



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

VOLUME 2
Second Quarter
2009

RIFUMO

THE OFFICIAL INTERNAL NEWSLETTER
FOR LIMPOPO PROVINCIAL TREASURY

PROVINCIAL TREASURY CHARTS THE FUTURE



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"Let us go as cohesive force"

As a follow up to the Extended Executive Management Meeting held on the 06th of August 2009, the Senior Management (SMS) met to discuss strategies that Provincial Treasury could take to ensure that there is appropriate leadership provided to ensure

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The heartland of southern Africa - development is about people

PROVINCIAL TREASURY DISCUSSES ITS STRATEGIES

use of sound public finance management guidelines in delivering services to our people 2010-2015 cycle. This was also on the current electoral cycle.
The planning took place at Swadini between the 12nd and 14th of August 2009.

The Head of Department, Mr Rob Tooley, gave an overview of how the department is performing and expectations from this plan. He, further, urged the summit to come up with plans that will improve the capacity for Treasury to realise the responsibility stipulated in the public finance management act (PFMA)
Ms Patricia Raphesu, Strategic Operations Senior Manager also gave an organisational analysis on how Treasury is operating and measures that can be taken to address the challenges. Some of the issues raised through the discussions were an undertaking that there will be endeavours to resuscitate a corporate culture based on shared values, consistent

discussion further and involve all stakeholders in the formulation of these.
The session was involved in a robust debate on



“What strategic direction do you suggest we take?”

the contribution by various branches into the plans of Provincial Treasury.

The summit also discussed some of the key risks that face Provincial Treasury's ability to perform excellently. The performance of LPT for the past financial year also took centre stage with decisions taken on measures to put in place for improvement on achieving



“Happiness, contentment and progress go hand-in-glove”
planning and commitment from all officials.

Communication Services Senior Manager, Mr Andile Msindwana gave a presentation to guide the session on how Provincial Treasury could go about developing a new vision, values and mission. The meeting agreed that, in line with the new post-election mandate and the Medium Term Strategic Framework (MTSF), all efforts will be inspired by a new vision shared by all. A committee was appointed to take the

Branch	Targets	Budget spent
Corporate Governance	78%	19%
Assets, Liabilities and Supply Chain Management	64%	20%
Sustainable Resource Management	60%	19%
Financial Management	53%	32%
Financial Governance	52%	30%

This is an improvement compared to the previous year. Managers are encouraged to spend funds at a regular pace instead of spending at the end of the financial year; the procurement plan must be adhered to at all times.

Mr Tooley concluded the summit by encouraging officials to work together and promote a culture of excellence at Provincial Treasury.

Editorial Comment

Our journey has just begun!

We are editors of Rifumo for the 2nd quarter. We are honoured as Provincial Treasury women for getting such an opportunity. We thank our senior staff for believing in us and allowing us to explore our talents.

Thank you, for allowing us to spread our wings and show what we can do. We would also say it is a positive co-incidence that this happens in August, which is Women's month. We intend to ride on the wave and explore our other hidden talents.

Our newsletter is packed with information that you will enjoy. The Provincial Treasury Imbizo held at Oasis encourages officials to work in a cohesive manner. Learn about the hard work that Treasury does through the Budget Processes and keep this copy as it will show where we are in monitoring the expenditure of the taxpayer's money.

Maternity Leave article is not for ladies only but guys must read it as well. A new regular feature, Yours in Public Finance Management, will also regularly guide all officials on how to represent Treasury in a standardised way when they write letters, reports, etc.

In this August month we say "Women let us take a lead to save our country".

The future starts with the beginning.

Halala mmago ngwana moswara thipa ka bogaleng halala.

