



# PROVINCIAL TREASURY

Provincial Government of the Western Cape

## SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

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**REFERENCE:** T14/4/2/2  
**ENQUIRIES:** Ms C Grundling

### TREASURY CIRCULAR 38/2010

#### THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT  
THE MINISTER OF COMMUNITY SAFETY  
THE MINISTER OF CULTURAL AFFAIRS AND SPORT  
THE MINISTER OF EDUCATION  
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM  
THE MINISTER OF HEALTH  
THE MINISTER OF HOUSING  
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING  
THE MINISTER OF SOCIAL DEVELOPMENT  
THE MINISTER OF TRANSPORT AND PUBLIC WORKS  
THE SPEAKER: PROVINCIAL PARLIAMENT  
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

} For information

#### ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)  
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)  
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)  
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)  
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)  
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KC HOUSEHAM)  
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)  
THE ACCOUNTING OFFICER: VOTE 8: HOUSING (MR M TSHANGANA)  
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS)  
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)  
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)  
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)  
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)  
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR P O'BRIEN)  
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)  
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)  
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: HOUSING (MR D BASSON)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)  
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)  
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)  
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MR D BASSON)

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 ARENDSE)  
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 TC ARENDSE) (PRO TEM)  
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)  
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)  
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MR T MADONDILE/MS M FORTUIN) (ACTING)  
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)  
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 F SABBAT)  
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (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 HEAD: OFFICE OF THE FINANCE MINISTRY (MS A SMIT)  
THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

## PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 1 JANUARY 2011 – 30 JUNE 2011

### 1. PURPOSE

The purpose of this circular is to inform departments of the nomination process, service standards, training program and departmental arrangements applicable to training interventions by Provincial Treasury for the period 1 January 2011 – 30 June 2011.

### 2. NOMINATION PROCESS

- It is the responsibility of departments to ensure that the training needs of officials especially in accordance with their system profile are addressed as high priority.
- To assist Accounting Officers to determine training needs/gaps, a list of all officials trained in the department is made available annually or on request.
- Departments must further ensure that these candidates and their supervisors are informed timeously of course dates in order to make the necessary arrangements to attend.
- **PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL A CONFIRMATION LETTER FROM THIS OFFICE IS RECEIVED BY THE NOMINATED OFFICIAL.**
- **Attendance of courses must be confirmed at least 5 working days prior to the commencement of the course.** Likewise the Provincial Treasury must be informed at least 5 working days prior to the commencement of the course of any withdrawals. Suitable replacements must be arranged in co-operation with Provincial Treasury.
- Course nominations should reach the Provincial Treasury on or before **29 October 2010**.

Persal nominations can be forwarded to:

**Ms V Mntuyedwa at Fax no. (021) 483 7560 or e-mailed to Vmntuyed@pgwc.gov.za**

All other nominations can be forwarded to:

**Ms C Grundling, at Fax no. (021) 483 7668 or e-mailed to Cgrundli@pgwc.gov.za**

- It is of utmost importance that all nominated official's **Persal and Identity numbers, Race and Gender** be entered on the nomination list (attached as Annexure A). Reporting requirements with regard to the Workplace Skills Plan necessitates more detailed information regarding officials trained. This information has no influence on the selection criteria and will only be utilised for statistical purposes to update the database of Directorate: Supporting and Interlinked Financial Systems. **Nominations without Persal numbers will NOT be considered.**

### 3. SERVICE STANDARDS

The Provincial Treasury commits itself to ensure that:

- Letters of acceptance to courses will be issued 15 working days prior to commencement of the course (In respect of originally nominated officials).
- Certificates to successful candidates as well as result letters will be issued within 2 months after completion of the course, to all attendees.
- Letters of attendance will be issued within 2 months.

4. TRAINING PROGRAMME

Attached hereto is the individual training programs and prospectus for LOGIS (Annexure B), BAS (Annexure C), PERSAL (Annexure D), VULINDLELA (Annexure E), AFS (Annexure F), IYM (Annexure G), Risk Management Framework (Annexure H) Asset Management (Annexure I) and EPSI (Annexure J) for the period 1 January to 30 June 2011. This program gives a clear indication of the various courses, relevant dates and venues of where the courses will be presented.

**Please note that scheduled courses are subject to change based on nominations received.**

It is important to note that as most Departments are on LOGIS, and all payments for goods and services must be paid through that system, courses in Sundry Payments and Creditors Cycle for BAS, will only on request be presented on an ad-hoc basis.

5. DEPARTMENTAL ARRANGEMENTS

Departments will be responsible for their own travelling arrangements to ensure that course attendees arrive on time.

Tea and coffee will be provided at all venues.

With regard to Kromme Rhee, the Provincial Treasury will be responsible for the arrangements of accommodation, tea/coffee and meals while the respective departments will be responsible for these costs. **Should you require accommodation at Kromme Rhee, please indicate this on confirmation form.**

6. Your assistance in ensuring that suitable candidates are nominated for courses and that nominees do attend, will be greatly appreciated.



A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 01-10-2010