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Reference: RCS/C.6

TREASURY CIRCULAR NO. 17/2017

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THE PREMIER
THE MINISTER OF ECONOMIC OPPORTUNITIES
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE
THE MINISTER OF HEALTH
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
                                                                                                        For information
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT
THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER IH MEYER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)
THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER A WINDE)
THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER A WINDE)
THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS) THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER A WINDE)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER D PLATO)
THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2:
                                  PROVINCIAL PARLIAMENT (DR G LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 3:
                                   PROVINCIAL TREASURY (MR Z HOOSAIN)
                                   COMMUNITY SAFETY (MR G MORRIS)
THE ACCOUNTING OFFICER: VOTE 4:
THE ACCOUNTING OFFICER: VOTE 5:
                                   EDUCATION (MR BK SCHREUDER)
THE ACCOUNTING OFFICER: VOTE 6:
                                   HEALTH (DR B ENGELBRECHT)
THE ACCOUNTING OFFICER: VOTE 7:
                                   SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8:
                                   HUMAN SETTLEMENTS (MR T MGULI)
                                   ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
THE ACCOUNTING OFFICER: VOTE 9:
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)
                                     PREMIER (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 1:
THE CHIEF FINANCIAL OFFICER: VOTE 2:
                                     PROVINCIAL PARLIAMENT (MS N PETERSEN)
                                     PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 3:
THE CHIEF FINANCIAL OFFICER: VOTE 4:
                                     COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5:
                                     EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6:
                                     HEALTH (MR A VAN NIEKERK)
                                     SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 7:
THE CHIEF FINANCIAL OFFICER: VOTE 8:
                                     HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9:
                                     ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
THE CHIEF FINANCIAL OFFICER: VOTE 11:
                                     AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)
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THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR T ARENDSE)
THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF G MANEVELDT)
THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR B FIGAJI)
THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)
THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI) THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)
THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MR M DLAMUKA)
THE ACCOUNTING AUTHORITY: CASIDRA (ADV GA OLIVER)
THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MR M JONES)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR T HARRIS)
THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR D SOUTHGATE) (ACTING)
THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR M BRINKHUIS)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (DR L MDUNYELWA)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MS Z SIWA)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS K ZAMA)
THE CHIEF FINANCIAL OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR H BONESCHANS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS) THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MS V LETSWALO)
THE DIRECTOR: GOVERNMENT MOTOR TRANSPORT (MR A JANSE VAN RENSBURG) (ACTING)
THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)
THE DEPUTY DIRECTOR GENERAL: FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN)
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MS M KORSTEN)
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR IG SMITH)
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR L BRINDERS) (ACTING)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE DIRECTOR: FINANCIAL GOVERNANCE (MS N SIGWELA) (ACTING)
THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR T MADONDILE) (ACTING)
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR A DYAKALA)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS RH SLINGER)
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)
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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DRAFT INFRASTRUCTURE CALENDAR: 2017/18

PURPOSE

1. The purpose of the **draft** Infrastructure Calendar 2017/18 is to **inform** all Accounting Officers, Chief Executive Officers and Infrastructure Managers of the infrastructure related deliverables and associated activities as required by, amongst other, the Division of Revenue Act, 2017 (DoRA 2017) (**still to be promulgated**), the Government Immovable Asset Management Act (GIAMA) Act 19 of 2007 and the Western Cape Infrastructure Delivery Management System (WCIDMS).

BACKGROUND/DISCUSSION

2. A proven foundation for good governance is to conform and to comply with all

applicable laws and regulations.

3. One of the challenges facing infrastructure officials is to keep abreast of all the

infrastructure deliverables and the related prescribed due dates. The 2017/18

Infrastructure Calendar: DoRA and Performance-Based Incentive requirements (Annexure A) builds on provincial efforts to support improving compliance to

statutory prescripts, as well as the institutionalisation of the Western Cape

Infrastructure Delivery Management System (WCIDMS).

4. As soon as the promulgated DoRA and the accompanying frameworks are received

a follow-up Treasury Circular will be circulated.

