

Reference: RCS/C.5

## **TREASURY CIRCULAR MUN NO. 20/2016**

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS  
THE MAYOR, MATZIKAMA MUNICIPALITY: MR P BOK  
THE MAYOR, CEDERBERG MUNICIPALITY: MR J MULLER  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR F SCHIPPERS  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MR N DE BRUYN  
THE MAYOR, WITZENBERG MUNICIPALITY: MR B KLAASEN  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR C POOLE  
THE MAYOR, STELLENBOSCH MUNICIPALITY: MR CJ SIDEGO  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN  
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, SWELLEN DAM MUNICIPALITY: MR N MYBURGH  
THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR V VAN DER WESTHUIZEN  
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON  
THE MAYOR, HESSEQUA MUNICIPALITY: MS E NEL  
THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA  
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS  
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 HT PRINCE  
THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM  
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR H PRINS  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR J PEKEUR (ACTING)  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR L SCHEEPERS  
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR M MGAJO  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS (ACTING)  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR R BOSMAN (ACTING)  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS (ACTING)  
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HSD WALLACE  
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 CM AFRICA  
THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR GW LOUW  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR H HILL (ACTING)  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE (ACTING)

THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR D FRIEDMAN (ACTING)  
 THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR G EASTON  
 THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE  
 THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS  
 THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H 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 MUNICIPALITY: MR J KOEKEMOER  
 THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR E VAN DER WESTHUIZEN (ACTING)  
 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 M BOLTON  
 THE CHIEF FINANCIAL OFFICER, CAPE WINELANDS DISTRICT MUNICIPALITY: MS FA DU RAAN-GROENEWALD  
 THE CHIEF FINANCIAL OFFICER, WITZENBERG MUNICIPALITY: MR C KRITZINGER  
 THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MS C LATEGAN (ACTING)  
 THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M WÜST  
 THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG (ACTING)  
 THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN  
 THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR J TESSELAAR  
 THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW  
 THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDE  
 THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H VAN BILJON  
 THE CHIEF FINANCIAL OFFICER, SWELLEN DAM MUNICIPALITY: MR H SCHLEBUSCH  
 THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT MUNICIPALITY: 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 MK BOTHA  
 THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN  
 THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER (ACTING)  
 THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR M MEMANI (ACTING)  
 THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MS P GOBRIE  
 THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR R DE BRUYN (ACTING)  
 THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD  
 THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING  
 THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR F SABBAT  
  
 THE HEAD OF SCM, CITY OF CAPE TOWN: MR B CHINASAMY  
 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 (ACTING)  
 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 GJP FALCK  
 THE HEAD OF SCM, WITZENBERG MUNICIPALITY: MR M FRIESLAAR  
 THE HEAD OF SCM, DRAKENSTEIN MUNICIPALITY: MR H VERGOTINE  
 THE HEAD OF SCM, STELLENBOSCH MUNICIPALITY: MR I SAUNDERS  
 THE HEAD OF SCM, BREEDE VALLEY MUNICIPALITY: MR M BOONZAAIER  
 THE HEAD OF SCM, LANGEBERG MUNICIPALITY: MR C HOFFMANN  
 THE HEAD OF SCM, OVERBERG DISTRICT: MS D KAPOT-WITBOOI (ACTING)  
 THE HEAD OF SCM, THEEWATERSKLOOF MUNICIPALITY: MR A HENDRICKS  
 THE HEAD OF SCM, OVERSTRAND MUNICIPALITY: MR C LE ROUX  
 THE HEAD OF SCM, CAPE AGULHAS MUNICIPALITY: MR R SEFOOR  
 THE HEAD OF SCM, SWELLEN DAM 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: MR D SCHOLTZ (ACTING)  
 THE HEAD OF SCM, GEORGE MUNICIPALITY: MR B GERICKE  
 THE HEAD OF SCM, OUDTSHOORN MUNICIPALITY: MR JC LADOUCE  
 THE HEAD OF SCM, BITOU MUNICIPALITY: MR P PETERS  
 THE HEAD OF SCM, KNYSNA MUNICIPALITY: MS F KRUGER  
 THE HEAD OF SCM, CENTRAL KAROO DISTRICT: MS A LENDERS (ACTING)  
 THE HEAD OF SCM, LAINGSBURG MUNICIPALITY: MR K GERTSE  
 THE HEAD OF SCM, PRINCE ALBERT MUNICIPALITY: MS C BAADTJIES (ACTING)  
 THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MS SA POTHBERG  
  
