



NCPT

NORTHERN CAPE PROVINCIAL TREASURY

We serve with passion. We deliver on time.

HEARTBEAT

THE OFFICIAL NEWSLETTER OF THE NORTHERN CAPE PROVINCIAL TREASURY



"I want you to find all instances of bad grammar in my report and unbad them."



EDITOR'S NOTE



Dear Colleagues

A warm welcome to all of our readers to the winter edition of our Newsletter which highlights Treasury's activities for the period April-June 2017. There has been few noteworthy developments, changes and achievements in our sphere of interest and influence, the most exciting occurrence was probably the recent establishment of the Men's Forum.

The Gender Equality Framework requires government departments to establish the forum. The succession of brutal murders of women and children in South Africa which has sparked national outrage and calls for action to end persistent violence also gave urgency to the establishment of the forum. It had been realised that men were largely the sole contributors to family violence due to a lack of knowledge and failing to open up about their issues and seek assistance from professional practitioners. The forum aims to motivate, engage, assist and inspire men to be agents of change in their communities and build a society where all people who live in it, are free and conduct their lives without any fear.

You will also get to know about the announcement and implementation of the revised Preferential Procurement Regulations, 2017 which provides an added advantage to designated groups and Small Medium and Micro Enterprises (SMMEs) also classified as EMEs and QSEs in the B-BBEE Act and the Codes of Good Practice. The regulations require organs of state to identify tenders, where it is feasible, to sub-contract a minimum of 30% of the contract values for contracts above R30 million.

In order to assist officials to operate with less confusion and more efficiency, we have decided to include the legal corner in our newsletter. This we believe will ensure that we have the same understanding of workplace rules, policies and procedures. We hope that this will form part of the educational information that will enlighten us all and contribute towards sound labour relations in the department.

It is through the strength, resilience and advocacy of the Treasury officials who have made a significant contribution in the shaping of this newsletter that we are able to inform each other of any developments in the department. Please keep your contributions for the Heartbeat coming; also let us know if you have suggestions for improving this newsletter.

We hope you will enjoy reading this edition as much as we enjoyed putting it together.

Happy Reading;

Treasury Express Consequence Management for Clean Administration

By: Galaleatsang Moncho



During his address to members of the Legislature, MEC Mac Jack said there will be no tolerance in the face of corruption and urged everyone who has information on any corrupt activities, be in private or the public sector, to blow the whistle. He also said Treasury will devise strategies to strengthen the fight against corruption and called for a random life style audits for public representatives and senior managers.

The MEC's remarks were made during the tabling of the Northern Cape Provincial Treasury's Budget Vote of R299 million for the 2017/18 financial year at the legislature sitting. The money is allocated to all the five departmental programmes to ensure that there is effective management and monitoring of financial resources, facilitation of credible budget processes that respond to the socio-economic needs of the province and the provision of support and guidance in ensuring that the province achieves and maintains clean administration.

MEC Jack emphasized the importance of the timeous payment of suppliers as one of the government's key priorities in order to ensure the sustainability of businesses by paying them within 30 days or earlier. He said that there is a need to radically transform the Northern Cape economy, so that all our people, including – the working class and the poor, black people in general and Africans in particular as well as women and youth can benefit. The budget was tabled with the following allocations:

Administration : R95.4 million

Sustainable Resource Management : R63.5 million

Asset and Liabilities : R75.8 million

Financial Governance : R29 million

Internal Audit and Audit Committees : R35.3 million



Youth Day is celebrated

By: Galaletsang Moncho



About 120 youth Treasury officials converged at the Country Club in Kimberley to attend the Youth Day Celebration as a tribute to the youth who fought, suffered and some died for justice and freedom during the apartheid era. The topics that were discussed focused on entrepreneurship and opportunities that are available for young people, depression and how it can be managed followed by team building activities and aerobics.

In her opening remarks, the Acting Corporate Support Director, Ms Paula Moletsane called on young people to continue to work hard to create opportunities where they can realise their dreams and aspirations. She encouraged them to recognise youth month as the period to think about their futures; a future in which the success of democracy depends on their appreciation, respect and promotion of constitutional values, rights and principles.

The team building activities were facilitated by the Department of Sports and Culture and Virgin Active Gym officials. The Special Programmes Unit appreciates those who attended and participated at this event and wish young officials the best as they chart the future forward.

The event was organised under the national theme: "The year of OR Tambo: Advancing youth economic empowerment."



