

Reference: T8/10/7

TREASURY CIRCULAR MUN NO 19/2013

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR P BOCK
THE MAYOR, CEDERBERG MUNICIPALITY: MR P MJIENI (ACTING)
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, SWELLENBAM 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: ADV H LINDE
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: MRS C LIEBENBERG
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 D LOUW
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEVENS
THE MUNICIPAL MANAGER, SWELLENBAM MUNICIPALITY: MR G PAULSE (ACTING)
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 R LOTTERING (ACTING)

THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR A PAULSE (ACTING)
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MS L WARING
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
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: MRS U BAARTMAN
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: MRS FA DU RAAN-GROENEWALD
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR C KRITZINGER
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 D LOUW
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
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 K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MRS L SWANEPOEL (ACTING)
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR F LÖTTER
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR N NORTJE (ACTING)
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR M BOOYSEN (ACTING)

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 Z HOOSAIN)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: FISCAL POLICY (MS C HORTON)
THE SENIOR MANAGER: INFRASTRUCTURE (MR M WÜST)
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS N OLIPHANT)
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
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: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)

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 SUBMISSION OF MINIMUM COMPETENCY RETURN FORMS AND PROVINCIAL TREASURY BUDGET AND TREASURY OFFICE (BTO) DATA FORMS

1. PURPOSE

To provide the submission dates for minimum competency return forms and related BTO data forms for every quarter within the 2013-14 year. This will assist municipalities in complying with timeframes regarding the submission of the relevant return forms. Reference is made to PT Mun Circular 32 of 2012 (3.2 Reporting requirements).

2. BACKGROUND

Provincial Treasury as required in the Municipal Finance Management Act (MFMA), Act No. 56 of 2003, must monitor and support municipalities in complying with the MFMA prescripts and related regulations.

The Municipal Regulations on Minimum Competency levels, 2007 and National Treasury Circular 60 require municipalities to report to both National and Provincial Treasury on the status of the compliance with the Municipal Regulations on Minimum Competency Levels, 2007.

3. REPORTING REQUIREMENTS

To assist municipalities in complying with the relevant reporting requirements, a table consisting of the various return forms and the due dates for the 2013 – 14 financial year has been compiled. Furthermore, it also aims to eliminate any confusion that exists as to which forms should be completed and to whom it should be submitted.

The reporting requirements in respect of the minimum competencies are as follows:

TYPE OF FORM	NAME OF FORM	DESCRIPTION	SUBMIT TO	DUE DATE
Bi-annual Return form	NT Six monthly implementation report: Schedule	Bi-annual return form for reporting progress on minimum competencies. Semester 1: July-Dec 2013 Semester 2: Jan-June 2014	National Treasury For attention: Gershon Sibinda (gershon.sibinda@treasury.gov.za) and Carlisle Sampson (Carlisle.Sampson@treasury.gov.za) and Provincial Treasury (email to MFMA.MFMA@westerncape.gov.za)	30 Jan 2014 30 Jul 2014
Data form	PT Section 56/57 data form (Annexure A)	PT Annexure A data forms for Quarter 1, 2, 3, and 4.	Provincial Treasury For Attention: Melissa Van Niekerk (Melissa.vanNiekerk@westerncape.gov.za)	Q1: 10 Jul 2013 Q2: 10 Oct 2013 Q3: 22 Jan 2014 Q4: 10 Apr 2014

TYPE OF FORM	NAME OF FORM	DESCRIPTION	SUBMIT TO	DUE DATE
Data form	PT Budget and Treasury office data form (Annexure B)	PT data forms for Quarter 1, 2, 3, and 4.	Provincial Treasury For Attention: Melissa Van Niekerk (Melissa.vanNiekerk@westerncape.gov.za)	Q1: 10 Jul 2013 Q2: 10 Oct 2013 Q3: 22 Jan 2014 Q4: 10 Apr 2014
Annexure B return form (NT Circular 60)	NT Annexure B – Information for consideration of Special Merit Cases	Excel spread-sheet on which to apply for Special Merit case and also to report quarterly progress. Excel to be submitted with cover letter.	National Treasury For attention: Gershon Sibinda (gershon.sibinda@treasury.gov.za) and Carlisle Sampson (Carlisle.Sampson@treasury.gov.za) and copy to Provincial Treasury. For Attention: Melissa Van Niekerk (Melissa.vanNiekerk@westerncape.gov.za)	Q1: 2 Apr 2013 Q2: 2 Jul 2013 Q3: 2 Oct 2013 Q4: 2 Jan 2014 Q1: 2 Apr 2014 Q2: 30 Jun 2014
Return form	Municipal Finance Management Internship Programme quarterly return form	PT quarterly return form i.r.o interns for Quarter 1, 2, 3, and 4.	PT officials as per the allocated municipalities: Kagisho Motsikoe, Tracy Bowers, Wendy Hans, Hayleen April, Zandile Cwane, Babalwa Tyholweni	Q1: 10 Jul 2013 Q2: 10 Oct 2013 Q3: 22 Jan 2014 Q4: 10 Apr 2014

4. CONCLUSION

Municipalities are requested to adhere to the above reporting submission dates in order to be compliant to the relevant legislation. It will also enable Provincial Treasury to fulfil their reporting responsibility to National Treasury and determine whether support is needed and what assistance can be provided.



