



REFERENCE: T16/1/3/MFMA/SCM

ENQUIRIES: NADIA EBRAHIM

TREASURY CIRCULAR MUN NO 17/2012

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, SWELLEN DAM 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
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 NJ VAN STADE (Acting)
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: MR D SMIT (Acting)
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR D DANIELS (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: MR WP RABBETS (Acting)
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR R STEPHENS
THE MUNICIPAL MANAGER, SWELLEN DAM MUNICIPALITY: MR M STEENKAMP
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR M HOOGBAARD
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR GW LOUW
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)
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR S JOOSTE
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS HF METTLER (Acting)
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR J STEYL (Acting)
 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: MS R SEPTO (Acting)
 THE CHIEF FINANCIAL OFFICER, BERGRIVIER MUNICIPALITY: MR JA VAN NIEKERK
 THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER (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 J SNYMAN
 THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR S JACOBS
 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 H KRAPOHL
 THE CHIEF FINANCIAL OFFICER, EDEN DISTRICT: MS L HOEK
 THE CHIEF FINANCIAL OFFICER, KANNALAND MUNICIPALITY: MR N DELO
 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, SWELLENDAM MUNICIPALITY: MR J DE JAGER
 THE HEAD OF SCM, EDEN DISTRICT: MR T MPURU
 THE HEAD OF SCM, KANNALAND MUNICIPALITY: MR D LINKS
 THE HEAD OF SCM, HESSEQUA MUNICIPALITY: MR R BENT
 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 (MR TC ARENDSE) (PRO TEM)
 THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUY)

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 MEETINGS: FOR THE 2012/13 FINANCIAL YEAR

1. Purpose

- 1.1. To inform all Municipalities of the Supply Chain Management Forum meetings scheduled to take place during the 2012/13 financial year.

2. Background

- 2.1 To date, the Supply Chain Management forums have taken place on a quarterly basis with the aim of providing 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 Supply Chain Management.
- 2.2 The forum further seeks to be a co-operative endeavor between the Provincial Treasury and municipalities, with the view to share experiences and best practices. The forum meetings have been a success and have been supported by all 30 municipalities within the Western Cape.

3. Objective

- 3.1 The purpose of the forum meetings is to address numerous implementation challenges arising from day to day operations of SCM duties.
- 3.2 To promote effective co-ordination between SCM practitioners, training providers and external service providers.

- 3.3 To share and disseminate ideas and information, especially new approaches and enhancements.
- 3.4 To promote uniformity and consistency amongst SCM practitioners in the interpretation of policy and prescripts.
- 3.5 To promote the professional development of SCM practitioners within the municipalities in the Western Cape.
- 3.6 To undertake such tasks, activities and projects which will benefit SCM in general.

4. Frequency of the SCM Forum meetings

- 4.1 The SCM Forum meeting will convene on a quarterly basis, as per the proposed dates.
- 4.2 The Deputy Director or his/her delegate of the Provincial Treasury will chair the meetings.

5. Proposed SCM Forum dates

- 5.1 The proposed dates for the forum meetings are as follows:
 - **Quarter 1 – Thursday, 17 May 2012;**
 - **Quarter 2 – Friday, 17 August 2012;**
 - **Quarter 3 – Thursday, 15 November 2012; and**
 - **Quarter 4 – Friday, 15 February 2013.**
- 5.2 The proposed dates may change depending on the impact of major events on the local or provincial sphere and may require a change in the dates scheduled.
- 5.3 Venues and other logistical arrangements will be confirmed and communicated prior to the scheduled dates per quarter.

6. Attendance of the SCM Forum Meetings

- 6.1 At least one senior official per Municipality is required to attend the forum meeting, preferably the Head of Supply Chain Management or the Chief Financial Officer.
- 6.2 Where the senior official is unable to attend the forum meeting, the Municipality may nominate a representative, preferably an official of the municipality's Supply Chain Management unit.

6.3 Attendance is of utmost importance for municipalities to attend these forum meetings, which will assist them in their daily supply chain operations, furthermore iron out those issues which will be raised by the Auditor – General, as the SCM Forum meeting is a platform whereby municipalities raised their issues and concerns.

7. Agenda items to be discussed

7.1 Municipalities will be afforded the opportunity to forward their proposed agenda items or issues to be addressed at the forum meeting.

7.2 Municipalities are requested to submit the proposed agenda items four (4) weeks before the commencement of the forum meeting.

7.3 Agenda items up for discussion are based on the following:

- New Legislative requirements;
- Queries the Provincial Treasury receive from Municipalities;
- Compliance issues raised in the Virtuous Cycle assessment reports;
- AG's findings with regards to SCM related findings;
- Construction related /Infrastructure procurement/CIDB requirements;
- Training for supply chain management officials;
- Institute of Municipal Engineering in South Africa (IMESA);
- SCM Reporting: Awards above R100 000;
- SCM Reporting: Disposal & letting of immovable property;
- SCM Supplier Development; and
- SCM issues raised in the IYM/MIT meetings.

8. Request

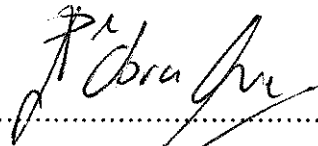
8.1 A circular will be sent prior to each forum meeting informing all Municipalities of the date and venue. Municipalities will be requested to forward the following:

- The names of the nominated official to attend the meeting; and
- The proposed agenda items, if any.

8.2 Failures 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.

8.3 Any enquiries in this regard may be directed to Ms. Letitia Sallies on (021) 483 3180, email Leticia.Sallies@pgwc.gov.za.

Your co-operation will be highly appreciated.



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MRS NADIA EBRAHIM

HEAD: ASSET MANAGEMENT (ACTING)

DATE: 05/04/2012