

Reference number: RCS/C.5

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CAPE TOWN  
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## TREASURY CIRCULAR MUN NO. 28/2018

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THE MAYOR, MATZIKAMA MUNICIPALITY: MR H NEL  
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD  
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THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
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THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY  
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES  
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL  
THE MAYOR, GEORGE MUNICIPALITY: MR M NAIK  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER  
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE  
THE MAYOR, KNYSNA MUNICIPALITY: MR M WILLEMSE  
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: DR A RABIE  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR M GOUWS  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE

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THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR L VOLSCHENK  
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THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBBRANDT  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS  
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR G MATTHYSE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL  
THE MUNICIPAL MANAGER, SWELLEN DAM MUNICIPALITY: MR A GROENEWALD  
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R STEVENS  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: ADV. M GILLOMEE

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA  
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THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER  
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THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

## TRANSVERSAL LOCAL GOVERNMENT TRAINING AND CAPACITY BUILDING 2018/19

### 1. PURPOSE

The purpose of this circular is to advise municipalities on the Transversal Local Government Training and Capacity Building training sessions and key responsibilities pertaining to attendance of these sessions for the 2018/19 financial year.

### 2. BACKGROUND

Section 5(3) of the Municipal Finance Management Act (Act 56 of 2003) stipulates that the Provincial Treasury is mandated to assist, guide, monitor and enforce compliance to the said Act. Provincial Treasury, as part of the Provincial Strategic Goal 5, is also mandated to strengthen capacity of municipalities.

The Provincial Treasury is therefore mandated to provide support and training to the municipalities in the Western Cape, as an endeavour to build financial management capacity at the municipalities within the Province.

To achieve this, the Provincial Treasury entered into an agreement with the University of Stellenbosch: School of Public Leadership (SPL). The goal of this agreement was aimed at improving knowledge of both municipal and provincial government officials to promote good financial governance and achieve sound financial management capacity which supports sustainable local government.

The training sessions will provide practical training including customised training manuals to municipal officials across MFMA functional areas such as Accounting, Corporate Governance, Asset and SCM, Cash Investment and Borrowing, Budget Management and Economic Analysis and Revenue and Expenditure Management.

### 3. 2018/19 PROGRAMME DATES AND LOGISTICS

Sep 2018		October 2018		November 2018		December 2018		January 2019	
05 – 07	Demand Management	1 – 3	Public Sector Governance	1 - 2	Contract Management	3 – 5	IYM & Budget	28 – 30	GRAP
25 – 27	IYM & Budget	4 – 5	Combined Assurance	5 – 7	Asset Management				
		15 – 17	MFMA Induction	19 – 20	RMMC				
		24 – 26	Data Analytics	21 - 23	PDO				
		29 – 31	Cash Management	26 - 28	PDO				
		31	Contract Management						

The table above represents the dates of the upcoming training sessions. Details of these sessions will be provided via additional circulars which are still to be issued.

As indicated in the table above, training will spread over three days, except for Combined Assurance and RMMC.

Non-attendance after registration and confirmation of attendance, will be considered as fruitless and wasteful expenditure.

Attendees must notify Provincial Treasury officials in advance if they are unable to attend/participate in a particular program to avoid fruitless and wasteful expenditure (Registration, training costs and refreshments).

Provincial treasury will report instances of non-attendance to the Municipal Manager and Chief Financial Officer of the relevant municipality for further action.

The following for non-attendance by municipal officials will be accepted are:

- Sickness of the delegate, their child/dependant or bereavement; and
- Adequate reasons for non-attendance due to circumstances or were the municipality sends a substitute for the person who has registered.
- Participants cancelling on the day of the course must please ensure that they or their manager, contact Provincial Treasury – preferably before 08:30, to allow PT to inform the trainer.
- All absence/non-attendance will be followed up with the Municipality for verification purposes.

#### 4. ACTION REQUIRED

The Provincial Treasury requests that all participants to must register on the on-line link that will be provided to them before the training session commences. Participants have 30 days after the training to submit assignments and they should honour these cut off times. It is a requirement from the University that If a participant does not register for the course and submit an assignment he/she will not be issued with a certificate.

The School of Public Leadership of Stellenbosch University will be making use of two sets of online registrations:

- The first platform is a purpose-developed system of the School of Public Leadership for administration of short courses. Participants that have already done the initial “create account” registration for the MMC or any other courses of SPL on this platform, are still able to log in as before and can then immediately proceed with **Step c below**. If you are a first-time user, please proceed from Step a:
  - a. Visit [www.splshortcourses.co.za](http://www.splshortcourses.co.za);
  - b. Click “Create account” (see button in the top right-hand corner) registration form and complete your personal information. Please take care to ensure that you select and complete every line, also where you have to select “not applicable” and where your date of birth is entered, that you do it in exactly the format as requested. Finish with the tick of the box at the bottom and then click on “register”. This form is completed once only. If you have participated in SPL-presented MMC courses before, please do not try to complete this “create account” again, but just update if your personal information has changed. For all subsequent courses where this platform is used, this Step b is skipped, go directly from Step a to Step c;
  - c. Log in (see button in the top right-hand corner - don't forget the log in name and password you gave yourself during step b!);
  - d. Click on “Available Courses”;
  - e. Then click on “Transversal Capacity Building Programme 2017 – 2020”; and
  - f. Then click on the particular course you have been nominated for;

- The second 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.
- It is at this stage unfortunately not possible to integrate the two systems, but our support staff will complete your personal details on this platform if you are a first-time SUNLearn user.

For further details on the content of this circular you are welcome to contact:

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**MR HC MALILA**

**DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES**

**DATE:** 12 September 2018