Editorial Team



Pontsho Rapetsoa



Zanele Mathabela



Tukisho Serite

THEELETSHA

“You do not take a bench and bucket, sit and wait for the cow to come to you so that you can milk it. You go towards the cow and initiate the process”

“Jwale ka basadi re swanetse go ikgetha, re ihlomphe re be le seriti. Mosadi gaana bodutu, meshomo ya mosadi gae fele. Re hlokomele leleme ka gobane le bitsa manaba. Go basadi



babaswa kere bogadi boa kgotlelelwa.” Alina Mashita

“Never leave your office unlocked because if anything is stolen in that office as office occupants you may be held liable on the basis of negligence and will pay the costs.” LPT Security and Investigation Services



Ms Alina Mashita

THE NEW MEMBERS OF THE LIMPOPO PROVINCIAL TREASURY



Ms Phumla Malele

Manager: Financial Management Services



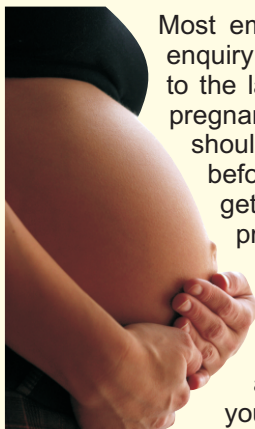
Mr Malerotho Mphahlele

Senior Manager: Norms and Standards

MATERNITY LEAVE

by *Pontsho Rapetsoa*

“Please explain to me, with Maternity Leave, what am I entitled to?”



Most employees make this enquiry when they are close to the latter stages of their pregnancy. This knowledge should be known by all before an employee can get to the first stage of pregnancy.

Maternity leave is a leave of absence from work for 4 months while you are taking care of yourself and your new born baby.

As per the Determination on leave of absence in the Public Service maternity leave is explained as:

Employees are entitled to 4 consecutive calendar months' maternity leave to commence. This can start at any time from four weeks before the expected date of birth. It can also be on a date from which the attending medical practitioner certifies that it is necessary for the employee's health or that of the unborn child.

An employee must commence her maternity leave at least two weeks prior to the expected date of birth.

According to the prescripts, “the service delivery requirements of a particular sector may require different arrangements with regard to the period and stage at which maternity leave, with due consideration of the employee and her unborn child's health and safety, should commence”.

The prescripts also say that, for at least six weeks after birth, no employee may commence with normal official duty unless the attending practitioner certifies that the employee is fit to do so.

At times maternity leave may be interrupted. This may be when the baby is born prematurely and is hospitalised during maternity leave or the baby becomes ill and is hospitalised for a period longer than a month during the maternity leave.

Maternity leave may be extended upon application by the granting of sick leave as a result of a medical complication and the granting of up to 184 calendar days unpaid leave or the granting of annual leave.

For all officials, women and men, take note of this and make further requests for more information with Ms Noko Ngoepe at office 139 Ismini or Tel 015 298 7009. You can also email her at ngoepeng@limtreasury.gov.za.

Halala Basadi Halala



Ms Noko Ngoepe

Celebrating Being a Woman

by **Zanele Mathabela**

The celebration of women has yet again braced the world with its sweet sounds of praise from the lips of the masses during the month of August this year.

It has, indeed, been declared the month for women who, on a continuous basis, take on a mammoth task of mothering the earth and preserving it for generations to come, a month to celebrate a lifetime of love.

Let us reflect on the real essence of women's month. Currently, it is dedicated to women who daily take on battles of life with a smile and are able to execute tasks previously exclusive to men.

I need to be acknowledged and that is my daily struggle. I need to be respected and that is my

daily struggle. I need to be entrusted with major responsibilities and that is my daily struggle. I don't need pedestal, I just need to be an individual and that is my daily struggle, it goes on and on.

So during this month, we are celebrating that women never give up.



The unreasonable woman

The future belongs to the unreasonable woman who does not look backwards, and only looks ahead. The future belongs to the unreasonable woman who is certain only of uncertainty and who has the ability and the confidence to think and act completely differently than every other reasonable woman around her.

The future belongs to the unreasonable woman who will not follow the crowd, but instead dances to the beat of a different drummer paying no attention on how many people are looking or dancing with her.

