

Reference: RCS/C.5

TREASURY CIRCULAR MUN NO. 28/2017

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THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT
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THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
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THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDELS
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
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THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR J VAN DER LINDE

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THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS
THE MUNICIPAL MANAGER, LANGEBOEG MUNICIPALITY: MR SA MOKWENI
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THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
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THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NDLOVU
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REVENUE MANAGEMENT MASTER CLASS: 15 AND 16 NOVEMBER 2017

1. PURPOSE

- 1.1 This circular is to invite Municipal Councillors, Municipal Managers, Chief Financial Officers and Senior Municipal Managers to the 2017 Revenue Management Master Class hosted by WC Provincial Treasury and facilitated by the University of Stellenbosch (SPL - School of Public Leadership) on 15 and 16 November 2017.
- 1.2 The Master Class will equip municipalities with the practical ideas, business models and advice to enable municipalities to strengthen the revenue management processes and strategies towards financial longevity for municipal operations, given our constraint economic environment.
- 1.3 The WC MEC for Finance, representatives from National Treasury, South African Local Government Association, Financial and Fiscal Commission and Cooperative Governance and Traditional Affairs will be part of the presentations to highlight sustainable transformation to **EFFECTIVELY STRENGTHEN MUNICIPAL REVENUE MANAGEMENT FOR SUSTAINABLE COMMUNITIES.**

2. BACKGROUND

- 2.1 In terms of section 5(3) of the Municipal Finance Management Act (Act 56 of 2003), the Provincial Treasury is mandated to assist, guide and monitor and enforce compliance to the said Act. Furthermore, Provincial Treasury forms part of the Provincial Strategic Goal 5 initiative incorporating the Provincial Strategic Plan (2014 to 2019) with specific focus to strengthen the capacity of municipalities.
- 2.2 In relation to the above, the Provincial Treasury: Chief Directorate Local Government Public Finance is mandated to provide support and training to the municipalities in the Western Cape as an endeavour to build financial management capabilities. In this regard the WC Provincial Treasury will hold its third master class which will focus on **EFFECTIVE INTEGRATED REVENUE MANAGEMENT FOR SUSTAINABLE COMMUNITIES.**
- 2.3 The 2017 Revenue Management Master Class aims to continue to encourage robust discussions, debates and sharing of best practices in local government revenue management practices to assist municipalities in remaining financially viable.
- 2.4 In an attempt to foster the necessary skills, the key focus areas of the two-day master class are to ensure that a municipality has a reliable revenue data base, to improve efficiency in billing and collecting of all income which includes:
 - **Getting the Basics Right** - To empower municipalities with practical and operational information on how to best manage local government revenues and ensure data integrity;

- **Game Changers-** To improve and strengthen the financial capabilities of municipalities addressing cost reduction methodologies, energy efficiency measures, automation of business processes; and
- **Sound Revenue Management** - Sound revenue management planning, making customers accountable and responsible to pay for municipal service. Municipalities to develop multi-year action plans to strengthen the relationship between strategic long term planning, budgeting and financial viability.

3. LOGISTICS

3.1 The details of the upcoming master class are as follows:

Date: 15 and 16 November 2017 (Wednesday - Thursday)

Venue: TBA – Cape Winelands

Time: 08:00 – 16:00 (Daily)

- 3.2 The participation for the two-day Master Class will be extended to the MEC Finance WC, Municipal Councillors, Municipal Managers, Chief Financial Officers and Senior Technical Managers who have a great sphere of influence in their workplace and share similar challenges to ensure that their municipality will benefit most from what will be offered. The Master Class contributes to NQF level 7 Accreditation. This invitation is limited to two officials per municipality.
- 3.3 Each attendee is required to bring his/her own laptop to participate in the practical and on-line sessions.
- 3.4 The training costs are funded by the Provincial Treasury and do not include the travel and accommodation costs of delegates. Hence, each attendee is required to co-ordinate their own travel and accommodation arrangements.

4. REGISTRATION

- 4.1 The School of Public Leadership of Stellenbosch University will be making use of two sets of online registrations:
- The first is the Stellenbosch University SUNLearn platform used to eventually combine participants' personal information, student registration and assessment information for issuing Stellenbosch University certificates of competence.
 - The second is a purpose-developed system of the School of Public Leadership for administration of the Municipal Minimum Competency Levels training programme. Due to Local Government Seta verification requirements related to issuing of their Statements of Results, it is at this stage unfortunately not possible to integrate the two systems, which means that participants unfortunately have to initially complete their personal details on both platforms (approximately seven

minutes per platform), where after individual course registrations on both systems are very quick to do online.

- 4.2 Once the municipality has nominated officials to attend the training, further details and guidance will be provided to each nominee to register inline.

5. CONFIRMATION/CORRESPONDENCE

- 5.1 Confirmation of attendance should reach the Secretariat at the Provincial Treasury by no later than **27 October 2017**. Please direct your communication to:

Attention: Bulelwa Nyandeni

Tel: 021 483 9194/6299

Fax: 021 483 4411/7356

Email: Bulelwa.Nyandeni@westerncape.gov.za

Or

Attention: Malcolm Matipa

Tel: 021 483 2812/6299

Fax: 021 483 4411/7356

Email: Malcolm.Matipa@westerncape.gov.za

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



MR M SIGABI

ACTING CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE

DATE: 10 October 2017