



Reference number: RCS/C.7 (2025/26)

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## **BUDGET CIRCULAR 3 - 2025/26**

### **FINALISING BUDGET 2025**

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THE MINISTER OF CULTURAL AFFAIRS AND SPORT

THE MINISTER OF EDUCATION

THE MINISTER OF FINANCE

THE MINISTER OF HEALTH AND WELLNESS

THE MINISTER OF INFRASTRUCTURE

THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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THE MINISTER OF POLICE OVERSIGHT AND COMMUNITY SAFETY

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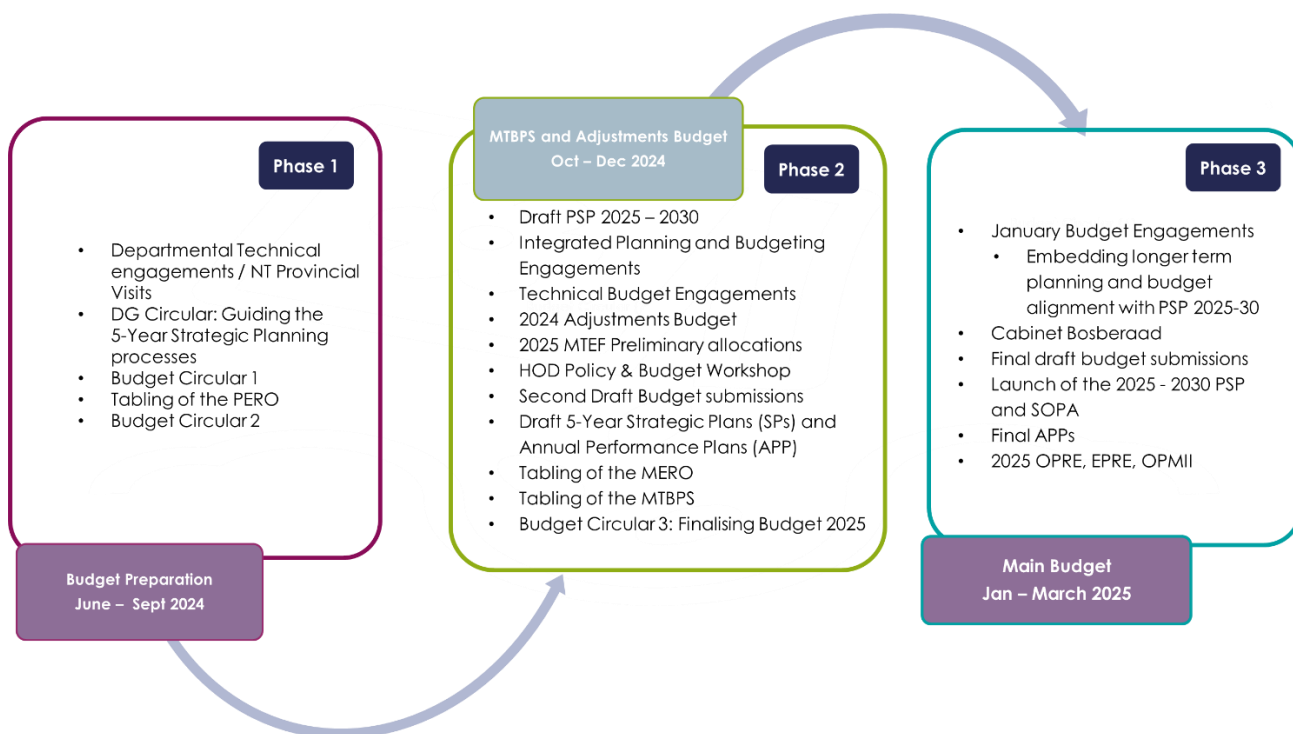
## 1. PURPOSE

Budget Circular 3 - 2025/26 details the process toward finalising the 2025 Budget and builds on the integrated policy, planning and budget process which places emphasises on the practical application of the Western Cape Government's (WCG) budget principles. A critical element of this process are the January 2025 budget engagements. This Circular provides specific guidance to departments in preparation for these engagements and outlines the steps toward finalising the 2025 MTEF Budget.

## 2. FINALISING THE 2025 MEDIUM TERM EXPENDITURE FRAMEWORK

Figure 1 below, summarises the budget process, supporting departments to position themselves within the 2025 Budget process.

**Figure 1 Summary of the 2025 Budget Process**



The theme for the 2025 Budget is "a budget to weather the storm." There are three phases to the budget process. Phase 1 placed emphasis on evidence-based planning and responding to the key trends outlined in the 2024 Provincial Economic Review and Outlook (PERO) as well as the draft Provincial Strategic Plan (PSP) 2025 - 2030. Phase 2 of the process gave effect to the immediate-term budget reforms identified to support the progressive, yet strategic move from maintaining fiscal discipline and credibility, to evidence based and targeted service delivery enabled through fiscal sustainability (see Figures 1 and 3). Additionally, Phase 2 sought to respond to urgent in-year risks via the 2024 Adjustments Budget, which aimed to ensure in-year fiscal sustainability. This phase also included themed Policy, Planning, and Budget Engagements (PPBE) which were linked to the PSP integration areas, aiming to ensure better alignment between the provincial policy and strategy processes and the budgeting process. These themes have now been incorporated as part of the PSP 2025 - 2030. This phase was further supported by the 2024 Municipal Economic Review and Outlook (MERO) and translated into the 2024 Medium Term Budget Policy Statement (MTBPS), which provided the framework for developing the 2025 Budget and incorporated the latest draft of the PSP 2025 - 2030 and departments' Strategic Plans (SPs) and Annual Performance Plans (APPs).

Phase 3 begins in January 2025 and culminates with the tabling of the Budget on 6 March 2025.

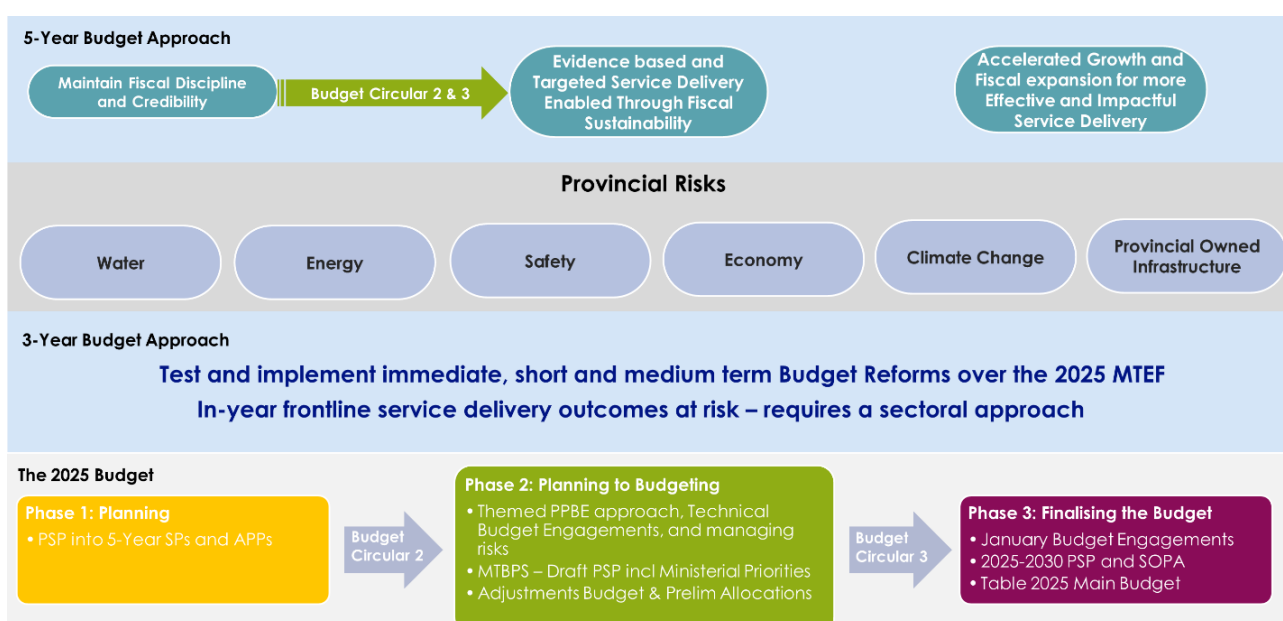
Phase 3 ensures greater fiscal certainty through the finalisation of the 2025 Budget. Furthermore, it begins to embed longer term planning and the final 2025 budget's alignment with the PSP 2025 - 2030. The outcome of the January budget engagements will inform the Bosberaad scheduled for February 2025 and positions the Western Cape Government to ensure budget alignment to the PSP 2025 - 2030 and its implementation over the 2025 MTEF.

