



Reference:

Enquiries: Xolani Oliphant

## **TREASURY CIRCULAR MUN NO 09 of 2013**

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS  
THE MAYOR, MATZIKAMA MUNICIPALITY: MS D GOEDEMAN  
THE MAYOR, CEDERBERG MUNICIPALITY: MR B ZASS  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MS R JAGER  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MR N DE BRUYN  
THE MAYOR, WITZENBERG MUNICIPALITY: MR S LOUW  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS G VAN DEVENTER  
THE MAYOR, STELLENBOSCH MUNICIPALITY: MR C SIDEGO  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR BD KIVEDO  
THE MAYOR, LANGEBERG MUNICIPALITY: MS D GAGIANO  
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR L DE BRUYN  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR CB PUNT  
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL  
THE MAYOR, SWELLENDAM MUNICIPALITY: COUNCILLOR N MYBURGH  
THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR V VAN DER WESTHUISEN  
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON  
THE MAYOR, HESSEQUA MUNICIPALITY: MS E NEL  
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR M FERREIRA  
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL  
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN  
THE MAYOR, KNYSNA MUNICIPALITY: MS J WOLMARANS  
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR E NJADU  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HD PRINCE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM  
THE MUNICIPAL MANAGER, WEST COAST DISTRICT: MR H PRINS  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR I KENNED  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MS C LIEBENBERG  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR NJ VAN STADE (Acting)  
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR M MGAJO  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: MR D SMIT (Acting)  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR D BERETTI  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR G MATHYSE  
THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR L DE BRYN  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENWALD  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEVENS  
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR M STEENKAMP  
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR G LOUW  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR GW LOUW  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA (Acting)  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR T MNYIMBA  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR D DU PLESSIS (Acting)  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MS L WARING (Acting)  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS HF METTLER  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY  
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT: MR J KOEKEMOER

THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MS U BAARTMAN  
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED  
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK  
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER  
THE CHIEF FINANCIAL OFFICER, SWARTLAND MUNICIPALITY: MR K COOPER  
THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT: MR JG MARAIS  
THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR R ESAU  
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS  
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M BOLTON  
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS  
THE CHIEF FINANCIAL OFFICER, BREEDE RIVER/WINELANDS: MR CF HOFFMANN  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR J SNYMAN  
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR. D LOUW  
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG  
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H SCHLEBUSCH  
THE CHIEF FINANCIAL OFFICER, SWELLENBAM MUNICIPALITY: MR H KRAPOHL  
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MS L HOEK  
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR N DELO  
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN  
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR H BOTHA  
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN  
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR D LOTT  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY : MR F LOTTER  
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON  
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT: VACANT  
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD  
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J VAN DER WESTHUIZEN  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR PdV STRUMPHER

THE HEAD OF SCM, CITY OF CAPE TOWN: MR L SHNAPS  
THE HEAD OF SCM, WEST COAST DISTRICT: MR M MARKUS  
THE HEAD OF SCM, MATZIKAMA MUNICIPALITY: MR C KOTZE  
THE HEAD OF SCM, CEDERBERG MUNICIPALITY: MS J MAARMAN  
THE HEAD OF SCM, BERGRIVIER MUNICIPALITY: MR A PEREIRA  
THE HEAD OF SCM, SALDANHA BAY MUNICIPALITY: MS H MEEDING  
THE HEAD OF SCM, SWARTLAND MUNICIPALITY: MR P SWART  
THE HEAD OF SCM, CAPE WINELANDS DISTRICT: MR K FALCK  
THE HEAD OF SCM, WITZENBERG MUNICIPALITY: MR H VERGOTINE  
THE HEAD OF SCM, DRAKENSTEIN MUNICIPALITY: MR D JACOBS  
THE HEAD OF SCM, STELLENBOSCH MUNICIPALITY: MR E LEWIS  
THE HEAD OF SCM, BREEDE VALLEY MUNICIPALITY: MR M BOONZAAIER  
THE HEAD OF SCM, BREEDE RIVER/WINELANDS: MR C HOFFMANN  
THE HEAD OF SCM, OVERBERG DISTRICT: MR D LAMBRECHTS  
THE HEAD OF SCM, THEEWATERSKLOOF MUNICIPALITY: MR. A HENDRICKS  
THE HEAD OF SCM, OVERSTRAND MUNICIPALITY: MS R LA COCK  
THE HEAD OF SCM, CAPE AGULHAS MUNICIPALITY: MR R SEFOOR  
THE HEAD OF SCM, SWELLENBAM MUNICIPALITY: MR B BEYERS  
THE HEAD OF SCM, EDEN DISTRICT: MR T MPURU  
THE HEAD OF SCM, KANNALAND MUNICIPALITY: MR D LINKS  
THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MR R BENT  
THE HEAD OF SCM, MOSSEL BAY MUNICIPALITY: MS E NEL  
THE HEAD OF SCM, GEORGE MUNICIPALITY: MR B GERICKE  
THE HEAD OF SCM, OUDTSHOORN MUNICIPALITY: MR J LADOUNCE  
THE HEAD OF SCM, BITOU MUNICIPALITY: MR C. KOEBERG (ACTING)  
THE HEAD OF SCM, KNYSNA MUNICIPALITY: MS M BRAND  
THE HEAD OF SCM, CENTRAL KAROO DISTRICT: MS L STRUMPHER  
THE HEAD OF SCM, LAINGSBURG MUNICIPALITY: MR B BEUKES  
THE HEAD OF SCM, PRINCE ALBERT MUNICIPALITY: MR D. PLAATJIES (ACTING)  
THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MS SA POTHBERG

