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Reference: RCS/C.6

TREASURY CIRCULAR NO. 15/2018

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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)
THE CHIEF FINANCIAL OFFICER: VOTE 3:
                                     PROVINCIAL TREASURY (MS A SMIT)
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 (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)
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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)
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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)
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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)
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (VACANT)
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MS A SMIT)
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THE DIRECTOR: FINANCIAL GOVERNANCE (MS N PALMER) (ACTING)
THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
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THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (VACANT)
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 T RAKIEP) (ACTING)
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (VACANT)
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: 2018/19

PURPOSE

1. The purpose of the **draft** Infrastructure Calendar 2018/19 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, 2018 (DoRA 2018) (still to be promulgated); the Government Immovable Asset Management Act (GIAMA) Act 19 of 2007, the Western Cape Infrastructure Delivery Management System (WCIDMS) and the Standard for Infrastructure Procurement and Delivery Management (SIPDM).

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 2018/19 draft 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 WCIDMS and SIDPM.

4. As soon as promulgated DORA and the accompanying framework 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 2018 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 NB LANGENHOVEN

DIRECTOR: INFRASTRUCTURE

DATE: 7 May 2018

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INFRASTRUCTURE CALENDAR: DORA AND PERFORMANCE-BASED INCENTIVE GRANT REQUIREMENTS FOR 2018/19 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 2017/18 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 2017/18 Infrastructure Conditional Grant End of Year (EoY) Evaluation Reports by the Departments of Health; Education; Transport and Public Works; Human Settlements and CapeNature and WCGPT assesment reports 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) / Infrastructure Plan for (2019/20), 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/ Infrastructure Plan			20-Jun									
Provincial Treasury to provide feedback to Departments													
Submission of updated draft User Asset Management Plan (UAMP) (2019/20), electronic copy, inclusive of initial list of prioritised projects + their respective assessment reports of Departments of Education and Health to National Treasury and National Departments. NB: Copy to be submitted to Transport and Public Works	Draft U-AMP			29-Jun									
Provincial Treasury to note changes/improvements													

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	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 and Human Settlements, as custodians to submit a signed hard copy/electronic copy of draft Custodian User Asset Management Plan (C-AMP) (2019/20), inclusive of initial list of prioritised projects to Provincial Treasury and inform User Departments accordingly	Draft C-AMP						26-Sep						
Provincial Treasury to provide feedback to Custodian													
Departments Education and Health to submit their draft 2019/20 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 sumitted to Transport and Pullic Works.(Health and Education)	IPMP					24-Aug							
Provincial Treasury to provide feedback													
Departments Education and Health to submit their updated 2019/20 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 . NB Copy to be submitted to Transport and Public Works (Health/Education)	IPMP					31-Aug							
Provincial Treasury to note changes/improvements													
The Departments of Transport and Public Works and Human Settlements as custodians to submit a updated signed hard copy/electronic copy of final Custodian User Asset Management Plan (C-AMP) (2019/20), inclusive of final list of prioritised projects to Provincial Treasury and inform User Departments accordingly	Final C-AMP												22-Mar
Provincial Treasury to note changes/improvements													
Submission of Roads first draft User Asset Management Plan (RAMP) (2019/20), electronic copy, inclusive of initial list of prioritised projects	Draft R-AMP						21-Sep						
Provincial Treasury to provide feedback													