Finally, phase 3 of the budget process falls within a larger ongoing budget reform process which is taking place over the 2025 MTEF. The budget reforms are provided in Figure 2 and have been identified to support the shift from *maintaining fiscal discipline and credibility* to *evidence-based and targeted service delivery enabled through fiscal sustainability*, ultimately advancing toward *accelerated growth and fiscal expansion for more effective and impactful service delivery*, as shown in Figure 3 below. Accordingly, the immediate next objective is ensuring that departments develop a strong evidence base to inform targeted service delivery over the 2025 MTEF.

**Figure 2 Summary of Budget Reforms**



**Figure 3 5 to 3 - Year Budget Strategy and Approach**



The key objectives of Phase 3 are to ensure that the 2025 budget gives practical effect to the principles of:

- **Responsiveness:** unlocks allocative efficiency in alignment with the PSP 2025 -2030;
- **Credibility:** enhances productive efficiency to support impactful service delivery; and
- **Sustainability:** enables service delivery and long-run fiscal sustainability.

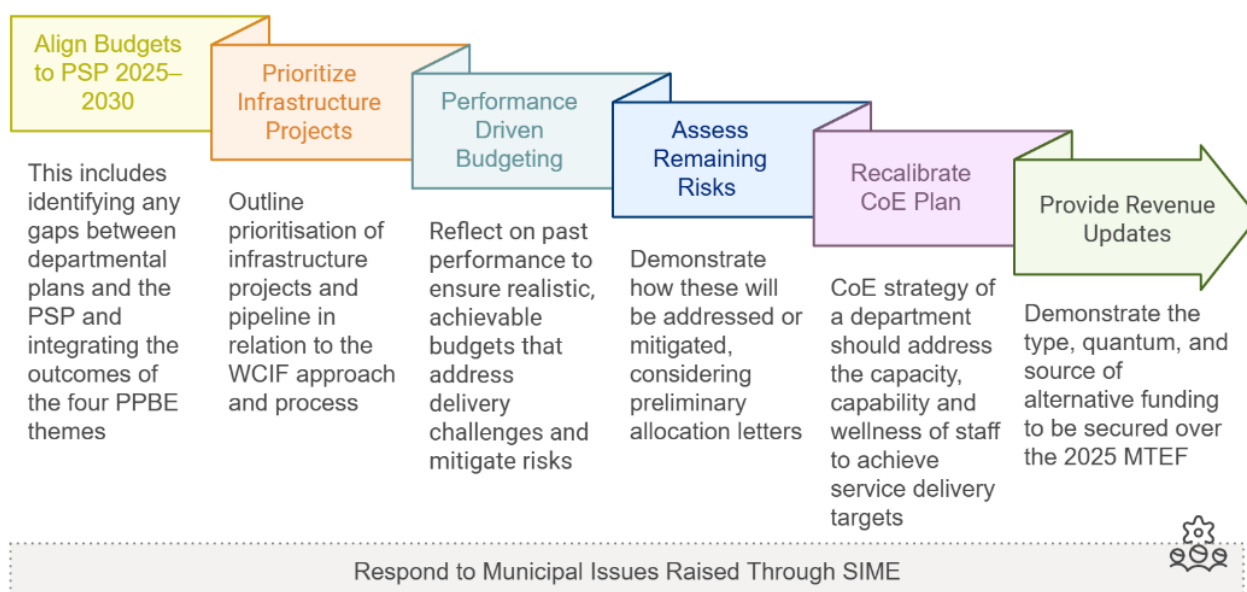
The objectives of phase 3 of the Budget Process supports the 5 - 3 year budget strategy through the following approach:

- **Responsiveness:** By unlocking allocative efficiency, the budget becomes more adaptable to the draft PSP 2025 - 2030, emerging evidence and priorities and thus ensures that resources are directed to the most pressing and impactful needs. The focus on responsiveness moves beyond rigid fiscal discipline, allowing for dynamic adjustments based on evidence and real-time needs.
- **Credibility:** A credible budget enhances productive efficiency by ensuring allocations are based on clear plans, past financial and non-financial performance, and the ability to spend effectively. Phase 3 supports this by addressing spending challenges, mitigating risks, and aligning resources with measurable outcomes. This evidence-based approach ensures that fiscal discipline translates into impactful service delivery rather than merely balancing the books.
- **Sustainability:** Fiscal sustainability is central to ensuring that targeted service delivery is not only achievable in the short term but can be maintained over the medium to long term. This involves budget decisions that account for departments' service delivery models and proactively manage budget risks. By addressing these risks, the WCG can build a stable foundation for growth, allocate resources more effectively, and expand fiscal space without compromising future budgets.

### 3. **RESPONSIVENESS, CREDIBILITY, AND SUSTAINABILITY: REQUIREMENTS AND OBJECTIVES OF THE JANUARY BUDGET ENGAGEMENTS AND THE COMPILATION OF THE 2025 BUDGET**

The main requirements and objectives of the January budget engagements are to ensure the responsiveness, credibility, and sustainability of the 2025 Budget. The specific requirements of the January budget engagements will be outlined in a presentation template to be shared with departments in January 2025. This section also provides important considerations for the compilation, implementation, and finalisation of the 2025 MTEF Budget. Figure 4 below summarises the key elements of the January budget engagements.

**Figure 4 High-level Summary of January Budget Engagement Requirements**





Therefore, the following areas need to be considered:

### 3.1 Responsiveness: Unlocking Allocative Efficiency in Alignment with the PSP 2025 - 2030

Repositioning budgets and making trade-offs between programmes are necessary to enhance the outcomes and impacts of spending i.e. Value for Money, particularly in alignment with the WCG's key portfolios of **Growth for Jobs, Safety, Wellbeing & Dignity, and Innovation, Culture and Governance**. Achieving allocative efficiency requires adjusting existing plans and budgets to effectively address these priorities, within a fiscally constrained environment.

