



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

RIFUMO

THE OFFICIAL INTERNAL NEWSLETTER
FOR LIMPOPO PROVINCIAL TREASURY

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PROVINCIAL TREASURY HAS A NEW HEAD OF DEPARTMENT



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The heartland of southern Africa - development is about people

LIMPOPO PROVINCIAL TREASURY (LPT) APPOINTS A NEW HEAD OF DEPARTMENT (HOD)



Gavin Praat (Acting HoD) welcoming the new HoD

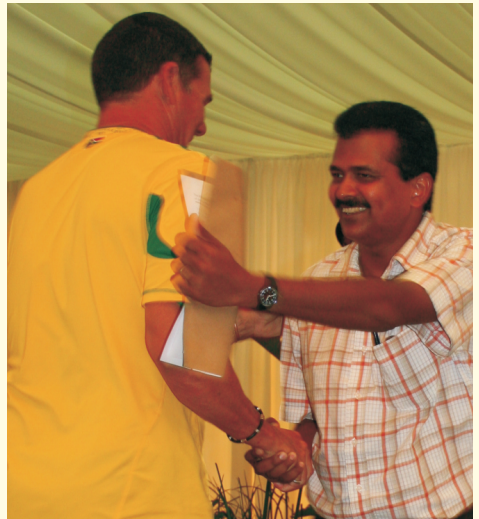
Mr Nerulal (Kevin) Ramdharie has been appointed as the new Head of Department (HoD) for Limpopo Provincial Treasury as from 01 April 2010.

Mr Ramdharie joins MEC for Provincial Treasury, Sa'ad Cachalia in providing and enhancing the administrative acumen and leadership for Provincial Treasury.

The new HoD has vast experience in public finance management and has been in the public sector financial management over the past five (5) years.

Mr Ramdharie held the post of Acting Senior General Manager (SGM) for the Assets, Liabilities and Supply Chain Management Branch at Limpopo

Provincial Treasury. Mr Ramdharie succeeds Mr Rob Tooley whose contract came to an end on the 28th of February 2010.



Mr Ramdharie shaking hands with Mr Tooley

Did you know?

“An employee shall not release official information to the public unless she or he has the necessary authority”
Public Service Regulation: 2001



I was in an elevator one time when I caught a glimpse of a book that a colleague had with the title *"Success is not an accident"*. The author says *"When you try to get something for nothing, you become nothing."*

My interpretation of this title is that success is not plagiarism, rumour mongering or basking at the glory of what you have not worked for. It does not come because you were lucky. It comes because you had a plan and worked on it.

Jimmy Cliff defines road to success in one of his songs when he says,

**"Mama look at the mountain;
I'm going up there;
Who's coming with me."**

Hard work, pushing beyond the comfort zone and completing your tasks, defines the perfect road to success.

That time of the year has come, when we have to consider our Annual Performance Plans (our vehicles to success) as well as the budgets.

Are you ready? Will you climb up the mountain or do you plan to choke along the way?

Have you signed your performance agreement or will you leave it to accidental success? If you have not yet signed that contract then you are leaving more questions about your success in the current financial year.

If we know that success is not an accident, we will stick to our plans, spend our budgets appropriately and make sure that for every cent spent by Provincial Treasury, there is an equivalent return in executing our mandate.

Mr Kevin Ramdharie joined a moving vehicle that is based on improving public finance management and ensuring that we continue to deliver a performance that is not accidental.

Communication Services has increased the frequency and quality with which messages are distributed to all staff and the clientele.

Communication Services is going to publish a newsletter every month. You can also read about these stories on the intranet and website (www.limtreasury.gov.za) at every moment. To ensure that we publish information with relevance and the right quality we remain in need of your constant

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support. Relevance of published information depends on the various directorates' submitting time and liaising with the Communication Services' directorate.

For all newsworthy announcements and developments contact Tiny Shipalana at 015 298 7102.

(Un)accidental, excellent, impressive, unbeatable and exceptional are the superlatives that define the mode with which Ms Koena Mashita exercises the duties placed upon her shoulders.

Records Management, a team based on mutual respect at work and a supreme commitment to the objectives of Provincial Treasury has made it more than a tendency but a culture to achieve their targets in a way exemplary to the entire province.

