



Reference: RCS/C.5

TREASURY CIRCULAR MUN NO. 20/2018

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MS G STEPHAN
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
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, LANGEBERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR S 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, EDEN DISTRICT MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDELS
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: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR N CONSTABLE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR J MIENIES
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR J VAN DER LINDE

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THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DP LUBBE
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR L VOLSCHENK
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: DR P VOGES
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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, LANGEBERG 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, EDEN 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 GILIOMEER
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE

THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NDLOVU
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR K CHETTY
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD (ACTING)
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR K HAARHOFF

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THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT MUNICIPALITY: DR J TESSELAAR
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THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR E ALFRED
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR G GOLIATH
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
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THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR J CARSTENS
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M WÜST
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN
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THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDE
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THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT MUNICIPALITY: MS L HOEK
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR K COOPER (ACTING)
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR DM ASMAL
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR K JORDAAN
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR F LÖTTER
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEMANI
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
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR CJ KYMDELL

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: MS H MEYER
THE HEAD OF SCM, CEDERBERG MUNICIPALITY: MS J MAARMAN
THE HEAD OF SCM, BERGRIVIER MUNICIPALITY: MR. M LUDWICK
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 D JACOBS
THE HEAD OF SCM, BREEDE VALLEY MUNICIPALITY: MR M POTGIETER
THE HEAD OF SCM, LANGEBERG MUNICIPALITY: MR S NGCONGOLO (ACTING)
THE HEAD OF SCM, OVERBERG DISTRICT: MS D KAPOT-WITBOOI
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, SWELLENDAM MUNICIPALITY: MR B BEYERS
THE HEAD OF SCM, EDEN DISTRICT: MR T MPURU
THE HEAD OF SCM, KANNALAND MUNICIPALITY: MR E VAN ROOI (ACTING)
THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MRS A CARELSE
THE HEAD OF SCM, MOSSEL BAY MUNICIPALITY: MR D SCHOLTZ
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: MRS F KRUGER
THE HEAD OF SCM, CENTRAL KAROO DISTRICT: MS A LENDERS (ACTING)
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THE HEAD OF SCM, PRINCE ALBERT MUNICIPALITY: MS C BAADTJIES (ACTING)
THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MRS 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 IG SMITH) (ACTING)
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR ML BOOYSEN) (ACTING)
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (VACANT)

THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MS A SMIT)
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 M VAN NIEKERK)
THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR L BRINDERS)
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR D CRONJÉ) (ACTING)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (VACANT)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
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 RH SLINGER)
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS T RAKIEP) (ACTING)
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (VACANT)
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)

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)

LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT FORUM MEETING: 24 AUGUST 2018: STELLENBOSCH MUNICIPALITY – MUNICIPAL COUNCIL CHAMBERS

1. PURPOSE

- 1.1 To inform municipalities of the next Provincial Local Government Supply Chain Management Forum meeting that is scheduled to take place on **Friday, 24 August 2018**.
- 1.2 To request all municipalities to submit at least one (1) representative per municipality, preferably the SCM Manager or CFO, who will attend the Provincial Supply Chain Management Forum Meeting.
- 1.3 Where the senior official is unable to attend the forum meeting, the municipality may nominate a representative, preferably an official of the Municipality's Supply Chain Management unit.

2. BACKGROUND

- 2.1 To date, the Supply Chain Management forums have taken place on a quarterly basis with the aim of providing additional support to municipalities in the implementation of the provisions of the Municipal Finance Management Act No. 56 of 2003 and other applicable legislations relating to Supply Chain Management.
- 2.2 The forum further seeks to be a co-operative endeavor between the Provincial Treasury and municipalities with the view to share experiences and best practices. The forum meetings have been a success and have been supported by all 30 municipalities within the Western Cape.

- 2.3 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 Forum 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.
- 2.4 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.

3. AGENDA ITEMS TO BE DISCUSSED

- 3.1 The Provincial Treasury will afford the municipalities the opportunity to forward their proposed agenda items or issues to be addressed at the forum meeting.
- 3.2 Should a Municipality wish to forward any proposed agenda items for discussions, they can do so via email or fax no later than **Monday, 30 July 2018**.
- 3.3 The agenda items include but will not be limited to the following:

SCM Governance

- National Treasury Transversal Contracting
- 2016/17 Audit Process on uncompetitive procurement processes
- Unsolicited bidding processes
- Deviation processes

SCM Strategic Procurement

- SCM procurement planning project

Asset Management

- Status on the Asset Management Project
- Status on the Infrastructure Procurement Model Policy

SCM Technology

- SCM Insight Reports for Municipalities
- Latest enhancements on CSD
- Monthly HR Employee upload to CSD

SCM Training and Capacitation

- SCM Training Project for the 2018/19 Financial Year
- Issuing of Contract Management and Data Analytics Certificates

Other SCM Governance Related Issues

- Impact of the current court cases on procurement process
- Any other latest SCM reforms and Governance issues

4. LOGISTICS

4.1 The Provincial SCM Forum Meeting is scheduled to take place as follows:

Date : Friday, 24 August 2018

Venue : Stellenbosch Municipality, Municipal Council Chambers

Address : Plein Street, Stellenbosch, 7600

Time : 09:00 -14:00

5. REQUEST

5.1 Municipalities are requested to forward the name, designation and contact details of the representative, who will be attending the Supply Chain Management Forum meeting.

5.2 Failures to submit the requested information on time often makes it difficult to co-ordinate and arrange the SCM Forum Meeting. To this effect we kindly request your cooperation.

5.3 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.

5.4 It will be highly appreciated if these details are submitted not later than **Friday, 10 August 2018**, via e-mail to Marlam.Abrahams@westerncape.gov.za.

5.5 Any enquiries in this regard may be directed to **Ms Letitia Sallies on (021) 483 3180**.

Your co-operation will be highly appreciated.



MR RODNEY MOOLMAN

DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

DATE: 16 July 2018