



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 NO 15/2011

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT: MS HC KITSHOFF
THE MAYOR, MATZIKAMA MUNICIPALITY: MR D JENNER
THE MAYOR, CEDERBERG MUNICIPALITY: MS J MOUTON
THE MAYOR, BERGRIVIER MUNICIPALITY: MR JA 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, BREEDE RIVER/WINELANDS: MR JS 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: COUNCILLOR 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: MR M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MS M DRAGHOENDER
THE MAYOR, OUDTSHOORN MUNICIPALITY: MS D DE JAGER
THE MAYOR, BITOU MUNICIPALITY: MR L 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, BREEDE RIVER/WINELANDS: 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 N NEL
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR M HOOGBAARD
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
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS J FORTUIN
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 LÖTTER
 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, BREEDE RIVER/WINELANDS: 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, SWELLENBOSCH 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 HJ 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: JENNIFER 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 K 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,, BREEDE RIVER/WINELANDS: MR C HOFFMANN
 THE HEAD OF SCM,, OVERBERG DISTRICT: 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, SWELLENBOSCH MUNICIPALITY: MR J DE JAGER
 THE HEAD OF SCM, EDEN DISTRICT: MR J ADAMS
 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 J LADOUNCE
 THE HEAD OF SCM, BITOU MUNICIPALITY: MR B A MKHONZA
 THE HEAD OF SCM, KNYSNA MUNICIPALITY: MS M BRAND
 THE HEAD OF SCM, CENTRAL KAROO DISTRICT: MS L STRUMPHER (Acting)
 THE HEAD OF SCM, LAINGSBURG MUNICIPALITY: MS L A GOUWS
 THE HEAD OF SCM, PRINCE ALBERT MUNICIPALITY: MR GS BOTHMA
 THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MS SA POTHBURG

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 (MR TC ARENDSE) (PRO TEM)
 THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYES)
 THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
 THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MR T MADONDILE/MS M FORTUIN) (ACTING)
 THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)

THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION 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 E JOHANNES) (ACTING)
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 FINANCE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

RE: SUPPLY CHAIN MANAGEMENT FORUM MEETING 26 MAY 2011: DRAKENSTEIN MUNICIPAL COUNCIL CHAMBERS

1. Purpose

- 1.1. To inform Municipalities of the next Supply Chain Management Forum meeting.
- 1.2. To request all Municipalities to submit one (1) representative, preferably the SCM Manager or CFO, who will attend the Supply Chain Management Forum.

2. Background

- 2.1. The Supply Chain Management Directorate of the Provincial Treasury has scheduled the SCM Forum meeting which will take place on **Thursday, 26 May 2011, at the Drakenstein Municipal Council Chambers in Paarl**. The Supply Chain Management Forum meeting will commence at 09h00 ending at 13h30.

3. Agenda

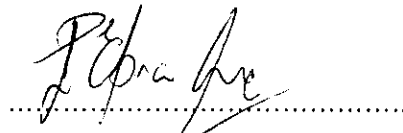
- 3.1 The agenda items includes but will not be limited to the following:
 - a) Presentation by the Auditor – General;
 - b) Presentation by the Special Investigating Unit (SIU);
 - c) Presentation on SCM Best Practices; and
 - d) SCM Reporting.

4. Request

- 4.1 All Municipalities are requested to forward the name, designation and contact details of one representative, who will be attending the Supply Chain Management Forum meeting. It will be highly appreciated if these details are submitted not later than **Monday, 9 May 2011**, via e-mail to Leticia.Sallies@pgwc.gov.za or via fax to (021) 483 4671.
- 4.2 Any enquiries in this regard may be directed to Ms. Letitia Sallies on (021) 483 3180.

Your co-operation will be highly appreciated.

Kind Regards,



MRS N EBRAHIM

ACTING HEAD: ASSET MANAGEMENT

PROVINCIAL TREASURY

DATE 21/04/2011