While departments and entities have made considerable progress in reprioritising toward priorities, this process will need to be deepened given the constraints of the 2025 fiscal framework and the updated version of the PSP 2025 - 2030. As departments undertake further reprioritisation, they should keep in mind the principle of Value for Money, interdependencies, and the need to protect basic services outcomes with economic growth as an enabler.

To support responsive budgeting departments are required to:

Ensure budgets align closely with the priorities of the PSP 2025 - 2030. This includes identifying any gaps between departmental plans and the PSP and integrating the outcomes of the four PPBE themes explored in October 2024 as part of departmental responses to the PSP and ensuring policy and budget alignment.

- Detail the departmental budget allocations for each of the PSP's four portfolio areas over the 2025 MTEF, i.e. **Growth for Jobs, Safety, Wellbeing and Dignity, and Innovation, Culture and Governance**;
- Identify elevated priorities given the PSP 2025 - 2030, outline reprioritisation efforts, and specify programmes to be downscaled or terminated to fit within the 2025 MTEF baselines;
- Departments must showcase/outline their approach and plan to measure 'value for money of the interventions' in their budgets - taking into consideration existing and new indicator measurements, supported with relevant data and evidence.'; and
- Where applicable, PPBE and departmental theme leads need to provide an update on the progress they have made on each themes' key next steps as outlined in the Special PTM meeting on the 8<sup>th</sup> of November 2024. Bespoke agendas will be formulated for PPBE theme lead departments to respond to these matters.

#### 3.1.1 Respond to Municipal Issues Raised Through SIME

The SIME engagements were moved to October/November to align with municipal Integrated Development Plan roadshows, enabling municipalities to share community priorities directly with sector departments for the upcoming planning and budgeting cycle.

Therefore, provincial departments are expected to review and consider these municipal priorities (see Annexure B) and, if there is alignment with departments' mandates and strategic plans, to consider how they will work with municipalities to address these priorities. By doing so, departments ensure an inclusive and responsive approach to doing what is possible to enhance service delivery and foster collaboration and integration between the provincial and local spheres of government.

### **3.2 Credibility: Enhancing Productive Efficiency to Support Impactful Service Delivery**

Delivering or improving service outputs within a tighter fiscal envelope requires a focus on productive efficiency. This means reassessing the balance of spending across key areas like employee costs, goods and services, transfers, and infrastructure investment.

#### **3.2.1 Infrastructure investment and delivery (where applicable)**

Considering the current constrained fiscal environment, the focus will be on how departments and entities demonstrate alignment to the objectives of the Western Cape Infrastructure Framework (WCIF) 2050 and how this affects decision-making regarding the development of an integrated infrastructure project pipeline, and readiness to deliver on the 2025 Infrastructure budget allocations.

To align with core policy priorities, particularly the PSP 2025 - 2030 and its cross-cutting integration area focus on coordinated spatial planning, infrastructure, and mobility, as well as the priorities and next steps informed by the Infrastructure Pipeline and Spatial Planning engagement in October 2024, departments are required to:

- Outline their infrastructure investment strategy and how this strategy will contribute to the Provincial Strategic Priority of Growth for Jobs (in particular PFA 6) and the WCIF 2050;
- Reflect on the delivery mechanism(s) to be used to achieve G4J and WCIF 2050 as core policy priorities, whilst ensuring optimal infrastructure delivery; and
- Identify key/priority programmes and projects (maximum 10) to be implemented over the next 10 years, aligned with the Asset Management Plans and for the medium term, aligned with current budget allocations. Include criteria and/or processes used to prioritise projects over the medium and long term.

#### **3.2.2 Performance-Driven Budgeting**

Departments should reflect on lessons learned (reasons for deviation) from previous financial and non-financial performance, including expenditure trends and organisational capacity and capability to ensure budgets are realistic, achievable, and responsive to delivery challenges, reducing risks of underspending or delayed implementation.

#### **3.2.3 Supply chain management**

Departments are required to align procurement practices with local economic development goals, fiscal sustainability, and socio-economic empowerment initiatives. The following key actions must guide procurement strategies:

- **Local Economic Development and Resilience:**
  - Prioritise strategic sourcing and commodity-based procurement to stimulate regional supplier competitiveness;
  - Implement procurement initiatives supporting SMME growth and disaster recovery efforts to enhance community resilience; and
  - Develop and implement toolkits for emergency procurement to ensure responsiveness during disasters and mitigate irregular expenditure risks.



- **Value for Money Enhancement:**

- Leverage procurement planning to improve tender processes;
- Utilise data-driven approaches and the Procurement Planning Toolkit to support evidence-based procurement decisions;
- Address governance risks through clear guidelines for managing emergency procurement processes; and
- Request targeted support from Provincial Treasury to address identified bottlenecks and compliance issues.

- **2025/26 Procurement Plans need to demonstrate:**

- Alignment with the PSP 2025 - 2030, and sustainability objectives; and
- How the plan enhances the responsiveness, credibility, and value for money outcomes in procurement.

### **3.2.4 Financial systems**

Provincial Treasury is developing a draft Integrated Financial Systems (IFS) policy. This policy aims to address current challenges which include a lack of a clear decision framework, fragmented system development, and a proliferation of financial systems, leading to increased costs, inefficiencies, and potential duplication.

Departments must outline specific digital initiatives for the 2025 MTEF, including:

- Planned ICT/application developments addressing automation, data analysis, and system integration challenges for financial systems and financial data;
- Engagement with the Provincial Treasury and e-Innovation for inputs and alignment with broader digital transformation objectives; and
- Reuse of transversal capabilities and leverage developments from WCG departments to optimise financial resources.

## **3.3 Sustainability: Enables Service Delivery and Long-Run Fiscal Sustainability**

### **3.3.1 Assess Remaining Risks Considering Preliminary Allocation Letters**

- Departments must identify any remaining risks and demonstrate how these will be addressed or mitigated. This involves a detailed review of both the fiscal, non-fiscal, and service delivery risks that remain after accounting for the 2025 preliminary allocations; and
- Departments need to indicate allocations, especially earmarked allocations, made in previous MTEFs, where the service is of a recurring nature, however, the funding is not recurring.

### 3.3.2 Recalibrate CoE plans to compile the 2025 CoE strategy

The compilation of a Compensation of Employees (CoE) plan is essential for the finalisation, sustainability and implementation of the 2025 Budget. The WCG has previously emphasised headcount management as the cornerstone to a CoE plan. As part of aligning the PSP with the budget process in 2025, the CoE strategy of a department should address the capacity, capability and wellness of staff to achieve the service delivery targets as articulated in the Strategic Plans and Annual Performance Plans.

Striking a balance between capacity, capability and staff wellness to deliver services while maintaining fiscal discipline will be the next challenge for departments over the 2025 MTEF. Departments must therefore demonstrate:

- How the Departmental specific CoE strategy:
  - Contextualises or addresses the **capability, capacity and wellbeing** of staff; and
  - Is aligned with departmental plans and service delivery goals; and
  - Demonstrates fiscal CoE sustainability through:
    - Assumptions underpinning headcount management; and
    - Justification for headcount growth, showing alignment to policy priorities, service demand, and funding through reprioritisation.