Other articles you can read about in this publication are on health and safety tips, We have two students that are working with Communication Services to complete their tertiary education, Ms Tselani Ramopya and Mr Lawrence Mashabela.



Mr Lawrence Mashabela



Ms Tselani Ramopya

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SIGNING OF A PERFORMANCE AGREEMENT

By *Masingita Shipalana*

All staff must comply with all the performance management prescriptions and deadlines. We decided to speak to officials that are managing this process. A performance agreement is a system introduced by government to check the performance of individuals within their working situation to see if they are gainfully employed or not.

All the employees in the department should sign performance agreements. Performance reviews are an integral part of the Performance Management System. Reviews are submitted on a quarterly basis to ascertain whether employees are performing accordingly. They must be submitted to Human Resource Management (PMS Unit) on a quarterly basis.

On the 1st of April 2010 everyone was expected to be having his/her own signed agreement submitted to PMS unit but there is a grace period for those who could not have managed to submit i.e 30 April 2010.

Submission of quarterly reviews follows as below

- ❖ 1st quarter submitted on or before 30 July grace period included

- ❖ 2nd Quarter 30 October
- ❖ 3rd Quarter 31 January
- ❖ Final evaluation 30 April

Thereafter, the process of moderation takes place. If officials do not submit their performance agreement on time are expected to account for non-submission.

Those who are working beyond expectation are rewarded but the motive of submitting the performance agreement is not to get extra money but to check their performance.

KNOW YOUR BUDGET?

The Provincial Treasury budget of R362.1 million has been allocated to four programmes namely:

- Programme 1: Administration R99.5m
- Programme 2: Sustainable Resource Management R51.2m
- Programme 3: Assets, Liabilities & SCM R135.m
- Programme 4: Financial Governance R76.1m

MANAGE YOUR PERSONAL BUDGET WISELY



Creating a budget is extremely important in making your personal and family life better manageable.



Sticking to a budget is one of the most difficult things that call for discipline, commitment and being realistic. It must not be viewed as punishment but as a form of being realistic in expenditure.

There are several steps in creating a personal budget. These are:

❖ Written plan

Prepare a written plan that you can always refer to for reminder and guidance.

❖ Partnership



Make sure that all the important participants also get involved. If married, make sure your partner is becomes part of the agreement

❖ Calculate what you have

- Assess your income.
- Firstly calculate your monthly income.
- This can be salaries or rental income.
- Don't forget to considering your taxes



❖ Decide what you have to pay to survive

- Make a list of all the things that you absolutely need to survive for the month.
- This may include rent, water, electricity, school fees, etc.
- Add up your expenses. Create a table that explains this.

❖ **Decide how much this costs monthly.**

- Consider fluctuations and in order to do this you must look at your previous bills. For example, for water you can take the previous bills and calculate the monthly average.
- Add a little extra to cover times when it can be more than usual.

❖ **Calculate the non-essentials**

- These include visits to restaurants, going to the movies, renting videos, going to night clubs, etc.
- If you feel that you spending a too much on non-essentials you must consider cutting on this.
- Consider cooking and carrying food for lunch instead of spending a lot of money on lunch.



❖ **Eliminate debt and have a monthly saving**



- Establish categories for debts that need to be eliminated. Don't forget your emergency and unusual expenses.
- You must also have monthly savings

A STAR CONTINUES TO SHINE

Excellence is pouring like rain on a summer day for MEC Cachalia led Limpopo Provincial Treasury.

Premier Cassel Mathale has recognised this excellence by awarding Mme Koena Mashita as the best Switchboard Operator in Limpopo Provincial Government.

She received a certificate and a prize of R 3 000. Mme Mashita could not hide her joy as she accepted this award and she indicated that she viewed this as *“a gift from God”*.

Mme Mashita stated working as a floor technician for government from 1993 to 1995 at the department of Economic Development. After cleaning offices, she used to assist at the Switchboard station until she was employed as the Switchboard Operator in 1997 after realising her potential in handling telephone requests. She is happily married and blessed with seven kids, two boys, five girls.

Her last born children are twins. Mme Mashita loves her job very much



Ms Koena Mashita, the best Switchboard Operator

because is challenging. She loves all people equally and make friends easily. When asked about her secret to success behind the telephone she said, *“As a Switchboard Operator, you must establish love and happiness with your clients in order to work happily. When you come to work daily, do your work whether you have enough equip-ments in the office or not serve the people wholeheartedly”*.

