



PROVINCIAL TREASURY

Provincial Government of the Western Cape

DIRECTORATE: MOVABLE ASSET MANAGEMENT

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REFERENCE: T16/12/3

ENQUIRIES: M. Mpengesi

TREASURY CIRCULAR NO. 22/2011

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

ALL OTHER MEMBERS OF PARLIAMENT

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 (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUYS)
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) (ACTING)
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 (MR F DE WET) (ACTING)

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 (MS N EBRAHIM) (ACTING)

THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
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 F SABBAT)
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: IMMOVABLE 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

**SUBMISSION DATES FOR DASHBOARD, RISK LOG AND ASSET MAMNAGEMENT PRACTICAL GUIDE
QUESTIONNARE FOR 2011/12 FINANCIAL YEAR**

1. PURPOSE

To inform all Provincial Departments regarding the submission dates of Dashboard, Risk Log and Asset Management (AM) Practical Guide questionnaire reports on a quarterly basis to the Provincial Treasury.

2. BACKGROUND

2.1 The Project Dashboard and Risk Log mechanism has been utilised by the Provincial Treasury to monitor and assess departmental progress in terms of the establishment and maintenance of a credible asset register and compliance to prescribed minimum requirements as set by the National Treasury.

2.2 The due date for departments to have implemented all the requirements of the National Treasury's Broad Implementation Plan was 31 March 2008. However, most departments are still struggling in fully complying and adhering to the required standards of the National Treasury and those of the Provincial Treasury.

2.3 In the 2006/07 financial year to date, the Provincial Treasury assisted departments to complete the Project Dashboard and Risk Log Reports. As from the 2007/08 financial year Departments undertook the completion of the above-mentioned documents on their own as well as the submission thereof to the Provincial Treasury.

3. REQUEST

3.1 Departments are kindly requested to submit the completed Dashboard, Risk Log and Asset Management Guide questionnaire reports on a quarterly basis.

3.2 The due date for the submission of the Dashboard, Risk Log and AM Practical Guide questionnaires for the first quarter of the 20011/12 financial year (1 April 2011 to 30 June 2011) is Monday, **27 June 2011**. The attached annexure will notify on further submission dates.

3.3 The following documents must be attached when submitting the above-mentioned documents and must be signed by the Chief Financial Officer (CFO) or a delegated official on a level than a deputy-director:

3.3.1 completed Dashboard Report;

3.3.2 completed Risk Log Report; and

3.3.3 completed Asset Management Reform Practical Guide questionnaire

3.4 The above-mentioned reports and questionnaires must be submitted to:

Mr. Mncedisi Mpengesi: Room 3022 /3019 (3r Floor)
9 Riebeek Street
Atterbury House
Cape Town
8000
(T): 021 483 4441
(F): 021 483 4671
E-mail: Mncedisi.Mpengesi@pgwc.gov.za

3.5 Herewith attached is annexure 'A' regarding the submission of dates of the dashboard report, risk log and AM practical guide questionnaire.

4. Your co-operation in this matter is highly appreciated.



MRS. NADIA EBRAHIM

ACTING HEAD: ASSET MANAGEMENT

DATE: 27/05/2011

SUBMISSION DATES OF DASHBOARD AND RISK LOG FOR 2011/12 FINANCIAL YEAR

QUARTERS DUE	DATES
FIRST QUARTER	
APRIL TO JUNE	27 JUNE 2011
SECOND QUARTER	
JULY TO SEPTEMBER	26 SEPTEMBER 2011
THIRD QUARTER	
OTOPER TO DECEMBER	15 DECEMBER 2011
FOURTH QUARTER	
JANUARY TO 31 MARCH 2012	27 MARCH 2012