### 3.3.3 Revenue updates and enhancement (where applicable)

The Western Cape's fiscal strategy focuses on achieving long term sustainability by proactively addressing challenges, such as reduced national transfers that have affected provincial government budgets. The Province adopted a multi-faceted approach, prioritising the rebuilding of fiscal reserves, identifying expenditure efficiencies, and leveraging alternative and blended financing methods, particularly for infrastructure projects. These strategies are designed to strengthen and stabilise public finances, ensuring resilience and growth during challenging economic times.

In the short to medium term, the WCG prioritises long term fiscal sustainability and requests departments to do the following during the January budget engagements:

- Acknowledging the work that was already done by departments to explore additional revenue sources, it is now requested that departments demonstrate the *type and quantum of alternative revenue sources which will be secured over the 2025 MTEF*. The update must be supported by well-considered assumptions and expected outcomes in the revenue planning process.
- In instances where departments plan to pledge portions of their conditional grants for borrowings, where possible, to attract potential investors and partners with the goal of securing alternative and blended financing solutions, departments should motivate how they plan to scale expenditure supported by a committed pipeline of projects.
- Provide an updated consolidated list of alternative/blended financing options the department is or has pursued to leverage private sector and development financing institution's capital.
- Provide a consolidated list identifying potential donor funding opportunities, detailing engagements, funding amounts, purposes, and progress in negotiations.

#### 4. JANUARY BUDGET ENGAGEMENT DATES, ATTENDEES AND AGENDA

**Dates:** The January budget engagements with Votes are scheduled to take place from 22 to 29 January 2025. Additional time has been set aside for Infrastructure relevant departments.

**Attendees:** The Head of Treasury will chair the January budget engagements. Also in attendance will be the respective HoD's, CFO's, and where relevant, the Head of the Infrastructure component of the respective Department. Key officials within the respective departments responsible for financial management and strategic planning should also participate. Additionally, all Accounting Officers, as agreed by the PTM and the Budget Policy Committee, will be invited to participate in budget engagements of departments', promoting a comprehensive understanding of the broader Western Cape Government system and fostering interdepartmental collaboration.

**The agenda** for the January budget engagements, together with the required presentation template, will be communicated to departments in January 2025 to further guide the discussion and to assist departments with the preparation process.

#### 5. GUIDANCE ON THE PUBLICATION AND TABLING OF THE 2025 OVERVIEW OF PROVINCIAL AND MUNICIPAL INFRASTRUCTURE INVESTMENT (OPMII)

The WCG will publish the OPMII 2025 to provide a comprehensive account of infrastructure investment, development and delivery in the Province.

The OPMII comprises an Overview of Infrastructure in the Province, Infrastructure Portfolio Management and Delivery of the various infrastructure departments, and outlines the Spatial Distribution of Provincial Infrastructure Investment within each municipality.

**Overview:** A strategic overview of infrastructure developments in the Western Cape from a provincial and municipal perspective, inclusive of expenditure, infrastructure investments and estimates by nature of investment.

**Infrastructure Portfolio Management and Delivery:** This section will include departments and public entities. The following guidance and formats are to be used by departments in populating this section of the OPMII.

Data driven, evidence-based planning related to departmental infrastructure strategies and project pipeline.

- Key projects and programmes to be implemented over the 2025 MTEF should be highlighted to show alignment with the Provincial Strategic Plan's focus on **Growth for Jobs, Safety, Wellbeing and Dignity, and Innovation Culture and Governance**, where applicable;
- Departments are required to elaborate on their approach and use of Conditional Grant Allocations (such as but not limited to, the Budget Facility for Infrastructure (BFI) and Disaster Allocations);
- A tabular Summary of Provincial Infrastructure Payments and Estimates by Nature of Investment will need to be populated from the respective departments database. Departments and public entities are required to provide narratives relating to the tables, including a review of infrastructure performance, an outlook for the 2025 MTEF, and elaborate on reasons for prioritising one Nature of Investment above the other (e.g. Upgrades and Additions versus Maintenance and Repairs);

- Key challenges must be provided and must include risks and mitigation strategies with action(s) required by the relevant role players for effective infrastructure delivery; and
- Departments and public entities are requested to complete and submit their OPMII inputs on the same date as the budget submission for the Main Budget (Estimates of Provincial Revenue and Expenditure), **signed and approved by the respective Accounting Officer**. A template will be accessible at the following file path: [I:\PT DATA\A Budget\Vote XX](#).

Spatial distribution of provincial infrastructure investment: Municipal infrastructure investment (capital expenditure) and Provincial infrastructure investment per district over the 2025 MTEF.

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## 6. FINALISATION OF THE 2025/26 ANNUAL PERFORMANCE PLANS

Within a broader context of leveraging good quality data to streamline our data ecosystems for the delivery and measurement of policy priorities and interventions, the Data Governance Policy Framework [DGPF] serves to guide all data-related policies. This is to ensure coherence in data utilisation for decision-making whether via a Provincial Strategic Plan or departmental SPs and APPs.

A set of data governance practice notes have been prioritised to pave the way for dialogue with policy leads and data champions, taking place in tandem with the development of an Integrated Indicator Framework, and associated data management plans for the WCG PSP 2025 - 2030. The PSP will be underpinned by an indicator framework which will be used to inform tracking of indicators and reporting.

The third draft 2025/26 Annual Performance Plan (APP)/Corporate Plan (CP) is due for submission to the Department of the Premier on **1 February 2025**. There will be a fourth and final assessment to check alignment between the SPs, APPs and the PSP, due on **14 February 2025**, and the Final APP/CP is to be submitted to Provincial Legislature on **5 March 2025**. The Department of the Premier, Department of Local Government and Department of Environmental Affairs and Development Planning have assessed the second drafts of the 2025/26 APPs for adherence to the requirements of the Revised Framework for Strategic Plans and Annual Performance Plans 2019 and alignment to national, provincial, and local strategic priorities. In addition, all approved standardised indicators for sector departments must be reflected in this submission.

In this context, the assessment reports which included areas for improvement and recommendations, were issued to all Departments and entities for consideration while they are finalising their third draft 2025/26 APPs. Importantly, final APPs need to align to agreements made and discussions had during the budget engagements for the 2025 Budget.

For assistance on the APP finalisation process please contact:

Mr Tristan Gorgens: [Tristan.Gorgens@westerncape.gov.za](mailto:Tristan.Gorgens@westerncape.gov.za)

## **7. INTERGOVERNMENTAL TRANSFERS STRATEGY**

Municipalities face a challenging environment, with rising input costs for their services, while many residents struggle to pay their municipal bills, making it difficult to implement the necessary tariff increases. Additionally, fiscal stability remains a significant concern for municipalities, as they rely heavily on grants and transfers to sustain operations and service delivery.

To ensure that grant transfers to municipalities are timeously and effectively actioned, provincial departments should take proactive steps in the build-up to the new provincial financial year. The following guidelines are provided:

### **Timeous Communication**

Departments should provide municipalities with advance notice of intended and/or anticipated grant allocations. This includes sharing indicative figures and any conditions associated with the potential funding. Early communication allows municipalities to incorporate the amounts in their budget planning processes.

Where reductions are made to amounts previously gazetted for transfer to a municipality, the department should communicate the reason for the reduction to the municipality, and how this changes the scope of any expected outputs from the grant (i.e. does the reduction in funding result in a reduction in the outputs expected from the municipality).

