

Municipal Affairs and Environment Training Objectives

Cash Handling Training Objectives:

To increase awareness and understanding of:

- Proper cash handling policies and procedures,
- Your role in financial matters, and
- Monitoring and ensuring compliance and accuracy

Financial Evaluation Training Objectives:

To increase awareness and understanding of the Financial Evaluation process and requirements

Conflict of Interest Training Objectives:

To increase awareness and understanding of:

- Legislation related to conflict of interest,
- What is a conflict of interest, and
- Roles and responsibilities of council, councillor and administrator regarding conflicts of interest

Conducting Council Meetings Training Objectives:

To increase awareness and understanding of:

- Function and types of Council meetings,
- Rules of procedure, and
- Roles of councillors, chairpersons, and staff

Councillor Orientation Training Objectives:

To increase awareness & understanding of:

- Roles & responsibilities of councillors & administrators,
- Council & staff relations,
- Conducting council meetings,
- Council's legal responsibilities,
- Conflict of Interest,
- Mandatory requirements,
- Municipal regulations,
- Municipal orders, and
- Public tendering
- Financial management

Public Procurement Framework Training Objectives:

To increase awareness and understanding of:

- Requirements for procurement of commodities (goods, services, public works, & lease of space),
- Standing Offer Agreements,
- Open call for bids,
- Limited call for bids,
- Exceptions to open call for bids,
- Reporting requirements, and
- Supplier debriefing, complaint and performance processes

PLEASE NOTE:

- Refer to the **Municipal Training Circular** for dates and locations for each topic.
- Training sessions are relevant to both **municipal administrators** and **municipal councillors**.