

Reference: RCS/C.6

TREASURY CIRCULAR NO. 35/2012 (SUPPLEMENTARY 1 OF 2017)

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
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)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR G MORRIS)
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)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
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)
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THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MS U BRINK) (ACTING)
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)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
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 (ADV C SMITH)
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)

For information

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)
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 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)
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 THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (VACANT)
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 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
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 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
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 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR A DYAKALA)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
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 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS RH SLINGER)
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 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)

CGRO e-GAP 2017/18

PURPOSE

1. The circular aims to provide officials in departments and the Provincial Treasury with responsibilities and timelines to facilitate the CGRO process to improve the level of governance proficiency of provincial departments within the Western Cape.

DISCUSSION

2. The completion of the annual self-assessment and the consequential development of action plans to address any shortcomings are not in any way a duplication or replacement of the co-created support plans emanating from the 2017 quarterly engagements.
3. The 2017 CGRO self-assessment consist of the following seven focus areas: Supply Chain Management, Accounting, Financial Systems, Revenue Management, Expenditure Management, Infrastructure and Internal Control.
4. The self-assessment must be completed by all 13 departments excluding Provincial Parliament which will result in the e-gap consisting of the "No" and "Partial" answers emanating from the self-assessment. Provincial Treasury will moderate the self-assessment together with the e-gap to determine whether the actions taken by departments will address their gaps and identify support initiatives to assist departments to achieve the desired FMC levels.
5. To further assist departments in the completion of the self-assessments, a summary of the 2016/17 audit findings as contained in departments management reports will also be made available to departments.

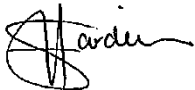
MONITORING AND EVALUATION

6. Each department must continue with its internal monitoring and evaluation process and report to its MEC/Executive Authority and to Provincial Treasury.
7. Provincial Treasury will in turn report to Cabinet on the finalisation of the e-GAPs and on progress made on a joint basis by the Provincial Treasury and the departments in March and May.
8. More detailed and on-going structured interaction by Provincial Treasury, will take place with departmental representatives via the established forums and/or sub-fora's: Chief Financial Officers, Management Accountants, Financial Accountants, Supply Chain Managements, Internal Control Forums, Infrastructure Delivery Management Committee.

WAY FORWARD

9. Provincial Treasury will moderate the departments completed self-assessment.
10. Provincial Treasury will continuously monitor departmental progress and conduct verifications on the progress made on the implementation of actions taken, as well as provide progress update on the support initiatives implemented to assist departments.

11. Responsible officials in departments and the Provincial Treasury must ensure that the timelines contained in the attached 2017 CGRO Work Schedule are strictly adhered to.
12. On matters of substance and clarity please feel free to contact Mr Frank Jacobs on 021 483-4388 or e-mail at Frank.Jacobs@westerncape.gov.za.



MR A HARDIEN

CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING

DATE: 13 November 2017



CGRO 2017 WORK SCHEDULE

NO	ACTIVITY	DATE	RESPONSIBILITY
1.	Compile summary of audit findings.	31 October 2017	PT: Financial Compliance (finalised)
2.	Request PT units to review, update and submit their draft FMC criteria (self-assessment questionnaire) covering their respective focus areas to PT: Financial Compliance.	6 November 2017	PT: Financial Compliance
3.	PT to update progress on support plan.	9 November 2017	PT units
4.	PT to capture the updated departmental support plan emanating from Q1 & Q2 on eGAP for action and monitoring purposes.	15 November 2017	PT: Financial Compliance
5.	Submit Cabinet submission i.t.o. progress made by PT and departments on the support plans for tabling.	16 November 2017	PT: Financial Compliance
6.	FMC criteria finalised by PT units and submitted to PT: Financial Compliance.	17 November 2017	PT units
7.	Final FMC criteria uploaded on the e-GAP system and publish to all departments.	24 November 2017	PT: Financial Compliance
8.	Complete and submit departmental self-assessments and completed e-GAP for moderation via the e-GAP system.	22 December 2017	Departments
9.	PT to conduct moderation on departmental self-assessment and indicate actions to be taken/if any, to assist departments in addressing gaps.	26 January 2018	PT units
10.	Departments must conduct their own internal monitoring of CGRO and engage with Provincial Treasury to address short-comings.	on-going	Departments
11.	Departments and PT to update their progress on e-Gap system for the period ending 28 February 2018.	2 March 2018	Departments and PT units
12.	PT and departments to monitor and evaluate the progress made by departments in addressing their gaps.	7 March 2018	Departments and PT units
13.	Submit the Cabinet submission i.t.o. progress on actions taken to address e-gaps for tabling.	15 March 2018	PT: Financial Compliance
14.	Departments and PT to update their progress on e-Gap system as at 30 April 2018.	11 May 2018	Departments and PT units
15.	PT and departments to monitor and evaluate the progress made by departments in addressing their gaps.	16 May 2018	Departments, PT units and DotP
16.	Submit the Cabinet submission i.t.o. progress on Q1 Governance engagements.	24 May 2018	PT: Financial Compliance
17.	Q1 Governance Engagements	4 – 8 June 2018	Departments and PT.