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REFERENCE: T8/2/31

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THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS

THE MAYOR, MATZIKAMA MUNICIPALITY: MR J BOCK

THE MAYOR, CEDERBERG MUNICIPALITY: MR J WHITE

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THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN

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THE MAYOR, STELLENBOSCH MUNICIPALITY: ALDERMAN CJ SIDEGO

THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR BD KIVEDO

THE MAYOR, LANGEBERG MUNICIPALITY: MS D GAGIANO

THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR L DE BRUYN

THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR CB PUNT

THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE

THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL

THE MAYOR, SWELLENDAM MUNICIPALITY: COUNCILLOR N MYBURGH

THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR V VAN DER WESTHUIZEN

THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON

THE MAYOR, HESSEQUA MUNICIPALITY: MR E NEL

THE MAYOR, MOSSEL BAY MUNICIPALITY: MRS M FERREIRA

THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS

THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL

THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN

THE MAYOR, KNYSNA MUNICIPALITY: MS J WOLMARANS

THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR E NJADU

THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON

THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING

THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HT PRINCE

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THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR H PRINS

THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DGI O'NEILL

THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR I KENNED

THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MS C LIEBENBERG

THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR L SCHEEPERS

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THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON

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THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR D BERETTI

THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR G MATTHYSE

THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI

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THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD

THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEVENS

THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR N NEL

THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR GW LOUW

THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD

THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J. JACOBS

THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA

THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR T MNYIMBA

THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T GILIOMME (Acting)

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THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
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THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)

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THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS - NATIONAL TREASURY (MR J

HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION - NATIONAL TREASURY (MR TV PILLAY)

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME: GAPS IMPLEMENTATION PLAN

1. Purpose

The purpose of this circular is to address key municipal challenges experienced in respect of Municipal Finance Management Internship Programme (MFMIP) namely; Rotation Plan, Portfolio of evidence and Interns stipend. This is an initiative from Provincial Treasury to assist Local Champions / Mentors to effectively implement the MFMIP.

2. Legislative mandate

In terms of Section 34(1 & 2) of the MFMA, The national and provincial governments must by agreement assist municipalities in building the capacity of municipalities for efficient, effective and transparent financial management. The national and provincial governments must support the efforts of municipalities to identify and resolve their financial problems.

3. Background

National Treasury developed a Management Enhancement Strategy for MFMIP in order to enhance the management and monitoring of the MFMIP. Effective implementation of the strategy to monitor and manage the MFMIP relies on effective, open ended communication between all the stakeholders. It enables interns to have a workplace rotation plan which is in line with the municipalities' specific operational needs. In conjunction with practical workplace rotation, all interns should be enrolled by their respective municipalities on a structured theoretical training programme, namely Certificate: Municipal Finance Management (SAQA 48965).

Municipalities identified/appointed Local Champions/mentors who are responsible for the management of the internship programme. Most of these officials reside within the Human Resources department as required by the management enhancement strategy.

Provincial Treasury held two workshops with municipalities to introduce the management enhancement strategy and importantly to assist municipalities in implementing the MFMIP effectively. These workshops unearthed challenges that municipalities were experiencing and possible solutions were suggested for municipalities to implement. A solidified relationship and communication channel was established with all the relevant stakeholders. However, through the aforementioned workshops, electronic interaction and visits to municipalities, a need was identified to assist municipalities.

4. Gaps Implementation Plan

4.1 Rotation Plan

The MFMIP is designed in such a way that interns need to be exposed to theoretical and practical training. The theory training will mainly be minimum competency regulations based while the practical training will be based on the rotation of interns within Budget and Treasury Office (BTO). Municipalities are therefore expected to develop rotation plans that will suit their specific needs.

Provincial Treasury of the Western Cape developed a rotation plan guide that may be used by municipalities that are struggling to develop rotation plans. In annexure A, four (4) BTO units have been used namely; Supply Chain Management, Strategic and operational finance management, Partnership and stakeholder relations, and Change, risk & project management. In annexure A, interns 1 to 5 will be rotating at least on a bi-annual basis or as soon as they are found to be competent.

See attached document of a rotation plan. It illustrates interns who are currently in the employ of the municipality. Annexure A is the overview of the current rotation plan whist annexure B is a rotation plan Log sheet.

