



PROVINSIALE TESOURIE  
• PROVINCIAL TREASURY •  
UNONDYEBO WEPHONDO



HOOFDIREKTORAAT: BATEBESTUUR  
CHIEF DIRECTORATE: ASSET MANAGEMENT

Verwysing T16/27  
Reference

Isalathiso

Navrae  
Enquiries  
Imibuzo

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4 May 2010

## TREASURY CIRCULAR NO. 24 OF 2010

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

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THE MINISTER OF HOUSING  
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

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)  
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)  
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 KG HOUSEHAM)  
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)  
THE ACCOUNTING OFFICER: VOTE 8: HOUSING (MR M TSHANGANA)  
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS)  
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 J PETERS) (ACTING)  
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)  
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR DP DANIELS)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR P O'BRIEN)  
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)  
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: HOUSING (MR D BASSON)  
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 D BASSON)

THE SUPPLY CHAIN MANAGER: VOTE 1: PREMIER (MS A STASSEN)  
THE SUPPLY CHAIN MANAGER: VOTE 3: PROVINCIAL TREASURY (MR A SEALE)  
THE SUPPLY CHAIN MANAGER: VOTE 4: COMMUNITY SAFETY (MS E ISAACS)  
THE SUPPLY CHAIN MANAGER: VOTE 5: EDUCATION (MR W CARELSE)  
THE SUPPLY CHAIN MANAGER: VOTE 6: HEALTH (MR I SMITH)  
THE SUPPLY CHAIN MANAGER: VOTE 7: SOCIAL DEVELOPMENT (MS P MABHOKWANA)  
THE SUPPLY CHAIN MANAGER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS L NEL)  
THE SUPPLY CHAIN MANAGER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR W PHASWANE)  
THE SUPPLY CHAIN MANAGER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV C MENTOOR)  
THE SUPPLY CHAIN MANAGER: VOTE 11: AGRICULTURE (MS M VAN BREDA)  
THE SUPPLY CHAIN MANAGER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR D PAULSE)  
THE SUPPLY CHAIN MANAGER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR A ADONIS)

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) (ACTING)  
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)  
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)

For

THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)  
 THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)  
 THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)  
 THE CHIEF FINANCIAL OFFICER (MR A GIJDENHUYS)  
 THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)  
 THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (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 CAIRCROSS)  
 THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)  
 THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)  
 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 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

## **SUBMISSION DATES FOR DASHBOARD, RISK LOG AND ASSET MAMNAGEMENT PRACTICAL GUIDE QUESTIONNAIRE FOR 2010/11 FINANCIAL YEAR**

### **1. PURPOSE**

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

### **2. BACKGROUND**

The Project Dashboard and Risk Log mechanism has been utilised to monitor and assess departmental progress of a credible Asset Register against compliance to a set of prescribed minimum requirements as set by National Treasury. Please find attached Annexure 'A' with regards to the submission dates of the Dashboard, Risk Log and AM Practical Guide questionnaire.

In the 2006/07 financial year Provincial Treasury assisted departments to complete the Project Dashboard and Risk Log Reports. In the 2007/08 financial year Departments undertook the above on their own and has since been submitting completed reports to Provincial Treasury.

Departmental reports are consolidated for the Province and submitted to the National Treasury in respect of the National Treasury reporting requirements on a quarterly basis.

It must be noted that the information submitted by the department is utilised in various Provincial Treasury assessment processes like the MTEC's, the Financial Management Improvement Programme, the Financial Governance Review and Outlook and is utilised as one of the departmental data sources to assist the Provincial Treasury in rating departments in terms of the bespoke financial capability model for moveable asset management.

It is therefore imperative that these reports are submitted timeously, fully completed and that departments ensure the credibility and correctness of the information submitted.

### 3. REQUEST

Departments are kindly requested to submit the Dashboard, Risk Log and AM Guide questionnaire reports on a quarterly basis to the Provincial Treasury. The due date for the submission of the Project Dashboard, Risk Log and AM Practical Guide questionnaire for the period 1 April 2010 to 30 June is **15 July 2010** and the attached annexure will inform on the remainder of the submission due dates, to the Provincial Treasury..

The following documents must be attached when submitting the abovementioned reports and must be signed off by the Chief Financial Officer (CFO) or a delegated official

- Dashboard Report;
- Risk Log Report; and
- A completed Asset Management Reform Practical Guide questionnaire

## 4. NAME AND CONTACT DETAILS OF THE RESPONSIBLE OFFICIAL

Mncedisi Mpengesi:

Room 307 (3rd Floor)  
15 Wale Street  
Legislature Building  
Cape Town  
8000  
(T): 021 483 4441  
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E-mail: [mmpenges@pgwc.gov.za](mailto:mmpenges@pgwc.gov.za)

Your co-operation will be highly appreciated.

*J. Z. Z. Z.*  
PP SENIOR MANAGER, MOVEABLE ASSET MANAGEMENT

DATE: 05 MAY 2010

**ANNEXURE 'A'**

**SUBMISSION OF DASHBOARD REPORTS FOR 2010/2011**

<b>FIRST QUARTER</b>	<b>DUE DATE</b>
April to June 2010	5 July 2010
<b>Second Quarter</b>	
July to September 2010	4 October 2009
<b>Third Quarter</b>	
October to December 2010	17 January 2011
<b>Fourth Quarter</b>	
January to March 2011	4 April 2011

**NB: COMPLETED REPORTS MUST BE FORWARDED TO:**

Mncedisi Mpengesi  
Provincial Treasury  
15 Wale Street  
Legislature Building  
Cape Town 8000  
3<sup>rd</sup> Floor, Room 3-07  
Ext: 483 4441