects by Custodian to Provincial Treasury and copy to User departments								03-Nov				
Provincial Treasury to provide feedback to Department												
Submission of final Custodian Asset Management Plan (C-AMP) for 2015/16 MTEF projects by Custodian to Provincial Treasury and copy to User departments Provincial Treasury to provide feedback to											23-Feb	
Department Submission of final tabled Custodian Asset												
Management Plan (C-AMP) for 2015/16  MTEF projects by Custodian to Provincial  Treasury and copy to User departments (to reflect users projects and portion of budget)												05-Mar
Provincial Treasury to note adherence												
*Submission of first draft Infrastructure Programme Implementation Plan (IPIP) by Implementing Agent (IA) to PT (copy) and to relevant client department s (Education & Health) Ns. Implementers other than Public Works should also submit IPIPs via Public Works/ Client department							21-Sep					
*Submission of first draft Infrastructure Programme Implementation Plan (IPIP) by Implementing Agent (IA) to PT (copy) and to relevant client department s (Education & Health) Ns. Implementers other than Public Works should also submit IPIPs via							21-Sep					

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to provide feedback to Department												
Submission of first draft IPIP by Provincial Department of Health to National Department and copy to Provincial Treasury										30-Nov		
Provincial Treasury to note any updates												
*Submission of second draft Infrastructure Programme Implementation Plan (IPIP) (2015/16 MTEF) by Implementing Agent (IA) to PT (copy) and to relevant client departments (Education & Health) Ns. Implementers other than Public Works should also submit IPIPs via Public Works/ Client department								25-Oct				
Provincial Treasury to provide feedback to Department												
"Submission of final Infrastructure Programme Implementation Plan (IPIP); Infrastructure Programme Management Plan IPMP; User Asset Management Plan (U-AMP) (2015/16 MTEF) to PT (copy) and to National Department of Health as per DORA Grant framework									30-Nov			
*Submission of final Infrastructure Programme Implementation Plan (IPIP) by Implementing Agent (IA) to PT (copy) and to relevant client departments (Education & Health) Ns. Implementers other than Public Works should also submit IPIP via Public Works/ Client department											23-Feb	
Provincial Treasury to provide feedback to Department												
Submission of <b>first draft 2015/16</b> Business Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including prject list with monthly cash flow projections to Provincial Treasury								14-Nov				
Provincial Treasury to provide feedback to Department												
Submission of first draft Annual Implementation plan (AIP) to Provincial Treasury for assessment purposes										12-Jan		
Provincial Treasury to provide feedback to Department												
Submission of first draft (updated) Annual Implementation plan (AIP) submitted to National Department of Health by Provincial Department and copy to Provincial Treasury										20-Jan		

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Provincial Treasury to note any updates												
Submission of sign off Annual												
Implementation plan (AIP) with organisational structure of Infrastructure Unit											28	
submitted to National Department of											28-Feb	
Health by Provincial Department and copy											δ	
to Provincial Treasury												
Provincial Treasury to note compliance												
Submission of second draft 2015/16 Business												
Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including										2		
prject list with monthly cash flow projections										23-Jan		
to National Department and cc Provincial										gn		
Treasury												
Provincial Treasury to provide feedback to												
Department												
Submission of <b>final 2015/16</b> Business Plan												
(IPMP) of Human Settlements (Human Settlements Development Grant) including												20
prject list with monthly cash flow projections												20-Mar
to National Department and cc Provincial												ਬੁ
Treasury												
Provincial Treasury to provide feedback to Department												
Submission of BS2 (summary of infrastructure												
per category) and BS 1 tables in respect of												
Education; Health; Social Development;											24-	
CapeNature; Roads and Public Works and Human Settlements infrastructure for main											24-Feb	
budget of 2014/15											O	
Provincial Treasury to provide feedback to Department												
Submission of BS2 (summary of infrastructure												
per category) and BS 1 tables in respect of								_				
Education; Health; Social Development;								15-Nov				
CapeNature; Roads and Public Works infrastructure for adjusted budget of								lον				
2014/15												
Provincial Treasury to provide feedback to												
Department												
B * MTEC 1 Hearings with departments							30-Oct 27-Oct					
U							9 9					
D G Activities to be performed by Infrastructure												
Unit						$\times$ $\times$ $\times$ $\times$	× × ×					
T *MTEC 2 Hearings with departments										2 3		
										30-Jan 27-Jan		
P										an an		
R Activities to be performed by Infrastructure										x x x		
O Unit										^ ^ ^		
C * Infrastructure mini MTEC											06-Feb	
E											-eb	
Activities to be performed by Infrastructure												
Unit										x x x x x	^	

<sup>\*</sup> Dates are subject to change