This ambassador of customer relations says that working with difficult callers does not give her stress at all. She shared some of the amusing moments that she went through during her period as a Switchboard Operator:

- ❖ Some of the callers are difficult because when they have missed a call they call back and start questioning why you called their numbers, ask you what do you want

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DEPARTMENTAL AUCTION

On the 18th day of March 2010, the Limpopo Provincial Treasury held its one day Annual Auction event.

By Lawrence Mashabela



The function took place at the departmental auctions room in the city of Polokwane.

According to Mr. Obert Baloyi, Senior Manager: Supply Chain Management, the purpose of auctions of these auctions was to remove the redundant and unserviceable items from the department.

Government normally disposes of these excess products by availing them on auctions to the public. He also emphasised that this year auction was one of the best auction events because

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A STAR CONTINUES TO SHINE

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and drop the phone on you.

- ❖ Sometimes she ends up accounting for calls made by other officials because the numbers reflecting on the recipients' screens are the switchboard contacts

Mme Mashita does not argue with a difficult caller. She is also used to working under pressure and does not allow stress to control her mood while on duty. She has the Batho Pele Principles as her guide.

The Provincial Government indicated that Mme Mashita excelled in the following elements:

- ❖ Swiftiness in picking up the phone
- ❖ She always makes sure that when callers do not find the answer, she takes messages.
- ❖ She returns calls after making that commitment to the client and another thing she is able to assist if they ask her questions about LPT.

Well done Mme Mashita you make us

LIMPOPO PROVINCIAL TREASURY



SERVICE EXCELLENCE AWARDS



Provincial Schools exhibition show



DEPARTMENTAL AUCTION

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the members of the public came out in more numbers. This means that everyone had an opportunity to buy.

The auctioneers managed to sell out everything that was on offer.

Among items on offer there were

- Office furniture,
- Cars,
- Computer equipments and many others.

Mr Baloyi, further, emphasised that the

auction is always important because it helps Limpopo Provincial Treasury to increase the government revenue and also get rid of unwanted material.

THEELETSHA MOTHEELETSHI

"If you want to know what you sowed in the past, look around you and see what you are reaping today."
Tommy Newberry



Organise your office to boost your performance

A cluttered workspace is often a sign of a cluttered mind, according to New Age gurus. If you are known as the clutter-bug at the workplace and your workstation has been labelled a toxic waste dump, it's time to get your act together and learn some office cleaning tips to de-clutter your space and, consequently, your mind. Here are some tips to help you keep your workstation neat and tidy.

Get Organised:

- ❖ The first thing to do is to assign a place for everything. If you have drawers, label them according to what they will contain. If your drawer is not labeled it will confuse you later.
- ❖ Use your imagination and common sense to organise your workspace so that all your items are close at hand and easy to find when you need them. For example, you could have one drawer for stationary, another for files pertaining to a particular project or for urgent tasks that need to be handled.

Prioritise your Tasks:

- ❖ Items and documents required for urgent work can be kept close at hand, while those that are not a priority can be sorted and filed away at the Records Management

Section. Get into the habit of filing away completed tasks through Records Section, and focusing on immediate priorities. It will help you become more efficient and make essential items easier to find when required.

- ❖ For this purpose you may consult one of the following officials, Ms Joyce Nemaungani at (015) 298 7149, Ms Susan Mamashela at (015) 298 7132 and Mr Balanganani Matamela at (015) 298 7036.
- ❖ Doing this will help you focus on the present task and give your full attention to it without distracting yourself with other stuff cluttering your desk.

Sort Your Documents:

- ❖ Sort documents according to the task, project, urgency, or any other parameter that applies to your work.
- ❖ Use separate trays, files or folders to file them away and label them accordingly. That way, when you need a document you'll know exactly where it is and how to find it.

Turn a new page and stay organised:

- ❖ It takes around 21 days to create a new habit, so you'll need to practice these tips for a while before your messy habits become a thing of the past.

YOUR HEALTH IS RIGHT IN YOUR HANDS



...writes Richard Ringani

We must get worried when our offices are filled with dirt that is visible to the eye and even when it is too tiny to see. We do have officials that the department has appointed to assist in keeping our offices clean but we need to look at them as assistants than people that must take responsibility for our basic hygiene.

