



Reference number: RCS/C.6

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TREASURY CIRCULAR NO. 10/2026

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 (MS R BEGG)
 THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MS J GANTANA)
 THE ACCOUNTING OFFICER: VOTE 4: POLICE OVERSIGHT AND COMMUNITY SAFETY (MR R BOSMAN)
 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 D RIBBONAAR)
 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)
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 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 S ANDREWS) (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)
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 THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS G LENTZ)
 THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MS R GANI)
 THE ACCOUNTING AUTHORITY: CASIDRA (MR C VAN DER RHEEDE)

For information

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 THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR X SITHOLE)
 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: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
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 THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR I SMITH)
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR O WILLCOX)
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK)
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 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MS N EBRAHIM)
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 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR M BOOYSEN)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MS K NEETHLING)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR I TSIE)
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 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS L CUPIDO) (ACTING)
 THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)
 THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR B GORDON)

THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

AMENDED PERSAL AND BAS TRAINING COURSES FOR THE UPCOMING PROVINCIAL TREASURY INTEGRATED FINANCIAL SYSTEMS TRAINING PROGRAMME FOR THE PERIOD 1 APRIL 2026 – 30 SEPTEMBER 2026.

1. PURPOSE

- 1.1 The Western Cape Provincial Treasury (PT) hereby informs all departments, accounting officers, and training coordinators, of amendments to the previously communicated PERSAL and BAS training programme for the upcoming semester. These changes reflect current capacity constraints, and the need to prioritize critical training delivery.

2. BACKGROUND

- 2.1 Following the implementation of the Early Retirement Programme (ERP), the Supporting Interlinked Financial Systems (SIFS) Directorate has experienced a significant reduction in technical and support personnel.
- 2.2 This has materially impacted the Training and Capacitation Unit, which now operates with limited facilitation capacity, specifically, one facilitator per system (PERSAL and BAS). The resulting loss of institutional knowledge and technical expertise necessitates a recalibration of the training programme to ensure sustainability and quality of delivery.

3. REVISION AND CANCELLATION OF SELECTED TRAINING

- 3.1 In response to these constraints, the SIFS directorate has undertaken a strategic review of the training programme. This has resulted in:
 - The cancellation of selected PERSAL and BAS training courses; and
 - The consolidation of remaining sessions to focus on high-impact and critical system functionalities.
- 3.2 Departments and officials who intend to attend these courses are kindly requested to take note of these changes and adjust their training plans accordingly.

4. REVISED TRAINING SCHEDULE

- 4.1 To maintain training quality and optimise limited resources:
 - The revised training schedule prioritises essential courses aligned to core system competencies;
 - Training sessions have been streamlined to maximise reach and effectiveness; and
 - Delivery modes have been adjusted, with increased utilisation of e-Learning platforms where appropriate.
- 4.2 Detailed information on confirmed training opportunities, including course offerings, dates, and delivery modalities, is provided in:
 - Annexure A: PERSAL Training Programme; and
 - Annexure B: BAS Training Programme.

These annexures constitute the official and final schedule for the remainder of the semester.

- 4.3 The PT will explore alternative capacity-building initiatives, such as ad hoc training sessions delivered via the PT School of Excellence e-Learning platform, to mitigate the impact of the cancelled sessions.

5. MITIGATION MEASURES

- 5.1 To mitigate the impact of reduced training capacity, Provincial Treasury will:
 - Expand the use of the PT School of Excellence e-Learning platform;
 - Introducing targeted ad hoc training interventions where feasible; and
 - Explore alternative capacity-building mechanisms to support departments.
- 5.2 Further details on these initiatives will be communicated in due course.

6. CONCLUSION

- 6.1 Provincial Treasury acknowledges the potential disruption caused by these changes. However, these measures are necessary to ensure the continued delivery of quality training within current resource constraints.
- 6.2 We remain committed to supporting departments in strengthening financial system capability and ensuring effective system utilisation.

