

Reference number: RCS/C.5

Private Bag X9127
CAPE TOWN
8000

Date: 2 November 2018

TREASURY CIRCULAR MUN NO. 36 OF 2018

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR J VAN DER HOVEN
THE MAYOR, CEDERBERG MUNICIPALITY: MR W FARMER
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY
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 B 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, LANGEBERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
THE MAYOR, SWELLENBAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR M NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MR M WILLEMSE
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: DR A RABIE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR M GOUWS
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR L MBANDAZAYO
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT
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: MR G LOUW (ACTING)
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, LANGEBERG MUNICIPALITY: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR G MATTHYSE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL
THE MUNICIPAL MANAGER, SWELLENBAM MUNICIPALITY: MR A GROENEWALD

THE MUNICIPAL MANAGER, GARDEN ROUTE 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. M GILIOMEE
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NDLOVU
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS (ACTING)
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS (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: DR JCP TESSELAAR
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, STELLENBOSCH MUNICIPALITY: MR M WÜST
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI (ACTING)
THE CHIEF FINANCIAL OFFICER, THEWATERSKLOOF MUNICIPALITY: MR D LOUW
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDE
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BIJON
THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR H SCHLEBUSCH
THE CHIEF FINANCIAL OFFICER, GARDEN ROUTE DISTRICT MUNICIPALITY: MS L HOEK
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR K COOPER (ACTING)
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR DM ASMAL
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

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 IG SMITH) (ACTING)
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR ML BOOYSEN) (ACTING)
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (VACANT)
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
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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)

ANNUAL TRAINING ON PREDETERMINED OBJECTIVES (PDOs): NOVEMBER 2018

1. PURPOSE

This circular serves to invite municipal officials to attend annual training sessions on the management of predetermined objectives in order to improve service delivery outcomes and make an impact in communities.

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. OBJECTIVES

3.1 The purpose of the training session is to take the management of predetermined objectives to a more advanced level with the introduction of performance auditing and facilitating understanding of the measurement of effectiveness, efficiency and economy.

3.2 There will be two training sessions for the 2018/19 financial year and will be differentiated in terms of complexity to ensure a variant combination of municipalities. The first session from 21 – 23 November 2018 will include inputs regarding performance auditing, developing key performance indicators that measure effectiveness, efficiency and economy as well as improving reliability and usefulness of PDOs.

3.3 The second training session from 26 – 28 November 2018 will deal with PDO alignment, setting key performance indicators, measuring and monitoring as well as the management of predetermined objectives.

4. LOGISTICS

4.1 The training will be presented over two and a half days and municipalities are required to attend as follows:

SESSION 1: 21-23 NOVEMBER 2018		
Time	Location and Venue	Municipalities
Day 1 & 2 08:30 – 16:00	Kolping Guest House, Durbanville	City of Cape Town, Bergrivier, Breede Valley, Cape Agulhas, Cederberg Drakenstein, George, Hessequa, Langeberg, Matzikama, Mossel Bay, Overstrand, Prince Albert, Stellenbosch, Swartland, Swellendam, Witzenberg, Cape Winelands, Overberg and West Coast.
Day 3 08:30 – 13:00		

SESSION 2: 26 – 28 NOVEMBER 2018		
Time	Location and Venue	Municipalities
Day 1 & 2 08:30 – 16:00	Pine Lodge, George	Beaufort West, Bitou, Kannaland, Knysna, Laingsburg, Oudtshoorn, Saldanha Bay, Theewaterskloof, Central Karoo, Garden Route.
Day 3 08:30 – 13:00		

4.2 The target group for the two training sessions has been identified as IDP managers, performance managers, internal auditors and BTO officials, hence municipal managers are requested to nominate a maximum of **three officials** per municipality to attend the training.

4.3 Each attendee is required to bring his/her own laptop to participate in the practical sessions.

4.4 The training costs are funded by the Provincial Treasury and does not include the travel and accommodation costs of delegates, hence each attendee is required to co-ordinate their own travel and accommodation arrangements.

5. REGISTRATION

5.1 The School of Public Leadership of Stellenbosch University will be making use of online registrations.

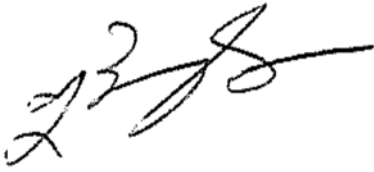
5.2 Once the municipality has nominated officials to attend the training, further details and guidance will be provided to each nominee to register on line.

6. CONFIRMATION/CORRESPONDENCE

6.1 Confirmation of attendance should reach the Provincial Treasury by no later than **16 November 2018**. Please direct your communication to:

Attention : Mr KC Roman
Tel : 021 483 5434
Cell : 082 299 1270
Email : Keith.Roman@westerncape.gov.za

6.2 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.

A handwritten signature in black ink, appearing to read 'M Booysen', with a long horizontal stroke extending to the right.

MR M BOOYSEN

pp HEAD OFFICIAL: PROVINCIAL TREASURY

DATE: 2 November 2018