	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 Roads User Asset Management Plan (RAMP) (2019/20), electronic copy, inclusive of initial list of prioritised projects + assessment report of PT to National Department of Transport	Draft R-AMP						28-Sep						
Provincial Treasury to note changes/improvements													
Submission of list (in MS Excel) of approved Strategic Briefs (IGS Stage 3) and Concept Reports (IGS Stage 4) of projects envisaged to be at IGS Stage 5 and beyond in the 2019 MTEF to Provincial Treasury (Education and Health).	Excel list of Strategic Briefs and/ or selected approved Concept Reports.					22-Aug							
Provincial Treasury to provide feedback to Department													
Submission of list (in MS Excel) of approved Strategic Briefs (IGS Stage 3) and Concept Reports (IGS Stage 4) of projects envisaged to be at IGS Stage 5 and beyond in the 2019 MTEF to Provincial Departments and by Provincial Treasury.	Excel list of Strategic Briefs and/ or selected approved Concept Reports.					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							P						
Correspondence on the outcome of the 2018 MTEF assessment process on the Infrastructure Performance-Based Incentive Grant										07-Dec			
Submission of final R-AMP (2019/20), hard copy and electronic copy, inclusive of final 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 (2019/20), hard copy and electronic copy, inclusive of final list of prioritised projects + assessment reports by Departments of Education, Health to Provincial Treasury	Final -UAMP											15-Feb	
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 first draft planning IRM (planning IRM data file - 2018 MTEF) of Education; Health; Social Development; Human Settlements; CapeNature; Public Works and Roads to Provincial Treasury Provincial Treasury to provide feedback to	Draft Planning IRM												29-Mar
Department Submission of generated monthly Webbased IRM (2018/19 MTEF) by sector departments (Education; Health; Public Works; Roads; CapeNature; Social Development; Human Settlements - DoRA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and Education and Health to National Departments	IRM	13-Apr	15-May	1 <i>5-Ju</i> n	13-Jul	15-Aug	14-Sep	15-Oct	15-Nov	10-Dec	1 <i>5-</i> Jan	15-Feb	15-Mar
Provincial Treasury to provide feedback to Department													
Submission of approved monthly Web-based IRM (2018 MTEF) by sector departments (Education; Health; Public Works; Roads; CapeNature; Social Development; Human Settlements - DoRA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and to relevant National Department	IRM	23-Apr	22-May	22-Jun	20-Jul	22-Aug	21-Sep	22-Oct	22-Nov	10-Dec	22-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 and Health; to Provincial Treasury and to National Treasury and National Department	HR Reports	13-Apr			13-Jul			15-Oct			15-Jan		
Provincial Treasury to provide feedback to Department													
Submission of approved quarterly report (22 days after each quarter), on filling of posts on the approved establishments for Infrastructure Units of Education and Health to Provincial Treasury and to National Treasury and National Department)	HR Reports	20-Apr			20-Jul			22-Oct			21-Jan		
Provincial Treasury to note changes/improvements													
Submission of first draft Infrastructure Programme Implementation Plan - IPIP (in response to 2019 MTEF) of client departments (Education; Health) and copy to Provincial Treasury	IPIP						28-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 second Infrastructure Programme Management Plan - IPMP & CPS (2019 MTEF) by client departments (Education; Health) to Implementing Agents and to Provincial Treasury Provincial Treasury to provide feedback to	IPMP											08-Feb	
Department													
Submission of updated second draft Infrastructure Programme Implementation Plan - IPIP (in response to IPMP for 2019 MTEF) to client departments (Education; Health) and copy to Provincial Treasury	IPIP											26-Feb	
Provincial Treasury to verify and to alignment													
Submission of final infrastructure Programme Management Plan - IPMP & CPS (2019 MTEF) by client departments (Education; Health) to Implementing Agents and to Provincial Treasury (to be verified against final B5 Schedules)	IPMP												06-Mar
Provincial Treasury to verify alignment													
Submission of final Infrastructure Programme Implementation Plan - IPIP (in response to IPMP for 2019 MTEF) to client departments (Education; Health) and copy to Provincial Treasury (to be verified against final B5 Schedules)	IPIP												20-Mar
Provincial Treasury to verify alignment													
Annual Review of Service Delivery Agreements (SDA) between Client Departments and respective Implementing Agents (IAs) and submit of copy of signed SDA to Provincial Treasury	SDA												20-Mar
Provincial Treasury to note the sign off of the final review													
Submission of signed-off 2019/20 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 2019/20 Business Plan 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					24-Aug							
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 second draft 2019/20 Business Plan 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	Second Draft Business Plan							12-Oct					
Provincial Treasury to provide feedback to Department													
Submission of final 2019/20 Business Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including project list with monthly cash flow projections to National Department and co Provincial Treasury	Final Business Plan											08-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; Transport (Roads) and Public Works infrastructure for main budget of 2019 MTEF												08-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; Transport (Roads) and Public Works infrastructure for adjusted budget of 2018 MTEF									09-Nov				
Provincial Treasury to provide feedback to Department													
* MTEC 1 Hearings with departments								05-Oct 03-Oct					
Dates of activities to be performed by PT Infrastructure Unit pertaining to MTEC							x						
*MTEC 2 Hearings with departments											25-Jan 23-Jan		
Activities to be performed by PT Infrastructure Unit											ххх		
* Infrastructure mini MTEC						х	x x				25-Jan		
Activities to be performed by PT Infrastructure Unit											x x x x		

^{*} Dates are subject to change as Budget Circulars.