Treasury Men in Dialogue

By: *Matu Nkati*

On the 15th of June 2017, the Northern Cape Provincial Treasury (NCPT) men celebrated Father's Day through participation in corporate social responsibility projects. The day started at Bophelong Shelter for the elderly to handover most needed groceries.

The convoy then met in Galeshewe to discuss the role of the male figure in the household.

The keynote speaker was Mr. Tshepo Nosi from the Commission for Gender Equality. He encouraged male officials to behave as fathers or father-figures in their children's lives, to be role models to society and respect their partners, "equality means equal respect". This was followed by clarity seeking questions from the men in attendance.

The NCPT men were rejuvenated with new ideas and this was concluded with the establishment of the Men's Forum. One of the Forum's roles will be to advocate issues affecting men in societies and to afford men a chance to engage and do self-introspection concerning their role in society. The establishment of this forum has been welcomed by Treasury Management and is expected to be launched late this year.



Treasury pilots Job-Shadowing

By: *Matu Nkati*

A meeting was recently held with the parents and teachers of the learners that are currently taking part in the Job-shadowing Project within the department. This project was born as a way of increasing the number of graduates in the fields of Science, Technology, Engineering and Mathematics as the country still has a shortage of such graduates.

The Northern Cape Provincial Treasury selected 12 learners from the "Take a Child to Work" programme to participate in the Job-shadowing Project. These learners spent 5 days at the department during school holidays and receive a stipend of R100 per day. The purpose of the programme is to give the learners hands on work experience.



The meeting was fruitful and informative for both parents and teachers. The parents had the opportunity to ask questions about the programme and they left feeling enthusiastic about the future of their children.

Mr Tebogo Ngamole, Senior Manager for Corporate Support indicated that the programme will only be successful with the help of both parents and teachers. He emphasised that this would be a wonderful project to continue for years for participating learners to have the opportunity to learn more about professions, receive career-related advice, and reflect on the ways in which their experience can prepare them for life after school. A proposal was made for learners to receive bursaries upon completion of their matric and parents and learners will be informed of the outcome after engagements with management.



Business Continuity Management - Risk Management Perspective

By: G.K Tong

Business Continuity Management (BCM) is a holistic process to ensure uninterrupted availability of all key departmental resources required to support critical departmental activities, whether manual or IT-enabled, in the event of department disruptions. Business Continuity Planning (BCP) involves planning and procedural aspects, encompassing emergency response, crisis communications, business continuity and disaster recovery. Disaster Recovery Planning (DRP) is the technical component of BCP and focuses on the continuity of information and communication technology systems that support business functions. BCM goes beyond BCP. It further covers management aspects such as policy, training and awareness, maintenance and exercise, continuous improvement, as well as the understanding of the organization and embedding BCM into its culture. An effective BCM program protects the interests of the organization's stakeholders and reputation. The main BCM assets are the six organizational resources, namely people, premises, technology, information, supplies and stakeholders for which the continuity strategies may be required.

Some questions we need to ask ourselves:

- What risks are most likely to affect the Northern Cape government departments in its geographical area?
- Are there at least two staff members who know how to carry out each key job?
- Are departments able to operate effectively when key locations are closed?
- Is information backed up?
- Does departments' continuity plan work?



Based on the questions asked, the following are key issues and challenges in implementing BCM:

- Organisational commitment.
- Lack of thorough understanding of data dynamics and dependencies involved in data recovery by BCM practitioners or delegated officials.
- Inappropriate approach in executing BCM processes.
- Incorrect and/or inappropriate assumptions in formulating business continuity and disaster recovery plans.

BCM Implementation for the wrong reasons

In some organizations, staff generally tends to think that since a disaster has never been experienced, there is no business case for expending scarce resources. This often results in a lackadaisical attempt at implementing business continuity to satisfy only regulatory requirements or close audit observations. The question is will we be able to serve with passion and deliver on time if disaster strikes. And lastly "Just because the river is quiet does not mean the crocodiles have left." Malav nroverh.