4.2 Portfolio of evidence

Interns in conjunction with LCM's are expected to develop and regularly update interns' portfolios of evidence. This will assist interns when they have to present their competencies. Interns may have both the hardcopy and softcopy when developing their portfolios of evidence. However, it is important that interns at least have and maintain hardcopy file; and continuously update it because softcopy is vulnerable to crash or virus. The MFMIP guideline states that portfolio of evidence should contain the following documents:

- ID document
- A brief Curriculum vitae
- Copies of membership of relevant bodies, relevant licenses, relevant qualifications, formal and informal
- Skills development training programme
- Periodic evaluation feedback from the supervisor

Furthermore, the guideline states that the portfolio of evidence should be in the following format:

- Introductory title page
- Table of contents
- Work related evidence
 - o A brief description of the outcome/skill demonstrated and the context in which the skill or outcome was noted
 - A detailed list of the competencies developed or revealed through technical evaluation

An example of Portfolio of evidence has been developed to assist Interns and LCM's. The annexure C comprises of a checklist in column A that enable interns to determine if the information required is available in the hardcopy/softcopy file. The portfolio of evidence spread sheet also makes a provision for interns, supervisors and LCM's to comment and sign off duties completed. Furthermore, if interns have a softcopy over and above the hardcopy that they are advised to have, they can hyperlink the documents so that these documents are part of their softcopy portfolio of evidence.

Annexure C is an attachment of Portfolio of Evidence.

4.3 Interns' stipend

There have been few municipalities enquiring about interns' stipend. In order to keep consistency in terms of remuneration, Interns and LCM's are encouraged to make use of the MFMIP guideline, section 22 and 26 when developing an employment contract.

5. Conclusion

This guidance is an initiative from Provincial Treasury to assist municipalities with the implementation of Municipal Finance Management Internship Programme Guidelines and who are experiencing challenges to develop Rotation plans, Portfolio of evidence and interns 'stipend. Municipalities may customise these documents to suit their own circumstances.

For any queries regarding the above please contact the relevant officials:

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Email: Tracy.Bowers@pgwc.gov.za	Overstrand

Responsible Official	Municipality
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	Swartland
Babalwa Tyholweni	Cape Winelands District
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	Langeberg
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Senior Manager: Corporate Governance