### **Grant Conditions and Reporting Requirements**

Departments must clearly define the conditions associated with grants, including deliverables, timelines, and reporting requirements. Guidance on performance reporting ensures accountability while keeping track of the intended outcomes of the funding as envisaged in the original business plans.

### **Timelines and predictability of transfers**

Departments should prioritise the scheduling and timely release of transfers to ensure municipalities have sufficient time to spend the allocations. This includes adhering to payment timeframes outlined in the memorandum of agreements and/or grant frameworks.

Departments are encouraged to ensure that, as far as possible, allocations to individual municipalities are included in the budget tabled in March and that the amounts that remain “unallocated” are kept to a minimum. Earlier allocations allow municipalities to include these amounts in their budgets and improve their ability to spend in-year. Departments should note that the criteria for approving roll-overs are being tightened and so any transfers made late in the financial year stand an elevated risk of not being spent, and not approved for roll-over.

### **Consolidation of grants**

Departments are encouraged to consider the recommendations of the review of conditional grants by the Provincial Treasury and to identify if there are opportunities to consolidate grants and simplify grant conditions. Any changes to grant structures should be discussed with the Provincial Treasury – such potential changes should be shared with [Steven.Kenyon@westerncape.gov.za](mailto:Steven.Kenyon@westerncape.gov.za)

## Mitigating VAT Risks

In cases where transfers are used to fund municipalities for the execution of delegated or assigned functions, provincial departments should make every effort to secure full funding for the function or reach an agreement on the funding mechanism for the costs.

The South African Revenue Service has issued a Binding General Ruling (BGR-74, issued 3 October 2024) that details the VAT implications of the provincial government's transfers to other organs of state. Departments were asked to examine the potential VAT implications of their transfers, based on the assignment status of each function during October budget engagements. Where risks were identified, transferring officers need to make the necessary adjustments.

For further information and guidance please consult/consider BGR-74.

## Technical Requirements

- The transferring departments must submit their draft conditional grant frameworks in the **three (3) official languages** of the Western Cape as per the Western Cape Government Communication policy to the Provincial Treasury by 3 February 2025. The transferring departments are responsible for ensuring that the language practitioners within their department verify and confirm that the conditional grant framework is consistent with the terms of the **WC Language Policy and terminology usage, as it relates to legislative drafting and style**. If the transferring vote does not have an internal language practitioner, then they should liaise with **DCAS Language Service Unit** for any translations, editing and interpreting services. In terms of timeframes for requesting DCAS Language Service Unit for assistance, this should be done at least **3 weeks prior the due date** for grant framework submission. All requests must be accompanied by a **work request form**, which needs to be signed for work to be outsourced.
- The **allocation amounts** that will be transferred to municipalities must be submitted as per the dates in the attached programme. Transferring departments should use the standard protected gazette schedule (A **Vxxa.xlsx**) that is on the PT network (folder: [I:\PTDATA\abudget\Vote XX](#)) to show the amounts allocated to individual municipalities from a grant. Departments should only complete the required section on the English version sheet as it will pull through to the Afrikaans and isiXhosa version automatically. Any "notes" to the transfers to municipality, should be submitted in the three (3) official languages of the Western Cape.
- To comply with section 29(5) of the Division of Revenue Act it is required that each transferring Department submit a payment schedule on the Provincial Treasury network and sign-off the payment schedule if in agreement with the transferring dates. The transferring Departments can provide approximate dates, which should align to the cash flow date as per section 40(4) of the PFMA. Payment schedules must be completed by 1 April 2025. Payment schedules for claim-based grants will be difficult to provide and a disclaimer will be included in the published gazette that these grants are paid on a claims basis. For any further enquiries, please contact [Steven.Kenyon@westerncape.gov.za](mailto:Steven.Kenyon@westerncape.gov.za)

## 8. BUDGET PROCESS AND CRITICAL DATES

The critical dates for remainder of the 2025 integrated planning and budgeting process are provided in the table below:

12 December 2024	Western Cape Provincial Benchmark Exercise for 2025 Budget
Early January 2024	National Treasury issues the Preliminary Conditional Grant allocations to Provinces
13 January 2025	Departments to submit 3 <sup>rd</sup> draft 2025 Budgets (based on preliminary National Conditional grants allocations) to Provincial Treasury
20 January 2025	2024/25 3 <sup>rd</sup> Quarter Earmarked Reports submitted by Departments
22 - 29 January 2025	January Budget Engagements
1 February 2025	Third Draft 2024/25 Annual Performance Plans (APP)/Corporate Plans (CP) submitted to the Department of the Premier
6 February 2025	State of the Nation Address (SONA)
10 February 2025 (TBC)	<b>Budget Policy Committee</b> meeting: ● Final Allocations: 2025 MTEF Main Budget
11 February 2025 (TBC)	<b>Special Provincial Top Management</b> meeting: ● 2025 MTEF Main Budget
12 February 2025 (TBC)	<b>Provincial Cabinet</b> (special) meeting: ● Final Allocations: 2025 MTEF Main Budget
13 February 2025	Final 2025 MTEF Main Budget allocations issued to Votes
19 February 2025	National Treasury Budget Day
20 February 2025	Departments submit 2025 Budget documentation to PT
24 February 2025	Final sign off EPRE, Appropriation Bill schedules and Provincial Gazette (Attestation)
26 February 2025	State of the Province Address (SoPA)
27 February 2025	SoPA debate and reply
5 March 2025	Provincial departments and entities submit SPs and APPs to the Legislature
6 March 2025	<b>WC Provincial Budget Day</b>

These dates are indicative and may be subject to change in which case revised dates will be communicated.



## 9. CONCLUSION


The Provincial Treasury thanks all partners for their continued commitment toward an enabling and sustainable provincial budget particularly considering the challenging circumstances. All Departments must please ensure that their Political Principals are kept informed of and duly updated on the budget process and approach.

If you require any clarification on the content of this Circular, you are welcome to contact the following officials:

Provincial Treasury (Budget Policy and January Budget Engagements)	Ms T van de Rheede	<a href="mailto:Taryn.vandeRheede@westerncape.gov.za">Taryn.vandeRheede@westerncape.gov.za</a>
Provincial Treasury (EPRE)	Ms M Nicholas	<a href="mailto:Michelle.Nicholas@westerncape.gov.za">Michelle.Nicholas@westerncape.gov.za</a>
Provincial Treasury (Budget documentation)	Mr P Pienaar	<a href="mailto:Paul.Pienaar@westerncape.gov.za">Paul.Pienaar@westerncape.gov.za</a>
Provincial Treasury (Infrastructure)	Mr Z Majiet	<a href="mailto:Ziyaad.Majiet@westerncape.gov.za">Ziyaad.Majiet@westerncape.gov.za</a>
Provincial Treasury (Fiscal and Revenue Matters)	Mr M Booysen	<a href="mailto:Malcolm.Booyesen@westerncape.gov.za">Malcolm.Booyesen@westerncape.gov.za</a>
Department of the Premier (APP Finalisation)	Mr T Gorgens	<a href="mailto:Tristan.Gorgens@westerncape.gov.za">Tristan.Gorgens@westerncape.gov.za</a>

