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**REFERENCE:** T8/2/31

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### **TREASURY CIRCULAR MUN NO 33/2012**

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS  
THE MAYOR, MATZIKAMA MUNICIPALITY: MR J BOCK  
THE MAYOR, CEDERBERG MUNICIPALITY: MR J WHITE  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MRS R JAGER  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MR N DE BRUYN  
THE MAYOR, WITZENBERG MUNICIPALITY: MR S LOUW  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS G VAN DEVENTER  
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

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM  
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  
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR M MGAJO  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: MR J METTLER  
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  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR MP DU PLESSIS  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE  
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 GILLOMME (Acting)  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MS L WARING  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE (Acting)

THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY  
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: MR J KOEKEMOER  
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR LJ BRUWER  
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED  
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK  
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER  
THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR K COOPER  
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR JG MARAIS  
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR R ESAU  
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS  
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M BOLTON  
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS  
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR CF HOFFMANN  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR K BURGER ( Acting)  
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS  
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG  
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H SCHLEBUSCH  
THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR J KRAPOHL  
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT MUNICIPALITY: MS L HOEK (Acting)  
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR N DELO  
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN  
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA  
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR M CUPIDO (Acting)  
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR D LOTT  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR A BREDENHANN (Acting)  
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON  
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR CJ KYMDELL  
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD  
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING (Acting)  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

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 (VACANT)  
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)  
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)  
THE HEAD: LOCAL GOVERNMENT FINANCE (MR TC ARENDSE)  
THE HEAD: FINANCIAL GOVERNANCE (MR A HARDIEN)  
THE HEAD: ASSET MANAGEMENT (MR I SMITH)  
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUY)  
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR A REDDY)  
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)  
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)  
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON-KORSTEN)  
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR F SABBAT)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)  
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 SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)  
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR P PIENAAR)  
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL 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)

# **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 (MFMIIP) 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 MFMIIP.

## **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 MFMIIP in order to enhance the management and monitoring of the MFMIIP. Effective implementation of the strategy to monitor and manage the MFMIIP 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 MFMIIP 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 MFMP 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 whilst 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 MFMP 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
  - 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.

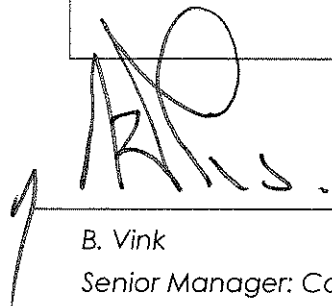
### 5. Conclusion

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:

<b>Responsible Official</b>	<b>Municipality</b>
Tracy Bowers Tel No: 021 483 6694 Email: Tracy.Bowers@pgwc.gov.za	City of Cape Town Theewaterskloof Overstrand

Responsible Official	Municipality
	Saldanha Bay Swartland
Babalwa Tyholweni Tel No: 021 483 3669 Email: Babalwa.Tyholweni@pgwc.gov.za	Cape Winelands District Breede Valley Witzenberg Langeberg Oudtshoorn
Zandile Mbatani Tel No: 021 483 8202 Email: Zandile.Mbatani@pgwc.gov.za	Stellenbosch Drakenstein Mossel Bay Overberg District Cape Agalhus
Wendy Arendse Tel no: 021 483 4289 Email: Wendy.Arendse@pgwc.gov.za	Knysna George Bitou Eden District Hessequa
Hayleen April Tel no: 021 483 4289 Email: Hayleen.April@pgwc.gov.za	Cederberg Matzikama Swellendam Berg River West Coast District
Kagisho Motsikoe Tel No: 021 483- 5831 Email: Kagisho.Motsikoe@pgwc.gov.za	Prince Albert Laingsburg Beaufort West Central Karoo District Kannaland


  
 B. Vink

Senior Manager: Corporate Governance

Western Cape: Provincial Treasury

Date: 10/07/2012



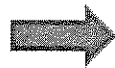


## ANNEXURE A

### Rotation Timelines of Current Interns

#### Intern 1

**Intern 1**  
Start of Contract: 1 April 2011  
End of Contract: 31 March 2013



**Units already exposed to:**  
Supply Chain Management: 1 April 2011 – September 2011  
Strategic and operational finance management: 1 October 2011 – March 2012