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Date: 10/07/2012

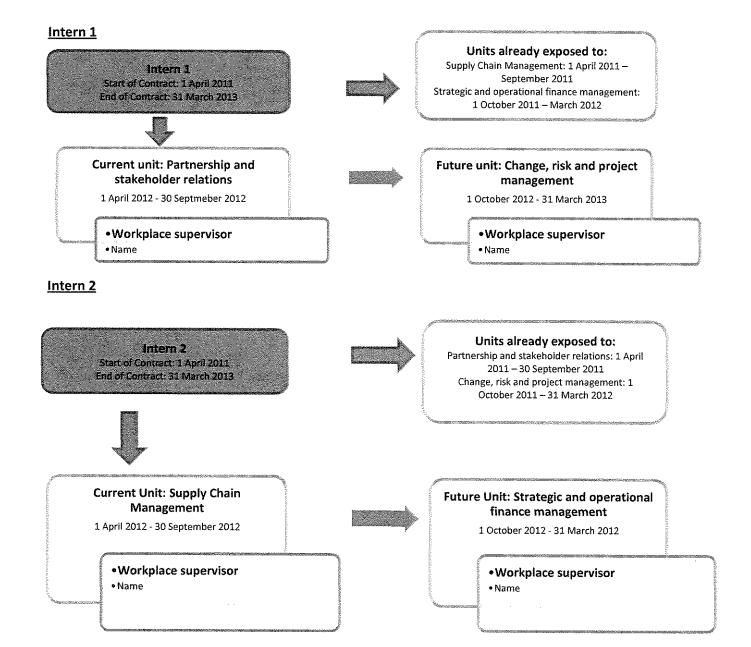


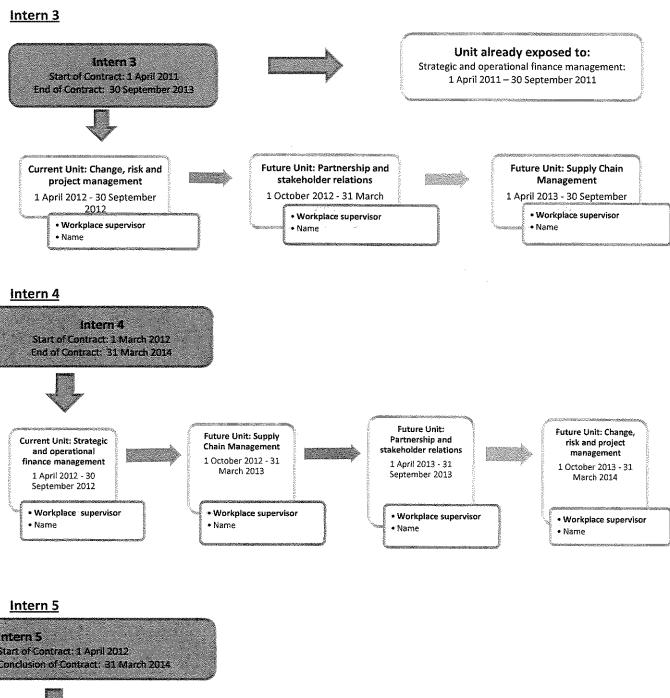
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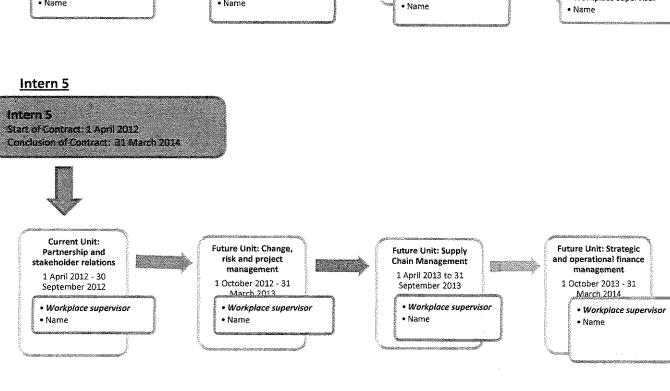
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ANNEXURE A

Rotation Timelines of Current Interns







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				193 (193 (1994))	o recigio mag		planning	Strategic				Management	Contract			purchasing	strategies and	Procurement						Focus areas			
Prepare and implement	Monitor budget process	Understand methods of	Prepare forecasts and	Cordinate council budget	Prepare service budget	Plan budget process	Other tasks:	Understand policy issues	Contribute to IDP producti 2011 - 31	Develop financial strategie 1 October	Understand strategic plann	Other tasks:	Carry out a review of control September	Crictically review procedur	Understand contract proce 1 July 2011	Other tasks:	Crictically analyse a strateg 2011 - 30	Crictically review policies	Draft a procurement strate	Understand the importanc				Outcomes/tasks			
2011 - 30	November	<u> </u>			I		2011 C	October	2011 - 31	1 October	<u> </u>	2011 C	September	1-30	1 July 2011	June 2011 C	2011 - 30	1 April	<u> </u>					HIIPHAIIIE			
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Partnership																						management	finance	operational	Strategic and						
Working with				Taxation					management	Treasury									Credit control				records	Maintaining						Budgeting	
Identifysolutions for	Work with partners	Prepare appraisals of	Understand forms of	Other tasks:	SARS	Account for taxation	of taxation as it affects	Demonstrate knowledge	Other tasks:	on general function of	Apply control procedures	collection and	Assist with debtor	Assist with debt	management of liquid	Assist with the	Develop treasury	Understand treasury	Other tasks:	Understand and use	procedures for delivery	Understand and apply	Other tasks:	Carry out periodic	Implement MFMA	financial regulations	Demostrate knowledge of	Post loans register(s)	Post entries to ledgers		Assisting with draft
2012 - 30	1 April			2012	March	1 March 2012 - 31	-		2012	February	2012 - 29	1 February							2012	January	2012 - 31	1 January	2011	December	2011 - 31	December	<u> </u>			2011	November
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projects	Managing				change	Managing						management	Disaster			Management	Risk						Consultation					partners
Other tasks:	real drivers of project	Understand and manage	inception to	Manage a project from	Other tasks:	Prepare a change manager	performance in a	Lead others for peak	impact on municipality	Understand how changes	Understand the	Other tasks:	for addressing financial	Development action plans	Understand disaster mana	Other tasks:	risk management policies	Implement and monitor	Prepare a risk strategy	risk in financial matters	identify and respond to	Understand the concept	Other tasks:	Prepare a response to	Undertake consultation	Design a consultation	Prepare a consultation	Other tasks:
																							2012	September	- 30	1 July 2012		June 2012
																							In the unit					Completed