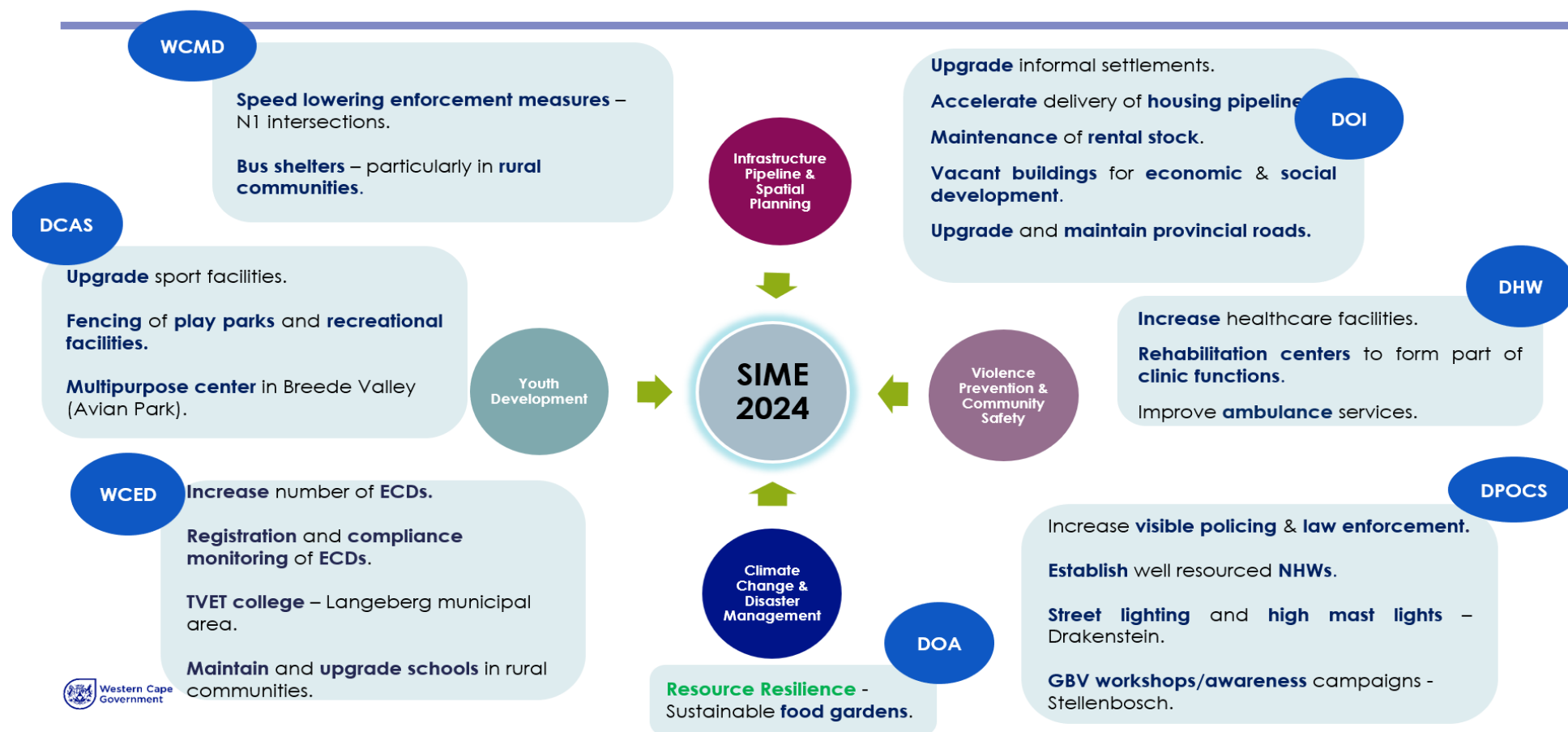
**JULINDA GANTANA**  
**HEAD OFFICIAL: PROVINCIAL TREASURY**

## SCHEDULE FOR JANUARY BUDGET ENGAGEMENTS

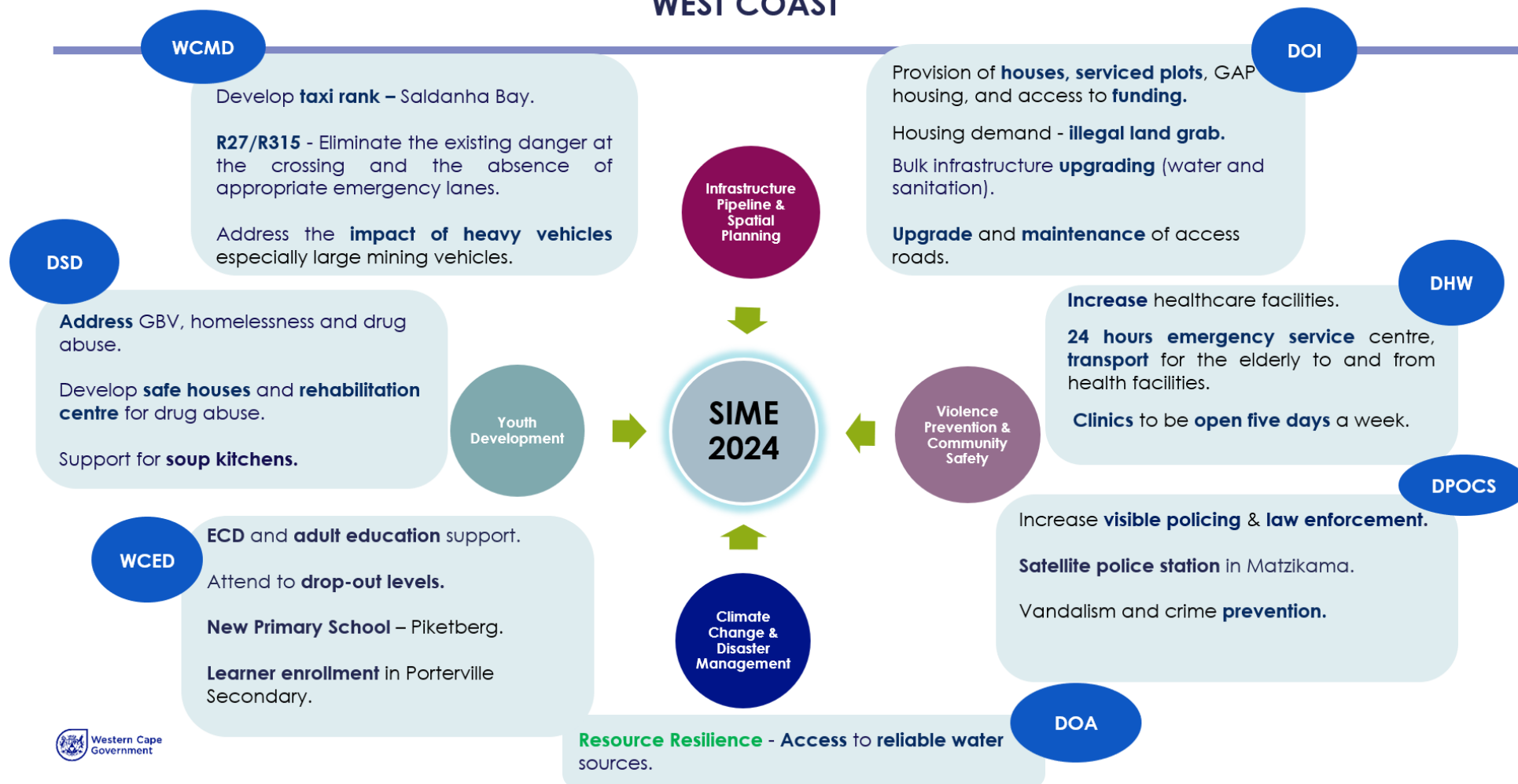
 <b>Western Cape Government</b> <b>FOR YOU</b>			
<b>SCHEDULE FOR BUDGET ENGAGEMENTS</b> <b>2025 BUDGET</b>			
<b>22 JANUARY TO 29 JANUARY 2025</b> <b>Venue: Conference Room, 7<sup>th</sup> Floor, 4 Dorp Street, Cape Town</b>			
VOTE	DATE	TIME	ATTENDEES
Infrastructure	22 January 2025, Wednesday	14:00 - 16:30	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
Health and Wellness	23 January 2025, Thursday	08:30 - 11:00	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Break</i>		11:00 - 11:30	
Environmental Affairs & Development Planning	23 January 2025, Thursday	11:30 - 13:30	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Lunch</i>		13:30 - 14:00	
Police Oversight and Community Safety	23 January 2025, Thursday	14:00 - 16:00	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
Social Development	24 January 2025, Friday	08:30 - 10:30	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Break</i>		10:30 - 11:00	
Local Government	24 January 2025, Friday	11:00 - 13:00	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Lunch</i>		13:00 - 13:30	
Cultural Affairs & Sport	24 January 2025, Friday	13:30 - 15:30	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
Education	27 January 2025, Monday	08:30 - 11:00	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Break</i>		11:00 - 11:30	
Mobility	27 January 2025, Monday	11:30 - 13:30	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Lunch</i>		13:30 - 14:00	
Economic Development and Tourism	27 January 2025, Monday	14:00 - 16:00	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
Premier	28 January 2025, Tuesday	08:30 - 10:30	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Break</i>		10:30 - 11:00	
Agriculture	28 January 2025, Tuesday	11:00 - 13:00	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments
<i>Lunch</i>		13:00 - 13:30	
Provincial Parliament	28 January 2025, Tuesday	13:30 - 15:30	Secretary Romeo Adams, HOPT Julinda Gantana, Parliament and Provincial Treasury officials
Provincial Treasury	29 January 2025, Wednesday	08:30 - 10:30	Provincial Treasury (HoPT & PT delegates) Department: HoD, CFO and other key representatives HoD's of all other Departments

