



**Western Cape  
Government**

Provincial Treasury

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Reference: T7/2/10

**TREASURY CIRCULAR NO. 30/2012**

THE PREMIER

- THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
- THE MINISTER OF COMMUNITY SAFETY
- THE MINISTER OF CULTURAL AFFAIRS AND SPORT
- THE MINISTER OF EDUCATION
- THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
- THE MINISTER OF HEALTH
- THE MINISTER OF HUMAN SETTLEMENTS
- THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
- THE MINISTER OF SOCIAL DEVELOPMENT
- THE MINISTER OF TRANSPORT AND PUBLIC WORKS
- THE SPEAKER: PROVINCIAL PARLIAMENT
- THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

} For information

- THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
- THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY)
- THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
- THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)
- THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)
- THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KC HOUSEHAM)
- THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR M RICHARDSON)
- THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR M TSHANGANA)
- THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
- THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)
- THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
- THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
- THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
- THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)
- THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)
- THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
- THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
- THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
- THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
- THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)
- THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
- THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
- THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
- THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
- THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
- THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
- THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
- THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)
- THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR K HAMMAN) (ACTING)
- THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR A PRESTSON)
- 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 (VACANT)
- THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
- THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
- THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR TC ARENDSE)
- THE HEAD: ASSET MANAGEMENT (MR IG SMITH)

THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)  
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYLS)  
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)  
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)  
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)  
THE SENIOR MANAGER: FISCAL POLICY (MS C HORTON)  
THE SENIOR MANAGER: INFRASTRUCTURE (MR NB LANGENHOVEN)  
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS L NGXONONO)  
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 (VACANT)  
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: FINANCIAL MANAGEMENT

## **SUBMISSION OF THE IMMOVABLE ASSET MANAGEMENT PLANS FOR 2012**

### **1. PURPOSE**

To inform the provincial departments of the submission date of the Immovable Asset Management Plans (U-AMP's) as required in terms of section 9(1) (2) of Government Immovable Asset Management Act (GIAMA), 2007.

### **2. BACKGROUND**

GIAMA seeks to introduce measures to ensure a uniform framework for the management of immovable assets that are used by (or is reserved for) a national or a provincial department in support of its service delivery objectives.

GIAMA outlines a framework of basic principles in accordance with which national and provincial government departments must manage the immovable assets that they use in delivering the services that they are mandated to deliver.

### **3. DISCUSSION**

3.1 In terms of section 9 of GIAMA, 2007,

- (1) *The accounting officer of a custodian must, on a date determined by the relevant treasury, submit a copy of its custodian immovable asset management plan to that treasury.*
- (2) *The accounting officer of a user must—*

- (a) on a date determined by the relevant treasury, submit its user immovable asset management plan as part of its strategic plan to that treasury; and
- (b) on a date determined by the custodian, submit a copy of its user immovable asset management plan to the relevant custodian.

3.2 Users of immovable assets utilise the space or accommodation to give best effect to their functions and therefore must produce a User Immovable Asset Management Plan (U-AMP) to ensure:

- (a) accountable, fair and transparent management of immovable assets;
- (b) effective, efficient and economic use of immovable assets;
- (c) reduced overall cost of service delivery;
- (d) reduced demand for new immovable assets.

3.3 In terms of section 12 of GIAMA, 2007,

- (1) A user—
  - (a) must annually revise its user immovable asset management plan after its budget allocations have been finalised by the relevant treasury and must incorporate the revised user immovable asset management plan into its strategic plan;
  - (b) may amend its user immovable asset management plan in accordance with the prescribed process; and
  - (c) must submit its revised and amended user immovable asset management plan to the relevant custodian as prescribed.
- (2) A custodian must annually revise its custodian immovable asset management plan after receipt of the revised and amended user immovable asset management plan or where other factors necessitate such revision.

#### **4. BUDGETARY IMPLICATIONS**

The Provincial Treasury together with the custodian departments will consider the budget requirements for accommodation as part of the budget process.

## 5. ACTIONS REQUIRED

- 5.1 The provincial user departments are hereby instructed to submit their Draft User Asset Management Plans (U-AMP's) on **31<sup>st</sup> July 2012** to both Provincial Treasury and to the custodian department of Transport and Public Works.
- 5.2 The custodian departments of Human Settlements and the Transport and Public Works are expected to submit their Draft Custodian Asset Management Plans (C-AMP's) on **31<sup>st</sup> August 2012** to the Provincial Treasury.
- 5.3 Submission of documents
- 5.3.1 One signed hard copy and an electronic copy to the Provincial Treasury (Attention: Mr. Reggie Daniels) and same to the custodian department Transport and Public Works (Attention: Ms. Pakama Mlandu).
- 5.3.2 For enquires regarding **training and assistance on the compilation** of U-AMP's, please contact the department of Transport and Public Works: Ms. Pakama Mlandu @ (021) 483 6472 or alternatively at [Pakama.Mlandu@pgwc.gov.za](mailto:Pakama.Mlandu@pgwc.gov.za).
- 5.3.3 For enquires regarding clarity **relating to the contents** of this letter, please contact Provincial Treasury: Mr. Reggie Daniels at (021) 483 3803 or alternatively via electronic mail [Reggie.Daniels@pgwc.gov.za](mailto:Reggie.Daniels@pgwc.gov.za).



MR N LANGENHOVEN

DIRECTOR: IMMOVABLE ASSET MANAGEMENT AND PPPs

DATE: 19-06-2012