**Current unit: Partnership and stakeholder relations**  
1 April 2012 - 30 September 2012

•Workplace supervisor  
•Name



**Future unit: Change, risk and project management**  
1 October 2012 - 31 March 2013

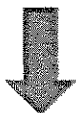
•Workplace supervisor  
•Name

#### Intern 2

**Intern 2**  
Start of Contract: 1 April 2011  
End of Contract: 31 March 2013



**Units already exposed to:**  
Partnership and stakeholder relations: 1 April 2011 – 30 September 2011  
Change, risk and project management: 1 October 2011 – 31 March 2012



**Current Unit: Supply Chain Management**  
1 April 2012 - 30 September 2012

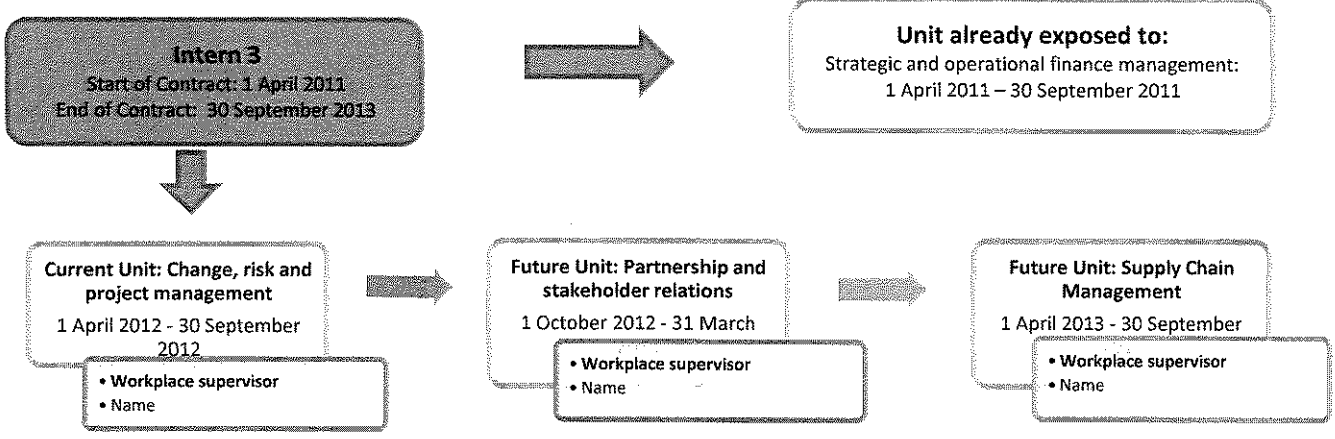
•Workplace supervisor  
•Name



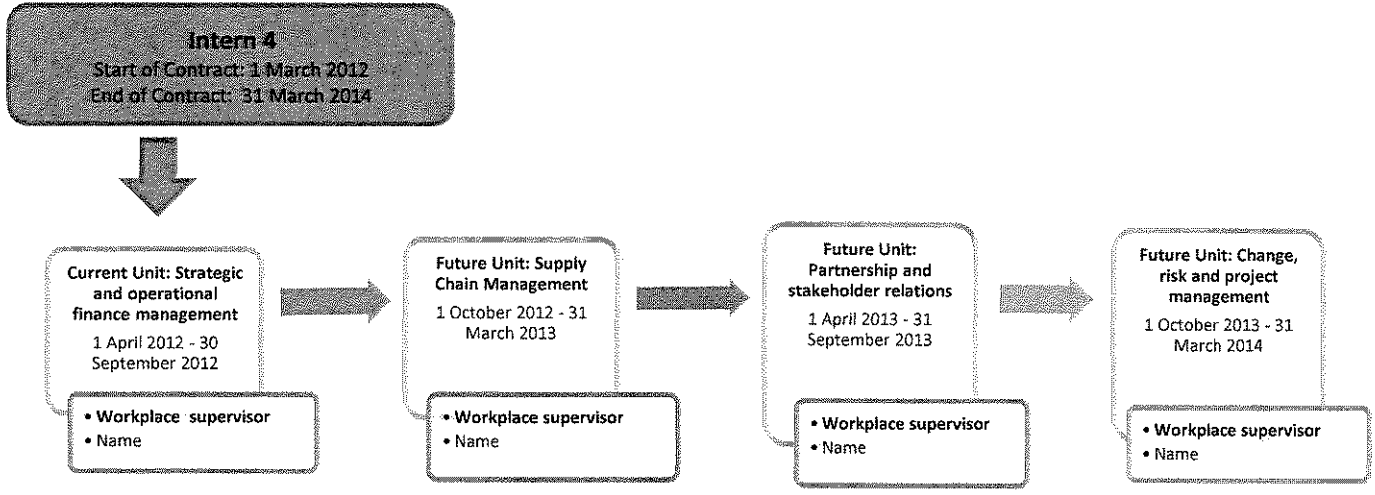
**Future Unit: Strategic and operational finance management**  
1 October 2012 - 31 March 2012

