



Reference number: RCS/C.5

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR MUN NO. 11/2023

THE MAYOR, CITY OF CAPE TOWN
 THE MAYOR, WEST COAST DISTRICT MUNICIPALITY
 THE MAYOR, MATZIKAMA MUNICIPALITY
 THE MAYOR, CEDERBERG MUNICIPALITY
 THE MAYOR, BERGRIVIER MUNICIPALITY
 THE MAYOR, SALDANHA BAY MUNICIPALITY
 THE MAYOR, SWARTLAND MUNICIPALITY
 THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY
 THE MAYOR, WITZENBERG MUNICIPALITY
 THE MAYOR, DRAKENSTEIN MUNICIPALITY
 THE MAYOR, STELLENBOSCH MUNICIPALITY
 THE MAYOR, BREEDE VALLEY MUNICIPALITY
 THE MAYOR, LANGEBERG MUNICIPALITY
 THE MAYOR, OVERBERG DISTRICT MUNICIPALITY
 THE MAYOR, THEEWATERSKLOOF MUNICIPALITY
 THE MAYOR, OVERSTRAND MUNICIPALITY
 THE MAYOR, CAPE AGULHAS MUNICIPALITY
 THE MAYOR, SWELLENDAM MUNICIPALITY
 THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY
 THE MAYOR, KANNALAND MUNICIPALITY
 THE MAYOR, HESSEQUA MUNICIPALITY
 THE MAYOR, MOSSEL BAY MUNICIPALITY
 THE MAYOR, GEORGE MUNICIPALITY
 THE MAYOR, OUDTSHOORN MUNICIPALITY
 THE MAYOR, BITOU MUNICIPALITY
 THE MAYOR, KNYSNA MUNICIPALITY
 THE MAYOR, CENTRAL KAROO DISTRICT
 THE MAYOR, LAINGSBURG MUNICIPALITY
 THE MAYOR, PRINCE ALBERT MUNICIPALITY
 THE MAYOR, BEAUFORT WEST MUNICIPALITY

For information

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR L MBANDAZAYO
 THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT
 THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR L PHILLIPS (ACTING)
 THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE
 THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE
 THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR H METTLER
 THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
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 THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL
 THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS
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 THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR C PUREN
 THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: DR M GRATZ
 THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR W HENDRICKS

THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR M MEMANI
 THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR O SEBOLA
 THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR M NKUNGWANA (ACTING)
 THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J BOOYSEN
 THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR A HENDRICKS
 THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR D WELGEMOED (ACTING)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY
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 THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR K CAROLUS
 THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG
 THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR M SHUDE
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 THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR O FREDERICKS
 THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR R DU PLESSIS
 THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR G DE JAGER
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THE HEAD OFFICIAL: PROVINCIAL TREASURY (MS J GANTANA) (ACTING)
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 THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR I SMITH) (ACTING)
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 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MS N RINQUEST)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR T NTSHINGILA)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR I TSIE)
 THE DIRECTOR: LOCAL GOVERNMENT MFMA COORDINATION (MR D CRONJE)
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THE PROVINCIAL AUDITOR
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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)

THE MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME WORKSHOP

1. PURPOSE

To invite municipal finance management interns and internship champions from Western Cape Municipalities to the municipal internship workshop arranged by the Western Cape Provincial Treasury (WCPT) that will be held on **14 November 2023** via the MS Teams platform.

The purpose of the workshop is to provide guidance and share good practice to enable the effective implementation of the National Treasury Municipal Finance Management Internship Programme and to perform a verification process for municipal finance interns within the Western Cape.

2. BACKGROUND

Sections 5(3) and 34 of the MFMA mandates Provincial Treasuries to monitor, assist and support municipalities in building their financial management capacity and compliance with the MFMA and its related regulations.

The National Treasury (NT) Municipal Finance Management Internship Programme (MFMIP) was initiated in 2004 to assist municipalities to build their financial management capacity. The MFMIP is an organised professional and work experience programme with the goal of providing high quality training and practical exposure to interns in all aspects of municipal finance.

The WCPT monitors, supports, and assists municipalities within the Western Cape towards the effective implementation of the MFMIP and the achievement of its intended objectives.

