

Reference number: RCS/C.5

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR MUN NO. 29/2018

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS  
THE MAYOR, MATZIKAMA MUNICIPALITY: MR H NEL  
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD  
THE MAYOR, BERGRIVIER MUNICIPALITY: MS S CRAFFORD (ACTING)  
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 B 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 A 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, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN  
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY  
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES  
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL  
THE MAYOR, GEORGE MUNICIPALITY: MR M NAIK  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER  
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE  
THE MAYOR, KNYSNA MUNICIPALITY: MR M WILLEMSE  
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: DR A RABIE  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR M GOUWS  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE

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THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR L VOLSCHENK  
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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, GARDEN ROUTE 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. M GILJOMEE

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NDLOVU  
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THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR R ONTONG  
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR B BROWN  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI (ACTING)  
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, OUDTSHOORN MUNICIPALITY: MR F LÖTTER  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA  
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEMANI  
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THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR CJ KYMDELL

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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  
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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  
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THE HEAD OF SCM, OVERBERG DISTRICT: MS D KAPOT-WITBOOI  
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THE HEAD OF SCM, OVERSTRAND MUNICIPALITY: MR C LE ROUX  
THE HEAD OF SCM, CAPE AGULHAS MUNICIPALITY: MR R SEFOOR  
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THE HEAD OF SCM, KANNALAND MUNICIPALITY: MR E VAN ROOI (ACTING)  
THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MRS A CARELSE (ACTING)  
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 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)  
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 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)  
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 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 (MS R JULIE) (ACTING)  
 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)

## EXECUTIVE CONTRACT MANAGEMENT TRAINING PROGRAMME FOR SENIOR MANAGEMENT OFFICIALS FOR THE 2018/19 FINANCIAL YEAR

### 1. PURPOSE

- 1.1 To inform municipalities and municipal entities regarding the roll out of the Executive Programme on SCM Contract Management scheduled for the 2018/19 Financial Year.
- 1.2 The Provincial Treasury Local Government Supply Chain Management (PT: LG SCM) is hereby extending an invitation to all the municipalities to participate in the SCM training to be conducted by the School of Public Leadership (SPL), from the University of Stellenbosch.
- 1.3 The training will provide value based comprehensive Supply Chain Management training and will demonstrate practical application of Contract Management functions and activities in areas where the municipalities are unable to practically apply and implement these SCM contract management areas and activities.
- 1.4 **The Executive Programme on Contract Management was developed with the sole purpose of capacitating MMs, CFOs and senior management in order to give effect to Section 116 of the MFMA.**
- 1.5 The training programme is aimed at good contract management which is essential for good financial management that will contribute greatly to the effectiveness and efficiency of service delivery. The programme aims to provide Senior Management with the tools to improve contract management which will lead to the following:
  - **Increased awareness of all forms of contracts** and their implications;
  - **Identifying non-performing suppliers**, buyers and other stakeholders who are either performance managed or replaced;
  - **Development of strategic supplier**, buyer and other stakeholder relationships with a view to **improving service delivery** and reducing costs;
  - **Better value for money** achieved in the acquisition and sales of goods and services;
  - Savings generated through improved contract management may be reallocated to **reduce cost of services** or provide additional services; and
  - Contribute to the **elimination of service delivery backlogs**.

- 1.6 To request municipalities and municipal entities to submit at least **one (1) representative** per Municipality, who will attend the Executive Programme for Contract Management. The aim is to capacitate to senior management officials.

## 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 In relation to the above, the Provincial Treasury Local Government Supply Chain Management (PT: LG SCM) is mandated to provide support and training to the municipalities in the Western Cape on the regulatory framework that governs Supply Chain Management.
- 2.3 To bring to effect the above obligation it is required that PT: LG SCM as an endeavour build Supply Chain Management capacity at municipalities with the Western Cape Province.

## 3. FORMAT OF THE SCM CONTRACT MANAGEMENT TRAINING

- 3.1 The School of Public Leadership registered the training as a short course programme with the University of Stellenbosch. A Certificate of Competence will only be issued if those attending the course completed the course successfully and a formal process of assessment, as determined by the academic requirements, was completed.
- 3.2 Furthermore, the Provincial Treasury request that **all nominated participants must register with the online link** that will be provided to them before the training session commence.
- 3.3 It is a requirement from the University of Stellenbosch that if a participant does not register for the course and submit an assignment he/she will not be issued with a certificate. The SCM Contract Management training is **at a NQF Level 6 with 12 Credits**.
- 3.4 Municipalities should take cognisance of the fact that the rendering of the course is costly to PT: LG SCM Directorate. We therefore request that the municipalities should ensure that attendees attend the course and **any non-attendance will result in fruitless and wasteful expenditure of which should be accounted for**.
- 3.5 The training will be rolled out over a period of **three (3) days** and will involve the Senior Management officials and Senior Managers at user-departments who are part and parcel of the decision-making powers in the Municipality.

## 4. LOGISTICS

- 4.1 The training sessions for the municipalities will be rolled out during the month of October 2018 in the following manner:
- Training Session 1 will be for the period **31 October - 2 November 2018** which will be held in **Stellenbosch at the De Salze Lodge**.

## 5. REQUEST

- 5.1 The Accounting Officers are hereby requested to disseminate the content of this Circular to the attention of all relevant officials within their institutions.

- 5.2 The Provincial Treasury: LG SCM Directorate will require attendance for the above-mentioned training session. ***It can be either one of these managers who are actively involved in the SCM Contract Management environment and can make sound financial management decisions:***
- Chief Financial Officer;
  - SCM Manager or Contract Manager;
  - Technical Manager or Senior Management; and/or
  - Legal Advisor.
- 5.3 During the development of the training material, the target audience was identified as the overriding factor to the success of the Training Programme therefore the attendance of the above-mentioned participants are of paramount importance because of their decision-making powers.
- 5.4 In addition, the municipalities are requested to forward the following information of the officials that will be attending the training session:
- *Title; Name;*
  - *Surname;*
  - *Designation at Municipality;*
  - *ID Number;*
  - *Email address;*
  - *Cellphone Number; and*
  - *Office Number.*
- 5.5 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.
- 5.6 It will be highly appreciated if these details are submitted to our offices by no later than **Friday, 5 October 2018.**
- 5.7 All nominations must be communicated to the training and capacitation co-ordinator: Ms Mariam Abrahams at [Mariam.Abrahams@westerncape.gov.za](mailto:Mariam.Abrahams@westerncape.gov.za) or tel: **021 483-8722.**
- 5.8 Any enquiries in this regard may be directed to **Ms Letitia Sallies at 483 3180.**

Your co-operation will be highly appreciated.



**MR RODNEY MOOLMAN**  
**DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT**  
**DATE: 21 September 2018**