



PROVINCIAL TREASURY

Provincial Government of the Western Cape

**BUDGET MANAGEMENT:
LOCAL GOVERNMENT**

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REFERENCE: T5/12/1/6

ENQUIRIES: K Haarhoff

TREASURY CIRCULAR MUN NO 8/2011

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT: MS HC KITSHOFF
THE MAYOR, MATZIKAMA MUNICIPALITY: MR P BOK
THE MAYOR, CEDERBERG MUNICIPALITY: MS J MOUTON
THE MAYOR, BERGRIVIER MUNICIPALITY: MR JA LIEBENBERG
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR R ABDOL
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT: MR B CHABAAN
THE MAYOR, WITZENBERG MUNICIPALITY: MS NB MHLATI
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS C MANUEL
THE MAYOR, STELLENBOSCH MUNICIPALITY: ALDERMAN CP JOOSTE
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR C NTSOMI
THE MAYOR, LANGEBERG MUNICIPALITY: MR JS NGONYAMA
THE MAYOR, OVERBERG DISTRICT: MR E MARTHINUS
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL
THE MAYOR, SWELLENBOSCH MUNICIPALITY: COUNCILLOR J JANSEN
THE MAYOR, EDEN DISTRICT: MR MF STEMMET
THE MAYOR, KANNALAND MUNICIPALITY: MR N VALENTYN
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR B PETRUS
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL
THE MAYOR, BITOU MUNICIPALITY: MR L MVIMBI
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT: MR T PRINCE
THE MAYOR, LAINGSBURG MUNICIPALITY: MS R MEYER
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M BENJAMIN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
THE MUNICIPAL MANAGER, WEST COAST DISTRICT: MR H PRINS
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MS C LIEBENBERG
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR J FORTUIN
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR M MGAJO
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR D DANIELS (Acting)
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR M GAGU (Acting)
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR D VAN DER HEEVER
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV W ZYBRANDT
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEPHENS
THE MUNICIPAL MANAGER, SWELLENBOSCH MUNICIPALITY: MR M STEENKAMP (Acting)
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR M HOOGBAARD
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD (Acting)
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR DG RAS (Acting)
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR T BOTHA (Acting)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR L NGOQO
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE (Acting)
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS J FORTUIN
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT: MR J KOEKEMOER
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR K BRUWER
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR F LÖTTER
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR J VAN COLLER (Acting)
THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR K COOPER
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT: MR JG MARAIS
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR R ESAU
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR CM PETERSEN
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M BOLTON
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR CF HOFFMANN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR O MCKENZIE
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS (Acting)
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H SCHLEBUSCH
THE CHIEF FINANCIAL OFFICER, SWELLENBAM MUNICIPALITY: MR J KRAPOHL
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MR N DELO
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR N DELO (Acting)
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN (Acting)
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR M CUPIDO
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR D LOTT
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT: MR CJ KYMDELL
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J VAN DER WESTHUIZEN
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDSE)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
THE HEAD: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYLS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MR T MADONDILE/MS M FORTUIN) (ACTING)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS A SMIT)
THE PROVINCIAL AUDITOR
MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT
THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

WORKSHOP ON THE MANAGEMENT OF PERFORMANCE INFORMATION FOR MUNICIPAL OFFICIALS: 23 FEBRUARY 2011, UNIVERSITY OF STELLENBOSCH, BELLPARK CAMPUS, BELLVILLE

1. Purpose

To invite municipalities to a workshop on the Management of Performance Information that will be held on 23 February, 2011 at the University of Stellenbosch Business School, Bellpark Campus, Bellville between 08:30 and 16:00.

The workshop aims to:

- Discuss the context of the auditing of performance information;
- Discuss performance information as set out in the Framework developed by the National Treasury;
- Discuss the System of Programme Performance Management and provide practical guidance on linking the performance management system to the Integrated Development Plan;
- Provide a consistent basis for describing the expectations placed on those responsible for preparing performance reports which the AG is required to audit; and
- Develop an audit programme based on sound knowledge and understanding of best practice in the management of performance information.

2. Background

During the SDBIP training in December 2010, municipalities requested the Provincial Treasury to arrange a follow-up workshop with the Auditor-General of South Africa and National Treasury to consider the audit criteria and other related matters.

A training session for municipal staff has thus been arranged as part of the Provincial Treasury and the Department of Local Government roll-out strategy to improve the Management of Performance Information in municipalities. This workshop will be conducted on the date as indicated above.

The workshop will specifically focus on the management of information related to performance against predetermined objectives.