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)  
 THE DEPUTY DIRECTOR GENERAL: FISCAL AND ECONOMIC SERVICES (MR H MALILA)  
 THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN)  
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR M BOOYSEN) (ACTING)  
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)  
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)  
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR IG SMITH)  
 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR B VINK)

THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)  
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)  
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)  
THE DIRECTOR: FINANCIAL GOVERNANCE (MS MF VAN NIEKERK) (ACTING)  
THE DIRECTOR: FISCAL POLICY (MR M BOOYSEN) (PRO TEM)  
THE DIRECTOR: INFRASTRUCTURE (MR P CHANDAKA)  
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR L BRINDERS)  
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)  
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MS S CUPIDO) (ACTING)  
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR Z ZONYANE) (ACTING)  
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)  
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)  
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS R SLINGER)  
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)  
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)  
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)  
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MS R ESACK) (ACTING)  
  
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)

**RE: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT INDABA: 3 - 4 NOVEMBER 2016,  
WEST COAST DISTRICT MUNICIPALITY**

**1. PURPOSE**

- 1.1 To inform all municipalities and municipal entities of the scheduled Local Government Supply Chain Management Indaba that is scheduled to take place dated, 3 - 4 November 2016.
- 1.2 The SCM Indaba will be hosted in collaboration with the Department of Economic Development and Tourism (DEDAT) and the West Coast municipalities.
- 1.3 To request all municipalities and municipal entities to submit three at least (3) representatives as per the attached registration form, preferably the SCM Manager, SCM Practitioner and the LED Manager or CFO, who will attend the Supply Chain Management Indaba. **Annexure A - Registration Form herewith attached to this document.**
- 1.4 The purpose is also to acknowledge the efforts of the West Coast District Municipality and other municipalities within the West Coast District in terms of the logistical arrangements as well as hosting the SCM Indaba in Langebaan.
- 1.5 Where the senior official is unable to attend the SCM Indaba, the municipality and municipal entity may nominate a representative, preferably an official of the municipality's Supply Chain Management unit and a representative from the LED Department.

- 1.6 The purpose of the SCM Indaba is to promote the professional development of SCM and LED practitioners within the municipalities in the Western Cape and create a culture of cohesion between municipalities and the Western Cape Government.
- 1.7 The SCM Indaba aims to assist on issues such as managing transformation within SCM, developing coherent policy and setting norms and standards for service delivery and to enhance interdepartmental SCM relations and the exchange of information, while taking a long-term perspective on spending and policy from an SCM perspective.

## **2. BACKGROUND**

- 2.1 In terms of section 5(3) of the MFMA (Act 56 of 2003), a Provincial Treasury may assist municipalities and municipal entities in building their capacity for efficient, effective and transparent financial management.
- 2.2 The Directorate Local Government: Supply Chain Management facilitates this mandate by providing assistance and guidance to municipalities and municipal entities on the regulatory framework that governs Supply Chain Management. The SCM Indaba is aimed at capacitating the SCM Unit on areas of deficiencies that have been identified with the aim of enabling the municipality to achieve the next level of financial capability maturity.
- 2.3 Emanating from the quarterly SCM Forums, the Local Government Supply Chain Management (LG: SCM) Directorate, realised that there is a need in the SCM fraternity to create a professional environment to build institutional capacity for efficient, effective and transparent financial management as well as the promotion of the professional development of SCM Practitioners.
- 2.4 This communique serves as an official confirmation of support of the objectives of the SCM Indaba with specific emphasis on the promotion of a culture of excellence and efficiency, with the alignment of the local economic development department with the supply chain management department in terms of the procuring of goods and services.