## CONSOLIDATED MUNICIPAL ISSUES AND PRIORITIES RELEVANT TO DEPARTMENTS RAISED DURING SIME

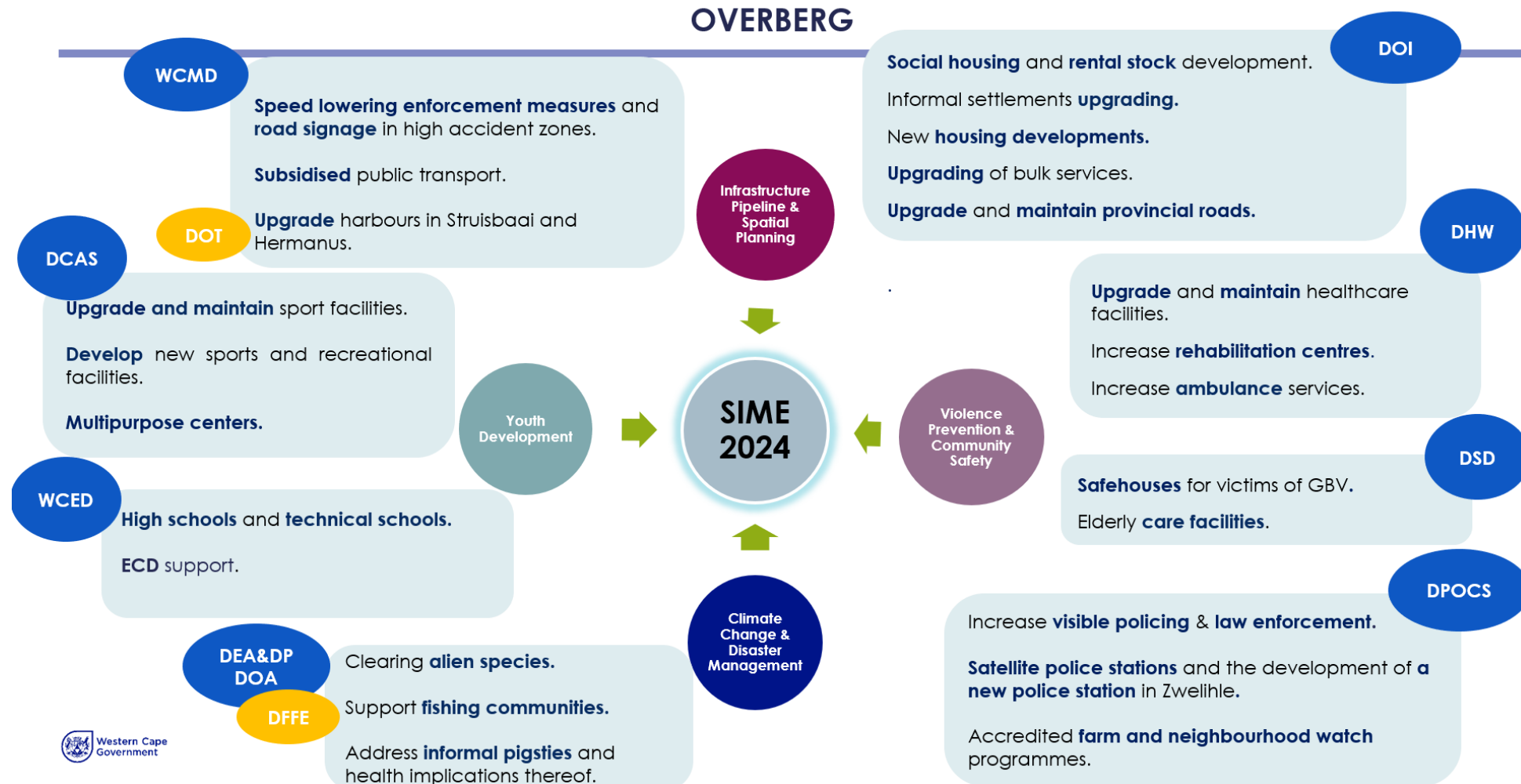
## CAPE WINELANDS



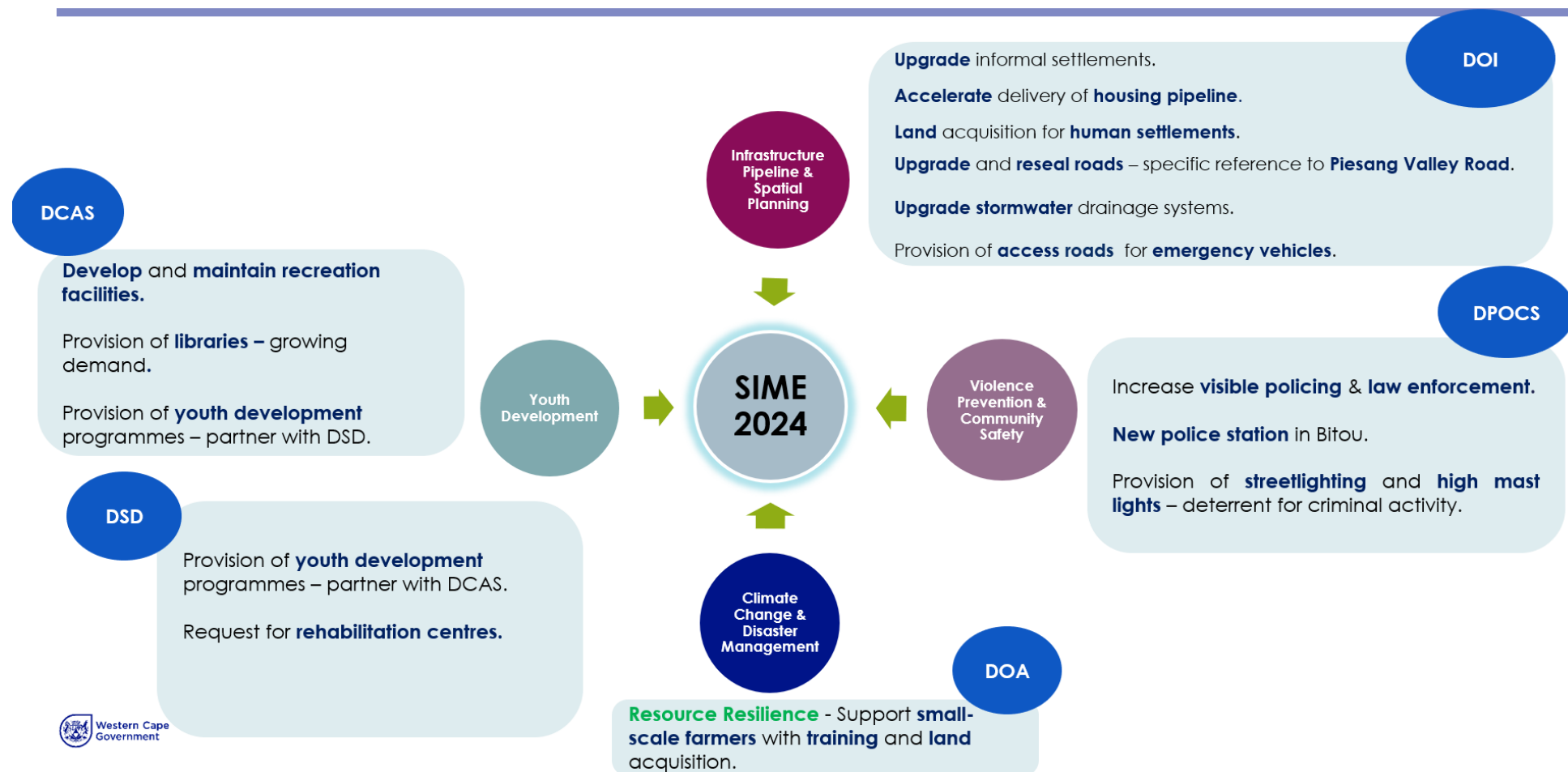