Your telephone, desktop, computer keyboard and mouse are key germ transfer points because human beings touch them very often. We must emphasise, though, that those hands that touch them may have been used when coughing or sneezing or any other activity that is a germ generator, leaving "a minefield of viruses" that can live on a surface for up to three days. You can easily catch a bug or the flu from other people who handle your telephone, computer and other items on your desk. Take care of your hygiene before other people can come over and make your

natural responsibility. You can reduce the effect of these germs by observing the following:

- ❖ Don't throw papers all over the place or leave stains from the drinks you are taking.
- ❖ Remove old food from your fridges or cupboards. A lot of people often eat and slop on their desks, which turns into a bacteria cafeteria during the day providing enough reasons for the abundance of these unwelcome visitors.
- ❖ The toilet, the sink and counter, and high-touch objects such as handles and levers (found everywhere from water faucets and paper towel dispensers to the door you open on the way out of the toilet) can all harbour germs for the next pair of clean and unsuspecting hands.
- ❖ Proper surface sanitation and hand hygiene are crucial elements in the fight against germ transmission.
- ❖ Keep your workstation germ and dust-free and maintain good hygiene by allowing departmental cleaners to clean and sanitise your workstation regularly.
- ❖ Hand washing is one of the best ways to prevent the spread of infectious diseases. You can do this before you eat, drink, take

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YOUR HEALTH IS RIGHT IN YOUR HANDS

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medicine, put on make-up, insert contact lenses etc;

How to wash your hands



You may think you know but y

- ❖ Use soap and running water;
- ❖ Wash thoroughly including your wrists, palms, back of your hands, fingers, under the fingernails and thumbs.
- ❖ Rub hands together for at least 10-15 seconds;
- ❖ Rinse and dry hands with clean and disposable hand towels or with a hot air blower
- ❖ Rinse and dry hands with clean and disposable hand towels or with a hot air blower.



Did you know? NATIONAL OUTCOMES

Provincial Treasury strives to ensure that all priorities of government are carried to realise the mandate that our citizens continuously give the political leadership. The budget that Treasury avails and monitors is aimed at achieving the following outcomes over the next coming years:

1. Quality based education
2. A long and healthy life for all South Africans
3. Safety and security for all South Africans
4. Decent employment through inclusive economic growth
5. An efficient, competitive and responsive economic infrastructure network
6. A skilled and capable workforce to support the inclusive growth path
7. Vibrant, equitable and sustainable rural communities contributing towards food security for all
8. Sustainable Human settlements
9. A responsive, accountable, efficient local sphere of government
10. An efficient, effective and development-oriented public service and an empowered citizenship.

"My family is my spinal cord"



Mr Gilbert Pihlela

Greetings colleagues (smiles), My name is Gilbert Pihlela. I'm a proud South African, born and bred in Polokwane (formerly Pietersburg) and I stay in Seshego.

I'm a person that listens, reserved, but can always protect myself. I love people but not to a point where someone can take advantage of my welcoming attitude. As a child, I attended my primary school at the Boiketlo Primary School from Sub-standards A and B.

I continued with my studies at Mponegele Lower Primary School to do standards 1 and 2. From there I proceeded to Kgobokanang for the Standard 3 up to Standard 5. I finished my Standard 6 to 12 (matric) at the Mohlakaneng high school.

During time my schooling age there you had to be tough as the country was in a

very difficult stage for all, especially Black people. (deep in thought) I can still remember the 1976 upheavals by learners who were tired of the enforcement of the Apartheid-based education.

This was my last year at school. Police would come at any time. Black students protested against the Afrikaans Medium Decree of 1974 which forced all black schools to use Afrikaans and English in a 50-50 mix as languages of instruction. Students were saying the Afrikaans language must not be forced upon other racial groups. In fact, this also meant that all cultures must be respected as they all define the acceptable character of a South African. I believe in doing simple things during my spare time. I wake up every morning after I bath and I prepare breakfast



"Students protested against the Afrikaans Medium Decree"

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"My family is my spinal cord"

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whilst I keep myself busy reading the morning newspaper. On weekends I watch Television (sport and other shows). I also enjoy to exercise and visit my colleagues and relatives. My family is my spinal cord and that is why I always create time to take them for enjoy movies and sometimes hire movies.

