

Reference number: RCS/C.5

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR MUN NO. 16/2021

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS  
THE MAYOR, MATZIKAMA MUNICIPALITY: MS M BAINS  
THE MAYOR, CEDERBERG MUNICIPALITY: MS S QUNTA  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT  
THE MAYOR, WITZENBERG MUNICIPALITY: MR B KLAASEN  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR C POOLE  
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN  
THE MAYOR, LANGEBERG MUNICIPALITY: MR S VAN EEDEN  
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS C VOSLOO  
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR P SWART  
THE MAYOR, SWELLEN DAM MUNICIPALITY: MR N MYBURGH  
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN  
THE DEPUTY MAYOR, KANNALAND MUNICIPALITY: MS M BARRY (ACTING)  
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES  
THE DEPUTY MAYOR, MOSSEL BAY MUNICIPALITY: MR H LEVENDAL  
THE MAYOR, GEORGE MUNICIPALITY: ALD. L VAN WYK  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR C MACPHERSON  
THE MAYOR, BITOU MUNICIPALITY: MR S GCABAYI (ACTING)  
THE MAYOR, KNYSNA MUNICIPALITY: MR E VAN ASWEGEN  
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR I WINDVOGEL  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR R LOUW  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR Q LOUW

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 M OWIES (ACTING)  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR A TIITUS (ACTING)  
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  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBRANDT  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D MCTHOMAS  
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR A DE KLERK  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR D LUBBE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS  
THE MUNICIPAL MANAGER, SWELLEN DAM MUNICIPALITY: MR A GROENEWALD  
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD (ACTING)  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR D NAIDOO (ACTING)

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: DR M GRATZ (ACTING)  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR R SMIT (ACTING)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: ADV. L NGOQO  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR D ADONIS (ACTING)  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR J JONKERS (ACTING)  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J BOOYSEN  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS A VORSTER  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J PENXA (ACTING)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY  
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: DR JCP TESSELAAR  
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR E ALFRED  
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR M MEIMANI  
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR F LÖTTER  
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER  
THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR M BOLTON  
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MS FA DU RAAN-GROENEWALD  
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR C KRITZINGER  
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR B BROWN  
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  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR N KRUGER  
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW  
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDÉ  
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BILJON  
THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MS E WASSERMANN  
THE CHIEF FINANCIAL OFFICER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR JW DE JAGER  
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR R BUTLER  
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN  
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  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR M DYUSHU  
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR J CARSTENS (ACTING)  
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN  
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD  
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MS A VORSTER (ACTING)  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MS N NTSANGANI

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)  
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THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MS J GANTANA)  
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (DR R HAVEMANN) (PRO TEM)  
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK)  
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THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR I SMITH)  
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THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MS E WENN) (ACTING)  
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THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA 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)

# THE MUNICIPAL FINANCE INTERNSHIP PROGRAMME WORKSHOP

## 1. PURPOSE

To invite financial management interns and internship champions from Western Cape municipalities to the municipal internship workshop organized by the Western Cape Provincial Treasury (WCPT) on the 28th of September 2021, which will be held through virtual platform. The workshop's theme is "Building a Future Skills Pipeline – The Impact of Covid-19 and the 4IR."

## 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 (MFMIIP) was initiated in 2004 to assist municipalities to build their financial management capacity. The MFMIIP 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 Western Cape Provincial Treasury has monitored, supported and assisted Western Cape municipalities towards the effective implementation of the MFMIIP and the achievement of its intended objectives.

The internship workshop provides a platform to communicate the strategic direction of the programme, addressing challenges through interactive discussion and collective agreement on innovative, efficient and effective solutions.

## 3. OBJECTIVE OF THE WORKSHOP

The goal of the workshop is to raise knowledge of the MFMIIP's goals and objectives, as well as how it directs the development and training of municipal interns to meet the current and future skills demands of the local government finance sector. The internship training will take place on 28 September 2021, and will cover, among other things, the following major topics:

- The impact of COVID-19 and 4IR on municipal operations and the future skills requirement of municipal financial officials
- The Municipal Financial Internship Programme - A key instrument in developing a skills pipeline for Local Government Finance
- The role of mentors and interns to effectively increase the skills capacity of the municipality

## 4. LOGISTICS

It is important that the following information be noted:

- **Date of workshop:** 28 September 2021
- **Platform of workshop:** MS Teams
- **Attendees:** Municipalities are kindly requested to communicate with their respective finance interns and municipal internship champions and ensure their attendance of the workshop.
- **Invitation:** PT will send a workshop invitation to all nominated attendees.
- **Agenda:** The final Agenda will be distributed prior to the workshop.

## 5. CONFIRMATION OF ATTENDANCE

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 15 September 2021**. Kindly submit to the respective Financial Governance officials allocated for your Municipality as listed in the table 1 below. Once the online invitation has been sent, attendees are requested to accept the online invitation to confirm attendance.

**Table 1 PT Contact person**

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

## 6. CONCLUSION

Municipalities are asked to comply with the criteria of this circular as soon as possible. Your dedication to establishing a long-term skills pipeline for local government is greatly appreciated.

**MELISSA VAN NIEKERK**  
**DIRECTOR: FINANCIAL GOVERNANCE**  
**DATE: 10 September 2021**