

**INSTITUTE OF SOUTH AFRICAN MUNICIPAL ACCOUNTING OFFICERS  
INCORPORATED ASSOCIATION NOT FOR GAIN  
Reg No. 2015/052648/08**

**APPLICATION FOR  
ISAMAO MEMBERSHIP**



**Contact Numbers**

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**Postal Address**

P O Box 291  
Persequor Park, Brummeria  
**Pretoria**  
0020

NAME: \_\_\_\_\_

<input type="checkbox"/>	New Membership
<input type="checkbox"/>	Re-Instate
<input type="checkbox"/>	Upgrade

**Membership Level**

<input type="checkbox"/>	Full Member (Chartered MAO)	<input type="checkbox"/>	Practising MAO
<input type="checkbox"/>	Student/Retired	<input type="checkbox"/>	Prospective MAO

## INTRODUCTION

The Institute of South African Municipal Accounting Officers (ISAMAO) is a professional organization for Municipal Managers in South Africa. It was officially launched on 27 November 2014. The aim of the Institute is the professionalization of the position of the municipal manager. In terms of its Constitution, among others, it aims to ensure that the municipalities' collective institutional memory is not lost to local government, generally, and to municipalities, specifically, while setting norms, standards and values for municipal accounting officers.

ISAMAO is propagating the following:

- Replacing the title of “Municipal Manager” with that of “Municipal Accounting Officer”
- Reviewing of the current fixed term appointments of municipal managers and other senior municipal officials to permanent appointment, subject to the relevant legislative framework governing employer-employee relations, including the setting up of a rigorous performance management system to ensure the retention of requisite skills and institutional memory.
- Fostering communication and collaboration with all stakeholders, in both private and public sectors, on matters of common interest.

ISAMAO has embarked on discussions with the Department of Co-operative Governance and Traditional Affairs (COGTA), South African Local Government Association (SALGA) and other relevant stakeholders to establish a statutory framework for professionalizing the municipal manager's position, including a change to the designation of the position, the determination of norms, standards and procedures governing such a profession. To that end legislation regulating the profession would have to be promulgated. A draft document containing inputs from the Institute has already been compiled and sent to COGTA.

The Institute is mindful of the existence of several other institutes within the Local Government sphere such as the Institute of Municipal Financial Officers (IMFO), the Institute of Internal Auditors of South Africa (IASA), the Institute for Local Government Management (iLGM), the Institute of Municipal Engineers of South Africa (IMESA) and the Institute of Municipal Public Safety in Southern Africa (IMPSSA). Since these organisations do not necessarily address issues specific to the municipal manager, ISAMAO is of the view that its founding could be a catalyst in plugging the gap that has hitherto existed.

ISAMAO will also continue to work with SALGA as an employer body and an association of municipalities, in offering the much-needed professional technical support as a collective of Municipal Accounting Officers. In similar vein the Institute will also offer relevant technical support to Provincial and National Government on matters relating to policy, legislation, norms and standards, as well strategies that seek to improve service delivery to the citizens. ISAMAO shall also collaborate with private sector organisations in pursuit of best practices and development of smart solutions to meet the challenges encountered in managing the country's cities, towns and villages.

## VISION

Our vision is to be a repository for highly *competent, professional* and *ethical* municipal accounting officers

## MISSION STATEMENT

Our Mission is to develop and maintain a system of standards, norms and procedures that will inculcate *professionalism* amongst Municipal Accounting Officers, and thereby enhancing *quality service delivery* to communities

## THE OBJECTIVES OF THE INSTITUTE

The Institute aims to protect and promote the interests of the profession of local government management and administration officials and to ensure that government passes legislation to regulate the position of Municipal Account Officers. The Institute shall:

- Organise local government practitioners through a professional Institute for Municipal Managers
- Lobby government to enact legislation and adopt policies to professionalise local government management by regulating the registration, appointment and conduct of senior municipal managers
- Prescribe the academic qualifications and professional training requirements for persons wishing to attain the status of Chartered Municipal Accounting Officer
- Involve all stakeholders in local government - including national and provincial spheres of government, councillors, academics, educational and training institutions, and community-based organisations - in playing a meaningful role in ensuring the provision of ethical and professional services to communities throughout the country
- Establish and foster relations with continental and international institutes with similar objectives
- Collaborate on research and development initiatives; co-design training materials; and develop student mentorship and coaching programmes with relevant institutions
- Publish and distribute a professional journal to serve as a platform to share information and knowledge among the local government management and administration practitioners and stakeholders