3. OBJECTIVE OF THE WORKSHOP

The objective of the workshop is as follows:

- a) To provide a platform to communicate the strategic direction of the MFMIP programme, addressing challenges and sharing of good practices through interactive discussion and agreement on innovative, efficient, and effective solutions.
- b) To conduct a scheduled verification process on municipal finance interns within the Western Cape. The verification in compliance with the Guideline for implementation of MFMIP Guideline (2014), will cover the following areas:
 - i. Validity of contracts.
 - ii. Validity of formal qualifications of appointed interns.
 - iii. Documented work rotation plans.
 - iv. Formal training opportunities in line with the minimum competency levels.
 - v. Availability of mentors to support interns' development.
 - vi. Stipends payable to interns; and others.

It is imperative for NT to receive the correct data on all finance interns as the transferring department of the Financial Management Grant framework which funds the MFMIP. The correct data and performance information on finance interns will assist NT to plan, motivate and allocate for further disbursements of this grant in the Medium-Term Expenditure Framework period.

4. REQUIREMENTS OF MUNICIPALITIES

To enable effective implementation of the finance interns' verification, it is requested that municipalities email, by the **8 November 2023**, the following information:

- i. Valid contracts of all active finance interns;
- ii. Valid formal qualifications of appointed finance interns; and
- iii. Latest proof of stipend to finance interns. This could include bank notification of payment, deposit receipt or other acceptable proof of payment.

Municipalities are requested to submit the names and email addresses of the municipal interns and internship champions that will be attending the workshop by the **08 November 2023**.

Kindly submit to the respective relevant WCPT Contact person allocated for your Municipality as listed in the annexed Table 1. Once the online invitation has been sent, attendees are requested to accept the online invitation to confirm attendance. All financial interns and municipal intern champions are asked to attend the workshop.

5. LOGISTICAL ARRANGEMENTS

The logistical arrangements are as follows:

Workshop Programme	Session 1: Transversal engagement Session 2: Individual engagement (Dedicated identified municipalities)
Date	14 November 2023
Venue	MS Teams
Attendees	NT MFMIP interns, Municipal Internship Champions, National Treasury and Provincial Treasury
Agenda	The final Agenda will be distributed timeously prior to the workshop

6. PROTECTION OF PERSONAL INFORMATION

- i. The processing of personal information will comply with the requirements of the Protection of Personal Information Act No 4 of 2013;
- ii. Access to personal information will be restricted to the required WCPT and NT officials, as per the relevant system of delegation and relevant legislative mandates; and
- iii. The personal information will only be used for the purpose of the NT MFMIP Guidelines, 2014.

7. CONCLUSION

Your continued dedication to building a skills pipeline for local government is greatly appreciated.

MS M VAN NIEKERK
DIRECTOR: FINANCIAL GOVERNANCE

Table 1: WCPT Contact person - Allocated municipalities	
<p>Deon Arends</p> <p>Tel No.:021 483 4379</p> <p>Email: Deon.Arends@westerncape.gov.za</p> <ul style="list-style-type: none"> ● Knysna Local Municipality ● Mossel Bay Local Municipality ● Oudtshoorn Local Municipality ● Bitou Local Municipality ● City of Cape Town ● West Coast District Municipality 	<p>Zandile Cwane</p> <p>Tel No.:021 483 8202</p> <p>Email: Zandile.Mbatani@westerncape.gov.za</p> <ul style="list-style-type: none"> ● Garden Route District Municipality ● George Local Municipality ● Hessequa Local Municipality ● Kannaland Local Municipality ● Langeberg Local Municipality ● Saldanha Bay Local Municipality
<p>Hayleen April</p> <p>Tel No.:021 483 4485</p> <p>Email: Hayleen.April@westerncape.gov.za</p> <ul style="list-style-type: none"> ● Central Karoo District Municipality ● Prince Albert Local Municipality ● Beaufort West Local Municipality ● Laingsburg Local Municipality ● Swartland Local Municipality ● Matzikama Local Municipality 	<p>Tracy Bowers</p> <p>Tel No: 021 483 6694</p> <p>Email: Tracy.Bowers@westerncape.gov.za</p> <ul style="list-style-type: none"> ● Cape Winelands District Municipality ● Breede Valley Local Municipality ● Drakenstein Local Municipality ● Stellenbosch Local Municipality ● Witzenberg Local Municipality ● Bergrivier Local Municipality
<p>Wendy Hans</p> <p>Tel No: 021 483 4289</p> <p>Email: Wendy.Arendse2@westerncape.gov.za</p> <ul style="list-style-type: none"> ● Overberg District Municipality ● Cape Agulhas Local Municipality ● Overstrand Local Municipality ● Swellendam Local Municipality ● Theewaterskloof Local Municipality ● Cederberg Local Municipality 	