



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

→ Mrs Poolman

Please file

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TO: ALL STAFF MEMBERS

COST CUTTING MEASURES IMPLEMENTED BY GOVERNMENT

I would like to thank the officials of the Department of Higher Education and Training for all the efforts to date in ensuring that the Department functions with success. The Department once again received an unqualified audit for the 2012/13 financial year and I especially want to thank our Finance Team for this. The Auditor-General did raise some matters of emphasis that mainly result from activities in various Branches of the Department. An Audit Action Plan has been developed and the cooperation of every staff member to ensure that the plan is successfully implemented is appreciated.

As you are aware, the Minister of Finance tabled the Medium Term Budget Policy Statement in Parliament on 23 October 2013. At the same time, various cost cutting measures as approved by Cabinet were announced. Specific measures in the Department will be implemented in line with the announcement. These measures must be implemented with immediate effect and include the following:

Overseas delegations:

Business Class tickets are only allowed with the prior approval of the Director-General..

Assistants to the Minister and Deputy Minister will be limited to two.

Direct routes must be used.

The number of officials to go to meetings and other activities should be kept to a minimum.

Consultancy Services:

The management of all contracts must be improved.

Stricter control must be exercised over consultancy fees.

The office of the CFO in conjunction with Branch Heads will develop a consultancy reduction plan.

Monitoring and Evaluation costs:

Monitoring visits must be limited and desk top reporting must be used as far as possible. Technology innovation and limited cost must receive priority in this regard.

Overtime:

Overtime must be limited to the provision of the policy which is in line with the legal requirements for overtime. Working hours must be utilised effectively and productively to limit the use of overtime.

Travel and related costs:

The number of officials that travels to meetings and other activities should be kept to a minimum.

No business class tickets may be issued for domestic flights.

Hiring of car rentals must be restricted to *B Class* vehicles except for special instances such as rural travel.

The number of officials travelling to Cape Town offices must be limited and the size of delegations appearing before parliamentary committees must be limited.

In terms of the SMS Handbook issued by DPSA, Senior Managers must make use of their own transport and may not utilise shuttle services for transport purposes.

Any travel arrangements must be planned well in advance and must be approved by the relevant Branch Head or the CFO. Please ensure that proof of meetings, etc is attached. The use of the Rennies after hour service must be limited as it is costly for the Department.

Advertising:

Limit non-essential costs and utilise the services of GCIS facilities.

Advertisements should be limited to absolute need.

Accommodation, catering and event costs:

Departmental facilities (including institutions) must be utilised for events/meetings as far as possible rather than outside venues.

No public funds may be used for the purchase of alcohol including for entertainment/gifts.

Existing entertainment allowances will be reviewed and separate communication will go out to Branch Heads in this regard.

Interim accommodation for new employees in terms of the resettlement policy will not be extended above the period provided for in the policy. No exceptions will be accommodated.

The cooperation of all staff to ensure that we remain within these measures is appreciated.



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Director-General

Date: 24/10/2013