Woman, go one step further:

Do more than exist Live!, Do more than touch Feel! , Do more than look Observe! , Do more than read Absorb!, Do more than hear Listen! Do more than listen Understand!, Do more than



Zanele Mongalo, General Manager: Information Systems
believes that women must go a step further

think Reflect!, Do more than just talk Say Something!, Go One Step Further... Live! Feel! Observe! Absorb! Listen! Understand! Reflect! Say Something! *Adapted from Deborah Cole Micek and Richard Bernard Shaw Submitted to Rifumo by Zanele Mongalo, General Manager:*

Upcoming Events

- The LPT Service Excellence Awards is taking place in September 2009. For all potential competitors, get your nomination forms from Ms Glory Madzivhani (Transformation Services) at 015 291 8400
- Financial Management will hold a Team building workshop and workshop on Procedure Manuals. This is for the whole Chief Directorate. Way to go guys.
- Appointment of new Audit Committee Members Mid September 2009
- Standing Committee on Public Accounts (SCOPA) hearings with all Departments September 2009
- Establishment of Chief Financial Officers' (CFO) Forum for Public Entities September

Fixtures for Amazakazaka

AmaZakaZaka walloped Land Affairs 6-0 in an encounter at Westenburg on Wednesday, 19 August 2009. Goalscorers - Bernard "Benito" Poopedi (1), Mpho "General" Leshabane (2),

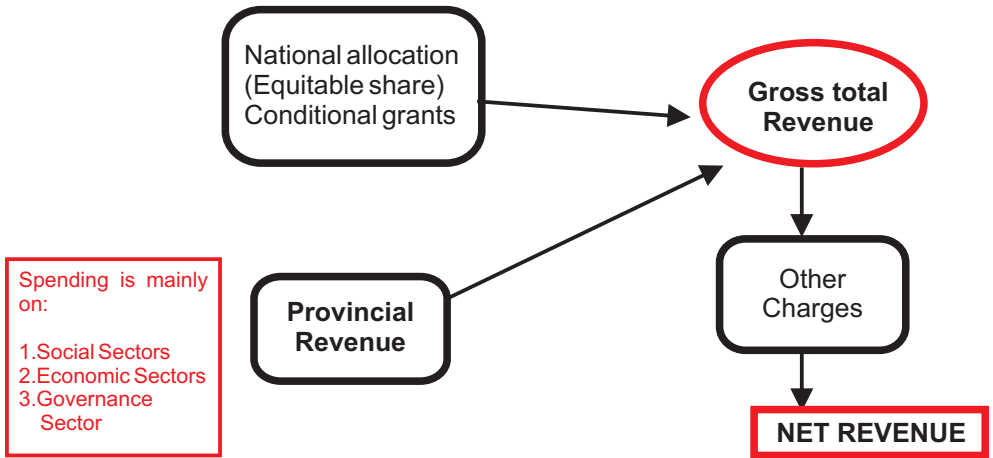
Ernest "Laffor" Rakgole (2) and "Drogba" Mashudu (1).

Date	Venue	Time	Teams
26 August 2009	Westenburg Stadium	16H30	AmaZakazaka v/s Public Works
02 September 2009	Westenburg Stadium	16H30	AmaZakazaka v/s South African Revenue Services
09 September 2009	Westenburg Stadium	16H30	AmaZakazaka v/s Economic Development
16 September 2009	Westenburg Stadium	16H30	AmaZakazaka v/s Office of the Premier
23 September 2009	Westenburg Stadium	16H30	AmaZakazaka v/s SASSA
30 September 2009	Westenburg Stadium	16H30	AmaZakazaka v/s Dept of Health

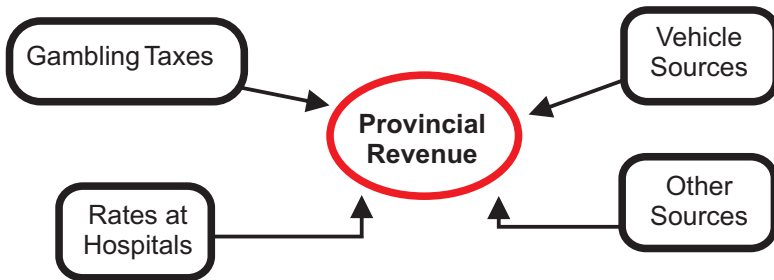


Bring your vuvuzelas and support as Provincial Treasury sets an example for 2010

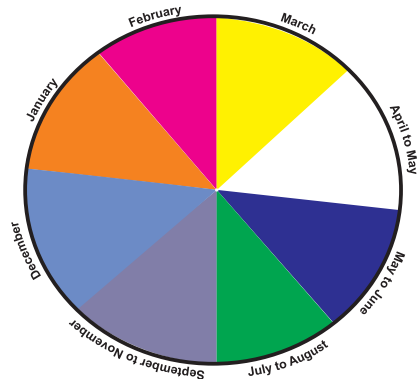
Where do we get the Budget from?