ACTIONS REQUIRED

5. It would be appreciated if these requirements 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 2017 MTEF.

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

the officials below:

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MR K LANGENHOVEN

DIRECTOR: INFRASTRUCTURE

DATE: 16 May 2017

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INFRASTRUCTURE CALENDAR: DORA AND PERFORMANCE-BASED INCENTIVE GRANT REQUIREMENTS FOR 2017/18 FINANCIAL YEAR

	DOCUMENT	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 5	1 2 3 4 5
Submission of first draft 2016/17 Infrastructure Conditional Grant End of Year (EoY) Evaluation Reports (Departments of Health; Education; Transport and Public Works; Human Settlements and CapeNature) to Provincial Treasury	Draft EoY		24-May										
Provincial Treasury to provide feedback to Departments													
Submission of final 2016/17 Infrastructure Conditional Grant End of Year (EoY) Evaluation Reports by the Departments of Health; Education; Transport and Public Works; Human Settlements and CapeNature to National Departments and submission by Provincial Treasury to National Treasury	Final EoY		31-May										
Provincial Treasury to note changes/improvements													
Departments to submit first draft User Asset Management Plans (UAMPs) (2018/19 MTEF), hard copy and electronic copy, inclusive of initial list of prioritised projects to Provincial Treasury. NB Copy to be submitted to Transport and Public Works as Custodian	Draft U-AMP			19-Jun									
Provincial Treasury to provide feedback to Departments													
Submission of updated draft User Asset Management Plan (UAMP) (2018/19 MTEF), electronic copy, inclusive of initial list of prioritised projects + assessment reports of Departments of Education and Health to National Treasury and National Departments	Draft U-AMP			30-Jun									
Provincial Treasury to note changes/improvements													
Submission of the review of the Provincial IDMS framework by PT to National Treasury	Review of the IDMS Framework			30-Jun									
Provincial Treasury to note changes/improvements													

	DOCUMENT	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 5	1 2 3 4 5
The Department of Transport and Public Works, as Custodian to submit a signed hard copy/electronic copy of draft Custodian User Asset Management Plan (C-AMP) (2018/19), inclusive of initial list of prioritised projects to Provincial Treasury and informed User departments accordingly	Draft C-AMP						19-Sep						
Provincial Treasury to provide feedback to Custodian													
The Department of Transport and Public Works, as Custodian to submit a updated signed hard copy/electronic copy of draft Custodian User Asset Management Plan (C-AMP) (2018/19 MTEF), inclusive of initial list of prioritised projects to Provincial Treasury and informed User Departments accordingly	Draft C-AMP							29-Sep					
Provincial Treasury to note changes/improvements													
Departments Education and Health to submit their draft 2018/19 Infrastructure Programme Management Plans (IPMPs), together with Construction Procurement Strategy (CPS), hard copy and electronic copy, inclusive of initial list of prioritised projects to Provincial Treasury. NB Copy to be submitted to Transport and Public Works (Health/Education)	IPMP					27-Jul							
Provincial Treasury to provide feedback													
Departments Education and Health to submit their updated 2017/18 Infrastructure Programme Management Plans (IPMPs), together with Construction Procurement Strategy (CPS), hard copy and electronic copy, inclusive of initial list of prioritised projects to Provincial Treasury and National Treasury. DOH and WCED to provide copy to NDOH and DBE	ІРМР					11-Aug							
Provincial Treasury to note changes/improvements													

	DOCUMENT	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 5	1 2 3 4 5
The Department of Transport and Public Works, as Custodian to submit a updated signed hard copy/electronic copy of final Custodian User Asset Management Plan (C-AMP) (2018/19 MTEF), inclusive of initial list of prioritised projects to Provincial Treasury and informed User Departments accordingly	Final C-AMP											20-Feb	
Provincial Treasury to note changes/improvements													
Submission of Roads first draft User Asset Management Plan (RAMP) (2018/19 MTEF), electronic copy, inclusive of initial list of prioritised projects + assessment reports to National Department of Transport and to Provincial Treasury	Draft R-AMP			22-Jun									
Provincial Treasury to provide feedback													
Submission of Roads User Asset Management Plan (RAMP) (2018/19 MTEF), electronic copy, inclusive of initial list of prioritised projects + assessment reports to National Department of Transport and to National Treasury	Draft R-AMP					31-Aug							
Provincial Treasury to note changes/improvements													
Submission of Excel list/and or selected approved pre-feasibility/ strategic briefs (Health & Education) in the planning stage in the 2018/19 and 2019/20 financial years to Provincial Treasury	Excel list and/or pre-feasibility/ or strategic briefs (Stage 3)					03-Aug							
Provincial Treasury to provide feedback to Department													
Submission of Excel list/and or selected approved pre-feasibility reports/strategic briefs (Health & Education) in the planning stage in the 2017/18 and 2018/19 financial years by Provincial Departments to National Departments and by Provincial Treasury to National Treasury	Excel list/ and/or pre-feasibility/ or strategic briefs (Stage 3)					31-Aug							
Provincial Treasury to note changes/improvements													