B VINK
SENIOR MANAGER: CORPORATE GOVERNANCE
DATE: 6 June 2013

SECTION 56/57 DATA FORM

Description
 In order to effectively monitor and assess the impact of changes such as vacancies, suspensions, etc. in the executive management level have on the functioning of the municipalities, it has become a necessary to develop a tool which will assist with this function. It will also enable Provincial Treasury together with the municipality to determine what mechanisms are required to address the problem in the long and short term.

The data form should be completed by the Human Resources Manager.
 Declaration: The Municipal Manager certifies this to be a true and accurate record of the statistic provided herein.

Name of Municipality:		Municipal Code:	
Municipal Manager:		E-mail address:	
Telephone:		Date:	

Total No of S56/57 officials on the organisational structure:	
Total No of S56/57 officials active in approved posts:	
Total no of S56/57 vacancies	
Total No of S56/57 suspensions	

Name of Section 56/57 employee	Name of Qualification	Position held	Directorate	Post funded/ unfunded	Type of employment - Permanent - Contract	Contract end date	Performance Agreements - Yes - No	Post Status - Filled - Vacant	Period of vacancy/ suspension	Reason for suspension	Indicate whether - Fully competent - On training - Not training (Minimum competency regulation)	Challenges	Municipal action to address challenges

Acting officials

Name of Acting Section 56/57 employee	Qualification	Acting position held	Directorate	Post funded/ unfunded	Official position held	Type of employment - Permanent - Contract	Contract end date	Performance Agreements - Yes - No	Post Status - Filled - Vacant	Reason for suspension	Indicate whether - Fully competent - On training - Not training (Minimum competency regulation)	Challenges	Provide reason where no training has occurred

Completed by: Human Resource Manager/Skills Development Facilitator Name in blockletters: _____ Signature: _____ Date: _____	Certified correct: Municipal Manager Name in blockletters: _____ Signature: _____ Date: _____
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MFMA: MUNICIPAL REGULATIONS ON MINIMUM COMPETENCY LEVELS SIX MONTHLY IMPLEMENTATION REPORT: SCHEDULE

Every municipality must submit this schedule to National Treasury disclosing for the 6 months ending 31 December and 30 June:

1. the total number of financial and supply chain management officials employed by the municipality and each of its municipal entities, and of those officials:
2. how many have undertaken a competency assessment, and
3. how many have complying performance agreements, including the attainment of competencies as a performance target.
4. Should you wish to provide additional information please include comments in the box below or forward a separate letter to the National Treasury MFMA Implementation Unit, Private Bag X115, Pretoria, 0001.

The schedule must be submitted no later than one month after the 6 month period end (i.e.30 January and 30 July). No extension of time will be given. This information must also be reflected in the municipality's Annual Report as at the end of the financial year to which the report relates. A municipal entity must submit its information to the parent municipality no later than 20 January and 20 July and also reflect this in its own Annual Report.

To save the file press the following keys at the same time with Caps Lock off: Ctrl-Shift-S. Save file as: Muncde_COM_ccyy_Sn.xls (e.g. GT411_COM_2008_S1.xls)
The electronic return must be emailed to lgdatabase@treasury.gov.za.

DECLARATION: The Municipal Manager/ Chief Executive Officer certifies this to be a true and accurate record of the implementation of the MFMA Municipal regulations on Competency Levels for officials in the municipality and/ or municipal entity for the six month period.						
Municipal Manager/ CFO name:				Email:		
Telephone:				Date (ccyy/mm/dd):		
Mun Code:				Municipality Name:		
Financial Year:				Six Month Period:		
Description	A. Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B. Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c))	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
Financial Officials						
<i>Accounting officer</i>			0			
<i>Chief financial officer</i>			0			
<i>Senior managers</i>			0			
<i>Any other financial officials</i>			0			
Supply Chain Management Officials						
<i>Heads of supply chain management units</i>			0			
<i>Supply chain management senior managers</i>			0			
TOTAL	0	0	0	0	0	0
Comments						

Training per Intern: Practical

Is rotation plan in place	If yes, what is the frequency of rotation	Previous functional area	Date the intern moved from the previous to current functional area	Current functional area	Date the intern will moved from the current to the next functional area	Current Supervisor

Interns graduated from the programme

Name & Surname	Identity Number	Contact Number	Appointment date as intern	End of contract as intern	Was the contract extended after the end of the initial contract, if yes until when	Did the intern receive a certificate of completion? (Internship Programme)	Absorbed by the municipality	Date employed as official	Position & Department	If appointed on contract, till when?

What are the challenges the municipality is experiencing?

What are intended solutions to the challenges

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