



Reference: T16/20/2

Enquiries: Xolani Oliphant

TREASURY CIRCULAR MUN NO 14 OF 2013

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THE MAYOR, CEDERBERG MUNICIPALITY: MR B ZASS
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
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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
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THE MAYOR, BREEDE VALLEY MUNICIPALITY: MR BD KIVEDO
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THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
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THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HD PRINCE

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THE HEAD OF SCM, GEORGE MUNICIPALITY: MR B GERICKE
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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 Z HOOSAIN)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PULIC FINANCE (MR M SIGABI) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUY)
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THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: FISCAL POLICY (MS C HORTON)
THE SENIOR MANAGER: INFRASTRUCTURE (MR M WUST)
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS N OLIPHANT)
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)

THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M SHERATON-KORSTEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

TRAINING SESSION IN CAPTURING OF MONTHLY REPORTING ON SUPPLY CHAIN MANAGEMENT INFORMATION (AWARDS ABOVE R100 000) ONTO THE NATIONAL TREASURY CONTRACT REGISTRATION APPLICATION (CRA).

1. PURPOSE

- 1.1 This circular aims to draw the attention of Accounting Officers, Chief Financial Officers and Head Supply Chain Management on the training of supply chain management practitioners on the capturing of monthly reporting information on to the Contract Registration Application (CRA).
- 1.2 Furthermore, to inform municipalities of the Provincial Treasury's intention for municipalities to capture awards of contracts above R100 000 on the National Treasury's Contract Registration Application (CRA).
- 1.3 To communicate the dates, venue and logistical arrangements for the training.
- 1.4 Subsequently, to request all officials currently involved with the administration (capturing, approving and managing) of the Contract Registration Application (CRA) to attend the training initiative facilitated by the Provincial Treasury.

2. BACKGROUND

- 2.1 Section 71 (1) and 104 (1) of the Municipal Finance Management Act (hereafter referred to as MFMA) 56 of 2003, prescribes the following regarding general reporting obligations: "The Accounting Officer of a Municipality (and Municipal entity) must submit to the National Treasury, the Provincial Treasury, the Department for Local Government in the province or the Auditor-General such information, returns, documents, explanation and motivations as may be prescribed or as may be required."
- 2.2 The Provincial Treasury previously communicated via Treasury Circular Mun No. 18 and Treasury Circular Mun No. 18 respectively, informing municipalities of the Contract Registration Application (CRA) registration process for all nominated users as well as the training thereof.

2.3 Subsequently, officials were registered on to the Contract Registration Application (CRA) and the training initiative took place on the **04th May 2012**, at the **Centre for E-Innovation ICT Training unit at Atterbury House, No. 09 Riebeeck Street, 3rd Floor, Cape Town.**

3. TRAINING AND LOGISTICAL ARRANGEMENTS

3.1 It has come to our attention that some municipalities still require additional training in respect of capturing of monthly information on-to the National Treasury's Contract Registration Application (CRA) for reporting purpose.

3.2 Therefore the Provincial Treasury has identified that there is a dire need for a follow up training session, taking into account municipalities that has appointed new practitioners as well as those practitioners that were unable to attend the initial training session as was arranged by Provincial Treasury. Furthermore this will also assist those practitioners/ officials that still have uncertainties as far as the functioning of the system is concerned.

3.3 At this point in time municipalities should be in a position to have at least two (2) or three (3) user officials (Contract capturer, Approver and Systems Manager) registered on the CRA system. It must be noted that in instance where a Municipality only have two (2) user officials, it will be the 'Contract capturer' and 'Approver & Systems Manager' (this being one person); in instances where a Municipality only have three user officials, it will be a Contract capture, Approver and Systems Manager. As a point of emphasis, it should be noted that municipalities are allowed to select users to serve on a dual role purpose except as being both a Contract capturer and Approver.

3.4 Training in this regard will be scheduled according to districts and each district will be allocated a specific date and time slot for the training session. Therefore there will be a total number of six (6) training sessions taking place, and officials must only attend a training session of their respective district. It must also be noted that the training session for the City of Cape will be catered for separately, and this is due to the fact that there will be a high number of officials registered by the City of Cape Town on the Contract Registration Application (CRA).

3.5 Training sessions will take place at the **Centre for E-Innovation ICT Training unit at Atterbury House, 3rd Floor, No. 09 Riebeeck Street, Cape Town on the dates and times indicated per District.** A map for directions will be communicated at a later stage via e-mail to all training participants.

3.6 Officials are requested to provide for their own transport to and from the venue. Furthermore officials should take the responsibility for arranging their own parking. However there is a parking facility available which is nearer to the training venue of which officials will be responsible for their own parking costs.

4. SESSIONS

Groups	Dates	Times	Venue
Central Karoo District: (Laingsburg, Prince Albert, Beaufort West and Central Karoo District Municipality)	31 May 2013	13h00-15h00	Centre for E-Innovation
Overberg District: Cape Agulhas, Overberg District, Theewaterskloof, Swellendam, Overtstrand Municipality)	21 June 2013	13h00-15h00	
Cape Winelands: Witzenberg, Drakenstein, Stellenbosch, Breede valley, Langeberg, Cape Winelands)	05 July 2013	13h00-15h00	
Eden District: Kannaland, Hessequa, Mossel-bay, George, Oudtshoorn, Bitou, Knysna, Eden District Municipality)	19 July 2013	13h00-15h00	
West Coast District: Matzikama, Cederberg, Bergriver, Saldanha Bay, Swartland, WestCoast District Municipality)	26 July 2013	13h00-15h00	
City of Cape Town	02 August 2013	13h00-15h00	

5. REQUEST

- 5.1 It is requested that municipalities takes cognisance of the contents of this Circular and the scheduled training session dates and times as indicated above.
- 5.2 The Accounting Officer must ensure that the content of this Circular is brought to the attention of all the relevant officials within the institution.
- 5.3 Any enquiries in this regard maybe address to **Mr Xolani Oliphant on Tel: 021 483 4736 or e-mail: Xolani.Oliphant@westerncape.gov.za**

Your co-operation in this regard will be appreciated.



MR. RODNEY MOOLMAN

ACTING SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

DATE: 26-04-2013