



Reference number: RCS/C.6

Private Bag X9165
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TREASURY CIRCULAR NO. 25 of 2024

THE PREMIER

THE MINISTER OF AGRICULTURE, ECONOMIC DEVELOPMENT AND TOURISM

THE MINISTER OF CULTURAL AFFAIRS AND SPORT

THE MINISTER OF EDUCATION

THE MINISTER OF FINANCE

THE MINISTER OF HEALTH AND WELLNESS

THE MINISTER OF INFRASTRUCTURE

THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

THE MINISTER OF MOBILITY

THE MINISTER OF POLICE OVERSIGHT AND COMMUNITY SAFETY

THE MINISTER OF SOCIAL DEVELOPMENT

THE SPEAKER: PROVINCIAL PARLIAMENT

THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER D BAARTMAN)

THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)

THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER I MEYER)

THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER I MEYER)

THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER R MACKENZIE)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER R MACKENZIE)

THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER R MACKENZIE)

THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER I MEYER)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER A MARAIS)

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (DR H MALILA)

THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R ADAMS)

THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MS J GANTANA)

THE ACCOUNTING OFFICER: VOTE 4: POLICE OVERSIGHT AND COMMUNITY SAFETY (MR H ARENDSE)

THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR B WALTERS)

THE ACCOUNTING OFFICER: VOTE 6: HEALTH AND WELLNESS (DR K CLOETE)

THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)

THE ACCOUNTING OFFICER: VOTE 8: MOBILITY (MS M MOORE)

THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR G GERBER)

THE ACCOUNTING OFFICER: VOTE 10: INFRASTRUCTURE (ADV. C SMITH)

THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (DR M SEBOPETSA)

THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS J JOHNSTON)

THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR G REDMAN)

THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

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 (MS A SMIT)

THE CHIEF FINANCIAL OFFICER: VOTE 4: POLICE OVERSIGHT AND COMMUNITY SAFETY (MR M FRIZLAR)

THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)

THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH AND WELLNESS (MR S KAYE)

THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)

THE CHIEF FINANCIAL OFFICER: VOTE 8: MOBILITY (MR R WIGGILL) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR J FRITZ) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 10: INFRASTRUCTURE (MS P VAN DER MERWE) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MS L GOVENDER)

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 ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR C BASSUDAY)

THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF. D HENDRICKS)

For information

THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (DR S ZINN)
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MR H METTLER) (ACTING)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MR L NOKWAZA)
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 THE ACCOUNTING AUTHORITY: CASIDRA (MR C VAN DER RHEEDE)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MR R KINGWILL)
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 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS W STANDER)
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 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE HERITAGE (MR M JANSE VAN RENSBURG)
 THE CHIEF EXECUTIVE OFFICER: CASIDRA (DR K DU PLESSIS)
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MR S GEORGE)
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 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
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 THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR I SMITH) (ACTING)
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR M BOOYSEN) (ACTING)
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK)
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR S KENYON)
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
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 THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR F SALIE)
 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MS N RINQUEST)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR T NTSHINGILA)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR I TSIE)
 THE DIRECTOR: LOCAL GOVERNMENT MFMA COORDINATION (MR D CRONJE)
 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS S ROY)
 THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MS A ABOO)
 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS T VAN DE RHEEDE)
 THE DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS M NICHOLAS)
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 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

COST CONTAINMENT MEASURES AND NATIONAL TRAVEL GUIDELINE

A. PURPOSE

1. The purpose of this Circular is two-fold, namely:
 - 1.1 To inform Accounting Officers(A0) and Accounting Authorities (AA) Aof departments and entities of the revised cost Containment measures, issued by National Treasury as per Instruction No. 01 of 2024/25 (see Annexure A1), dated 21 June 2024 together with the National Travel Guideline (see Annexure A2); and

- 1.2 To advise Accounting Officers, and Accounting Authorities that the cost containment measures as contained in National Treasury Instruction No. 03 of 2017/18 issued via PT Circular No. 29 of 2017/18, Instruction No. 06 of 2022/23 issued via PT Circular No. 13 of 2023 and Instruction No. 07 of 2022/23 issued via PT Circular 29 of 2022, **will remain applicable until a Provincial Strategy on the requirements of the Revised Cost Containment Measures 2024 and the National Travel Guideline 2024 is developed.**

B. BACKGROUND

2. The table below depicts all the instructions on Cost Containment Measures issued by the National Treasury and the related PT Circulars and their statuses.

NT Instructions			PT Circulars		
Instruction No.	Effective date	Status	Circular number	Effective date	Status
01 of 2013/14	1 January 2014	Repealed by NTI No. 02 of 2016/17	22 of 2015	4 June 2015	Withdrawn by PT Circular No. 29/2017
02 of 2016/17	1 November 2016	Repealed by NTI No. 03 of 2017/18	42 of 2016	31 October 2016	Withdrawn by PT Circular No. 29/2017
03 of 2016/17	1 November 2016	Repealed by NTI No. 04 of 2017/18	27 of 2017	2 August 2017	Withdrawn by PT Circular No. 27/2017
04 of 2017/18	25 May 2017	Repealed by NTI No. 07 of 2022/23	27 of 2017	4 September 2017	Withdrawn by PT Circular No. 29/2022
03 of 2017/18	15 May 2017	Repealed by NTI No. 01 of 2024/25	29 of 2017	4 September 2017	Applicable and effective
06 of 2022/23	1 September 2021	Repealed by NTI No. 01 of 2024/25	13 of 2023	1 April 2023	Applicable and effective
07 of 2022/23	1 September 2022	Repealed by NTI No. 01 of 2024/25	29 of 2022	1 October 2022	Applicable and effective

3. On 21 June 2024 National Treasury issued Instruction No. 01 of 2024/25 which repeals Instruction No. 03 of 2017/18, Instruction No. 06 of 2022/23 and Instruction No. 07 of 2022/23 effective 1 September 2024.
4. The PT has conducted impact assessments on various cost containment measures issued by NT, including those related to travel and subsistence, throughout the issuance of the NT instruction notes

5. The impact assessment is a detailed process conducted within the PT for all NT policies and instruction notes issued. This process aims to determine whether the requirements are rational, practical, and implementable; and to identify any associated risks. It involves further consultation with different stakeholders as necessary. This included an assessment of the departmental travel policies and Standard Operating Procedure's (SOP's) to ensure alignment with National Treasury requirements.
6. The assessment concluded that most of the provincial departmental policies and SOP's submitted by departments to the PT were aligned with previously issued cost containment instructions and National Travel Policy from the NT.
7. Therefore, the requirements issued for the WCG via PT Circulars No. 29 of 2017, 13 of 2023 and 29 of 2022 remains applicable where departments have determined them to be feasible and reasonable to implement.
8. In Annexure B (see attached) the new, amended, and revised cost containment measures as issued in NT Instruction No. 01 of 2024/25, are compared to NT Instruction No. 03 of 2017/18, NT Instruction No. 06 of 2022/23 and NT Instruction No. 07 of 2022/23 to highlight the scope and impact of the changes. A summary of the comparison of the said instructions is provided as Table A of Annexure B.

C. WAY FORWARD

9. A key change in the new National Treasury instruction is the shift of responsibility for developing appropriate measures to individual Accounting Officers that require some evaluation.
10. Accounting Officers and Accounting Authorities are therefore advised, as an interim measure, to continue applying their existing cost containment measures which align to the guidelines issued via PT Circulars No. 29 of 2017, 13 of 2023 and 29 of 2022 until Provincial Treasury provides further guidance on the province's cost containment strategy.

MR I SMITH

DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (ACTING)

DATE: