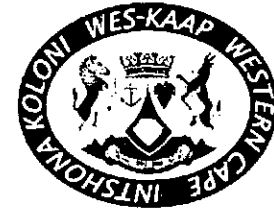


PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

T5/13/1

Navrae
Enquiries
Imibuzo

N Sigwela

TREASURY MUN CIRCULAR NO. 15/2010

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT: MRS H KITSHOFF
THE MAYOR, MATZIKAMA MUNICIPALITY: MR P BOK
THE MAYOR, CEDERBERG MUNICIPALITY: MS J MOUTON
THE MAYOR, BERGRIVIER MUNICIPALITY: MR J LIEBENBERG
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR J SKEI
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT: MR B CHABAAN
THE MAYOR, WITZENBERG MUNICIPALITY: MS NB MHLATI
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS C MANUEL
THE MAYOR, STELLENBOSCH MUNICIPALITY: ALDERMAN PM SWARTZ
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR C NTSOMI
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
THE MAYOR, OVERBERG DISTRICT:
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MR T BEYLEVELDT
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL
THE MAYOR, SWELLENDAM MUNICIPALITY: MR J JANSEN
THE MAYOR, EDEN DISTRICT: MR L DORFLING
THE MAYOR, KANNALAND MUNICIPALITY: MR N VALENTYN
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE
THE MAYOR, MOSSEL BAY MUNICIPALITY: ALDERMAN M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR M. DRAGHOENDER
THE MAYOR, OUDTSHOORN MUNICIPALITY: MS D DE JAGER
THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT: MR T PRINCE
THE MAYOR, LAINGSBURG MUNICIPALITY: MS R MEYER
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M BENJAMIN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
THE MUNICIPAL MANAGER, WEST COAST DISTRICT: MR H PRINS
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATHYSE
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THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR M MGAJO
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR MT DU PLESSIS (Acting)
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR D VAN DER HEEVER (Acting)
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV W ZYBRANDT
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THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR N NEL
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THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR KR DE LANGE
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR G. RAS (Acting)
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THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS J FORTUIN
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT: MR J KOEKEMOER
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR LJ BRUWER
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR F LÖTTER
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK
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N.S.

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 THE CHIEF FINANCIAL OFFICER, BREEDE RIVER/WINELANDS: MR CF HOFFMANN
 THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR O MCKENZIE (Acting)
 THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS
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 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 (MR TC ARENDESE) (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)
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 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
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 THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (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 (MS M SHERATON)
 THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
 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 A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

RISK MANAGEMENT TRAINING SCHEDULE FOR THE 2010 CALENDAR YEAR

1 PURPOSE

- The purpose of this circular is to inform municipalities and entities of the training program and nomination process with regards to Event Identification and Risk Assessment, ERA and Risk Management Framework for quarter 1 and 2 of the 2010/2011 financial year.

2 NOMINATION PROCESS

- It is the responsibility of each municipality and entities to nominate suitable candidates who are responsible for implementing enterprise risk management or related fields 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 **01 June 2010 and 06 August 2010**. These nominations must be sent to: **Mrs. Nangamso Sigwela (Tel. 021 483 8223)**.
- Any late withdrawals and substitutions must also be sent to the afore-mentioned officials.
- 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 Directorate: Corporate Governance.
- Municipalities need to forward this circular to their entities.
- Municipalities and entities must ensure that nominations are made per **course** and not per **official**.

3 TRAINING PROGRAMME

- Below is the detailed training schedule for Corporate Governance for the 1st and 2nd quarters. This program gives a clear indication of the various courses on offer, the dates as well as the facilitators who will be presenting these courses.
- Municipalities and entities must ensure that their nominations correspond with the training program.
- Accepted nominees will be notified of the training venues two weeks prior to the commencement of the course.
- **1st Quarter 2010**

Date	Training Intervention	Facilitator	Duration
07 – 11 June 2010	Risk Management Framework	Ashley Thomas	5 Days
17 – 18 June 2010	ERA Software	Ashley Thomas	2 Days
21 – 23 June 2010	Event Identification and Risk Assessment	Ashley Thomas & Nangamso Sigwela	3 Days

2nd Quarter 2010

Date	Training Intervention	Facilitator	Duration
06 – 10 September 2010	Risk Management Framework	Ashley Thomas	5 Days
16 – 17 September 2010	ERA Software	Ashley Thomas	2 Days
20 – 22 September 2010	Event Identification and Risk Assessment	Nangamso Sigwela	3 Days

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

Training Intervention	Description
Risk Management Framework	Detailed coverage on PGWC Risk Management framework discussing the theory on what needs to be done in the risk management process.
Event Identification and Risk Assessment	Practical training on how to conduct Event Identification and Risk Assessment workshops.
ERA	Short overview on the software coupled with practical training on the Assessor and Consolidation Tools.

- The target groups in respect of above-mentioned training courses are **all** levels of staff members within Municipalities and entities.

4 LOGISTICAL ARRANGEMENTS

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

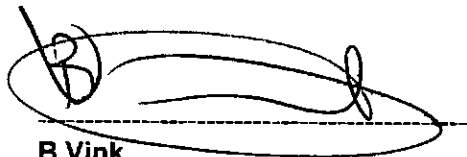
Prerequisites for some of the courses:

- ERA – must have a laptop and ERA software loaded onto the laptop

5 REQUIRED ACTION

- Please note that nominations are not confirmed until official confirmation from this office is received.

Your co-operation in this regard is highly valued.

A handwritten signature in black ink, appearing to be 'B Vink', is written over a horizontal dashed line. The signature is enclosed within a hand-drawn oval.

B Vink

Senior Manager: Corporate Governance

Date: 15/5/2010

