



# PROVINCIAL TREASURY

Provincial Government of the Western Cape

## MOVEABLE ASSET MANAGEMENT

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**REFERENCE:** T6/1/3/MFMA/SCM  
**ENQUIRIES:** L Sallies

### TREASURY CIRCULAR MUN 11 of 2011

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO  
THE MAYOR, WEST COAST DISTRICT: MRS H KITSHOFF  
THE MAYOR, MATZIKAMA MUNICIPALITY: MR D JENNER  
THE MAYOR, CEDERBERG MUNICIPALITY: MS J MOUTON  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR J LIEBENBERG  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR R ABDOL  
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
THE MAYOR, CAPE WINELANDS DISTRICT: MR B CHABAAN  
THE MAYOR, WITZENBERG MUNICIPALITY: MS NB MHLATI  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS C MANUEL  
THE MAYOR, STELLENBOSCH MUNICIPALITY: ALDERMAN CP JOOSTE  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR C NTSOMI  
THE MAYOR, LANGEBERG MUNICIPALITY: MR SJ NGONYAMA  
THE MAYOR, OVERBERG DISTRICT: (Vacant)  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT  
THE MAYOR, OVERSTRAND MUNICIPALITY: MR T BEYLEVELDT  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL  
THE MAYOR, SWELLENDAM MUNICIPALITY: MR J JANSEN  
THE MAYOR, EDEN DISTRICT: MR L DORFLING  
THE MAYOR, KANNALAND MUNICIPALITY: MR N VALENTYN  
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE  
THE MAYOR, MOSSEL BAY MUNICIPALITY: ALDERMAN M FERREIRA  
THE MAYOR, GEORGE MUNICIPALITY: MS M DRAGHOENDER  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MS D DE JAGER  
THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI  
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES  
THE MAYOR, CENTRAL KAROO DISTRICT: MR T PRINCE  
THE MAYOR, LAINGSBURG MUNICIPALITY: MS R MEYER  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M BENJAMIN  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MS J JONAS

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 G MATHYSE  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MS C LIEBENBERG  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR J FORTUIN  
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: DR S KABANYANE  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: ADV H LINDER (Acting)  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE  
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT: MR D VAN DER HEEVER  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV W ZYBRANDT  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEPHENS  
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR M STEENKAMP (Acting)  
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR M HOOGBAARD (Acting)  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR KR DE LANGE  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR DG RAS  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR T BOTHA (Acting)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR L NGOQO  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE (Acting)  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS

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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR D ROSSOUW  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

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 K BRUWER  
THE CHIEF FINANCIAL OFFICER, CEDERBERG MUNICIPALITY: MR F LOTTER  
THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK  
THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR J VAN COLLER (Acting)  
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 CM PETERSEN  
THE CHIEF FINANCIAL OFFICER, STELLENBOSCH MUNICIPALITY: MR M BOLTON  
THE CHIEF FINANCIAL OFFICER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS  
THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR CF HOFFMANN  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT: MR O McKENZIE  
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS (Acting)  
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG  
THE CHIEF FINANCIAL OFFICER, CAPE AGULHAS MUNICIPALITY: MR H SCHLEBUSCH  
THE CHIEF FINANCIAL OFFICER, SWELLENDAM MUNICIPALITY: MR N NEL (Acting)  
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MR N DELO  
THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR BT LALOR  
THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS L VILJOEN (Acting)  
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR HF BOTHA  
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR M CUPIDO  
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR K JORDAAN  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR D LOTT  
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 J VAN DER WESTHUIZEN  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

