
GENERAL NOTICE

NOTICE 212 OF 2007

NATIONAL TREASURY

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT (ACT 56 OF 2003)

DRAFT MUNICIPAL REGULATIONS ON MINIMUM COMPETENCY LEVELS

CALL FOR COMMENTS

I, Trevor A. Manuel, Minister of Finance, after consultation with the Minister for Provincial and Local Government, hereby publish the draft regulations made, in terms of section **168** (1), for public comment in terms of section **169** (1) (b) of the Municipal Finance Management Act 56 of 2003, as set out in the Schedule.

Interested persons may submit their comments on the draft regulations in writing on or before 30 April 2007 to: The Director-General, c/o Mr TV Pillay, National Treasury, Private Bag X1 15, Pretoria, 0001, or per fax to (012) 315-5230 or email to MFMA@treasury.gov.za

Regional workshops will be undertaken during March and April with municipalities and key stakeholders.

Kindly provide the name, address, telephone, fax numbers and e-mail address of the person or organisation submitting the comments.

T.A. MANUEL, MP

MINISTER OF FINANCE

EXPLANATORY MEMORANDUM

Municipal Regulations on Minimum Competency Levels

The wider implementation of the Municipal Finance Management Act (MFMA) in all municipalities and entities is an important element in the roll out strategy to modernise and improve the financial management of local government. Linked to this strategy are the fundamental principles of effective and efficient utilisation of public resources and transparent and accountable financial management practices.

Challenges still remain in building municipal capacity, including the skills and knowledge of officials, to ensure the sustainability of these reforms.

To progress these ideals it is required that new skills and knowledge in step with international best practices are introduced, as success of the municipal financial management reform programme will be measured by the skills and the professionalism of officials serving in this sphere.

During the development of the MFMA, extensive discussions were held by a range of stakeholders on the need to ensure sustainable skills development to build the capacity of municipal officials. The MFMA specifically contains enabling provisions requiring all officials who manage, supervise and operate within the financial management and supply chain management disciplines to meet minimum competency levels. Sections 83, 107 and 119 of the MFMA make this requirement compulsory and require regulations that describe these competency levels for the various officials. As a result of this, the MFMA complements other efforts of government in improving competency levels of officials.

Key stakeholders, including the Accountant-General, dplg, provincial governments, SALGA and professional bodies, have been consulted in developing the competency levels that are based on unit standards approved by the South African Qualifications Authority at levels 5 and 6.

By prescribing competency levels these regulations have recognised the minimum skills, knowledge and experience required for the following officials in municipalities and municipal entities:

- Municipal Managers (accounting officers)
- Chief financial officers

- Senior managers (top management team)
- All other financial officials
- Supply chain management officials

The respective competencies required of each official reflect the roles and responsibilities expected of the official in terms of the MFMA. Being mindful of the variation in capacity and size of municipalities and the relative qualifications and experience required of officials the competencies have been divided into two groups according to the same municipal “capacity level” used to implement the MFMA since 2004.

The one group will apply to –

- a) officials employed by low capacity municipalities; and
- b) medium capacity municipalities and municipal entities with an annual budget below R500 million.

The second group will apply to –

- a) officials employed by high capacity municipalities: and
- b) medium capacity municipalities and municipal entities with an annual budget equal to or above R500 million.

Officials employed by the higher capacity municipalities and entities are required to have a higher level of qualification and experience than officials in the lower capacity municipalities and municipal entities.

Transitional provisions contained in the regulations ensure that existing officials have until 1 January 2013 (over five years) to meet the competency levels and new employees will also benefit from this transitional period. Municipalities and entities must develop appropriate strategies to assess staff competencies and provide suitable resources and opportunities for training. Furthermore, they must ensure that the attainment of competencies is included as a performance target in the official's performance agreement.

The National Treasury has registered a unit standard based certificate in municipal financial management and together with major universities is providing assistance in **skills** development and capacity building through the promotion of learnerships, accreditation of training courses, with over 400 municipal internships and various workshop and training opportunities already underway.

