

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



original

Verwysing
Reference
Isalathiso T8/8

Navrae
Enquiries
Imibuzo Y Boqwana

TREASURY CIRCULAR, SYSTEM CIRCULAR, PROCUREMENT CIRCULAR, BUDGET
CIRCULAR AND GENERAL PRACTICE NOTES NO. 52/2009

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF HOUSING
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

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER) (ACTING)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR RB SWARTZ)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJLET)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS) (ACTING)
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 (MR B ROBERTS)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR P O'BRIEN) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS A SMIT)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
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)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR D BASSON)
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 (MS BG RUTGERS)

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) (ACTING)
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 (MR TD PILLAY)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR H DU TOIT) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS N OLIPHANT)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)
THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)
THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MR PP PIENAAR) (ACTING)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR L HARTLE) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR G PAULSE)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
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 MINISTRY (MS J DAVIDS)

THE PROVINCIAL AUDITOR
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GOVERNMENT GOVERNANCE TRAINING SCHEDULE FOR THE PERIOD: SEPTEMBER – NOVEMBER 2009

1. PURPOSE

- The purpose of the circular is to inform Departments of the outlined training programme and the ensuing nomination process. The training is themed on Corporate Governance, against the backdrop of government finances and based on the Government Governance Framework.

2. NOMINATION PROCESS

- It is the responsibility of each Department to nominate suitable candidates and to ensure that these candidates are informed timeously in order to attend the course.
- The nominations for courses must reach the Provincial Treasury before or on **3 September 2009**. These nominations must be sent to:

Ms Yolanda Boqwana

Tel: 021 483 6654

Fax: 021 483 3707

E-mail: Yboqwana@pgwc.gov.za

or

Ms Zareena Gabier

Tel: 021 483 5094

Fax: 021 483 3707

E-mail: zgabier@pgwc.gov.za

- Any late withdrawals and substitutions must also be sent to the afore-mentioned employee.
- Please note that we require certain particulars from all nominated officials, the details of which are reflected on Annexure A attached hereto. This information has no influence on the selection criteria and will only be utilized for statistical purposes to update the database of the Directorate: Corporate Governance.
- **Departments must ensure that nominations are made per course and not per official.**

3. TRAINING PROGRAMME

- Attached is the detailed training schedule for Government Governance for the period **29 September – 25 November 2009**. This program gives a clear indication of the course on offer, the dates of this course.
- Departments must ensure that their nominations correspond with the training program.
- Suitable venues are being finalized and Departments will be notified in due course once it has been confirmed.

- The following is a short description of what will be covered in the training:

Training Intervention	Description
Governance Awareness	<ul style="list-style-type: none"> • History • Development • Prescripts • Work Environment • Distinction between Private and Public Sector Governance • Stakeholder Responsibility / Commitment to Responsibility
Introduction to governance (inter-active)	<ul style="list-style-type: none"> • Background of the Governance Framework • Dynamics of the Governance Framework • The Governance Universe • Using a governance approach to management • Applying the universe • Mapping Risk Assessments • Developing Process • Developing Response Strategies

- The target groups in respect of above-mentioned training courses are SMS, MMS and ASD levels of staff members within the Department.
- Departments that wish to have training conducted specifically for them must please indicate it as such and highlight suitable dates from the attached schedule. The logistic arrangement will become the responsibility of that Department.

4. LOGISTICAL ARRANGEMENTS

- Provincial Treasury will make all arrangements with regards to meals and refreshments, but the Departments will be responsible for their own arrangements with regard to traveling.
- Stationery such as notepads and pens will not be provided, as this is the responsibility of each nominated official.

5. REQUIRED ACTION

- Please note that nominations are not confirmed until official confirmation from this office is received. This confirmation will be sent directly to the nominee in the form of an appointment via e-mail.
- Please ensure that the content of this circular is brought under the attention of your staff.

Your co-operation in this regard is highly valued.



BR Vink
Senior Manager: Corporate Governance

Date: 25/8/2009.

CORPORATE GOVERNANCE

NOMINATION LIST

NOMINATED COURSE:

DATE:

DEPARTMENT	
UNIT	
NAME	
TEL NR	
FAX NR	
E-MAIL	

SIGNATURE OF SUPERVISOR:

*PLEASE COMPLETE PARTICULARS OF THE NOMINATED OFFICIALS IN FULL IN BLOCK LETTERS.

<i>NO</i>	<i>SURNAME</i>	<i>INITIALS</i>	<i>TITLE</i>	<i>PERSAL NUMBER</i>	<i>LEVEL</i>

GOVERNANCE TRAINING SCHEDULE: starting 29 September 2009.

All dates and venues are subject to change should nominations be insufficient.

Dates	Time	Description	Venue
29 September 2009	08:30 AM – 15:30 PM	<p>Corporate Governance Training</p> <p>Purpose: To create governance awareness to MMS aligned with the governance initiative in order to contribute towards seamless integration of governance in departments and further assist trainee to gain a better understanding of Governance using the governance framework as a guide.</p> <p>Size: 15</p>	<p>Conference Room 7th floor Tower Block 4 Dorp Street Cape Town</p>
14 October 2009	08:30 AM – 15:30 PM	<p>Corporate Governance Training</p> <p>Purpose: To create governance awareness to MMS aligned with the governance initiative in order to contribute towards seamless integration of governance in departments and further assist trainee to gain a better understanding of Governance using the governance framework as a guide.</p> <p>Size: 15</p>	<p>Conference Room 7th floor Tower Block 4 Dorp Street Cape Town</p>
28 October 2009	08:30 AM – 15:30 PM	<p>Corporate Governance Training</p> <p>Purpose: To create governance awareness to MMS aligned with the governance initiative in order to contribute towards seamless integration of governance in departments and further assist trainee to gain a better understanding of Governance using the governance framework as a guide.</p> <p>Size: 15</p>	<p>Conference Room 7th floor Tower Block 4 Dorp Street Cape Town</p>

Dates	Time	Description	Venue
11 November 2009	08:30 AM – 15:30 PM	<p>Corporate Governance Training</p> <p>Purpose: To create governance awareness to MMS aligned with the governance initiative in order to contribute towards seamless integration of governance in departments and further assist trainee to gain a better understanding of Governance using the governance framework as a guide.</p> <p>Size: 15</p>	<p>Conference Room 7th floor Tower Block 4 Dorp Street Cape Town</p>
25 November 2009	08:30 AM – 15:30 PM	<p>Corporate Governance Training</p> <p>Purpose: To create governance awareness to MMS aligned with the governance initiative in order to contribute towards seamless integration of governance in departments and further assist trainee to gain a better understanding of Governance using the governance framework as a guide.</p> <p>Size: 15</p>	<p>Conference Room 7th floor Tower Block 4 Dorp Street Cape Town</p>