It is imperative that municipalities note the following:

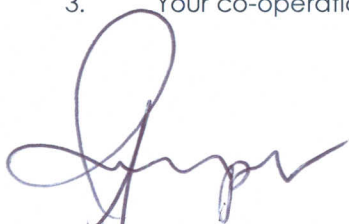
- The 1- Day workshop is for the account of the Provincial Treasury and Department of Local Government;
- Venue and Catering is for the account of the Provincial Government; and
- Accommodation, transport, meals (dinner and breakfast outside the scope of the workshop and incidental costs of municipal delegates is for the account of municipalities.

Municipal Managers are requested to nominate the following officials:

- The IDP Manager;
- The PMS Manager; and
- Internal Auditor.

- Nominations (see the confirmation form below) or any other queries or suggestions should be directed to Mr Kosie Haarhoff at khaarhof@pgwc.gov.za or 021 483 3407(t) or fax 021 483 4680 (f).
- It would be appreciated if we could receive your nominations by latest, Friday, 11 February 2011,

3. Your co-operation is highly appreciated.



MR ANTHONY PHILLIPS
PROVINCIAL TREASURY
CHIEF DIRECTOR: PUBLIC POLICY SERVICES
DATE: 2 February 2011



MR HEINRICH MAGERMAN
DEPARTMENT OF LOCAL GOVERNMENT
ACTING CHIEF DIRECTOR: GOVERNANCE
DATE: 2 February 2011

CONFIRMATION FORM

Please complete and return this confirmation form per fax/e-mail to reach the Budget Office:
Local Government Budget Management Unit not later than: 11 FEBRUARY 2011.

COURSE: MUNICIPAL PERFORMANCE MANAGEMENT INFORMATION SESSION
DATE: 23 FEBRUARY 2011
TIME: 08:30 – 16:00
VENUE: UNIVERSITY OF STELLENBOSCH, BELLPARK CAMPUS, BELLVILLE
NOMINEES:

NAME	DESIGNATION

MUNICIPALITY: _____

RETURN TO: MR K HAARHOFF, FAX: 021 483-4680, e-mail khaarhof@pgwc.gov.za

I/We hereby confirm that the above official will attend the workshop. We will notify the Directorate Budget Management: Local Government immediately of cases where non attendance is inevitable and the replacement for the original nominee.

Signature (Nominee)

Date

Signature (Municipal Manager)

Date

Name of Municipal Manager

Telephone: _____

Fax: _____

E-mail: _____

Dietary Requirements: Diabetic Vegetarian Kosher Halaal



PROVINCIAL TREASURY

Provincial Government of the Western Cape

Workshop: Management of Performance Information

**Hosted by the Western Cape Provincial Treasury,
Department of Local Government, National Treasury
and the office of the Auditor General: Western Cape**

23 February 2011

Venue: University of Stellenbosch, Bellpark Campus

BELLVILLE

Proposed Programme

Objectives of the Workshop

The primary objective of the Performance Information workshop is to create a platform:

- a. for compliance with regularity requirements
- b. to create a framework for the management of performance information
- c. to assist municipalities regarding the requirements for performance management, monitoring and reporting
- d. to discuss how to best support municipalities in the process of performance information

Chairperson/Facilitator: Mr. Malcolm Booyen

23 FEBRUARY 2011

Time	Activity	Responsibility
08.30 – 9.00	Registration	All
9.00 – 09.05	Welcome and introductions	Malcolm Booyen Western Cape Provincial Treasury
09.05– 09.15	Opening Remarks and Objectives of the Workshop	Justing Diedericks –AG Western Cape
09.15-10.15	Outcomes and Phasing in Approach	
10.15-11.00	System of Programme Performance Management	National Treasury
10.15 – 11.15	Usefulness of Performance Information: <ul style="list-style-type: none">• Relevance• Measurability• Consistency	

Chairperson/Facilitator: Mr. Malcolm Booyen

23 FEBRUARY 2011

Time	Activity	Responsibility
11.15 – 11.30	TEA	
11.30 – 12:45	Compliance <ul style="list-style-type: none">• Existence• Timelines (Reporting)• Presentation (IDP=SDBIP = Budget	AG's office
12.45 – 13.45	Reliability of Performance Information: <ul style="list-style-type: none">• Validity• Accuracy• Completeness	AG's office
13.45– 14.15	LUNCH	
14.15– 15.15	Evidence Required for Auditing purposes: <ul style="list-style-type: none">• Measurability• Completeness	AG's Office
15.15 – 16.00	Reporting	AG's Office
16.00-16.15	Closure	Anthony Phillips