7. ENQUIRIES

- 7.1 All queries regarding the revised training programme may be directed to the Provincial Treasury Training Unit helpdesk: Ptse.help@westerncape.gov.za.

BRANDON GORDON
DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEM

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

PLEASE NOTE THAT NOMINATIONS FOR PERSAL COURSES MUST BE DIRECTED VIA YOUR PERSAL CONTROLLER'S OFFICE.

DATE	COURSE	VENUE
20 – 24 April 2026	PERSAL Personnel Administration	Kromme Rhee
4 – 8 May 2026	Introduction to PERSAL	e-Learning
18 – 22 May 2026	PERSAL Leave Administration	Kromme Rhee
1 – 5 June 2026	PERSAL Salary Administration	Kromme Rhee
8 – 12 June 2026	Introduction to PERSAL	e-Learning
29 June – 3 July 2026	Introduction to PERSAL	e-Learning
13 – 17 July 2026	PERSAL Salary Administration	The Box, 24 th Floor, Room 1, CBD
27 – 31 July 2026	Introduction to PERSAL	e-Learning
3 – 7 August 2026	PERSAL Leave Administration	Kromme Rhee
17 – 21 August 2026	PERSAL Salary Administration	The Box, 24 th Floor, Room 2, CBD
31 August – 4 September 2026	PERSAL Service Termination	The Box, 24 th Floor, Room 1, CBD
14 – 18 September 2026	PERSAL Service Termination	Kromme Rhee

THE PERSAL INTRODUCTION COURSE IS COMPULSORY FOR USERS WHO HAVE LESS THAN 2 YEARS' WORKING EXPERIENCE ON PERSAL.

BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAMME

DATE	COURSE	VENUE
20 – 24 April 2026	Introduction to BAS	e-Learning
4 – 8 May 2026	BAS Sundry Payments	Cape Teaching and Leadership Institute (CTLI), Kuils River
11 – 15 May 2026	Introduction to BAS	e-Learning
25 – 29 May 2026	BAS Cash Receipts	Kromme Rhee
1 – 5 June 2026	BAS Orientation in Finance	e-Learning
1 – 5 June 2026	BAS Cash Receipts	Cape Teaching and Leadership Institute (CTLI), Kuils River
8 – 12 June 2026	BAS Reports	The Box, 8 th Floor, CBD
22 – 26 June 2026	Introduction to BAS	e-Learning
22 – 26 June 2026	BAS Sundry Payments	The Box, 8 th Floor, CBD
29 June – 3 July 2026	Introduction to BAS	e-Learning
29 June – 3 July 2026	BAS Journals	Cape Teaching and Leadership Institute (CTLI), Kuils River
13 – 17 July 2026	Introduction to BAS	e-Learning
13 – 17 July 2026	BAS Journals	Kromme Rhee
20 – 24 July 2026	BAS Debts	The Box, 24 th Floor, Room 2, CBD
27 – 31 July 2026	BAS Cash Receipts	The Box, 24 th Floor Room 2, CBD
3 – 7 August 2026	BAS Sundry Payments	The Box, 24 th Floor Room 2, CBD
3 – 7 August 2026	BAS Journals	Century City
17 – 21 August 2026	Introduction to BAS	e-Learning
17 – 21 August 2026	BAS Cash Receipts	The Box, 8 th Floor, CBD
24 – 28 August 2026	Introduction to BAS	e-Learning
24 – 28 August 2026	BAS Debts	Lentegeur Hospital
31 August – 4 September 2026	Introduction to BAS	e-Learning
7 – 11 September 2026	BAS Journals	Cape Teaching and Leadership Institute (CTLI), Kuils River
14 – 18 September 2026	BAS Cash Receipts	The Box, 24 th Floor, Room 1, CBD
14 – 18 September 2026	BAS Reports	The Box, 24 th Floor, Room 2, CBD

THE BAS INTRODUCTION COURSE IS COMPULSORY