



PROVINCIAL TREASURY

Provincial Government of the Western Cape

MOVEABLE ASSET MANAGEMENT

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REFERENCE: T7/3/2/2

ENQUIRIES: S Mxunyelwa

TREASURY CIRCULAR NO. 18/2011

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
ALL OTHER MEMBERS OF 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 (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: 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 FINANCE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

RE: ASSET MANAGEMENT AND SUPPLY CHAIN MANAGEMENT FORUM MEETINGS FOR 2010/ 2011 FINANCIAL YEAR

1. PURPOSE

- 1.1 To inform all Provincial Departments about the Asset Management and SCM Forum meetings scheduled to take place during the 2011/2012 financial year.

2. BACKGROUND

- 2.1 One of the tools that assist Provincial Departments with the successful implementation of Asset Management (AM) and Supply Chain Management (SCM) is the AM and SCM forum meetings that have been successfully taken place on a quarterly basis. To date, numerous implementation challenges arising from day to day operations of AM and SCM duties has been addressed at these forum meetings. The Forum meetings create an opportunity for sharing and dissemination of ideas and information, especially new approaches and enhancements. They further aim to promote uniformity and consistency amongst AM and SCM operational practices.

2.2 FREQUENCY OF THE FORUM MEETINGS

The forum shall meet on a quarterly basis as mentioned below. 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 2011/12 ARE AS FOLLOWS:

Date	Month	Quarter	Year
25	May	1 st quarter	2011
11	August	2 nd quarter	2011
24	November	3 rd quarter	2011
24	February	4 th quarter	2012

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

2.4 MEMBERSHIP OF THE SCM FORUM

At least one senior person or a person directly involved in asset or supply chain management per department should attend the AM/SCM Forum, preferably the Heads of AM/SCM or CFO's for smaller departments. In the case where the SCM Head or CFO is unable to attend a particular forum meeting, the Department should nominate a replacement preferably officials actively involved in the AM/SCM activities to represent them at the forum meetings.

2.5 AGENDA ITEMS TO BE DISCUSSED

The Provincial Treasury will determine the agenda items for discussion at each forum meeting. Departments 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 AM/SCM related issues, which they require clarity on, are also welcomed. The proposed agenda items will be requested in advance from departments two weeks before the actual forum meeting takes place, with an allocated due date within which to respond.

3. REQUEST

The Provincial Treasury will send an e-mail prior to each Forum meeting informing departments of the date and venue, of the forum meeting and some of the agenda items for discussion. Departments will be requested to:

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

In addition to the above-mentioned, departments 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, departments 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.

The Provincial Treasury notes that certain departments have not attended the forum meetings for some time and this is a matter of concern.

The Provincial Treasury's goal is to have 100% attendance at the forum meetings for knowledge sharing, benchmarking of best practices and tabling of challenges. This will foster a more co-operative and inclusive culture. To this end, we kindly request all your co-operation.

I trust that you find the above in order.



MRS NADIA EBRAHIM
ACTING HEAD: ASSET MANAGEMENT
DATE: 12/05/2011