			INDIVIDUAL	- PKOGKESS: Intern		1				
Finance Department					9,	itern's	Supervisor	STEEN SEED MADE AND THE SEED	Mentor's	
Division / Sections / Unit	Focus areas	Outcomes/tasks	Timeframes Status		Documents updated	signature & date	's signature & date	comments	signature & date	comments
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		Draft a procurement strat								
	Procurement	Crictically review policies	1 April							
	strategies and	Crictically analyse a strate 20012 - 30	20012 - 30							
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		Understand contract proc 1 July 2012	1 July 2012 -	PARIS						
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	Contract	Carry out a review of	September							
	Management	Other tasks:	2012	In the unit						
		Understand strategic plan								
		Develop financial strategie								
		Contribute to IDP product								
	Strategic	Understand policy issues		7						
	planning	Other tasks:								
		Plan budget process								
		Prepare service budget								
		Cordinate council budget								
		Prepare forecasts and								
		Understand methods of								
		Monitor budget process								
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		Assisting with draft								
В	Budgeting	Other tasks:								

																						management			Strategic and					
			Taxation					management	Treasury										Credit control				records	Maintaining						
Work with partners	Prepare appraisals of	Understand forms of	Other tasks:	SARS	Account for taxation	of taxation as it affects	Demonstrate knowledge	Other tasks:	on general function of	Apply control procedures	collection and	Assist with debtor	Assist with debt	resources with regard to	management of liquid	Assist with the	Develop treasury	Understand treasury	Other tasks:	Understand and use	procedures for delivery	Understand and apply	Other tasks:	reconciliations of various	Carry out periodic	Implement MFMA	of financial regulations	Demostrate knowledge	Post loans register(s)	Post entries to ledgers
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March 2012 Completed	2012 - 31	1 February		2012	January	2012 - 31	1 January			ļ	2011	December	2011 - 31	1 December	2011	November	2011 - 30	1 October				2011	September	30	1 July 2011 -			2011	- 30 June	1 April 2011
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Sections / Focus areas	Outcomes/tasks	limeframes Status	Its date & date comments & date
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	Crictically review proced		
Contract	Carry out a review of co		
Management	Other tasks:		
	Understand strategic pla		
	Develop financial strate	essessmoon.	
	Contribute to IDP produ	1 April 2011	
Strategic	Understand policy	- 30 April	
planning	Other tasks:	2011	
	Plan budget process		
	Prepare service budget		
	Cordinate council		
	Prepare forecasts and	1	
	Understand methods		
	Monitor budget	.	
	Prepare and	1 May 2011	
	Assisting with draft	- 31 May	
Budgeting	Other tasks:	2011	

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				1 August	Manage a project from		
			In the unit	2012	Other tasks:	change	
				31 July	Prepare a change mana 31 July	Managing	
			1	1 July 2012 -	performance in a		
	-				Lead others for peak		
				•	changes impact on		
					Understand how		management.
					Understand the		managament managament
			Completed	2012	Other tasks:	management	and project
				30 June	plans for addressing	Disaster	Changa rick
	•			1 June 2012	Development action		
					Understand disaster ma		
			Completed	2012	Other tasks:	Management	
				31 May	monitor risk	Risk	
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					strategy for the budget	completelle	relations
	***************************************				Prepare a consultation		etakeholder
			**************************************		၁ Other tasks:	Working with p Other tasks:	
				L	unstructured		Dartnarskin
					Identifysolutions for		

