



PROVINCIAL TREASURY

Provincial Government of the Western Cape

PROVINCIAL GOVERNMENT FINANCE

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REFERENCE: T11/2/3

ENQUIRIES: G Tombey

TREASURY CIRCULAR NO. 51/2011

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

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 JO SMITH)
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 (MS P MABHOKWANA) (ACTING)
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 (MR F DE WET)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS) (ACTING)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MS M MOROKA)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR N FLAATTEN) (ACTING)
THE CHIEF EXECUTIVE OFFICER: CAPE TOWN ROUTES UNLIMITED (DMO) (MR C GILFELLAN)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LANGUAGE COMMISSION (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE HERITAGE COMMISSION (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: CASIDRA (MS T MLONYENI) (ACTING)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR BOARD (MR S FOURIE)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR A PRESTSON)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR I BLACKIE)
THE CHIEF FINANCIAL OFFICER: CAPE TOWN ROUTES UNLIMITED (DMO) (MR H BONESCHANS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR BOARD (MS M ABRAHAMS)

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 A REDDY)

For information

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

TRANSVERSAL AIR TRAVEL AND RELATED SERVICES

1. PURPOSE

- 1.1 To inform Accounting Officers of provincial departments and Accounting Authorities of public entities of the revised standards for officials that from time to time is expected to utilise air travel for official purposes. The circular is to establish and implement explicit standards with regard to class of air travel, hotel rating and hired vehicle groups available to officials, when travelling on behalf of the Provincial Government Western Cape (PGWC).
- 1.2 To note that this treasury circular replaces the former Treasury Circular No, 51/2009 dated 24 August 2009 dealing with the directive for the implementation framework for all provincial departments and its public entities in respect of air travel for official purposes.

2. BACKGROUND

- 2.1 The PGWC is committed to ensuring the effective, efficient and economic utilisation of public funds in the discharge of its responsibilities towards achieving Provincial goals and objectives and in particular display clean, value-driven practices.
- 2.2 The circular is applicable to employees in the PGWC whether permanent, on probation, in excess, on contract or an intern, who travels for official purposes. Therefore the MEC for Finance, Economic Development and Tourism has given his concurrence to the implementation of this circular.
- 2.3 The legislative framework within which this circular will operate is as follows:
 - The Public Finance Management Act, 1999;
 - The National Treasury Regulations, March 2005;
 - The Western Cape Provincial Treasury Instructions, November 2009;
 - The Public Service Act, Act of 1994; and
 - The Public Service Regulations, January 2001.

3. DISCUSSION

Standards for domestic and international travel and accommodation

- 3.1 Officials may travel on official visits to domestic or international destinations if there is a demonstrated need or benefit for the Province and with due regard to the availability of funds.
- 3.2 To ensure fiscal discipline, the absolute minimum number of officials should undertake official visits.
- 3.3 For domestic travel:
- All officials must utilise economy class when travelling for official purposes. If the airline chooses to upgrade the air ticket to business class at no additional cost to the department and public entity, the official may accept the upgrade; and
 - If a travel agent confirms that there is no economy class availability across the various airlines and the official is unable to postpone the trip, the official may opt for business class at the expense of the department and public entity, provided that the relevant Programme Manager or the Accounting Officer approves the request.
- 3.4 For international travel:
- All officials must utilise economy class when travelling overseas for official purposes. If the airline chooses to upgrade the air ticket to business class at no additional cost to the department and public entity, the official may accept the upgrade;
 - If the flight duration is longer than eight hours (including same day stopovers, but excluding overnight stopovers), a Member of the Provincial Cabinet may approve that his/her Accounting Officer or Accounting Authority can utilise business class; and
 - The travel arrangements of members of staff in the Offices of Members of the Provincial Cabinet are prescribed in the Handbook for Members of the Provincial Cabinet. Where a departmental or public entity official is requested to accompany a Member of the Provincial Cabinet on official visits to render assistance in official matters relating to the work of the Member, the official may, at the discretion of the Member, travel in the same class as the Member, at the expense of the department or public entity.

3.5 For car rental linked to domestic and international flights

(i) Car rental is limited to the following upper limits of groups/classes of vehicles, as follows:

- For road travel within a 100km radius: Group B for salary levels 1-14 and Group C for salary levels higher than 14; and
- For road travel exceeding a 100km radius: Group C for salary levels 1-14 and Group D for salary levels higher than 14.

(ii) Subject to internal departmental arrangements as regards granting of authority, hiring of vehicles with drivers is allowed in the following instances:

- The official does not have a valid driver's license;
- The official is disabled and not able to drive a vehicle on his/her own;
- Where an official is not familiar with the vicinity in which he/she has to travel;
- For safety and security reasons;
- If it is more cost effective than car rental; and
- Where it is impractical for the official to utilise either government or private transport between his/her household and the airport.

3.6 For accommodation

- The accommodation norm for all government officials travelling domestically and internationally is a three/four star rated hotel/guest-house, generally going for the more cost-effective option taking all factors into consideration.
- As regards determining cost-effectiveness, some criteria to be taken into account are:
 - safety;
 - travel cost; and
 - overall cost, i.e. accommodation, meals and time.

Delegated authority

- 3.7 Requests for domestic air travel must be approved at the level of Director (level 13) or higher.
- 3.8 The current approval processes in respect of international air travel remain in effect.

4. ACTION REQUIRED

- 4.1 The contents of this circular replaces the previous Treasury Circular No. 51/2009 dated 24 August 2009 dealing with air travel.
- 4.2 Accounting Officers and Accounting Authorities must ensure adherence to this circular on air travel and related services and may deviate only in exceptional circumstances, subject to prior approval by the Accounting Officer or Cabinet Member responsible for the department.



HEAD: BRANCH FISCAL AND ECONOMIC SERVICES

PROVINCIAL TREASURY

DATE: 17 October 2011