

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

PT/18/2/4

Navrae
Enquiries
Imibuzo

Ms R Mwanza

TREASURY CIRCULAR MUN 4- 2007

THE MAYOR, CITY OF CAPE TOWN: MS H ZILLE
THE MAYOR, WEST COAST DISTRICT: MR J BOTHA
THE MAYOR, MATZIKAMA MUNICIPALITY: MR D JENNER
THE MAYOR, CEDERBERG MUNICIPALITY: MS S NEWMAN
THE MAYOR, BERGRIVIER MUNICIPALITY: MRS SIJ SMIT
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR O DE BEER
THE MAYOR, SWARTLAND MUNICIPALITY: MR AW BREDELL
THE MAYOR, CAPE WINELANDS DISTRICT: MR NCW JOHNSON
THE MAYOR, WITZENBERG MUNICIPALITY: MS K ROBYN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS C MANUEL
THE MAYOR, STELLENBOSCH MUNICIPALITY: MS EL MAREE
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS L SIBEKO
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
THE MAYOR, OVERBERG DISTRICT: MR JJ JANUARY
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MR T BEYLEVELDT
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MS E MARTHINUS
THE MAYOR, SWELLENDAM MUNICIPALITY: MR J JANSEN
THE MAYOR, EDEN DISTRICT: MR L DORFLING
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE
THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR B PETRUS
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR J SWARTBOOI
THE MAYOR, BITOU MUNICIPALITY: MR L ZENZI
THE MAYOR, KNYSNA MUNICIPALITY: DR J COLE
THE MAYOR, CENTRAL KAROO DISTRICT: MR SA PITI
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR A CLAASEN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR P LONG

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
THE MUNICIPAL MANAGER, WEST COAST DISTRICT: MR WP RABBETS
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATHYSE
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MR A HENDRICKS (Acting)
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR F DANIELS
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR JT STEENKAMP
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR K CHETTY
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D DU PLESSIS
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: MR S KABANYANE
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR JJ FRANS
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR N NEL
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: DR J PRINCE (Acting)
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HDD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV J KOEKEMOER
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR PJ BEZUIDENHOUT
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR MC BOTHA
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR MG SEITISHO
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR E TYATYA
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR GW LOUW
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR MP MAY
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NQOLO
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR D DANIELS
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR NW NORTJÉ (Acting)
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR N WICOMB
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN (Acting)

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR M RICHARDSON
THE CHIEF FINANCIAL OFFICER, WEST COAST DISTRICT: MR J KOEKEMOER
THE CHIEF FINANCIAL OFFICER, MATZIKAMA MUNICIPALITY: MR LJ BRUWER
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR B LALOR
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR J LUUS
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 S SHONGWE
THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR CM PETERSEN
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR I KENNED
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR JM BOONZAAIER
THE CHIEF FINANCIAL OFFICER, BREEDE RIVER/WINELANDS: MR JJ VAN DER WESTHUIZEN
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: DR J PRINCE (Acting)
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS (Acting)
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR R BUTLER
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR SW VISSER
THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR FW BULL
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MR D LOTT
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR J COETZEE
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR LH FOURIE
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR E NIEWOUDT
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR DCJ NEL
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR G EASTON
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT: MR CJ KYMDELL
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR GS BOTHMA
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