	DOCUMENT	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 5	1 2 3 4 5
Submission of Excel list/and or selected approved concept reports (Health & Education) in the design or construction stage in the 2017/18 financial year to Provincial Treasury	Excel list/ and/or selected concept reports					03-Aug							
Provincial Treasury to provide feedback to Department													
Submission of Excel list/and or approved concept (detailed design stage)reports (Health & Education) in the design or construction stage in the 2017/18 financial year Provincial Departments to National Departments and by Provincial Treasury to National Treasury	and/or selected concept					31-Aug							
Provincial Treasury to note changes/improvements													
Joint Moderation Process of provincial and national assessments 28 September							28-Sep						
Provincial infrastructure Review and Combined moderation													
Submission of Improvement Plan by the Departments of Education; Health; Human Settlements and Transport and Public Works to address audit findings by AG on infrastructure + Audit Outcomes to Provincial Treasury								06-Oct					
Provincial Treasury to provide feedback to Department													
Submission of Improvement Plan by the Departments of Education; Health; Human Settlements and Transport and Public Works to address audit findings by AG on infrastructure + Audit Outcomes to Provincial Treasury, National Department and National Treasury								31-Oct					
Correspondence on the outcome of the 2017 MTEF assessment process on the Infrastructure Performance Incentive Grant										08-Dec			

	DOCUMENT	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 5	1 2 3 4 5
Submission of final R-AMP (2018/19 MTEF), hard copy and electronic copy, inclusive of initial list of prioritised projects + assessment reports to Provincial Treasury National Department of Transport and National Treasury	Final R-AMP												29-Mar
Provincial Treasury to note changes/improvements													
Submission of final UAMP (2018/19 MTEF), hard copy and electronic copy, inclusive of initial list of prioritised projects + assessment reports of Departments of Education, Health to Provincial Treasury	Final -UAMP											14-Feb	
Provincial Treasury to note changes/improvements													
Submission of first draft planning IRM (planning IRM data file - 2017 MTEF) of Education; Health; Human Settlements; CapeNature; Public Works and Roads to Provincial Treasury	Draft Planning IRM	31-Mar											
Provincial Treasury to provide feedback to Department													
Submission of final planning IRM sheet (planning IRM data file - 2017/18 MTEF) of Education; Health; Social Development; CapeNature; Public Works and Roads to National Departments/National Treasury/Provincial Treasury	Final Planning IRM	22-Apr											
Provincial Treasury to provide feedback to Department													
Submission of generated monthly Web-based IRM (2017/18 MTEF) by sector departments (Education; Health; Public Works; Roads; CapeNature; Human Settlements - DoRA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and Education and Health to National Departments	IRM	14 Apr	15-May	15-Jun	14-Jul	15-Aug	15-Sep	13-Oct	15-Nov	08-Dec	1 <i>6-</i> Jan	15-Feb	16-Mar
Provincial Treasury to provide feedback to Department													

	DOCUMENT	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 5	1 2 3 4 5
Submission of approved monthly Web- based IRM (2017 MTEF) by sector departments (Education; Health; Public Works; Roads; CapeNature; Human Settlements - DoRA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and to relevant National Department	IRM	20-Apr	22-May	22-Jun	20-Jul	21-Aug	21-Sep	19-Oct	22-Nov	13-Dec	19-Jan	22-Feb	22-Mar
Provincial Treasury to note changes/improvements													
Submission of quarterly report (15 days after each quarter), on filling of posts on the approved establishments for Infrastructure Units of Education; Health; Transport and Public Works; Human Settlements to Provincial Treasury and to National Treasury and National Department (only Education and Health to submit reports for last quarter of 2017/18)	HR Reports	13-Apr			14-Jul			13-Oct			16-Jan		
Provincial Treasury to provide feedback to Department													
Submission of approved auarterly report (22 days after each quarter), on filling of posts on the approved establishments for Infrastructure Units of Education; Health; Transport and Public Works; Human Settlements to Provincial Treasury and to National Treasury and National Department (only Education and Health to submit reports for last quarter of 2017/18)	HR Reports	21-Apr			21-Jul			20-Oct			23-Jan		
Provincial Treasury to note changes/improvements													
Submission of first draft Infrastructure Programme Implementation Plan - IPIP (in response to 2018 MTEF) of client departments (Education; Health) and copy to Provincial Treasury	IPIP						13-Sep						
Provincial Treasury to provide feedback to Department													

