



Reference: RCS/C.5

TREASURY CIRCULAR MUN NO. 11/2018

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
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: DR H VON SCHLICHT
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV 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 D COETZEE (ACTING)
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
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: MS I BROWN (ACTING)
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR J VAN DER LINDE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR L MBANDAZAYO (ACTING)
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR W MARKUS (ACTING)
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DP LUBBE
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR L VOLSCHENK
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: DR P VOGES
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBBRANDT
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS
THE MUNICIPAL MANAGER, LANGE BERG MUNICIPALITY: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MS B MUNSAMY-SWARTLAND (ACTING)
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 A GROENEWALD
THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR M STRATU
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R STEVENS
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: ADV MG GILIOME

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR J DOUGLAS (ACTING)
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR K CHETTY
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD (ACTING)
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR K HAARHOFF

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: MR J KOEKEMOER
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR G SEAS
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR G GOLIATH
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
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THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: DR J TESSELAAR
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THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR B STRYDOM
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR K BRUWER (ACTING)
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEMANI
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR CJ KYMDELL

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THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)
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THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
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THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
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THE CHIEF FINANCIAL OFFICER (MS U BRINK) (ACTING)
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THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR A DYAKALA)
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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)

PREDETERMINED OBJECTIVES (PDO) WORKSHOP: 5 – 6 APRIL 2018

1. PURPOSE

To invite performance managers or chief financial officers of Western Cape municipalities to a workshop on PDOs to be hosted by Provincial Treasury on 5 – 6 April 2018 at the Kolping Guesthouse, Durbanville.

2. BACKGROUND

- 2.1 In terms of section 5(3) of the Municipal Finance Management Act (Act 56 of 2003), the Provincial Treasury is mandated to monitor, assist and support municipalities in building their financial management capacity and compliance with the MFMA and its regulations. This effort is also in pursuit of the achievement of the National Development Plan: 2030 that emphasises the requirement of a capable state to transform the economy and society.
- 2.2 Performance information within the public service environment essentially measures how well a government institution/entity is performing. Accurate and reliable performance information is therefore a prerequisite for effective public service management, including planning, budgeting, implementation, monitoring and reporting. More importantly, performance information compares planned and actual achievements to assess the extent to which public institutions deliver quality services within the limits of its financial means (budget).
- 2.3 The Auditor-General annually assesses reported municipal performance information to provide assurance to public oversight bodies and members of the public that the reported information is useful, reliable and a true and accurate reflection of municipal performance for the period under review.
- 2.4 To this extent, the Western Cape Provincial Treasury, has monitored, supported and assisted Western Cape municipalities towards improving audit outcomes relating to the reporting of predetermined objectives and this workshop furthermore aims to communicate strategic direction, addressing challenges through interactive discussion and collective realisation of innovative, efficient and effective solutions.

3. OBJECTIVE OF THE WORKSHOP

- 3.1 The workshop aims to address the need for standardising current PDO practices as expressed at the Chief Financial Officers Forum in December 2017 as well as preparing municipalities for the audit of predetermined objectives in the 2018/19 financial year.

3.2 The following topics will be covered as per the accompanied programme:

- Developing indicators that measure economy, efficiency, effectiveness and equity using data collected through these and other direct indicators.
- Specifying suitable performance targets relative to current baselines.
- Implementation model
- Audit of predetermined objectives

4. REQUEST

4.1 Municipal managers are requested to nominate **one official** per municipality to attend the workshop. Attendance to the workshop must be confirmed by no later than **15 March 2018** in order to finalise logistical arrangements. No late confirmations will be accommodated.

4.2 Confirmation of attendance should be directly communicated with the following official:

- Name: Keith Roman
- Email address: keith.roman@westerncape.gov.za
- Telephone numbers: (w) 021 4835434; (c) 0822991270

4.3 Provincial Treasury will cover costs associated with the venue and catering for the duration of the course.

4.4 All other expenses associated with attending the workshop such as accommodation, transport, incidental expenses, meals (breakfast and dinner) is for the account of the respective municipalities in attendance.

4.5 Municipalities are kindly requested to commit an official 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.



MR M BOOYSEN

DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE

DATE: 6 March 2018

Predetermined Objectives Workshop

FOCUSED CAPACITY BUILDING TOWARDS A SUSTAINABLE LOCAL GOVERNMENT

When: 5 – 6 April 2018

Where: Kolping Guesthouse, Durbanville

Programme Facilitators: Dr Martin van der Merwe, Mr Leon Janse van Rensburg

| Time | Topic | Speaker |
|---------------|--|-------------------------|
| Day 1 | | |
| 08:30 – 09:00 | Registration and refreshments | All |
| 09:00 – 09:10 | Opening and welcome | Provincial Treasury |
| 09:10 – 10:30 | Strategic objectives, key performance indicators, the budget | Dr Martin van der Merwe |
| 10:30 – 11:00 | Comfort break/refreshments | All |
| 11:00 – 13:00 | Implementation model | Dr Martin van der Merwe |
| 13:00 – 13:45 | Lunch | All |
| 13:45 – 15:30 | Measuring and reporting | Dr Martin van der Merwe |
| Day 2 | | |
| 08:30 – 08:45 | Introduction | AGSA |
| 08:45 – 10:30 | Audit of predetermined objectives | Leon Janse van Rensburg |
| 10:30 – 11:00 | Comfort break/refreshments | All |
| 11:00 – 13:00 | Improved audit outcomes | Leon Janse van Rensburg |
| 13:00 | Closure | |