

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •  
UNONDYEBO WEPHONDO



Verwysing  
Reference  
Isalathiso

PT 7/1/3

Navrae  
Enquiries  
Imibuzo

Ms C Grundling

**TREASURY CIRCULAR NO. 30/2006**

THE PREMIER

THE MINISTER OF AGRICULTURE  
THE MINISTER OF COMMUNITY SAFETY  
THE MINISTER OF CULTURAL AFFAIRS, SPORT AND RECREATION  
THE MINISTER OF EDUCATION  
THE MINISTER OF ENVIRONMENT, PLANNING AND ECONOMIC DEVELOPMENT  
THE MINISTER OF FINANCE AND TOURISM  
THE MINISTER OF HEALTH  
THE MINISTER OF LOCAL GOVERNMENT AND HOUSING  
THE MINISTER OF SOCIAL SERVICES AND POVERTY ALLEVIATION  
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 (DR GA LAWRENCE)  
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 (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 DEVELOPMENT (MS K LUBELWANA) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJJET)  
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 DEVELOPMENT (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: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)  
THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

**TRAINING PROGRAMME FOR THE PERIOD 1 JANUARY 2007 – 30 JUNE 2007**



## 1. PURPOSE

- 1.1 The purpose of this circular is to inform departments of the training program and nomination process with regard to the financial systems Logistical Information System (LOGIS), LOSS CONTROL, Basic Accounting System (BAS) and Personnel and Salary Administration System (PERSAL) for the period 1 January 2007 – 30 June 2007.

## 2. NOMINATION PROCESS

- It is the responsibility of departments to nominate suitable candidates and to ensure that these candidates are informed timeously in order for them to make the necessary arrangement to attend the course(s).
- The nominations for courses must reach the Provincial Treasury before or on **30 November 2006**. These nominations can be faxed to: **Ms C Grundling, at Fax no. (021) 483 7668 or e-mailed to [Cgrundli@pgwc.gov.za](mailto:Cgrundli@pgwc.gov.za)**
- The Provincial Treasury must be informed of any withdrawals or replacements at least 5 working days prior to the commencement of the course.
- It is of utmost importance that all nominated official's **Persal** and **Identity** numbers, Race and Gender be entered on the nomination list (attached as Annexure A). Reporting requirements with regard to the Workplace Skills Plan necessitates more detailed information regarding people trained. This information has no influence on the selection criteria and will only be utilised for statistical purposes to update the database of Directorate: Supporting and Interlinked Financial Systems.
- **Please note that nominations are not confirmed until a confirmation letter from this office for the nominated official, is received.**

## 3. SERVICE STANDARDS

The Provincial Treasury commits itself to ensure that:

- Letters of acceptance to courses will be issued 2 weeks prior to commencement of the course.
- Certificates to successful candidates will be issued within 2 months after completion of the course, as well as result letters to all attendees.
- The annual (previous calendar year) training statistics per Department will be distributed annually by 30 April, each year.

## 4. TRAINING PROGRAMME

### 4.1 LOGIS: (Annexure B)

For the period January 2007 to 13 April 2007, **no LOGIS** courses will be scheduled due to the following reasons:

- Workshops as well as site visits regarding year-end procedures will be conducted; and
- LOGIS implementation training (New sites)

The training scheduled as from 16 April 2007, will be divided into two (2) categories:

#### Category 1: Non-core users

Scheduled courses for career pathing as indicated on the attached program (Annexure B). Please note that these courses are for those officials who do NOT work on LOGIS.



### Category 2: Core users

To ensure that the training needs of officials who daily work on LOGIS are addressed as high priority, the Provincial Treasury LOGIS team will in co-operation with Departments/Institutions determine the training interventions required and nominate these officials accordingly.

#### **4.2 BAS: (Annexure C)**

For the period 1 January 2007 to 30 April 2007, **no BAS** courses will be scheduled due to the following reasons:

- BAS trainers will be utilised to assist Departments with year-end closure
- Visit to Departments/Institutions to assist on a person to person basis

As from 1 May 2007 formal training courses as indicated on Annexure C will resume.

It is important to note that courses are not scheduled for specific venues or dates. Duly completed nomination forms, with a clear indication of the course(s) and venue, must be submitted in respect of nominations. Nominees will be grouped, according to needs (course requested) as well as geographic location.

The following training venues will be utilised:

- Golden Acre
- Claremont
- Worcester
- George
- Chiappini Street (only for Orientation in Finance)

#### **4.3 PERSAL: (Annexure D)**

After discussions with Departments/Institutions to identify the areas in which the biggest training need exist, the following courses have been scheduled for the period 1 January 2007 to 30 June 2007. Ad-hoc courses can however be scheduled to address Departmental needs if required.

- **Introduction to Persal**
- **Personnel Administration**
- **Salary Administration**
- **Leave Administration**
- **Labour Relations**

It is important to note that these courses are not scheduled for specific venues or dates. Duly completed nomination forms, with a clear indication of the course(s) and venue, must be submitted in respect of nominations. Nominees will be grouped, according to needs (course requested) as well as geographic location.

The following training venues will be utilised:

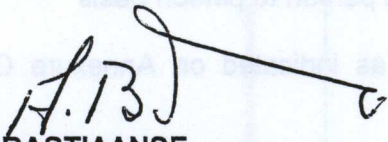
- Golden Acre
- Kromme Rhee
- Worcester
- George

Please note that nominees for the Personnel Administration and Leave Administration courses will also be subjected to attend a Human Resource Policy course that will be scheduled by the Premiers office.

5. DEPARTMENTAL ARRANGEMENTS

5.1 Departments will be responsible for their own arrangements with regard to travelling, accommodation and meals at all venues. Tea and coffee will be provided. With regard to Kromme Rhee, the Provincial Treasury will be responsible for the arrangements with regard to accommodation, tea/coffee and meals while the respective departments will be responsible for all costs.

6. Your assistance in ensuring that the right people are nominated for courses and that they do attend, will be greatly appreciated.



**A BASTIAANSE**  
**SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS**  
**DATE: 02-11-2006**