Sources of Provincial Revenue



BUDGET PROCESS



BUDGET PROCESS

Budget day is one of the most eagerly awaited days in government's calendar and one of the most important days for Provincial Treasury. Take a look at the process that not only monitors government expenditure but also gives birth to this day.

1. February <ul style="list-style-type: none"> Provincial Budget is tabled at the Provincial legislature 	6. September to November <ul style="list-style-type: none"> MTEC hearings with departments; MTPBS tabled; Budget adjustment estimates tabled; Departments submit second draft budget inputs; LPT analyses, consolidates and present input to the National Treasury
2. March <ul style="list-style-type: none"> Departments tabled their respective budgets at the Provincial Legislature 	
3. April to May <ul style="list-style-type: none"> Surrender and rollover requests presented to LPT; LPT analyses the requests and recommends to Provincial stakeholders and National Treasury 	
4. May to June <ul style="list-style-type: none"> LPT issues budget guidelines to departments 	7. December <ul style="list-style-type: none"> Pre-benchmark exercise held with National Treasury
5. July to August <ul style="list-style-type: none"> Departments prepare and submit first draft budget inputs to LPT; LPT consolidates the inputs and submit the same to National Treasury; the first achievability exercise is conducted 	8. January <ul style="list-style-type: none"> Benchmark and Final allocations by National Treasury; Approval by EXCO

Source: Sustainable Resource Management

DECLARE YOUR BUSINESSES AND PROPERTIES

South African Government is going to be very firm in dealing with possibilities of corruption within the public service.

Officials owning and working on private business whilst they are working poses a chance for poor attention given to the functions for which government appointed them. Whilst not outlawing participation in the private sector, it is also important that the South African citizens get a provision of service that is equivalent, if not more, to the salaries that they pay each employee.



"I will declare if I open a new business"

Rifumo spoke to Mr Abram Serage, Acting Head of Security Services at Limpopo Provincial Treasury and he did not mince his words, "It is compulsory for all staff members from Senior Manager (level 13) upwards to disclose the business and properties that they own each financial year".

Serage also emphasised that staff members



"Tell it like it is"

below level 13, Managers downwards, also have to apply for authority to perform remunerative work outside their employment.

According to Public Services Act, section 30 (30), employees at this level who wish to tender within the Government, must first apply for an authority to the Accounting Officers or Heads of their Departments.

Failure to comply with this will result in action taken against implicated officials and that includes disciplinary action.

All employees affected by this must consult Mr Abram Serage at (015) 298 7196 or 082 884 9436

Source: Security and Investigation Services

DEPARTMENTAL IMBIZO

by Pontsho Rapetsoa

On the 12th June 2009, Limpopo Provincial Treasury held an Imbizo at the Oasis Lodge in Polokwane. Staff members attended in their numbers.

Mr. Pudiyamakwa Thotse directed the programme for the day.



"Our mandate is clear"

The MEC for Provincial Treasury, Sa'ad Cachalia addressed staff for the first time since his re-appointment into office. MEC Cachalia emphasised that in the coming period, he expects all staff members to be committed and make sure that Treasury delivers on its mandate.

He also emphasised that Treasury is crucial in ensuring that public funds are spent with a view to enhance service delivery and improve the living conditions of all South Africans.



"God bless our beautiful nation"

Mr Rob Tooley, the Head of Provincial Treasury, led the discussions on the placement process. He assured members of staff affected by the process that they will be placed in the new structure with letters availed by the end of June 2009.