MFMA Councillor Induction

By: Nondumiso Asiya

In line with the legislative mandate to support and strengthen the capacity of municipalities, the Norms and Standards Directorate conducted a training session for the newly elected councillors in 23 out of the 30 municipalities in the Northern Cape. The awareness was conducted from October 2016 until February 2017 and rendered over a period of three (3) days per municipality, it was particularly aimed at raising awareness to councillors on their MFMA oversight responsibility

The MFMA Councillor Induction covered the following areas among others:

- The Batho Pele principles as councillors are dealing directly with communities.
- The induction highlighted the importance of the separation of the Mayor and the Municipal Manager's role, the former being a political head and the latter being the administrative head in the municipality for sound governance.
- The importance of the Integrated Development Plans (IDPs) was discussed. It is important that the municipal IDPs be linked to the municipal budgets, as it will be virtually impossible for municipalities to achieve their plans within the IDP if it is not linked to the Municipal Budget.
- Councillors were also made aware of the difference between interference and intervention as the door to the municipal administration is through the office of the Municipal Manager, anything other than that will be regarded as interference with the municipal administration – the municipal administration has a responsibility to council while council has a responsibility to the communities.
- The roles and responsibilities of the Mayor, Municipal Manager, and Chief Financial Officer together with those of Council were discussed.
- The councillors were given a checklist of all policies, which should be in place at the municipalities, and the importance of reviewing these policies on a regular basis was emphasized.
- Management was also one of the key topics discussed, it is imperative that councillors should know how revenue is generated within their municipalities and how such revenue is spent.
- Councillors raised their appreciation of such an initiative and requested that it should not be the last. Two hundred and fifty seven (257) councillors attended the induction sessions whereas 204 evaluation forms were completed to assess the level of effectiveness. Two hundred and three (203) evaluation forms stated that the induction session was of a good standard while only one person indicated that the course was of a fair nature. Fifty-three (53) councillors did not complete the evaluation forms.
- Strategic Support Partners (SALGA, COGHSTA and NCPT) should support councillors to better execute their oversight responsibility in municipalities.

The councillors enjoyed the training as it gave them a sound knowledge of the subject matters and the law pertaining thereto.

Disciplinary Sanctions – Warnings?

By: Mkhayisi Rasmeni

Discipline in the Public Service is applied in accordance with the Collective Agreement (Resolution 1 of 2003), Disciplinary Code and Procedure for the Public Service read with section 16B of the Public Service Act, 103 of 1994 as amended and Chapter 7 of the Senior Management Service Handbook, 2003. In the event that an employee is found guilty of misconduct, the Code confers the following sanctions: verbal warning, written warning, a final written warning, and suspension without salary for a period not exceeding three (3) months, demotion a combination of the above or dismissal.

Discipline is corrective in nature and should be applied in a progressive manner depending on the severity of the offense and the circumstances under which it was committed. This article focuses on warnings and how they ought to be issued.



Warnings do not necessarily have to follow the order of verbal – written – final written. This depends on the severity of the offense, the circumstances under which it was committed and the provisions of the employer's disciplinary code.

There are certain elements that must be contained in a warning. The purpose of the warning is to try and correct an employee's conduct, if necessary, by progressively issuing warnings gradually either each time the offense is repeated, or if misconduct is of a more grave nature.

Verbal Warning

A verbal warning is usually applied for a very minor offense, where the matter is resolved at the lowest level possible, between the supervisor and subordinate. Where a verbal warning is warranted, no formal disciplinary procedure is required. An informal procedure culminating in a verbal warning will generally achieve the desired result. A supervisor must keep record of the verbal warning by making a note in his/or her diary.

Written warning

A written warning is warranted when an employee either repeats the same misconduct or a more serious misconduct has been committed. When issuing a written warning an employee needs to be afforded an opportunity to state his side of the story through written representations. If the supervisor still deems it fit, then he/she may issue the warning. An employee must also be afforded the chance to be represented by a recognised trade union representative or a fellow employee. An employee also has a right to appeal the warning if he/she does not agree thereto. The written warning is valid for a period of six months and should be placed in the employee's personal file. After the six months period it must be taken out of the personal file and be destroyed.

Final written warning

A final written warning is also issued where misconduct is repeated or there is more severe act of misconduct. A final written warning also does not necessitate formal proceedings depending on the severity of the misconduct committed. Even if a formal process is not followed when issuing a final union or written warning an employee still needs to be given an opportunity to make written representations, to be represented by a representative from a recognised trade a fellow employee.



The Constitution of the Republic of South Africa

Know the Public Service Constitutional values and principles

This is an extract from the Constitution of the Republic of South Africa on the basic values and principles governing public administration. The Constitution is the supreme law of the Republic; law or conduct inconsistent with it is invalid, and the obligation imposed by it must be fulfilled.