																	Mailagement						sections / offic			Department	Einance
Budgeting									planning	Strategic				Management	Contract			purchasing	strategies and	Procurement				Focus areas			
Other tasks:	Assisting with draft	Prepare and	Monitor budget	Understand	Prepare forecasts	Cordinate council	Prepare service bud	Plan budget process	Other tasks:	Understand policy	Contribute to IDP pr 1 April 2012	Develop financial st	Understand strategi	Other tasks:	Carry out a review o	Crictically review pr	Understand contrac	Other tasks:	Crictically analyse a	Crictically review po	Draft a procuremen	Understand the imp		Outcomes/tasks			
2012	31 May	1 May 2012 -			-			LVO	2012	30 April	1 April 2012 -		,		Д. Хой,				<u></u>			LO_		limerames			
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loperational management finance Strategic and management Credit control Other tasks: Maintaining Treasury Taxation records Other tasks: Other tasks: knowledge of procedures on apply procedures Work with partners Prepare appraisals Understand forms Demonstrate management of Assist with the Understand Understand and Other tasks: taxation Apply control collection and Assist with debtor Assist with debt Develop treasury Understand and Post entries to for SARS liquid resources reconciliations of Carry out periodic knowledge of Demostrate Implement MFMA Post loans 2012 1 June 2012 2012 - 30 31 July 2012 In the unit 2012 30 June September 1 September August 2012 | Not yet 2012 - 31 1 August 1 July 2012 -Not yet Completed

										management	Change, have																relations_	stakeholder	Partnership and partners		
projects	Managing			change	Managing						management	Disaster			Management	Risk						Consultation							partners	Working with	
Other tasks:	Understand and ma	from inception to	Manage a project	Other tasks:	Prepare a change m	peak performance	Lead others for	changes impact on	Understand how	Understand the	Other tasks:	action plans for	Development	Understand disaster	Other tasks:	monitor risk	Implement and	Prepare a risk	respond to risk in	identify and	Understand the	Other tasks:	to outcomes of	Prepare a response	Undertake	Design a	consultation	Prepare a	Other tasks:	for unstructured	Identifysolutions
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			Taxation					management	Treasury										Credit control Other tasks:				records	Maintaining						
Work with partners	Prepare appraisals of	Understand forms of	Other tasks:	SARS	Account for taxation	of taxation as it affects	Demonstrate knowledge	Other tasks:	on general function of	Apply control procedures	collection and	Assist with debtor	Assist with debt	resources with regard to	management of liquid	Assist with the	Develop treasury	Understand treasury	Other tasks:	Understand and use	procedures for delivery	Understand and apply	Other tasks:	reconciliations of various	Carry out periodic	Implement MFMA	financial regulations	Demostrate knowledge of	Post loans register(s)	Post entries to ledgers
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projects	Managing				change	Managing						ment	Disaster			Management	Risk						Consultation							partners	Working with	
Other tasks:	real drivers of project	Understand and manage	inception to	Manage a project from	Other tasks:	Prepare a change manage	performance in a	Lead others for peak	impact on municipality	Understand how changes	Understand the	Other tasks:	plans for addressing	Development action	Understand disaster mana	Other tasks:	risk management policies	Implement and monitor	Prepare a risk strategy	risk in financial matters	identify and respond to	Understand the concept	Other tasks:	ion	Prepare a response to	Undertake consultation	Design a consultation	strategy for the budget	Prepare a consultation	Other tasks:	Working with unstructured partnership	Identifysolutions for
																							2012	30 September	1 July 2012 -					30 June 2012	1 April 2012 -	
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ANNEXURE C

			PORTFOLI NAME	PORTFOLIO OF EVIDENCE NAME OF INTERN					
Documents as per the MFMIP Guidelines	Evidence Link: Documents as per the MEMIP Guidelines	Activities Performed	Evidence Link: Activities	Intern's s	Intern's signature Su & date co	Supervisor's s	Supervisor's signature & date	Comment	LCM's signature & date
ID document		1 Budgeting							
		1.1 Finance Budget			TM	······································			
A brief Curriculum vitae (CV)		Compilation (2011)		······································					
Copies of membership of relevant bodies, relevant									
licenses, relevant						***************************************			
qualifications, formal and informal education		1.2 Fuel And Oil Per Town							
		1.3 Repair And							
Skills development training programme		Maintenance Per Town							
Periodic evaluation feedback from the									
The intern's self-									
evaluation reports		2. Costing							

	2 C	B 2	C 2	2	A copy of the internship contract 2	The intern's mentor's name, job title, contact telephone number and email address
2.7 Cleaning Services Costing	2.6 Clinic Costing	2.5 Jackies Bazaar Costing	2.4 Cemetery Charges	2.3 Filming	2.2 Escort Tariff	2.1 Parking Tariff

3.1 MFMA Learning Modules 2.8 Cost Allocation Methodology 3. MFMA DVD Learning