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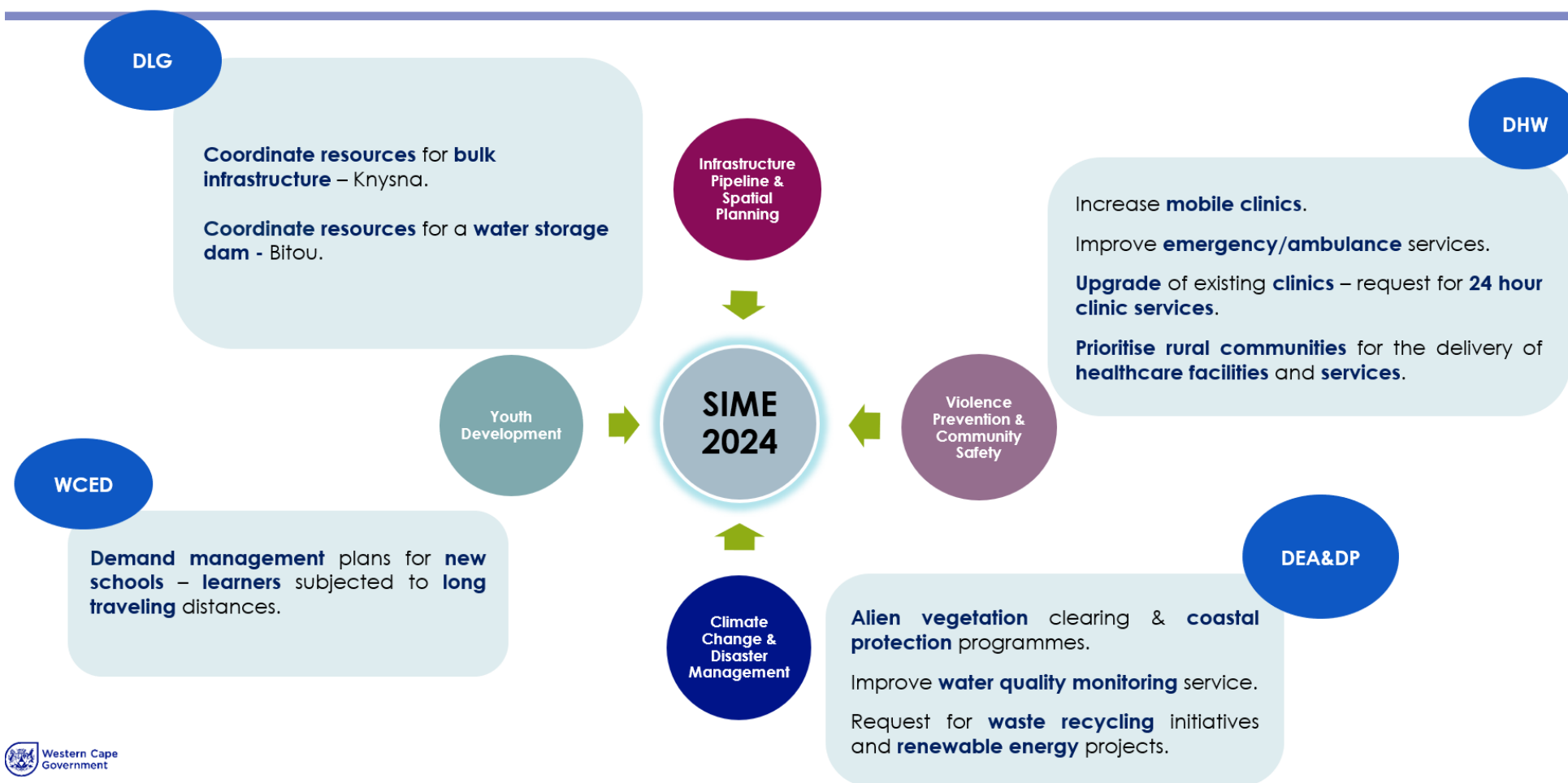
## OVERBERG



## GARDEN ROUTE 1



## GARDEN ROUTE 2





## CENTRAL KAROO

