

Reference number: RCS/C.5

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TREASURY CIRCULAR MUN NO. 19/2019

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR J VAN DER HOVEN
THE MAYOR, CEDERBERG MUNICIPALITY: MR W FARMER
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY
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
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGE BERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
THE MAYOR, SWELLENDAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN
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 MG 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, BERGRIVIER MUNICIPALITY: ADV. H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR H METTLER
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON
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, LANGE BERG 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, SWELLENDAM 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. MG GILIOME

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS A VORSTER
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THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDÉ
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THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR DM ASMAL
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THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LOTTER
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEIMANI
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
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THE HEAD OFFICIAL: PROVINCIAL TREASURY (MS J GANTANA) (ACTING)
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THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)
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THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
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THE CHIEF FINANCIAL OFFICER (MS A SMIT)
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THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR M BOOYSEN)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (VACANT)
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THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)

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

TRANSVERSAL LOCAL GOVERNMENT TRAINING AND CAPACITY BUILDING FOR 2019 - 2020

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 2019 - 2020 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. 2019 - 2020 PROGRAMME DATES AND LOGISTICS

September 2019		October 2019		November 2019		December 2019		January 2020	
11 - 13	Data Analytics	2 - 4	Cash Management	1	Basic SCM	4 - 6	IYM & Budget	30 - 31	GRAP
25 - 27	Basic SCM	7 - 9	Combined Assurance	4 - 6	MFMA Induction				
		10 - 11	Financial Governance	20 - 22	Predetermined Objectives				
		16- 18	IYM & Budget	27 - 29	Predetermined Objectives				
		17 - 18	Revenue Management Master Class						
		23 - 25	Basic SCM						
		30 - 31	Basic SCM						

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 Financial Governance 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:

- Sickness of the delegate, their child/dependant or bereavement.
- Adequate reasons for non-attendance due to circumstances or where 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 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;
 - 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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MS JD GANTANA

ACTING HEAD OFFICIAL: PROVINCIAL TREASURY

DATE: 15 August 2019