I'm a married man we have member of five three beautiful girls and both parents.

When I was younger I used to play football and sometimes baseball at the school I'm captain of the club. I used to play Right Wing...Pity I'm not young enough to compete at a higher level these because I might have been selected for Bafana Bafana (laughs). I cannot forget the day I lost my father but I try to work hard in this memory.



"My favourite group is Soul Brothers"

I'm an African Jazz enthusiast and Mbaqanga. I'm one of those that got knocked out by the beautiful and powerful music of Soul Brothers my favourite group. I grew up listening to this music. I used to watch Arnold Schwarzenegger, Silvester Stallone and Jean-Claude Van Damme's movies with my children. They used to enjoy the Good, the bad, and the Ugly and Dirty Dozens. I watch a lot of our South African movies. If I were to count, it would take the whole day.

Interviewed by Tselane Ramopya

NEW EMPLOYEE STUDENTS ON LEARNERSHIP



Nomsa Mngadi
Risk Manager



SUPPORT THE PEOPLE OF HAITI

The people of Haiti met one of the worst tragedies in history on the 12th day of January 2010 after the devastating earthquake measuring 7.3 mw on the Richter scale hit the country.

go an extra mile to help fellow human beings who are in distress.

The President of the Republic of South Africa and the Ministry of International Relations and Cooperation have called



The aftermath of this catastrophe resulted in more than 200,000 lives lost, thousands injured, about one (1) million displaced and three (3) million affected.

The country's infrastructure was severely damaged in the process. Government makes a call to all citizens to join the international community and

upon every South African to show goodwill (Ubuntu) to support the people of Haiti.

The Premier of Limpopo as well as the Executive Council (EXCO) is in full support of all efforts to offer assistance and support to the Haitians. In light of the great tragedy, MEC for Provincial

Treasury, Sa'ad Cachalia encourages all the employees of Limpopo Provincial Treasury to make contributions to helping the people of Haiti for the earthquake relief efforts. *“Your contribution to the greatest needs will allow funds to be used where they are needed most. Let your friends, family and all the people know how little it takes to give so much to the people of Haiti”.*

Irrespective of one's financial status, the little contribution made will make a difference that shows that we care, we love and we belong to the international community. Such a gesture would dispel the myth that third world countries are

merely passive recipients of grants, without offering anything in return. Towards this, the South African government has partnered with South African Red Cross Society to channel funds appropriately where they are needed most.

Through this partnership, the international Red Cross has deployed staff in Haiti to provide the much needed relief like water, food, blankets, medicine, temporary shelters, sanitation, hygiene items, temporary hospitals, health and psychological relief services.

Funds are needed for long term and sustained support as well as rebuilding the infrastructure that has collapsed. Emphasis is on financial contributions because transporting goods might be too expensive ultimately consuming funds that are supposed to offer assistance. Hence the use of SA Red Cross Account, whose bank details are as follows:



Bank : Standard Bank
Acc Name : The South African Red Cross Society
Acc Number : 070 822 808
Branch : Thibault Square
Code : 020 909
Ref : Lim

For more clarity on this campaign,

Stretch Your L

Time management

- Mukondeleli was always late at work no matter how much her superiors tried to counsel her. She just always woke up late and was always the latest at work. She went to see a doctor who gave some medication. The doctor said drink this pill before you sleep. When Mukondeleli, felt good and ready and was one of the earliest employees that day. She told her bosses about the pill and how well she feels now. The supervisor said, "That's great Mukondeleli. But where were you yesterday?"
- An expert was giving a lecture on time management during a conference. He was expected to speak on how time management has become a pillar of success for the many businesses that he owned. He was giving tips and success stories. Suddenly he realised that he had been talking for two hours. He stopped to apologise to the exhausted audience and said that he forgot her watch at home. A voice came from the audience, "There is a calendar next to you."

Mother and son

Mother : What did you learn in school today?

Son : How to write.

Mother :What did you write?

Son : I don't know, they haven't taught us how to read yet!



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THEELETSHA MOTHELE

"With the little we have, let us display a collective commitment to deliver the most and the best for our province." MEC Sa'ad Cachalia: 2010