## **3. OBJECTIVES TO BE ACHIEVED THROUGH THE SCM INDABA**

- 3.1 To create a culture of excellence and efficiency as well as to address capacity (expertise) shortfalls and setting benchmarks in the development of financial governance, thereby implementing and developing good financial governance policies and improving financial governance skill and efficiency.

#### 4. LOGISTICS

4.1 The proposed SCM Indaba is schedule to take place as follows:

**Hosted by:** West Coast District, Matzikama, Cederberg, Bergrivier, Saldanha Bay and Swartland Municipalities

**Date:** **3 - 4 November 2016**

**Venue:** Club Mykonos, Mykonos Access Road, Langebaan, Private Bag X2, Langebaan, Western Cape 7357

**Office:** (022) 707 7788

**Fax:** (022) 707 2108

**Email:** [info@clubmykonos.co.za](mailto:info@clubmykonos.co.za)

**Time:** 09:00 -16:00

**GPS:** GPS Co-ordinates: 33°02'53.19 S 18°02'39.68 E

#### 5. ACCOMMODATION ARRANGEMENTS

5.1 In terms of the accommodation arrangements each municipality has the following options to choose from, either three (3) guests per Kaliva sharing or two (2) guests per Kaliva sharing:

Option 1 (for 1 night's stay)	Option 2 (for 2 night's stay)
• Night 1 - Wednesday, 2 November 2016	• Night 2 - Thursday, 3 November 2016
• Sharing 1 Unit of 3 guests per Kaliva	• Sharing 1 Unit of 3 guests per Kaliva
• R910.00 per person	• R920.00 per person
• Sharing 1 Unit of 2 guests per Kaliva	• Sharing 1 Unit of 2 guests per Kaliva
• R1 100.00 per person	• R1 110.00 per person

\* Kaliva meaning Cottage includes 2 bedrooms, 1 bedroom - Queen-size with a bathroom, 1 bedroom with two singles, kitchen, balcony, 1 bathroom

#### 6. REFERENCE NUMBER FOR ACCOMMODATION

6.1 The following reference number should be used by the respective municipalities and other institutions for payment of accommodation:

- **SCM INDABA 2 - 4 Nov.**

6.2 To ensure proper controls are in place, please provide proof of payment to Provincial Treasury. For any further enquiries it may be directed to the officials below:

**Club Mykonos Resort**

Ms Jeanrie Vorster

Athene Conference Centre

**Direct line:** 022 707 6935

**Fax to mail:** 086 568 6050

**Email:** [athene@clubmykonos.co.za](mailto:athene@clubmykonos.co.za)

- 6.3 To ensure that all guests make the necessary arrangements within a timely manner, the due date for the duly completed registration forms and confirmation for accommodation should take place no later than **30 August 2016**.
- 6.4 The onus and responsibility still relies on the municipality to bear the cost of any travel, substance and accommodation on the expense of the municipal official attending the SCM Indaba.
- 6.5 We therefore need to bring to the attention of everyone that any cancellations and non – attendance will have a negative effect in terms of financial implications, hence all attendees must ensure that they attend the SCM Indaba.

**7. REQUEST**

- 7.1 Municipalities are requested to forward the name, designation and contact details of the representative, who will be attending the Supply Chain Management Indaba.
- 7.2 Failures to submit the requested information on time often makes it difficult to coordinate and arrange the SCM Indaba. To this effect we kindly request your cooperation.
- 7.3 A further request for the municipality to take cognisance of is the fact that the traveling and accommodation arrangements is for the account of the municipality.
- 7.4 It will be highly appreciated if all registration forms and confirmations are submitted via e-mail to [Letitia.Sallies@westerncape.gov.za](mailto:Letitia.Sallies@westerncape.gov.za) by latest **30 August 2016**.
- 7.5 Any enquiries in this regard may be directed to **Ms Letitia Sallies and/or Mr Dalleel Jacobs on 021 483 3180 and 021 483 4149**, respectively.

Your co-operation will be highly appreciated.



**MR RODNEY MOOLMAN**

**DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT**

**DATE:** 2 August 2016