These competency regulations provide a framework that is consistent with the principals of the Municipal System Act and is based on the broader National Qualifications Framework (NQF) managed by the South African Qualifications Authority. The implementation of the regulations will support the development and improvement of skills and knowledge across the local government sphere leading to a more professional workforce and the improved delivery of services to the community.

The following documents support the attached regulations:

- a) Municipal Regulations on Minimum Competency Levels (refer page 7)
- b)** Implementation Report: Competency Levels (refer Schedule on page 26)

Available on www.treasury.gov.za/mfma under both Regulations and Guidelines

- c) Guideline for Municipal Competency Levels: Accounting Officers
- d) Guideline for Municipal Competency Levels: Chief Financial Officers
- e) Guideline for Municipal Competency Levels: other Senior Managers
- f) Guideline for Municipal Competency Levels: Finance Officials at Middle Management Level
- g) Guideline for Municipal Competency Levels: Head of Supply Chain and Supply Chain Senior Managers

NATIONAL TREASURY
LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003
MUNICIPAL REGULATIONS ON MINIMUM COMPETENCY LEVELS

The Minister of Finance, acting in concurrence with the Minister for Provincial and Local Government, has under section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), made the Regulations set out in the Schedule.

SCHEDULE

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CHAPTER 1

INTERPRETATION OF THESE REGULATIONS

Definitions

1. (1) In these Regulations, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and unless the context otherwise indicates –

“effective date”, in relation to these Regulations, means the date on which these Regulations come into effect;

“financial official”, in relation to a municipality or a municipal entity, means an official of a municipality or municipal entity exercising financial management responsibilities, and includes –

- (a) the accounting officer;
- (b) the chief financial officer;
- (c) a senior manager; or
- (d) any other financial official;

“high capacity municipality”, **“medium capacity municipality”** and **“low capacity municipality”** respectively has the meaning assigned to it in the Schedule to Government Notice No. 773 of 1 July **2004**, and, for purposes of these Regulations only, do not include their respective municipal entities;

“middle management level” means a management level associated with persons in middle management positions responsible for supervising staff, and includes –

- (a) an official directly accountable to a manager in the senior management level;
or
- (b) a person that occupied a position in a management level substantially similar to middle management level outside the local government sphere;

“NQF” refers to the National Qualifications Framework prescribed by regulations issued in terms of the South African Qualifications Authority Act, 1995 (Act 58 of 1995);

“performance regulations” means the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, issued in terms of the Local Government: Municipal Systems Act, 2000, on 1 August 2006;

“senior management level” means a management level associated with persons in senior management positions responsible for supervising staff in middle management positions, and includes –

- (a) the municipal manager of a municipality or the chief executive officer of a municipal entity;
- (b) any manager directly accountable to –
 - (i) the municipal manager, in the case of a municipality; or
 - (ii) the chief executive officer, in the case of a municipal entity; or
- (c) a person that occupied a position in a management level substantially similar to senior management level outside the local government sphere;

“senior manager”

- (a) in relation to a municipality, means a manager referred to in section 56 of the Municipal Systems Act; or
- (b) in relation to a municipal entity, means a manager directly accountable to the chief executive officer of the entity;

“supply chain management official”, in relation to a municipality or a municipal entity, means an official involved in the implementation of the supply chain management policy of a municipality or municipal entity, and includes –

- (a) the head of the supply chain management unit; or
- (b) a supply chain management senior manager;

“supply chain management senior manager”, in relation to an official of a municipality or municipal entity involved in the implementation of the supply chain management policy of the municipality or municipal entity, means an official directly accountable to the head of the supply chain management unit of the municipality or municipal entity;

“the Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“unit standard” means unit standard as defined in the regulations issued in terms of the South African Qualifications Authority Act, 1995 (Act 58 of 1995).

