

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO

Verwysing
Reference
Isalathiso T/7/2/7

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TREASURY CIRCULAR MUN : 4 - 2010

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THE MAYOR, WEST COAST DISTRICT: MRS H KITSHOFF
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THE MAYOR, CEDERBERG MUNICIPALITY: MS J MOUTON
THE MAYOR, BERGRIVIER MUNICIPALITY: MR S CLAASSEN
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR J SKEI
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
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THE MAYOR, WITZENBERG MUNICIPALITY: MR K CLASSEN
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THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR C NTSOMI
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA
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THE MAYOR, GEORGE MUNICIPALITY: MR BH DE SWART
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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
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THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MR I KENNEDE
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR A PAULSE
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THE MUNICIPAL MANAGER, EDEN DISTRICT: MR G LOUW
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THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MS J FORTUIN
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THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR D LOUW

THE HEAD OF SCM, CITY OF CAPE TOWN: MR L SHNAPS
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THE HEAD OF SCM, CEDERBERG MUNICIPALITY: MR N MAREDI
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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, BITOU MUNICIPALITY: MR B A MKHONZA
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THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDSE) (ACTING)
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 TD PILLAY)
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THE CHIEF FINANCIAL OFFICER (MR A GILDENHUIS)
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THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR H DU TOIT) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS N OLIPHANT)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)
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THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
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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 G PAULSE)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
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: SUPPLY CHAIN MANAGEMENT FORUMS MEETING FOR 2010/11 PROVINCIAL FINANCIAL YEAR

1. Purpose

- 1.1 To inform municipalities about the SCM Forums meetings that are scheduled to take place during during the 2010/11 Provincial Financial Year.

2. Background

- 2.1 To date the SCM Forum has been taking 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 SCM. The Forum meetings has been a success and supported by 30 municipalities of the Western Cape Province. The forum further seeks to be a co-operative endeavour between the Provincial Treasury and municipalities with the view to share experiences and best practice.

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 are as follows:

- ❖ 21 May 2010;
- ❖ 20 August 2010 ;
- ❖ 19 November 2010 ; and
- ❖ 18 February 2011.

The proposed dates may change depending on the impact of major events on local or provincial level, that may warrant a change in dates.

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 recommend 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 would like to address at the forum. The proposed agenda items will be requested in advance from municipalities before the actual forum meeting takes place. Municipalities are requested to submit the proposed agenda items four (4) weeks before the forum takes place.


3. Request

A circular will be sent 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 the requested due dates to enable the Provincial Treasury to coordinate and arrange successful forum meetings. Should the 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.



MRS NADIA EBRAHIM

SENIOR MANAGER : MOVEABLE ASSET MANAGEMENT

DATE: 22/01/2010