

Municipal Affairs and Environment Fall 2019 Training Topics and Objectives

Municipal Budget Training Objectives:

To increase awareness and understanding of:

- The value of the budgeting process as a key municipal financial management tool,
- The six step process to successful budgeting,
- The budget submission form, and
- How to complete a detailed budget including expenditures & revenue categories

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,
- Public tendering, and
- Financial management

Land Use Planning Training Objectives:

To increase awareness and understanding of:

- The planning process,
- The roles and responsibilities of municipal council, and
- The *Urban and Rural Planning Act, 2000*

Roles and Responsibilities Training Objective:

To increase awareness & understanding of the roles and responsibilities of councillors and administrators

Conducting Effective 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

PLEASE NOTE:

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