(2) These Regulations must be read with –

- (a) section 83(1) of the Act which states that the accounting officer, senior managers, the chief financial officer and other financial officials of a municipality must meet the financial management competency levels prescribed by regulation;
- (b) section 107(1) of the Act which states that the accounting officer, senior managers, any chief financial officer and other financial officials of a municipal entity must meet the financial management competency levels prescribed by regulation; and
- (c) section 119(1) of the Act which states that the accounting officer and all other officials of a municipality or municipal entity involved in the implementation of the supply chain management policy of the municipality or municipal entity must meet the competency levels for supply chain management prescribed by regulation.

(3) These regulations should also be read with any guidelines on competency levels that may be prescribed for financial officials or supply chain management officials of municipalities and municipal entities in terms of section **168** of the Act.

(4) When determining for purposes of these Regulations the value of the annual budget of a municipality or municipal entity, the value must include –

- (a) total operating and capital expenditure; and
- (b) in the case of a parent municipality, the aggregated value of the annual budgets of the municipality and its entities.

CHAPTER 2

ACCOUNTING OFFICERS OF MUNICIPALITIES AND MUNICIPAL ENTITIES

General competency levels for accounting officers

2. (1) The accounting officer of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to the accounting officer of a municipality.

(2) The accounting officer of a municipal entity must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to the accounting officer of a municipal entity.

(3) An accounting officer must note that specific financial management responsibilities, functions and powers are entrusted by the Act to accounting officers and that any failure to comply with these may constitute financial misconduct.

Minimum competency levels for accounting officers

3. The accounting officer of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies and be competent in the unit standards prescribed for financial and supply chain management competency areas as set out below.

MINIMUM COMPETENCY LEVELS FOR ACCOUNTING OFFICERS

Description	All municipalities and municipal entities
Higher Education Qualification	At least NQF Level 6 or Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965)
Work-Related Experience	Minimum of 5 years at senior management level
Core Managerial and Occupational Competencies	As described in the performance regulations
Financial and Supply Chain Management Competence Areas:	Required Minimum Competency Level in Unit Standards
Strategic leadership and management	116358
Strategic financial management	116361; 116342; 116362
Operational financial management	116345; 119351; 119352; 119341; 119331; 116364; 116353
Governance, ethics and values in financial management	116343
Financial and performance reporting	116363; 119350; 119348; 116341
Risk and change management	116339
Legislation, policy and implementation	119334
Stakeholder relations	116348
Supply Chain Management	116353

CHAPTER 3

CHIEF FINANCIAL OFFICERS OF MUNICIPALITIES AND MUNICIPAL ENTITIES

General competency levels for chief financial officers

4. (1) The chief financial officer of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to the chief financial officer of a municipality.

(2) If a municipal entity has appointed an official as its chief financial officer that official must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that official as chief financial officer of the entity.

(3) A chief financial officer must note that any failure to comply with any financial management responsibilities, functions and powers entrusted to that officer may constitute financial misconduct. In the case of chief financial officers of municipalities specific financial management responsibilities, functions and powers are entrusted by the Act to chief financial officers.

Minimum competency levels for chief financial officers

5. The chief financial officer of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification and work related experience and be competent in the unit standards prescribed for competency areas as set out below.

MINIMUM COMPETENCY LEVELS FOR CHIEF FINANCIAL OFFICERS

Description	a) All low capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value below R500 million for the current year	a) All high capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value equal to or above R500 million for the current year
Higher Education Qualification	At least NQF Level 6 or Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965)	At least NQF Level 7 or Chartered Accountant (SA)
Work-Related Experience	Minimum of 5 years at middle management level	Minimum of 7 years at senior and middle management levels, of which at least ² management level
Competency A	Required Minimum Competency Level in Unit Standards	Required Minimum Competency Level in Unit Standards
Strategic leadership and management	116358;116361	116358;116361
Strategic financial management	116361; 116342;116362	116361;116342;116362
Operational financial management	116345;119351; 119352; 119341;119331; 116364	116345 119351; 119352; 119341;119331; 116364
Governance, ethics and values in financial management	116343	116343
Financial and performance reporting	116363;119350;119348; 116341	116363;119350;119348; 116341
Risk and change management	116339	116339
Project management	119343	119343
Legislation, policy and implementation	119334	119334
Stakeholder relations	116348	116348
Supply Chain Management	116353	116353
Audit and assurance	116351	116351

CHAPTER 4

SENIOR MANAGERS OF MUNICIPALITIES AND MUNICIPAL ENTITIES

General competency levels for senior managers

6. (1) A senior manager of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that senior manager.

