

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •  
UNONDYEBO WEPHONDO



Verwysing  
Reference  
Isalathiso

PT/18/2/4

Navrae  
Enquines  
Imibuzo

Ms R Mwanza

TREASURY CIRCULAR MUN 5 - 2008

THE MAYOR, CITY OF CAPE TOWN: MS H ZILLE  
THE MAYOR, WEST COAST DISTRICT: MR J BOTHA  
THE MAYOR, MATZIKAMA MUNICIPALITY: MR D JENNER  
THE MAYOR, CEDERBERG MUNICIPALITY: MS S NEWMAN  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR S CLAASSEN  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR O DE BEER  
THE MAYOR, SWARTLAND MUNICIPALITY: MR AW BREDELL  
THE MAYOR, CAPE WINELANDS DISTRICT: MR CW JOHNSON  
THE MAYOR, WITZENBERG MUNICIPALITY: MR A MULLER  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR JA LOUW  
THE MAYOR, STELLENBOSCH MUNICIPALITY: MS EL MAREE  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS L SIBEKO  
THE MAYOR, BREEDE RIVER/WINELANDS MUNICIPALITY: MR SJ NGONYAMA  
THE MAYOR, OVERBERG DISTRICT: MS M GILLION  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR C PUNT  
THE MAYOR, OVERSTRAND MUNICIPALITY: MR T BEYLEVELDT  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MS E MARTHINUS  
THE MAYOR, SWELLENDAM MUNICIPALITY: MR J JANSEN  
THE MAYOR, EDEN DISTRICT: MR R LAWS  
THE MAYOR, KANNALAND MUNICIPALITY: MS L WILLEMSE  
THE MAYOR, HESSEQUA MUNICIPALITY: MR CP TAUTE  
THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA  
THE MAYOR, GEORGE MUNICIPALITY: MR B PETRUS  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR J SWARTBOOI  
THE MAYOR, BITOU MUNICIPALITY: MR LL MVIMBI  
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES  
THE MAYOR, CENTRAL KAROO DISTRICT: MR JJ VAN DER LINDE  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR A CLAASSEN  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR SM MOTSOANE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM  
THE MUNICIPAL MANAGER, WEST COAST DISTRICT: MR WP RABBETS  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR DG O'NEILL  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATHYSE  
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: MR G LOUW  
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR F DANIELS  
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT: MR K CHETTY  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON (Acting)  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR S KABANYANE  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: DR L MORTIMER (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 E PETERSEN (Acting)  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR HD WALLACE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: ADV J KOEKEMOER  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR K JORDAAN  
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR K GORDON (Acting)  
THE MUNICIPAL MANAGER, EDEN DISTRICT: MR MC BOTHA  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR K DE LANGE (Acting)  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR K NICOL  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR CM AFRICA  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR LA SCHEEPERS (Acting)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR G SEITISHO  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT: MR NW NORTJÉ (Acting)  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR P WILLIAMS  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR N WICOMB  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN (Acting)

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## **RE: SUPPLY CHAIN MANAGEMENT FORUM MEETINGS FOR THE 2008/ 2009 FINANCIAL YEAR**

### **1. Purpose**

- 1.1 To inform municipalities about the SCM Forums meetings scheduled to take place during the 2008/2009 financial year.

### **2. Background**

- 2.1 One of the tools that assist municipalities with the successful implementation of supply chain management is the SCM forum meetings that has been successfully taking place quarterly from 2005. To date, numerous implementation challenges arising from day to day operations of SCM duties has been addressed at these forum meetings. The Forum meetings creates an opportunity for sharing and dissemination of ideas and information, especially new approaches and enhancements. They further aim to promote uniformity and consistency amongst SCM operational practices.

#### **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 for 2008/9 are as follows:**

- ❖ 19 June 2008;
- ❖ 21 August 2008;
- ❖ 20 November 2008; and
- ❖ 19 February 2009.

The Provincial Treasury may change the proposed dates depending on the impact of major events on local or provincial level.

## **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. If it happens that SCM Head or CFO are unable to attend, a municipality should nominate a representative.

## **2.5 Agenda items to be discussed**

The Provincial Treasury will determine the agenda items for discussion at each forum meeting. Municipalities are strongly encouraged to take a more participative role by forwarding their proposed agenda items arising from their day to day implementation challenges to the Provincial Treasury. Other SCM related issues which they require clarity on are also welcomed. The proposed agenda items will be requested in advance from municipalities few weeks before the actual forum meeting takes place.

## **3. Request**

The Provincial Treasury will send a circular prior to each Forum meeting informing municipalities of the date and venue, of the forum meeting and some of the agenda items for discussion. Municipalities will be requested to:

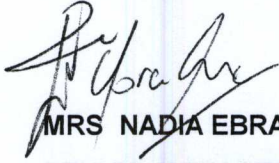
- ❖ forward to the Provincial Treasury nominees ;
- ❖ forward proposed agenda items for discussions;

In addition to the above mentioned, municipalities are encouraged to submit at any stage, ideas and suggestions that will enhance the quality of the forum meetings.

For the success of the forum meetings, municipalities are requested to respond on the requested information on or before the given due dates to enable the Provincial Treasury to coordinate and arrange these meetings successfully. Failure to submit requested information on time often makes it difficult to coordinate and arrange these forum meetings. Should 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. We have noticed that certain municipalities has not been sending representatives to attend the forum meetings for quite some time and that is a matter of concern. Our goal is to have 100% attendance at the forum meetings to enable dissemination of information and sharing of ideas to all municipalities. We do not wish to see any municipality left behind in the process. To this end, we kindly request your

cooperation in this regard and your dedication to attend all forum meetings.

I trust that you find the above in order.



**MRS NADIA EBRAHIEM**

**SENIOR MANAGER : MOVABLE ASSETS AND SUPPLY CHAIN  
MANAGEMENT**

**DATE: 13/05/08**