

Reference: T8/2/3/31

## **TREASURY CIRCULAR MUN NO 11/2015**

THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR H PRINS  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR J SWARTZ (ACTING)  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR I KENNED  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR L 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 D BERETTI  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HSD WALLACE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL  
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR CM AFRICA  
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 R LOTTERING (ACTING)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR A PAULSE  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR G EASTON (ACTING)  
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 HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)  
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)  
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN) (ACTING)  
THE HEAD: PUBLIC POLICY SERVICES (MS M KORSTEN)  
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)  
THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR H MALILA) (PRO TEM)  
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 (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 (MS S DAVIDS) (ACTING)  
THE SENIOR MANAGER: INFRASTRUCTURE (MR P CHANDAKA)  
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MR Z HENDRICKS) (ACTING)  
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR H MALILA) (PRO TEM)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR S MAYEKISO) (ACTING)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN) (PRO TEM)  
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)

## **TRAINING ON THE MANAGEMENT OF PREDETERMINED OBJECTIVES FOR MUNICIPAL LINE MANAGERS: 2 – 3 MARCH 2015 AND 12 - 13 MARCH 2015**

### **1. PURPOSE**

- 1.1 The purpose of this circular is to invite line managers of municipalities to a training session on the Management of Predetermined Objectives which has been scheduled for March 2015.

### **2. MOTIVATION**

- 2.1 Predetermined objectives quantify the strategic priorities of a municipality, organisation and/or entity into measurable targets and deliverables.
- 2.2 The Auditor-General annually assesses municipal performance by measuring these predetermined (planned) objectives against actual reported information provided by a municipality. This process provides assurance to the legislative authority, members of the public and other all other relevant stakeholders that the actual performance information is useful and reliable.
- 2.3 Such useful and reliable information does not only provide communities with an indication of whether public funds are appropriately and effectively spent, but informs future municipal planning by highlighting past successes and shortcomings.
- 2.4 To this extent, the Western Cape Provincial Treasury, in partnership with the Provincial Department of Local Government, the University of Stellenbosch Business School – Education Development, continuously host interactive capacity building workshops and training initiatives to assist municipalities to develop, manage and monitor predetermined objectives to ultimately achieve improved service delivery and better audit outcomes.
- 2.5 Since the start of this initiative the majority of the PDO specialists/practitioners within municipalities have been trained, therefore the need arises to extend the training to line managers, who also have a responsibility towards predetermined objectives.

The training aims to cover the following subjects:

- Performance Planning (Effective implementation of objectives and service delivery, testing budget allocations in terms of objectives)
- Organisational performance (efficiency, effectiveness and value for money)
- Individual performance (new competency evaluation process)
- Analysis of performance information (management perspective)
- Governance (performance reporting)

### 3. LOGISTICAL ARRANGEMENTS

3.1 The training will be presented over two days whereby a certificate will be issued upon the successful achievement of all the training requirements.

3.2 Municipalities are required to attend the training in the following two groups:

<b>GROUP 1</b>				
2 - 3 March 2015				
<b>Time</b>		<b>Location</b>	<b>Venue</b>	<b>Municipalities</b>
<b>Day 1</b>	08:30 – 16:00	Mossel Bay	TBC	Eden municipalities
<b>Day 2</b>	08:30 – 13:00			Central Karoo municipalities

<b>GROUP 2</b>				
12 - 13 March 2015				
<b>Time</b>		<b>Location</b>	<b>Venue</b>	<b>Municipalities</b>
<b>Day 1</b>	08h30 – 16h00	Bellville	USB-ED, Charl Cronje Drive, Bellville	West Coast municipalities
<b>Day 2</b>	08h30 – 13h00			Cape Winelands municipalities
				Overberg municipalities

3.3 Municipal managers are requested to nominate **one line manager** per municipality to attend the training on predetermined objectives.

3.4 Municipal delegates will participate in interactive group activities and will be expected to complete take-home assignments.

- 3.5 It is imperative that municipalities note the following:
- The Western Cape Provincial Treasury will cover costs associated with the venue and catering for the duration of the course.
  - All other expenses associated with attending the training such as accommodation, transport, incidental expenses, meals (breakfast and dinner) is for the account of the respective municipalities in attendance.
- 3.6 Municipalities are kindly requested to commit officials to attend, and once nominated, ensure their attendance. Non-attendance will amount to fruitless and wasteful expenditure and municipalities will be held liable for any associated costs in this regard.
- 3.7 For any further queries, comments or concerns kindly contact Mr KC Roman at tel: 021 - 483 5434, fax: 021 - 483 4680, e-mail: [keith.roman@westerncape.gov.za](mailto:keith.roman@westerncape.gov.za).
- 3.8 Nominated officials are kindly requested to complete the application form at the following link <http://applications.usb-ed.com/login.aspx?courseid={5E9CA0B1-D7AD-E411-8609-005056B82153}> by no later than 20 February 2015.



**MR MALCOLM BOOYSEN**  
**LOCAL GOVERNMENT BUDGET OFFICE**  
**PROVINCIAL TREASURY**  
**DATE:** 13 February 2015