Chapter 10

Public Administration

Basic values and principles governing public administration

195. (1) Public administration must be governed by the democratic values and principles enshrined in the Constitution, including the following principles:
- (a) A high standard of professional ethics must be promoted and maintained.
 - (b) Efficient, economic and effective use of resources must be promoted.
 - (c) Public administration must be development-oriented.
 - (d) Services must be provided impartially, fairly, equitably and without bias.
 - (e) People's needs must be responded to, and the public must be encouraged to participate in policy-making.
 - (f) Public administration must be accountable.
 - (g) Transparency must be fostered by providing the public with timely, accessible and accurate information.
 - (h) Good human-resource management and career-development practices, to maximise human potential, must be cultivated.
 - (i) Public administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and the need to redress the imbalances of the past to achieve broad representation.

(2) The above principles apply to —

- (a) Administration in every sphere of government;
 - (b) Organs of state; and
 - (c) Public enterprises.
- (3) National legislation must ensure the promotion of the values and principles listed in subsection (1).
- (4) The appointment in public administration of a number of persons on policy considerations is not precluded, but national legislation must regulate these appointments in the public service.
- (5) Legislation regulating public administration may differentiate between different sectors, administrations or institutions.
- (6) The nature and functions of different sectors, administrations or institutions of public administration are relevant factors to be taken into account in legislation regulating public administration.

Public Service

197. (1) Within public administration there is a public service for the Republic, which must function, and be structured, in terms of national legislation, and which must loyally execute the lawful policies of the government of the day.
- (2) The terms and conditions of employment in the public service must be regulated by national legislation. Employees are entitled to a fair pension as regulated by national legislation.
- (3) No employee of the public service may be favoured or prejudiced only because that person supports a particular political party or cause.
- (4) Provincial governments are responsible for the recruitment, appointment, promotion, transfer and dismissal of members of the public service in their administrations within a framework of uniform norms and standards applying to the public service.



Revised Preferential Procurement Regulation 2017

By: Masego Masilo



The Northern Cape Provincial Treasury invited all suppliers of goods and services who provide services to departments and municipalities in the Northern Cape Province to an information session held at the Kimberley City Hall on Wednesday the 12 of April 2017. The purpose of the session was to give effect to the changes made in the Revised Preferential Procurement Regulation and their implications.

According to Philia Potgieter, Director of Provincial Supply Chain Management; "Government and social partners signed a local procurement accord on the 31 October 2011 as an outcome of a social dialogue on the New Growth Path (NGP). Commitment one made by government was to leverage public procurement."

During the 2015 State of the Nation Address, the President announced that government will set-aside 30% of appropriate categories of state procurement for purchasing from SMMEs, co-operatives, as well as township and rural enterprises. After the pronouncement by the President, Department of Small Business Development Economic Development the

Firstly to identify the relevant prescripts within the empowerment legislation to implement the directives. The PPFA more specifically the preferential procurement regulation were identified as the suitable prescripts to implement the pronouncement.

Secondly to discuss content of the changes that would be required to affect the announcement in ensuring that the small, medium and micro enterprise benefits from the procurement.

Policy objective of the regulations are:

- Socio- economic transformation
- Promotion of small business enterprises, cooperatives, rural and townships enterprises and
- Promotion of local industrial developments

The National Treasury therefore deemed it necessary embarked on an awareness campaigns and orientation targeted at the implementers countrywide. Officials from the National Treasury and the Provincial Treasury facilitated the session.

For more information contact:

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Treasury lands a hand to needy learners

By: Tshidi Monethi



Premier Sylvia Lucas recently led the Executive Council (EXCO) on an outreach programme to communities in the Francis Baard District Municipality. The outreach programme took place over three days between 06 and 08 June 2017. The Northern Cape Provincial Treasury was represented by MEC for the Department Cooperative Governance, Human Settlement and Traditional affairs, Alvin Botes. MEC Botes who was accompanied by Acting Head of Treasury, Thami Mabija handed out most needed sanitary towels and winter school uniform to 50 identified disadvantaged learners at the Tadcaster Intermediate School in Jan Kempdorp. The next day the department handed out sanitary towels to the Francis Mohapanelo Primary School in Delpotshoop.

People on the Move



Ms M. Moreki
ASD: Supply Chain



Mr J. Engelbrecht
ASD: Municipal Finance



Mr V. Nxawe
Internal Auditor



Ms B. Chibamba
Asset Control Officer

Events Gallery

Youth Day Celebration



NCPT youth taking part in aerobics and other sporting activities during this year's youth day celebration.

Events Gallery

Budget Vote 2017



NCPT Management at the Budget Vote

Father's Day Celebration



NCPT fathers playing their role in society.

