

Reference number: RCS/C.5

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CAPE TOWN
8000

TREASURY CIRCULAR MUN NO. 27/2018

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR H NEL
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD
THE MAYOR, BERGRIVIER MUNICIPALITY: MS S CRAFFORD (ACTING)
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, SWELLEN DAM 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 SMITH (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, SWELLEN DAM 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 GILLOMEE

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
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THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR C KRITZINGER
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS
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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 BILJON
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)
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MS A SMIT)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV. E PRETORIUS)
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE DIRECTOR: FINANCIAL GOVERNANCE (MS M VAN NIEKERK)
THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR L BRINDERS)
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR D CRONJÉ) (ACTING)
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 (MS R JULIE) (ACTING)
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)
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)

FINANCIAL GOVERNANCE RELATED TRAINING

1. PURPOSE

The purpose of this circular is to communicate the training provided by the Directorate: Financial Governance within the month of October 2018. This municipal training includes the following:

- Public Sector Governance Training
- Enterprise Risk Management and Combine Assurance Training
- NT MFMA Induction Programme

2. BACKGROUND

In terms of section 5 (3) of the Municipal Finance Management Act (Act 56 of 2003), the Provincial Treasury is mandated to assist, guide and monitor compliance to the said Act. The Provincial Treasury's strategy to improve financial governance practices aims to build the capabilities of municipal officials towards improving the financial governance maturity.

In relation to the above, the Provincial Treasury: Directorate: Financial Governance has partnered with the School of Public Leadership (SPL) of Stellenbosch University to provide the above mentioned training initiatives.

3. TRAINING INITIATIVES

3.1 PUBLIC SECTOR GOVERNANCE TRAINING		
Dates	Coverage	Target Audience
2 - 3 October 2018	<ul style="list-style-type: none"> • Municipal financial legislation and policy: <ul style="list-style-type: none"> ○ Internal and external environment imperatives; ○ Compliance requirements • Enterprise Risk Management; • Internal Audit; • Audit Committees; • Governance, ethics and values; • Combined Assurance; • Business Continuity Management; • Digital Governance & IT Governance <ul style="list-style-type: none"> ○ Good governance and IT governance; ○ IT Governance Framework; ○ IT Risk Management; ○ IT security; ○ Service delivery benefits; and ○ Digital governance. • Co-production 	Middle managers, senior managers, executive managers, assurance functions, risk managers and officials in the governance space
<p>Venue: SPL University of Stellenbosch, Bellville Campus</p> <p>Special requirements: Bring laptop to access the web, WIFI connection will be supplied</p>		

3.2 ENTERPRISE RISK MANAGEMENT (ERM) AND COMBINED ASSURANCE		
Dates	Coverage	Target Audience
4 - 5 October 2018	<ul style="list-style-type: none"> Roles and responsibilities of the 3 lines of defence in relation to combined assurance 	Chief Risk Officers, Head of Internal Audit, Senior Management (It will be beneficial for the municipality to upskill the whole team at the same session – it is assumed that all managers already have a basic understanding of ERM)
Venue: Room 201, SPL University of Stellenbosch, Bellville Campus Special requirements: Bring laptop to access the web, WIFI connection will be supplied		
3.3 NATIONAL TREASURY MFMA INDUCTION PROGRAMME		
Dates	Coverage	Target Audience
15 - 17 October 2018	<ul style="list-style-type: none"> Financial management responsibilities <ul style="list-style-type: none"> a broad overview and understanding of the public-sector ethos and ethics Municipal service delivery mandate Municipal finance environment MFMA reforms 	Newly appointed officials and officials who require refresher training
Venue: Worcester, further details regarding the venue will be communicated later Special requirements: None		

4. LOGISTICS

It is imperative that municipalities note the following:

- Training: for the account of the Western Cape Provincial Treasury;
- Venue & catering: for the account of the Western Cape Provincial Treasury;
- Accommodation, transport, incidental expenses and meals (breakfast & dinner): for the account of municipalities; and
- Municipalities are kindly requested to ensure that the duly nominated officials attend the relevant training as non-attendance will lead to fruitless and wasteful expenditure.

5. REQUIRED ACTION

Nominated officials must register for the course by utilising the following link:

www.splshortcourses.co.za/Available_courses/Transversal_Capacity_building_2017_-_2020

Municipalities are also requested to forward confirmation of attendance to PT by close of business 25 September 2018 to the officials listed below:

5.1 *Public Sector Governance Training*

Hayleen April

Tel: 021 483 4485

Email: Hayleen.April@westerncape.gov.za

Deon Arends

Tel: 021 483 4379

Email: Deon.Arends@westerncape.gov.za

5.2 *Enterprise Risk Management and Combined Assurance*

Ashley Thomas

Tel: 021 483 4169

Email: Ashley.Thomas@westerncape.gov.za

5.3 *NT MFMA Induction Programme*

Zandile Cwane

Tel: 021 483 8202

Email: Zandile.Mbatani@westerncape.gov.za

6. **CLAUSE**

Training budgets, like all budgets, are being reduced and it is imperative that we make the most efficient use of those resources. It is therefore necessary for Provincial treasury to monitor attendance and consider the impact of fruitless and wasteful expenditure and possible recovery of costs incurred on training where there is non-attendance or cancellation without good reason.

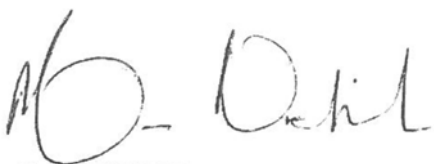
The effectiveness of a training initiatives is reduced when employees register for programs but fail to attend without adequate notification which further result in fruitless and wasteful expenditure.

Municipalities must notify Provincial Treasury officials as per the individual training circular in advance if they are unable to attend/participate in the program, failing which will result in recovery of such training costs directly from the municipality (Registration, training costs and refreshments).

The only situations where the municipality/officials will not be charged are:

- Sickness of the delegate, their child/dependant or bereavement.
- Emergency work commitment.
- Adequate reasons for non-attendance due to circumstances or were the municipality sends a substitute for the person who has registered.
- If you are cancelling on the day of the course please ensure that you, or your manager, contact Provincial Treasury - preferably before 09:30 to allow us to inform the trainer.

Your co-operation in this regard is appreciated.



MS M VAN NIEKERK

DIRECTOR: FINANCIAL GOVERNANCE

DATE: 12 September 2018