	DOCUMENT	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 5	1 2 3 4 5
Submission of final infrastructure Programme Management Plan - IPMP & CPS (2018/19 MTEF) by client departments (Education; Health) to Implementing Agents and to Provincial Treasury	IPMP											20-Feb	
Provincial Treasury to provide feedback to Department													
Submission of updated second draft Infrastructure Programme Implementation Plan - IPIP (in response to 2018/19 IPMP) to client departments (Education; Health) and copy to Provincial Treasury (to be used as input to MTEC 2 report)	IPIP										12-Jan		
Provincial Treasury to verify and to alignment													
Submission of final infrastructure Programme Management Plan - IPMP & CPS (2018/19 MTEF) by client departments (Education; Health) to Implementing Agents and to Provincial Treasury (to verify against final B5 Schedules)	IPMP											08-Feb	
Provincial Treasury to verify alignment													
Submission of final Infrastructure Programme Implementation Plan - IPIP (in response to 2018/19 IPMP) to client departments (Education; Health) and copy to Provincial Treasury (to be verified against B5 Schedules)	IPIP												20-Mar
Provincial Treasury to verify alignment													
Submission of final infrastructure Programme Management Plan - IPMP & CPS (2018/19 MTEF) by client departments (Education; Health) to Provincial Treasury; National Departments and National Treasury	IPMP												30-Mar

	DOCUMENT	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 5	1 2 3 4 5
Annual Review of Service Delivery Agreements (SDA) between Client Departments and respective Implementing Agents (IAs) to be in parallel with the development of 2017/18 IPMP and IPIP and submission of copy of SDA to Provincial Treasury	SDA												01-Mar
Provincial Treasury to note the sign off of the final review													
Submission of NEIMS assessment forms for fourth quarter of 2017/18 to the National Department of Basic Education Provincial Treasury to note	NEIMS	21-Apr											
compliance													
Submission of NEIMS assessment forms for first quarter of 2017/18 to the National Department of Basic Education	NEIMS				27-Jul								
Provincial Treasury to note compliance													
Submission of NEIMS assessment forms for second quarter of 2017/18 to the National Department of Basic Education	NEIMS							26-Oct					
Provincial Treasury to note compliance													
Submission of NEIMS assessment forms for third quarter of 2017/18 to the National Department of Basic Education Provincial Treasury to note	NEIMS										23-Jan		
compliance													
Submission of sign off 2018/19 Annual Implementation plan (AIP) with organisational structure of Infrastructure Unit submitted to National Department of Health by Provincial Department and copy to Provincial Treasury	AIP												06-Mar
Provincial Treasury to note compliance													
Submission of draft 2018/19 Business Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including project list with monthly cash flow projections to National Department of Human Settlements and cc Provincial Treasury	Draft Business Plan							13-Oct					
Provincial Treasury to provide feedback to Department													

		DOCUMENT	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 5	1 2 3 4 5
	Submission of final 2018/19 Business Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including project list with monthly cash flow projections to National Department and cc Provincial Treasury	Final Business Plan											16-Feb	
	Provincial Treasury to note compliance													
	Submission of BS2 (summary of infrastructure per category) and BS1 tables in respect of Education; Health; Social Development; CapeNature; Roads and Public Works infrastructure for main budget of 2018 MTEF												09-Feb	
	Provincial Treasury to provide feedback to Department													
	Submission of BS2 (summary of infrastructure per category) and BS1 tables in respect of Education; Health; Social Development; CapeNature; Roads and Public Works infrastructure for adjusted budget of 2017 MTEF									10-Nov				
	Provincial Treasury to provide feedback to Department													
B U D	* MTEC 1 Hearings with departments								06-Oct 03-Oct					
G E T	Dates of activities to be performed by PT Infrastructure Unit pertaining to MTEC							x						
R												26-Jan 23-Jan		
O C E	Activities to be performed by Infrastructure Unit											x x x		
S	* Infrastructure mini MTEC						x	x x				26-Jan		
	Activities to be performed by Infrastructure Unit											x x x x		

^{*} Dates are subject to change