

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

PT 7/1/3

Navrae
Enquiries
Imibuzo

P Swartbooi

TREASURY CIRCULAR NO. 29/2006

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR M DELIWE)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR RB SWARTZ)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL SERVICES AND POVERTY ALLEVIATION (MS K LUBELWANA) (ACTING)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJIET)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T TOLMAY)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR T MANYATHI)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (DR H FAST) (ACTING)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR MN LINDIE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS A SMIT) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M MACIKAMA) (ACTING)
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 SERVICES AND POVERTY ALLEVIATION (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR PAE BREDEKAMP)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
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 (MR A ASSIM)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: RESOURCE MANAGEMENT (MS SMA ROBINSON)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS C PAUL)
THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MR F JACOBS) (ACTING)
THE SENIOR MANAGER: RISK MANAGEMENT AND GOVERNANCE SYSTEMS (MR L NENE)
THE CHIEF AUDIT EXECUTIVE (MS R JAFTHA)
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS B BOQWANA)
THE SENIOR MANAGER: FISCAL POLICY (MR D CORNELISSEN) (ACTING)
THE SENIOR MANAGER: BUDGET OFFICE (MS AJ HICKEY) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MR DG BASSON)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
THE SENIOR MANAGER: PHYSICAL (FIXED) ASSETS AND PPPs (MR NB LANGENHOVEN)
THE SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (MR L MUNSAMY)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

SCHEDULED DATES FOR THE PROVINCIAL RISK MANAGEMENT FORUM

1 PURPOSE

- To inform the Chief Financial Officers (CFO) and Chief Risk Officers (CRO) of the scheduled dates, times and venue of the Provincial Risk Management Forum.

2 BACKGROUND

- A proposal has been made by the Provincial Treasury - Risk Management Directorate to the CFO forum for the creation of a forum for provincial risk management practitioners.
- The forum is expected to establish a formalized setting for the consideration of a whole range of issues affecting the work of the provincial risk management practitioners, and the profession in the public sector as a whole, and through it to enable the further development of risk management in the public sector.
- It will be a useful medium to pool available skills, knowledge and experience to address matters relevant to public sector Risk Management (RM) practice.
- Strategically the forum will enable:
 - A thorough understanding of what is expected of RM;
 - An in-depth understanding and appreciation of the obstacles to effective RM; and
 - Well considered and cohesive strategies for addressing the obstacles.
- It is anticipated that the forum would realize the following additional benefits:
 - Peer Learning
Peer interaction within the forum would facilitate and encourage knowledge sharing, thus members would be able to learn from the successes and failures of other members.
 - Professional Networking
The forum would create opportunities for the establishment of formal and informal communication channels and support networks.
 - Development of Best Practice
Ongoing interaction will lead to the adoption of best practices.

3 FORUM DETAILS

- Below is a schedule with the proposed dates and times, the members as well as details of the chair person who will facilitate proceedings at the forum.
- Please note that these proposed dates are only set till the end of the current financial year and that further dates will be decided and agreed upon in the meetings.

Dates	Times	Members	Chairperson
06 Nov 2006	11h00 – 13h00	All Chief Risk Officers	Manager: Risk Management Systems
30 Nov 2006	11h00 – 13h00	All Chief Risk Officers	Manager: Risk Management Systems
31 Jan 2007	11h00 – 13h00	All Chief Risk Officers	Manager: Risk Management Systems
28 Feb 2007	11h00 – 13h00	All Chief Risk Officers	Manager: Risk Management Systems
30 March 2007	11h00 – 13h00	All Chief Risk Officers	Manager: Risk Management Systems

- Suitable venues are being finalized and departments will be notified in due course once it has been confirmed.

4. TERMS OF REFERENCE

- A draft terms of reference has been compiled and is attached as Annexure A.
- This document will only be adopted once its contents has been discussed and agreed upon in the first forum.
- Chief Risk Officers are urged to study its contents prior to the meeting in order for them to make meaningful contributions when its contents are discussed.