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 G 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, LANGEBERG MUNICIPALITY: MR C HOFFMAN  
THE HEAD OF SCM, OVERBERG DISTRICT MUNICIPALITY: MR D LAMBRECHTS  
THE HEAD OF SCM, THEEWATERSKLOOF MUNICIPALITY: MS P MOSTERT  
THE HEAD OF SCM, OVERSTRAND MUNICIPALITY: MS R LA COCK  
THE HEAD OF SCM, CAPE AGULHAS MUNICIPALITY: MR R SEFOOR  
THE HEAD OF SCM, SWELLENDAM MUNICIPALITY: MR J DE JAGER  
THE HEAD OF SCM, EDEN DISTRICT: MS D RAUBENHEIMER  
THE HEAD OF SCM, KANNALAND MUNICIPALITY: MS S STEYN  
THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MR T MADDISON  
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 JL LADOUCE  
THE HEAD OF SCM, BITOU MUNICIPALITY: MR B MKHONZA  
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: MS A GROENEWALD  
THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MS S 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 (MR TC ARENDSE)  
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)  
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)  
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)  
THE HEAD: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)  
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)  
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYNS)  
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS CM MILES) (ACTING)  
THE SENIOR MANAGER: ACCOUNTING: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)  
THE SENIOR MANAGER: ACCOUNTING: LOCAL GOVERNMENT (MS M FORTUIN) (ACTING)  
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)

THE SENIOR MANAGER: INTERNAL AUDIT: G & A CLUSTER (MS B CAIRNCROSS)  
THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)  
THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)  
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)  
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)  
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR F SABBAT)  
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)  
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)  
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)  
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)  
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)  
THE HEAD: OFFICE OF THE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

## **RE: QUARTERLY REPORTING FOR THE DISPOSAL AND LETTING OF MUNICIPAL IMMOVEABLE PROPERTY**

### **1. Purpose**

- 1.1 To inform all Municipalities of the schedule due dates for the reporting of Supply Chain Management disposal and letting of immoveable property for the 2011 financial year.
- 1.2 To request all Municipalities to submit the quarterly reporting timeously and on the required excel spreadsheet.

### **2. Background**

- 2.1 One of the roles of the Provincial Treasury is to assist, guide and monitor the implementation and compliance with the MFMA by the Municipalities, as required by section 5(3) and section 5(4) of the Municipal Finance Management Act 56 of 2003. The Provincial Treasury is also required to report on this issue to the National Treasury and Provincial Legislature as well as provide the necessary guidance, assistance and recommendations in respect of such disposals, to Municipalities.
- 2.2 To this end Municipalities are required in terms of Provincial Treasury Circular 33 –2010 to submit the required information regarding the sale and letting of immoveable property on a quarterly basis to the Provincial Treasury. Although there are some Municipalities that diligently comply, there still remains a large number of Municipalities that do not submit their reports. Note further a NIL response must also be reported.

### 3. Request

3.1 It is requested of all the Municipalities to submit these reports on the following dates:

1 April 2011 – 30 June 2011:	<b>Due Date 15 July 2011</b>
1 July 2011 – 30 September 2011:	<b>Due Date 15 October 2011</b>
1 October 2011 – 31 December 2011:	<b>Due Date 15 January 2012</b>
1 January 2012 – 31 March 2012:	<b>Due Date 15 April 2012</b>

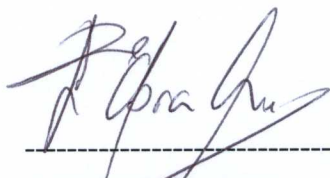
3.2 Please note that all reports must be submitted in the required format and formally signed off by the Municipal Manager or Chief Financial Officer.

3.3 Municipalities are further reminded that the reports on the disposal and letting of immovable property must be submitted by no later than the 15<sup>th</sup> of each quarter.

3.4 Any enquiries in this regard may be directed to Letitia Sallies on (021) 483 3180 or via email on [Leticia.Sallies@pgwc.gov.za](mailto:Leticia.Sallies@pgwc.gov.za) or fax (021) 021 483 4671.

Your co-operation will be appreciated.

Kindest regards



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**MRS N. EBRAHIM**  
**ACTING HEAD: ASSET MANAGEMENT**  
**PROVINCIAL TREASURY**

**DATE:** 28/02/2011