(2) A senior manager of a municipal entity must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that senior manager.

(3) A senior manager must note that any failure to comply with any financial management responsibilities, functions and powers entrusted to that senior manager may constitute financial misconduct.

Minimum competency levels for senior managers

7. A senior manager of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies and be competent in the unit standards prescribed for financial and supply chain management competency areas as set out below.

MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS

Description	a) All low capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value below R500 million for the current year	a) All high capacity municipalities; and b) All medium capacity municipalities and Municipal entities with annual budgets of a value equal to or above R500 million for the current year
Higher Education Qualification	At least NQF Level 6 or Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965)	At least NQF Level 7
Work-Related Experience	Minimum of 5 years at middle management level	Minimum of 7 years at senior and middle management level, of which at least ² years must be at senior management level
Core Managerial and Occupational Competencies	As described in the performance regulations	As described in the performance regulations
Financial and Supply Chain Management Competency Areas	Required Minimum Competency Level in Unit Standards	Required Minimum Competency Level in Unit Standards
Strategic leadership and management	1 16358; 1 16361	1 16358; 1 16361
Operational financial management	1 19341; 1 19331; 1 16364	1 19341; 1 19331; 1 16364
Governance, ethics and values in financial management	1 16343	1 16343
Financial and performance reporting	1 16363; 1 19350; 1 19348; 1 16341	1 16363; 1 19350; 1 19348; 1 16341
Risk and change management	1 16339	1 16339
Project management	1 19343	1 19343
Legislation, policy and implementation	1 19334; 1 16361	1 19334; 1 16361
Supply Chain Management	1 16353	1 16353
Audit and assurance	1 16351	1 16351

CHAPTER 5

OTHER FINANCIAL OFFICIALS OF MUNICIPALITIES AND MUNICIPAL ENTITIES

General competency levels for other financial officials

8. (1) Any financial official of a municipality at or below middle management level must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that official.

(2) Any financial official of a municipal entity at or below middle management level must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that official.

(3) A financial official referred to in subregulation (1) or (2) must note that any failure to comply with the financial management responsibilities, functions and powers entrusted in terms of the Act to that official may constitute financial misconduct.

Minimum competency levels for financial officials at middle management level

9. A financial official of a municipality or municipal entity at middle management level must comply with the minimum competency levels required for higher education qualification and work related experience and be competent in the unit standards prescribed for competency areas as set out below.

MINIMUM COMPETENCY LEVELS FOR FINANCIAL OFFICIALS AT MIDDLE MANAGEMENT LEVEL

Description	a) All low capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value below R500 million for the current year	a) All high capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value equal to or above R500 million for the current year
Higher Educational Qualification	At least NQF Level 5 or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554)	At least NQF Level 5 or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554)
Work-Related Experience	Minimum of – (a) 4 years of which at least 1 year must be at middle management level and at least 3 years at any level in a role related to the position of the official; or (b) 6 years at any level in a role related to the position of the official	Minimum of – (a) 5 years of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official; or (b) 7 years at any level in a role related to the position of the official
Competency Areas	Required Minimum Competency Level in Unit Standards	Required Minimum Competency Level in Unit Standards
Operational financial management	116345; 119351; 119352; 119341; 119331; 116364	116345; 119351; 119352; 119341; 119331; 116364
Governance, ethics and values in financial management	116343	116343
Financial and performance reporting	116363; 119350; 119348; 116341	116363; 119350; 119348; 116341
Risk and change management	116339	116339
Project management	119343	119343
Legislation, policy and implementation	119334	119334
Supply Chain Management	116353	116353
Audit and assurance	116351	116351

CHAPTER 6

SUPPLY CHAIN MANAGEMENT OFFICIALS OF MUNICIPALITIES AND MUNICIPAL ENTITIES

General Competency levels for officials involved in implementation of supply chain management policy

10. (1) The accounting officer and any official of a municipality involved in the implementation of the supply chain management policy of the municipality, must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers in respect of supply chain management –

- (a) in the case of an accounting officer, assigned in terms of the Act or delegated by the municipal council to the accounting officer; or
- (b) in the case of another official, delegated to the official by the accounting officer in terms of section 79 of the Act.

