

Reference: RCS/C.5

TREASURY CIRCULAR MUN NO 30/2016

THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MS G STEPHAN
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MS H VON SCHLICHT
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: MS G VAN DEVENTER
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGE BERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR S FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR RJ SMITH
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THE MAYOR, SWELLEN DAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDELS
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR N CONSTABLE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR AA MARTHINUS
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR K MALOOI

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 J FRANCE (ACTING)
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR J MARAIS (ACTING)
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 CARSTENS (ACTING)
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR R BOSMAN (ACTING)
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS (ACTING)
THE MUNICIPAL MANAGER, LANGE BERG 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, SWELLEN DAM MUNICIPALITY: MR CM AFRICA
THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR GW LOUW
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R STEPHENS (ACTING)
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR H HILL (ACTING)
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE (ACTING)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR M MEMANI (ACTING)

THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR C MATTHEUS (ACTING)
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
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THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: MR J KOEKEMOER
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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 M BOLTON
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MS FA DU RAAN-GROENEWALD
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR C KRITZINGER
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MS C LATEGAN (ACTING)
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M WÜST
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG (ACTING)
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR J TESSELAAR
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THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDE
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BILJON
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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 MK BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER (ACTING)
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR M MEMANI (ACTING)
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR L FOURIE (ACTING)
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR R DE BRUYN (ACTING)
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
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THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

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

SUBMISSION OF mGAP TOOL ASSESSMENTS

1. PURPOSE

The purpose of this circular is to notify all municipalities of the deadline for the submission of the mGAP Tool self-assessments.

2. BACKGROUND

Provincial Treasury (PT) utilised an Excel tool as part of the Municipal Governance Review and Outlook (MGRO) process, to assist municipalities with the compilation of Municipal Governance Action Plans (MGAPs). This tool provided municipalities with MGRO criteria against which self-assessments were to be completed which informed municipal and Western Cape Government (WCG) support plans. Progress thereof is monitored on a quarterly basis. The utilisation of an Excel tool required manual intervention and therefore proved to have inefficiencies and municipalities thus requested PT to develop an electronic tool that would bring about improved efficiency to the MGRO process. The mGAP Tool was developed and the implementation thereof is envisaged to:

- Improve the Provincial Treasury and Department of Local Government monitoring and support, to promote local government capacity;
- Enable integration of data;
- Enable standardisation across the Province;
- Provide a solution that is accessible to all municipalities to maintain data;
- Facilitate sharing of best practices and ideas; and
- Eliminate duplication of data.

The electronic mGAP Tool was launched by MEC Meyer at the inaugural MAYCO of Finance Forum on 12 October 2015 and went "live" on 1 May 2016 and self-assessments were subsequently published to municipalities.

3. SUPPORT PROVIDED

The following training initiatives were provided to municipalities with the aim of capacitating them in utilising the mGAP tool:

- The first round of training took place on a district level from 25 - 28 January 2016.
- The second round of training was open to all municipalities and took place from 28 - 29 June 2016.
- Training videos have also been developed to assist with the capacitation of municipal officials in utilising the tool.
- Since July 2016, various one-on-one training sessions as well as support visits to the municipalities have taken place. The table below details the individual support visits that has taken place:

Municipality	Date
Swartland	22 June 2016
West Coast DM	22 September 2016
Matzikama	28 July 2016
Cederberg	30 September 2016
Bergrivier	29 July 2016
Cape Winelands DM	14 July 2016
Stellenbosch	14 July 2016
Breede Valley	17 August 2016
Witzenberg	21 July 2016
Drakenstein	1 September 2016
Overberg DM	16 September 2016
Overstrand	28 July 2016
Theewaterskloof	28 July 2016
Cape Agulhas	29 July 2016
Eden DM	25 July 2016
George	24 August 2016
Bitou	25 July 2016
Mossel Bay	26 July 2016
Hessequa	26 July 2016
Oudtshoorn	7 September 2016
Central Karoo DM	8 September 2016
Laingsburg	12 August 2016

4. OPERATIONALISATION OF THE mGAP TOOL

As municipalities are completing their self-assessments, implementation challenges have been experienced by municipal officials in their quest to complete the self-assessments. PT together with the service provider are continuously working on improving the usability of the system.

It is important to note that we are making every effort to respond to all challenges. The following table depicts progress made thus far:

No.	Query	Provincial Treasury Response
1	System response time	This is dependent on the ICT infrastructure of the municipality. PT and the service provider are continuously working on minimising the response time.
2	Reviewing of self-assessment by the Municipal Reviewer (MR)	PT proposes that the MR delegates the reviewing responsibility to the other managers. For e.g. if the MM cannot review all the assessments, this can be delegated to line managers, provided they are registered users on the system. If not, a registration form needs to be completed.
3	Email notifications	This has been resolved.
4	System Time out	This has been increased from 6 minutes to 15 minutes.
5	Self-assessment content	PT has taken into account all comments made and the criteria will be amended for the next round of publishing.

5. SUBMISSION OF SELF-ASSESSMENTS TO PT

The agreed MGRO process stipulates that municipal self-assessments will be completed by municipalities on an annual basis, following which a validation process will be performed by PT. The results thereof will form the basis of discussions for the engagements in February 2017.

The outcomes of this annual assessment process informs PT and municipal support/ action plans and provides an overview of financial governance maturity within the Western Cape municipalities, highlighting risks and opportunities.

Taking into account the above-mentioned process, all assessments must be forwarded to PT by close of business on **31 October 2016**.

6. FORWARDING OF ASSESSMENTS

Upon completion of the municipal self-assessments and the subsequent review thereof, the assessment should be forwarded to the relevant Provincial Treasury officials as indicated in **Annexure A**.

7. MGAP SUPPORT

Should you require any further assistance do not hesitate to contact Mr Deon Arends on 021 483 4379; or alternatively send an email to:

mGAPtool.support@westerncape.gov.za.

8. CONCLUSION

We would like to take this opportunity to thank all municipalities for their support and continuous commitment to the good financial governance process, as well as to those who have progressed in the completion of the self-assessments.



MS N SIGWELA

ACTING DIRECTOR: FINANCIAL GOVERNANCE

DATE: 10 October 2016