## PLEASE FOLLOW THE INSTRUCTIONS BELOW CAREFULLY

1. All applicants except student need to complete all sections.
2. All applicants need to attach **certified copies** of the following:
  - Confirmation of employment letter/s
  - Degree or Diploma

- Statements of subjects passed
- Proof of your current registration at University/University of Technology/College where you are studying
- Certified Copy of ID

All prospective members of ISAMAO are required to complete this registration form. Indicate any changes; Membership runs from August 1st-July 31st.  **NEW MEMBERSHIP**  **RENEWAL**

**Changes for directory?**

## SECTION 1: MEMBER CONTACT INFORMATION

<b>TITLE</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Prof.
<b>NAME</b>						
<b>SURNAME</b>					<b>MOBILE PHONE</b>	
<b>ID No:</b>					<b>TEL (H)</b>	
<b>HOME ADDRESS</b>					<b>POSTAL CODE</b>	
<b>POSTAL ADDRESS</b>					<b>POSTAL CODE</b>	
<b>E-MAIL ADDRESS</b>					<b>MAIN TELEPHONE</b>	
<b>JOB TITLE:</b>					<b>PROVINCE</b>	

\*Star the e-mail and phone number you would like listed in the directory

## SECTION 2: ANNUAL MEMBERSHIP TYPE AND PAYMENT DETAILS

MEMBER TYPE	DESCRIPTION	MEMBERSHIP DUES (Annual)	Please Check
<b>FULL ACCREDITED MAO</b>	Full Membership / Chartered Municipal Accounting Officer	R5000.00 per member	
<b>PRACTISING MUNICIPAL ACCOUNTING OFFICER</b>	Full-time Students and Retired Members	R250.00 per member	
	Practising Municipal Accounting Officer	R5000.00	
<b>REGISTERED ACCREDITED MAO</b>	An official in a management position in local government or similar sector aspiring to be a Municipal Accounting Officer and having gone through the institute's accreditation processes and procedures, all of whom shall be subject to the provisions of the Constitution	R550.00 per member	
<b>PROSPECTIVE MUNICIPAL ACCOUNTING OFFICER</b>	An official in the employ of municipality in any position other than in a position of Municipal Accounting Officer	R550.00 per member	
	For Membership descriptions see website <a href="http://www.isamao.org">http://www.isamao.org</a>		

**PAYMENT METHOD**
 Institutional Check  
  Personal Check  
  Online Payment  
  Cash Payment
**SECTION 3: ACADEMIC QUALIFICATIONS****STUDENT'S CERTIFIED PROOF OF REGISTRATION – CERTIFIED COPY (IES) OF QUALIFICATIONS**

Highest Tertiary Qualification Obtained :

Professional Qualifications Obtained:

Institute where studying: (e.g. UNISA, WITS, TUT)

Course Studying: (e.g. BComm/MBA/BTech-Acc:

Courses/Subjects already passed:

Years of Attendance:

From

To

Please indicate if you would be willing to **serve on a Board Committee**:

- Budget & Finance    Yes    Not at this time
- Legal & Constitutional    Yes    Not at this time
- Stakeholder Relations    Yes    Not at this time
- Corporate Administration    Yes    Not at this time

(Committees are listed at <http://www.isamao.org/officers/committees/>)**Permission to use photographic images:**

Photographs of ISAMAO members may be used in various ISAMAO communications incl. the newsletter and website. Group photographs taken at ISAMAO events may be used without identifying individual members. For individual photographs, please indicate your permission for use:

\_\_\_\_\_ ISAMAO has my permission to use and identify photographs of me.

\_\_\_\_\_ ISAMAO does not have permission to use and identify photographs of me.

\_\_\_\_\_ ISAMAO must contact me before using any identified photographs of me in ISAMAO.