(2) The accounting officer and any other official of a municipal entity involved in the implementation of the supply chain management policy of the municipal entity must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers in respect of supply chain management –

- (a) in the case of an accounting officer, assigned in terms of the Act or delegated by the board of directors to the accounting officer; or
- (b) in the case of another official, delegated to the official by the accounting officer in terms of section 106 of the Act.

(3) An accounting officer and officials involved in supply chain management must note that failure to comply with supply chain management responsibilities, functions and powers may constitute financial misconduct in terms of the Act.

Minimum competency levels for heads of supply chain management units

11. The head of a supply chain management unit of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification and work related experience and be competent in the unit standards prescribed for competency areas as set out below.

MINIMUM COMPETENCY LEVELS FOR HEADS OF SUPPLY CHAIN MANAGEMENT UNITS

Description	a) All low capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value below R500 million for the current year	a) All high capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value equal to or above R500 million for the current year
Higher Education Qualification	At least NQF Level 5 or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554)	At least NQF Level 6 or Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965)
Work-Related Experience	Minimum of – (a) 4 years of which at least 1 year must be at middle management level and at least 3 years at any level in a role related to the position of the official; or (b) 6 years at any level in a role related to the position of the official	Minimum of – (a) 5 years of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position of the official; or (b) 7 years at any level in a role related to the position of the official
Competency Areas	Required Minimum Competency Level in Unit Standards	Required Minimum Competency Level in Unit Standards
Strategic financial management	1 16361; 1 19350; 1 16348; 1 16342; 1 16362; 1 16341; 1 19352; 1 19351	1 16361; 1 19350; 1 16348; 1 16342; 1 16362; 1 16341; 1 19352; 1 19351
Operational financial management	1 16345; 1 19351; 1 19352; 1 19341; 1 19331; 1 16364	1 16345; 1 19351; 1 19352; 1 19341; 1 19331; 1 16364
Governance, ethics and values in financial management	1 16343	1 16343
Risk and change management	1 16339	1 16339
Project management	1 19343	1 19343
Legislation, policy and implementation	1 19334	1 19334
Stakeholder relations	1 16348	1 16348
Supply Chain Management	1 16353	1 16353

Minimum Competency levels for supply chain management senior managers

12. A supply chain management senior manager of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification and work related experience and be competent in the unit standards prescribed for competency areas as set out below.

MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS REPORTING TO HEADS OF SUPPLY CHAIN MANAGEMENT UNITS

Description	a) All low capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value below R500 million for the current year	a) All high capacity municipalities; and b) All medium capacity municipalities and municipal entities with annual budgets of a value equal to or above R500 million for the current year
Higher Education Qualification	At least NQF Level 5 or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554)	At least NQF Level 5 or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554)
Work-Related Experience	Nil	Nil
Competency Areas	Required Minimum Competency Level in Unit Standards	Required Minimum Competency Level in Unit Standards
Operational financial management	1 16345; 1 19351; 1 19352; 119341; 119331; 116364	1 16345; 1 19351; 1 19352; 119341; 119331; 116364
Governance, ethics and values in financial management	1 16343	1 16343
Risk and change management	1 16339	1 16339
Project management	1 19343	1 19343
Legislation, policy and implementation	1 19334	1 19334
Supply Chain Management	1 16353	1 16353

CHAPTER 7

TRANSITIONAL PROVISIONS

Competency assessments

13. A municipality or municipal entity must conduct competency assessments in respect of all financial officials and supply chain management officials appointed by that municipality or municipal entity in order to identify and address gaps in competency levels of those officials.