Ms Mashika Ramatswi, General Manager: Corporate Services as the chairperson of the Placement Task Team, introduced the task team members who are Ms Patricia Raphesu, Mr. Abbey Marokane, Mr. Martin Letsoalo, Ms Leila Ebrahim, Mr. Pieter Koekemoer, Mr. Phineas Ramuhovhi, Ms Zanele Mongalo, Mr. Pudiyamakwa Thotse, Mr. Packson Lukheli and Mr. Mpho Leshabane. The placement process reached its final stages.

The Task Team presented the structure and placement per branch as well as allowed staff to ask questions. The emphasis was that all staff members have been placed on the new structure and that there is no official that is "in excess".

Staff members that had further issues to raise asked questions and raised their concerns for Provincial Treasury to deal with.



"We are in this together"

Mr Tooley responded to the issues raised. For a copy of the response, consult Communication Services at (015) 298 7186

Did You Know?

Ever wondered why Limpopo is called the heartland of southern Africa? Limpopo province is the only province in southern Africa that has borders with three (3) other countries. Limpopo province has borders with Zimbabwe, Mozambique and Botswana.



As you drive to work (if you are in Polokwane), effective from the 16th of August 2009:

Take note of these conversions and follow the new directional signs.

- Marshall Str - West to East
- Suid Str - East to West
- Biccard Str - South to North
- Dorp Str - North to South

“With us around you are safe”

My name is Mukhithi Mushaisano.

Born at Ha-Mphego village near Thohoyandou, I am the first born in the family of six children with 2 girls and 4 boys.

I come from a poor family, where we grew up being supported by my father, Fixon, who was working as a bricklayer and my mother, Naledzani Mudau, was unemployed.

I started school at Dzivhani Primary School at Ha-Mphego, and then went to Azwifarwi Secondary School. I went on to stay with my Aunt at Gondeni Village and this meant I had to change school to Frans Rasimphi Secondary School where I completed my matric.

In 2000, I went back home where I got a job at a local shop, but in 2002 I decided to attend a Security Course at Platoon Institution and in 2003 I worked in Centurion, Pretoria as a

Security Officer during the Cricket World Cup. In 2004 I worked at Nkhensani Hospital and eventually worked in Polokwane at the Department of Economic Development, Environment and Tourism as a Security Officer. In October the same year I started working as a supervisor until I came to Limpopo Provincial Treasury.

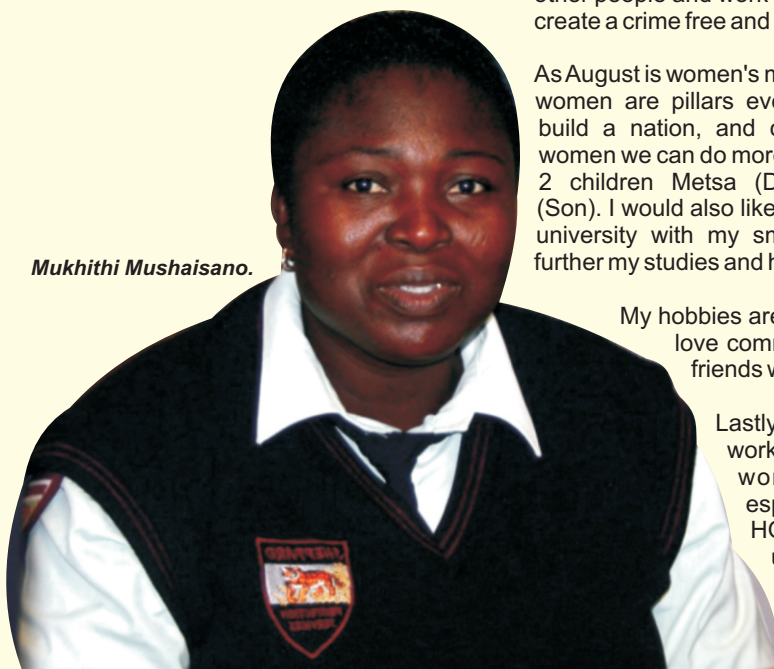
I love my job but it also has its challenges like any other job. My challenges at times include:

- ✘ Dealing with visitors and sometimes staff members who do not have access cards for parking.
- ✘ Having to convince all visitors and users of the building to show security officials their laptops and have their cars searched

My belief is that all people should subscribe to the principles of UBUNTU, share their love for other people and work hand in hand in order to create a crime free and secure country.