**Full Name & Surname:** \_\_\_\_\_**Date:** \_\_\_\_\_**Signature:** \_\_\_\_\_

# Membership Requirements

“A MUNICIPALITY OR RELATED MUNICIPAL ENTITY” MEANS ANY OR ALL OF THE FOLLOWING:

- A municipality as defined in the Constitution of the Republic of South Africa
- A local authority of any independent country in Southern Africa

## FULL MEMBER (CHARETERED MUNICIPAL ACCOUNTING OFFICER)

Higher Education Qualification			
Work Related Experience			
Membership Fee	R5000.00 per annum		

## STUDENT/RETIRED MEMBER

Higher Education Qualification			
Work Related Experience			
Membership Fee	R250 per annum		

## PRACTISING MUNICIPAL ACCOUNTING OFFICER

Higher Education Qualification			
Work Related Experience			
Membership Fee	R5000 per annum		

## PROSPECTIVE MUNICIPAL ACCOUNTING OFFICER

Higher Education Qualification			
Work Related Experience			
Membership Fee	R550 per annum		

### **MEMBERSHIP APPLICATION CAN EITHER BE POSTED OR EMAILED TO:**

P.O. Box 291, Persequor Park, Brummeria, Lynnwood, 0020

T: 012 349 1115 • F: 012 349 1154 • C: 083 566 3266

[ronny.moloi@gmail.com](mailto:ronny.moloi@gmail.com)

## PAYMENT ARRANGEMENTS

**PLEASE NOTE:** Your membership application will not be processed without the required documentation and most importantly **payment in full**. See banking details below:

**ISMAO Banking details:  
Standard Bank  
Cheque Account / Business Account  
Account Number: 420 616 438  
Branch Code: 05 1001  
Branch Name: Bedford Centre, Bedfordview, JHB**

## THE INSTITUTE'S STRUCTURE

The Institute annually presents a conference in one of the cities. It is usually attended by between 300 and 350 delegates, most of whom are Chartered Municipal Accounting Officers. Speakers are drawn from different fields related to local government management and administration deliver a variety of topical papers, and each conference every year has its unique theme. Also in attendance are representatives from organised local government associations, local government practitioners, national and provincial government departments, and professional institutes – both local and international.

All the Institute's members are welcome to attend the conference at a special fee.

## WHY JOIN ISMAO?

There are many benefits, which include the following:

- Members enjoy membership of an umbrella body for the profession of Municipal Accounting Officers.
- Members receive a certificate indicating their level of membership.
- Members are welcome to attend continuous professional education (CPE) training programmes, seminars, workshops, and conferences presented by the Institute at special rates.
- Access to and networking with local and international professionals and practitioners.
- Participation in provincial activities of the Institute, including local meetings, seminars, workshops and research activities.
- Representation through the Institute on key professional bodies' activities.
- Comment and/or make inputs on government draft legislation and other policy documents.
- The opportunity to be involved in and to be elected to the decision-making structures of the Institute.
- Professional and personal enrichment and development through the Institute's programmes

## PROFESSIONALISM

ISAMAO is an Institute that strives to promote and nurture professionalism in municipal management and administration. Institute's members receive professional accreditation and recognition for knowledge and experience gained over the years, and through training and continuous professional development programmes, help members acquire qualifications and other specialist skills. These are all high priority considerations for ISAMAO members of ensuring that high standards of professionalism expected by society are maintained.

Municipal Accounting Officers are constantly under pressure to act professionally and to perform work of a professional nature, increasingly so during the recent past. These accounting officers continually advise decision-makers in Local Government about the management and administrative affairs affecting the communities they serve.

The Institute of South African Municipal Accounting Officers (ISAMAO) provides an organizational framework for Chartered Municipal Accounting Officers to, collectively, enhance, maintain and promote professionalism in the field of local government management and administration.

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MOTTO: "At the *Coalface* of *Service* Delivery"

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I hereby declare that the foregoing information is true, and bind myself to the following:

- The Institute's Constitution.
- The Institute's Code of Conduct and any amendments thereto.
- That non-payment of membership fees will result in my membership being suspended and/or terminated

[www.isamao.org](http://www.isamao.org)