•Workplace supervisor  
•Name

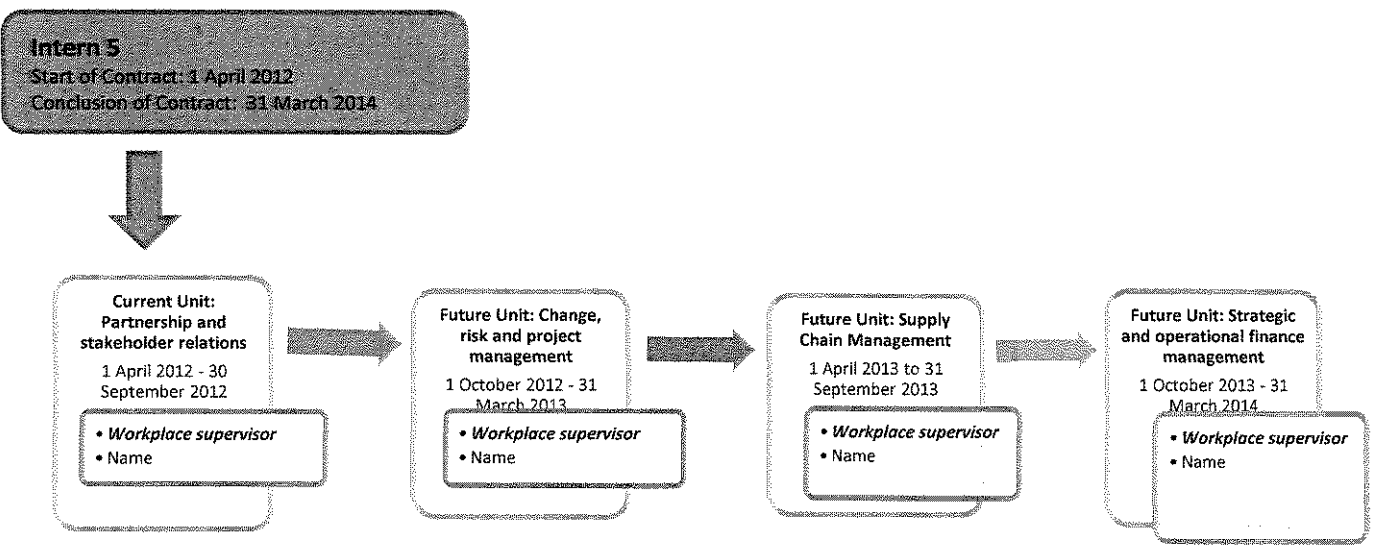
**Intern 3**



**Intern 4**



**Intern 5**

















**INDIVIDUAL PROGRESS: Intern 3**

Finance Department	Focus areas	Outcomes/tasks	Timeframes	Status	Portfolio of evidence: Documents updated	Intern's signature & date	Supervisor's signature & date	Supervisor's comments	Mentor's signature & date	Mentor's comments	
Supply Chain Management	Procurement strategies and purchasing	Understand the importance of procurement									
		Draft a procurement strategy									
		Critically review policies and procedures									
	Contract Management	Other tasks:	Understand contract process								
			Critically review procedures								
			Carry out a review of contracts								
	Strategic planning	Other tasks:	Understand strategic plan								
			Develop financial strategy	1 April 2011							
			Contribute to IDP production	1 April 2011							
			Understand policy	30 April 2011							
Plan budget process											
Prepare service budget											
Cordinate council											
Budgeting	Other tasks:	Prepare forecasts and understand methods									
		Monitor budget									
		Prepare and assist with draft	1 May 2011 - 31 May 2011								



















**ANNEXURE C**

**PORTFOLIO OF EVIDENCE  
NAME OF INTERN**

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

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