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)  
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)  
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (VACANT)  
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)  
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)  
THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR TC ARENDSE)  
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)  
THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)  
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUIS)  
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)  
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)  
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)  
THE SENIOR MANAGER: FISCAL POLICY (MS C HORTON)  
THE SENIOR MANAGER: INFRASTRUCTURE (MR R DANIELS) (ACTING)  
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS N OLIPHANT)

THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR F SABBAT)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN) (ACTING)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M SHERATON-KORSTEN)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)  
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)  
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)  
  
THE PROVINCIAL AUDITOR  
MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT  
THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

## **REQUEST FOR COMMENTS ON THE MUNICIPAL FOCUS GROUP TERMS OF REFERENCE**

### **1. PURPOSE**

- 1.1 The purpose of the SCM Focus Groups is to develop and share best practice guidelines. The initiative serves to promote interaction by municipalities, to foster shared knowledge and to establish uniformity.
- 1.2 The SCM Focus Group aims to assist on issues such as managing transformation within SCM, developing coherent policy and setting norms and standards for service delivery. Interdepartmental SCM relations are to be enhanced and information to be exchanged, while taking a long-term perspective on spending and policy from an SCM perspective.

### **2 BACKGROUND**

- 2.1 A need has been identified to establish and to facilitate the involvement of SCM heads and experts, for the purpose of securing a better grip on desired standards in SCM and improving financial governance within the local sphere. The initiative serves to combine theory with practical challenges and experience thus ensuring standardisation, uniformity and practicality.
- 2.2 The Local Government Supply Chain Management Focus Group (SCM Focus Group), a sub-set of the SCM Forum has been created as a medium for all SCM practitioners to inform financial management decision making from an SCM perspective.
- 2.3 Thus, draft terms of reference (TOR) have been drafted for perusal and comment by municipalities to establish an understanding and to facilitate the SCM Focus Group initiative.

### 3 REQUEST

- 3.1 The purpose of this circular is to request comments from municipalities in respect of the Draft Municipal Focus Group Terms of Reference (Annexure A) for comments as was agreed and committed at the last Local Government: Supply Chain Management Forum meeting, which took place on the 15 November 2012 at Cape Winelands District Municipality's Council Chambers.
- 3.2 All persons wishing to provide comments and proposed amendments in this regard may utilise the attached comments template (Annexure B) and follow the instructions thereon as required.
- 3.3 Comments and proposed amendments must be submitted in writing on or before **15 March 2013**.
- 3.4 Municipalities are requested to peruse and scrutinise the said document and forward all comments on or before the stipulated due date to:

**Mr Xolani Oliphant**

**Procurement & Provisioning Analyst**

**E-mail: [Xolani.Oliphant@westerncape.gov.za](mailto:Xolani.Oliphant@westerncape.gov.za)**

- 3.5 It must be noted that the due date stipulated above must be strictly adhered to and comments/ inputs received after the stipulated due date will not be eligible for consideration.
- 3.6 Any enquiries in this regard maybe addressed to:

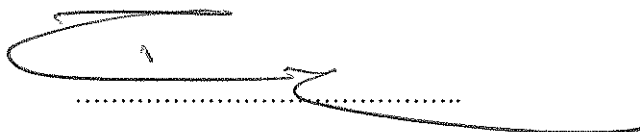
**Mr Rodney Moolman**

**Acting Senior Manage: Local Government Supply Chain Management**

**Tel: 021 483 9940**

**E-mail: [Rodney.Moolman@westerncape.gov.za](mailto:Rodney.Moolman@westerncape.gov.za)**

Your co-operation in this regard will be appreciated



**MR RODNEY MOOLMAN**

**ACTING SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT**

**DATE: 11-02-2013**