



EMATS NR: 2012 / 216

FILE REFERENCE: T16/P

TREASURY CIRCULAR MUN NO 6-2012

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MS D GOEDEMAN
THE MAYOR, CEDERBERG MUNICIPALITY: MR B ZASS
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MS R JAGER
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MR N DE BRUYN
THE MAYOR, WITZENBERG MUNICIPALITY: MR S LOUW
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MS G VAN DEVENTER
THE MAYOR, STELLENBOSCH MUNICIPALITY: MR C SIDEGO
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR BD KIVEDO
THE MAYOR, LANGEBERG MUNICIPALITY: MS D GAGIANO
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR L DE BRUYN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR CB PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL
THE MAYOR, SWELLENDAM MUNICIPALITY: COUNCILLOR N MYBURGH
THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR V VAN DER WESTHUISEN
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON
THE MAYOR, HESSEQUA MUNICIPALITY: MS E NEL
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR G APRIL
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KNYSNA MUNICIPALITY: MS J WOLMARANS
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR E NJADU
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HD PRINCE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
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THE MUNICIPAL MANAGER, BREEDE RIVER/WINELANDS: MR SA MOKWENI
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THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR WP RABBETS (Acting)
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THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA (Acting)
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR T Mnyimba
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR D DU PLESSIS (Acting)
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR L WARING (Acting)
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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 J SNYMAN
THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS
THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MR H KLEINLOOG
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THE CHIEF FINANCIAL OFFICER, SWELLENBAM MUNICIPALITY: MR H KRAPHOL
THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MS L HOEK
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THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR H BOTHA
THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR M CUPIDO (Acting)
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR T Mnyimba
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 PdV STRUMPHER

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: MR N MAREDI
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, SWELLENBAM MUNICIPALITY: MR J DE JAGER
THE HEAD OF SCM, EDEN DISTRICT: MR T MPURU
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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 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, 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 (MS N EBRAHIM) (ACTING)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUIS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR A REDDY)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
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 FINANCE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

RE: EVALUATION OF THE SUPPLY CHAIN MANAGEMENT HELPDESK FUNCTION

1. PURPOSE

- 1.1 To ascertain from municipalities and municipal entities if the supply chain management helpdesk function, provided by the Provincial Treasury, directorate: Moveable Asset Management, is effective and if it is meeting the objective of building capacity within supply chain management in municipalities and municipal entities.

2. BACKGROUND

- 2.1 In terms of section 5 (3) and 5 (4) of the Municipal Finance management Act (no 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 meeting this requirement, a Helpdesk Framework was developed to support the existing query log/register. A dedicated e-mail address was created to enable efficiency gains and the management of queries.
- 2.3 On 1 November 2010, the SCM Helpdesk was implemented to formally monitor grievances, complaints and request for opinions from municipalities and suppliers / contractors. The implementation of the Framework was communicated via Treasury Municipal Circular 27 of 2010. The SCM helpdesk gives municipalities, municipal entities and suppliers the opportunity to log their SCM related queries and request opinions from Provincial Treasury.

2.4 The directorate: Moveable Asset Management is seeking to evaluate how it can improve on its mandate of guiding and assisting municipalities and municipal entities and as such would like to find out from the users of the helpdesk how it can improve on the delivery of the service.

3. REQUEST

3.1 That the supply chain management heads of municipalities and municipal entities complete the annexed evaluation questionnaire and submit the completed document **electronically** to the following e-mail address:

SupplychainManagement.HDMFMA@pgwc.gov.za , by Friday, **3 February 2012**.

3.2 Any queries in its regard should be communicated to the following official:

Mr Sakhumzi Mayekiso

021-483 6100



MRS NADIA EBRAHIM

ACTING HEAD: ASSET MANAGEMENT

PROVINCIAL TREASURY

DATE: *27/01/2012*