Reporting on and monitoring competency levels

14. (1) The municipal manager of a municipality and the chief executive officer of a municipal entity must monitor, and take any necessary steps to ensure, compliance with the prescribed minimum competency levels for financial officials and supply chain management officials within the timeframes set out in regulation 15.

(2) A municipality must report to the National Treasury and to the relevant provincial treasury by 30 January and 30 July of each year, and in its annual report, the consolidated information in respect of the municipality and each of its entities set out in subregulation (4). The annual report of the municipality must reflect the information as at the end of the financial year to which it relates.

(3) A municipal entity must report to its parent municipality by 20 January and 20 July of each year, and in its annual report, the information set out in subregulation (4). The annual report of the municipal entity must reflect the information as at the end of the financial year to which it relates.

(4) A report on the compliance with prescribed competency levels must be in the format set out in Schedule A and include the following minimum information as at 30 June and 31 December of each year, as may be appropriate -

- (a) the total number of financial officials employed;
- (b) the total number of financial officials whose competency assessments have been completed;
- (c) the total number of supply chain management officials employed;

- (d) the total number of supply chain management officials whose competency assessments have been completed;
- (e) the total number of financial officials and supply chain management officials that meet the prescribed competency levels; and
- (f) the total number of financial officials and supply chain management officials whose performance agreements comply with regulation 16.

Existing financial and supply chain management officials not meeting minimum competency levels

15. Regulations 3, 5, 7, 9, 11 and 12 do not affect the continued employment and conditions of employment of a financial official or supply chain management official appointed by a municipality or municipal entity before the effective date, provided that such official attains the required higher education qualification and the required minimum competency level in the required unit standards for each competency area within a maximum period of five years from 1 January 2008.

Attainment of competency levels within prescribed timeframes to be included in performance agreements

16. If a financial official or supply chain management official is employed by a municipality or municipal entity subject to a performance agreement and that official does not meet the minimum competency levels, attainment of such competency levels within the timeframes set out in regulation 15 must be included as a performance target in that official's performance agreement.

Assistance by municipalities and municipal entities to financial and supply chain management officials to attain minimum competency levels

17. A municipality or municipal entity must assist a financial official or supply chain management official who at the effective date does not meet the minimum competency levels, to attain those competency levels within the timeframes set out in regulation 15 by providing resources or opportunities for the training of that official.

Prohibition on the employment of new financial and supply chain management officials not meeting minimum competency levels

18. (1) No municipality or municipal entity may, with effect 1 January 2013, employ a person as a financial official or supply chain management official if that person does not meet the competency levels prescribed for the relevant position in terms of these Regulations.

(2) A municipality or municipal entity may before 1 January 2013 employ a person that does not meet the competency levels prescribed for the relevant position, provided that such official's continued employment is subject to a condition that the official attains the required higher education qualification and the required minimum competency level in the required unit standards for each competency area on or before 1 January 2013.

Title and commencement

19. These Regulations are called the Municipal Regulations on Minimum Competency Levels, 2007, and takes effect on 1 July 2007.

SCHEDULE IMPLEMENTATION REPORT: COMPETENCY LEVELS

Name and address of the municipality or municipal entity:

Contact person	Phone no:	Email address:
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))
Financial Officials		
Accounting officer		
Chief financial officer		
Senior managers		
Any other financial officials		
Supply Chain Management Officials		
Heads of supply chain management units		
Supply chain management senior managers		
Total		
<p style="text-align: center;">Declaration (to be completed by the Municipal Manager of a municipality or the Chief Executive Officer of a municipal entity)</p> <p>I _____ (insert full name), holding the position of Municipal Manager/ Chief Executive Officer hereby certify this to be a true and accurate record of the implementation of the Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels for Officials in the municipality and/ or municipal entity</p> <p style="text-align: right;">as at ____/____/____ (dd/mm/yyyy).</p> <p style="text-align: right;">____ (Signature) _____ (Date)</p>		