As August is women's month, I would like to say women are pillars everywhere. Women can build a nation, and can build a family. As women we can do more for our families. I have 2 children Metsa (Daughter) and Gudani (Son). I would also like to enroll in a college or university with my small salary in order to further my studies and have a better future.

Mukhithi Mushaisano.



My hobbies are dancing, singing and I love communicating and making friends with other people.

Lastly, I am very proud to work at Treasury as it is a wonderful department, especially the MEC and HOD. They are friendly to us and they respect us with love. They never pass us without asking about our well being

You can be good listener

Communication is a tool that transfers knowledge between two or more people. Listening, as a communication tool, has equipped us with the ability to understand what happened in the past, currently and will go a long way in planning for the future.



A lot of people always say "listening is a skill". One person also went on to say, "It must be studied". Both statements are true if you reflect on the number of costly errors and omissions committed due to poor focus when listening. To avoid these challenges during meetings and other sessions, consider the following:

- Write notes.
- Ask the speaker to repeat or rephrase what they said when you are not sure



"Listening and understanding are friends"

about its meaning

- Ask the chairperson, if it is in a meeting, to summarise the resolution and not wait for minutes that will come a few days later not complete because they will be drafts
- If you do not listen, then you will not know
- Listening and understanding are friends. You will not understand without listening. If you listen well you can understand.
- Listening and agreeing are not the same. Therefore, if someone is representing a viewpoint that you do not like, you will be committing a mistake by saying, "I will not listen to that" before you even understand



"Using the power of listening, we are becoming a centre of excellence"

So, to become a centre of excellence we all need to practice listening. Before each meeting, tell yourself you will listen and make a contribution. Keep reminding yourself during



"That's an excellent point. It makes sense."

Picture Special.



Mr Fhedzisani Sikhwari



Limpopo Provincial Treasury mourns the untimely death of Mr Fhedzisani Sikhwari, a gallant soldier and a selfless employee.

We celebrate the contribution that he made towards improving Treasury's ability to act as a wagon through which the lives of all South Africans can be improved.

The giant has fallen, but his footprint remains eternal.

Rest in peace Vho-Sikhwari

How to write LPT correspondence

Always make sure that you use the correct letterhead.
For a copy of the official Letterhead click the following link -

http://www.limtreasury.gov.za/www_treasury_intra/application/templates/letterhead.doc

External Letter

- Use Arial font, put enquiries (the person that questions about the correspondence can be directed to), reference number, date, the recipient's name, address and salutations in that order.
- For all Internal Memoranda use the enquiries (the person that questions about the correspondence can be directed to), reference number, date,

Internal Memorandum

- Always allow three spaces before the signature block
- Always use Name/Initials Surname in that order e.g. LK Ringane and not Ringane LK. Don't use full stops or space between initials

Emails

- Use black Arial font, the memorandum format, always put an appropriate subject,

Salutations

- All letters written on behalf of Provincial Treasury must end with **"Yours in Public Finance Management"**. This is to emphasise the reason why LPT exists.

For a copy of the CI Manual, call Communication Services at (015) 298 7186. You can also click the following link -

http://www.limtreasury.gov.za/www_treasury_intra/index.php?Entity=Home

Editors:
Serite and
Content Contributors:
Ratopola,
Serite and Zanele

Proof readers:
Rapetsoa
Pictures:

Serite,
Publisher:

Pontsho Rapetsoa, Tukisho
Zanele Mathabela
Zanele Mongalo, Masilo
Pontsho Rapetsoa, Tukisho
Mathabela Abram Serage,
Noko Ngoepe
Ofhani Munyai and Pontsho

Pontsho Rapetsoa,
Masilo Ratopola, Tukisho
Ofhani Munyai
Andile Msindwana

CONTACTS:

Ismini Towers
46 Hans van Rensburg
Polokwane, 0700
Telephone: (015) 298 7000
Fax: (015) 295 7010