THE HEAD OF SCM, SALDANHA BAY MUNICIPALITY: MR F DANIEL
THE HEAD OF SCM, WEST COAST DISTRICT : MR M MARKUS
THE HEAD OF SCM, SWARTLAND MUNICIPALITY: MR M BOLTON
THE HEAD OF SCM, CAPE WINELANDS DISTRICT MUNICIPALITY: MR C JOOSTE
THE HEAD OF SCM, DRAKENSTEIN MUNICIPALITY: MR D JACOBS
THE HEAD OF SCM, STELLENBOSCH MUNICIPALITY: MS B LETOMPA
THE HEAD OF SCM, BREEDE RIVER WINELANDS: MR C HOFFMANN
THE HEAD OF SCM, BREEDE VALLEY: MR C OOSTHUIZEN
THE HEAD OF SCM, OVERSTRAND MUNICIPALITY: MR K ARENDSE
THE HEAD OF SCM, EDEN DISTRICT MUNICIPALITY: MR KOEN
THE HEAD OF SCM, KANNALAND MUNICIPALITY: MR NIGEL
THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MR AP PAUL
THE HEAD OF SCM, MOSSEL BAY: MR HC HILL
THE HEAD OF SCM, GEORGE MUNICIPALITY: MR MARIUS GERICKA
THE HEAD OF SCM, THEEWATERSKLOOF MUNICIPALITY: MR F VAN DER WESTHUIZEN
THE HEAD OF SCM, OUDTSHOORN MUNICIPALITY: MR H KRAPHL
THE HEAD OF SCM, BITOU MUNICIPALITY: MT T NQOLO
THE HEAD OF SCM, KNYSNA MUNICIPALITY: MRS M BRAND

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: RESOURCE MANAGEMENT (MS SMA ROBINSON)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS C PAUL)
THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MR F JACOBS) (ACTING)
THE SENIOR MANAGER: RISK MANAGEMENT AND GOVERNANCE SYSTEMS (MR L NENE)
THE CHIEF AUDIT EXECUTIVE (MS R JAFTHA)
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS B BOQWANA)
THE SENIOR MANAGER: FISCAL POLICY (MR D CORNELISSEN) (ACTING)
THE SENIOR MANAGER: BUDGET OFFICE (MS AJ HICKEY) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MR DG BASSON)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
THE SENIOR MANAGER: PHYSICAL (FIXED) ASSETS AND PPPs (MR NB LANGENHOVEN)
THE SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (MR L MUNSAMY)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

RE: SUPPLY CHAIN MANAGEMENT FORUMS MEETING

1. Purpose

- 1.1** To inform municipalities about the SCM Forums meeting to take place on 30 May 2007 year.

2. Background

- 2.1** The SCM Forum has been running from 2005 and it was established to provide additional support to municipalities in the implementation of the provisions of the Municipal Finance Management Act no 56 of 2003 and other applicable legislation relating to SCM. The Forum meetings creates an opportunity for sharing and dissemination of ideas and information, especially new approaches and enhancements. The Forum meetings aim to promote uniformity and consistency amongst SCM operational practices.

2.2 Frequency of the Forum Meetings

The forum shall meet on a quarterly basis. A Senior official from the Provincial Treasury or his/ her delegate will chair the forum meetings.

2.3 The proposed dates for the forum meetings for 2007 are:

- ❖ 30 May
- ❖ 30 August
- ❖ 23 November
- ❖ 26 February 2008

The Provincial Treasury may change the proposed dates depending on the impact of major events on local or provincial level.

2.4 Membership of the SCM Forum

At least one senior person per municipality should become a member of the SCM Forum, preferably the Heads of SCM or CFO's for smaller municipalities. In a case where a SCM Head or CFO is unable to attend, a municipality should nominate a representative.

2.5 Agenda items to be discussed

The Provincial Treasury will determine the agenda items for discussion at each forum meeting. Municipalities will also be given the opportunity to forward their proposed agenda items or issues that they need clarity on. The proposed agenda items will be requested in advance from municipalities few weeks before the actual forum meeting takes place.

3. Request

The Provincial Treasury will send a circular prior to each Forum meeting informing municipalities of the date and venue, of the forum meeting . Municipalities will be requested to:

- ❖ forward to the Provincial Treasury nominees ;
- ❖ forward proposed agenda items for discussions.

For the success of the forum meetings, municipalities are requested to respond on the requested information on or before a due dates to enable the Provincial Treasury to coordinate and arrange successful forum meetings. Should SCM Head or CFO be unable to attend a particular forum meeting, a municipality should nominate a replacement preferably officials actively involved in the SCM activities to represent them at the forum meetings. Failure to submit requested information on time often makes it difficult to coordinate and arrange these forum meetings. To this effect we kindly request your cooperation.

I trust that you find the above in order.

MR CRAIG GOLDING
ACTING DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE:

MR TD PILLAY
CHIEF DIRECTOR: ASSET MANAGEMENT
DATE: