

Reference: RCS/C.5

TREASURY CIRCULAR MUN NO 24/2016

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THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
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THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
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THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
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THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE (ACTING)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR M MEMANI (ACTING)
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THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER (ACTING)
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR M MEMANI (ACTING)
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MS F KRUGER (ACTING)
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MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

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THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

WC PROVINCIAL TREASURY TRAINING SUPPORT 2016/17

1. PURPOSE

This circular serves to advise municipalities about training sessions which will be held as an endeavour to further build financial management capacity at municipalities within the Western Cape. The training sessions will provide practical training to municipal officials as part of Provincial Treasury's goal to improve service delivery and enhance sound financial management practices within municipalities.

A schedule of the integrated training programmes for 2016/17 has been listed below and municipal managers are requested to avail and nominate a maximum of two officials to the identified training sessions.

2. BACKGROUND

In terms of section 5(3) of the Municipal Finance Management Act (Act 56 of 2003), the Provincial Treasury is mandated to assist, guide, monitor and enforce compliance to the said Act. In relation to the aforementioned, Provincial Treasury is delegated to provide support and training to the municipalities in the Western Cape and offers further training workshops that would focus on:

- Corporate Governance – MFMA Induction
- Corporate Governance – Public Sector Governance
- Corporate Governance – COSO: Economical Financial Governance Systems
- SCM Management – Risk and Performance Management
- SCM Management – Asset Management
- Revenue, Expenditure and Cash Management – Annual Budgets
- Revenue, Expenditure and Cash Management – Revenue Management Master Class
- Revenue, Expenditure and Cash Management – Cash and Liabilities Management
- Budget Management – Predetermined Objectives

The training initiatives indicated above are an extension of the annual training held since 2012, will continue to have the practical and hands-on approach with attendees whereby they would be required to submit case studies and assignments for the respective accredited training.

In an attempt to foster the necessary skills, the goal of these training initiatives is to achieve the following objectives:

- a) To train and empower officials within municipalities of the Western Cape so as to strengthen municipalities financial and non-financial performance management capacity;
- b) To promote integrated capacity building initiatives aimed at enhancing local government management by developing and implementing training programmes in a sustainable manner so as to overcome challenges and improve decision making; and
- c) To help municipal officials enhance their knowledge and skills in municipal governance and financial management that will ensure effective, efficient and economical implementation in order to meet and achieve the objectives of the MFMA.

3. TRAINING PROGRAMME 2016/17

| Training Project | Purpose | Training Dates |
|---------------------------------|---|--|
| COSO Training | To assess municipal maturity of Enterprise Risk Management from their current state to minimum prerequisite level 3. | 12 - 14 October 2016 |
| Public Sector Governance | Enhance the maturity of sound financial governance within municipalities. | 01 - 02 December 2016 |
| MFMA Induction | To promote the objectives of the MFMA and build capacity of municipal financial officials. | 14 - 16 November 2016 21 - 23 November 2016 |
| Risk Performance Management | To strengthen SCM controls and build capacity at municipalities. | 28 - 29 September 2016 02 - 03 November 2016 01 - 02 February 2016 |
| Asset Management | Build asset management capacity within municipalities. | 25 - 27 October 2016 |
| IYM & Budget | To train municipal officials to properly comprehend, interpret and offer opinions, manage municipal budgets. | 04 - 06 October 2016 24 - 26 January 2016 |
| Cash Management | Assist municipalities to establish best practice cash management policy and borrowings framework. | 17 - 18 October 2016 28 - 29 October 2016 |
| Revenue Management Master Class | To empower municipalities with practical and operational information on how best to manage Local Government Revenues. | 07 - 08 November 2016 |
| Predetermined Objectives | Improve municipalities maturity levels on managing performance for efficiency and effectiveness. | 24 - 25 November 2016 |

4. TARGET GROUPS

The targeted groups for these training sessions are municipal officials involved in day-to-day operational activities within the Financial Directorates at municipalities within the Western Cape.

It is imperative that municipalities note the following:

- Except for the MFMA Induction, all other training programmes are accredited towards NQF Level 7 or 8 accreditation and municipal officials will be awarded a Certificate of Completion upon successfully completing and submitting the relevant case studies and assignments. The training programmes are accredited by the 'Higher Education Quality Council' of the Council on Higher Education under the auspices of the University of Stellenbosch.
- All of the above-mentioned training programmes are sponsored by the WC Provincial Treasury and include facilitation, training material, venue and catering costs.
- All other expenses associated with attending the training programmes such as: accommodation, transport, incidental expenses, and meals (breakfast and dinner) is for the respective municipalities in attendance.
- Further circulars detailing the specific training registrations, specifying training venues and requesting for nomination will be forthcoming.

Municipalities are kindly requested to note and diarise the respective dates and nominate officials for attendance.

For any further queries kindly contact Ms S Cupido on 021 483 9266 or e-mail at Shanaaz.Cupido@westerncape.gov.za.

Your co-operation in this regard will be highly appreciated.



MR M SIGABI

ACTING CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE

DATE: 13 September 2016