5. REQUIRED ACTION

- Chief Risk Officers are requested to review these dates and times and communicate any changes to this office as soon as possible.
- If no amendments are necessary, they are urged to synchronize their diaries according to the proposed dates.

6. CLOSING

- In strongly motivating for the establishment of the forum, we would like the risk management practitioners to consider the following issues.
 - Experience in PGWC has shown that the majority of fora are successful in achieving the purposes for which they were established.
 - It is the firm belief of the Provincial Treasury that a collective effort is required from the risk management community as a whole to improve the quality of risk management in the PGWC. It is only then that the profession will earn its status and be appreciated for the valuable role that it can play in service delivery enhancement and good governance in general.

- A provincial risk management forum is the ideal medium through which to participate in this process and share the responsibility for its success.
- In addition we would also like the practitioners to consider the impact the forum could have on their individual professional development and its spin off on their organisations.

Yours in the pursuit of quality service delivery.



L. Nene
Senior Manager: Risk Management and Governance Systems
Western Cape Provincial Treasury



WESTERN CAPE PROVINCIAL TREASURY

RISK MANAGEMENT DIRECTORATE

DRAFT TERMS OF REFERENCE

PROVINCIAL RISK MANAGEMENT FORUM

06 November 2006

1. CHAIRPERSON

- 1.1. Will be assigned to the Senior Manager: Risk Management and Governance Systems of the Provincial Treasury: Western Cape
- 1.2. If the Chairperson is not available then the Manager: Risk Management of the Provincial Treasury: Western Cape will chair the meeting depending on availability.

2. OBJECTIVES OF THE FORUM

- 2.1. To enhance the objectives of the:
 - a) PGWC Risk Management Framework
 - b) Public Finance Management Act, 1999
- 2.2. To build institutional capacity and relationships
- 2.3. To facilitate and encourage knowledge sharing
- 2.4. To establish formal and informal communication channels and support networks
- 2.5. To consult on strategies and priorities
- 2.6. To promote sound financial governance and accountability
- 2.7. To improve planning, co-ordination and prevent duplication of effort
- 2.8. Adoption of best practice

3. OBJECTIVES TO BE ACHIEVED THROUGH:

- 3.1. Making information available and identifying information required
- 3.2. Respecting the independence of the role players
- 3.3. Sharing of knowledge
- 3.4. Joint problem solving
- 3.5. Sharing lessons learnt
- 3.6. Sharing of best practices
- 3.7. Sharing of interpretation, legal and otherwise
- 3.8. Reflecting on policy outcomes

4. GUIDING PRINCIPLES:

4.1. Constitution of Forum

- a) Within the Forum there are representatives from the Risk Management Directorate in Provincial Treasury, Internal Audit, Forensic Audit and Chief Risk Officers representing their respective departments.

4.2. Members

- b) Risk Management Directorate: Provincial Treasury
- c) Departmental Chief Risk Officers
- d) Chief Audit Executive
- e) Head: Forensic Audit

4.3. Procedural Formalities

- a) The Forum may invite non-members to attend meetings, but who will not participate in decision-making.
- b) The Forum may constitute sub-committees to address specific issues and to make recommendations to the Forum.
- c) The Forum will meet monthly and the sub-committees will meet as and when required.
- d) The Provincial Treasury (Risk Management Directorate) will provide the Secretariat services.
- e) Minutes on decisions of the Forum and its sub-committees will be kept by the Secretariat and distributed within two weeks after the respective meetings.
- f) Minutes of sub-committees must be tabled at the next meeting of the Forum.
- g) Agenda items must be submitted to the relevant secretariat one week before the schedule meeting.
- h) When submitting an agenda item, issues should reflect the objectives of the Forum and be accompanied by a discussion document. The following should also be taken into account:
 - Generic / Transversal issues
 - Materially of Ad hoc issues
 - Feedback from various persons