



Province of the  
**EASTERN CAPE**  
LOCAL GOVERNMENT  
& TRADITIONAL AFFAIRS

## **TRADITIONAL AFFAIRS BRANCH**

**HANDBOOK ON TOOLS OF TRADE FOR  
TRADITIONAL LEADERS & MEMBERS OF  
TRADITIONAL LEADERSHIP INSTITUTIONS**



*Ikamva eliqaqambileyo!*

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<b>Document Name</b>	<b>Handbook on tools of trade for traditional leaders and members of traditional leadership institutions</b>
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<b>Related Policies</b>	<b>National Framework for the provision of enabling resources to qualifying traditional leaders and members of houses of traditional leaders</b>



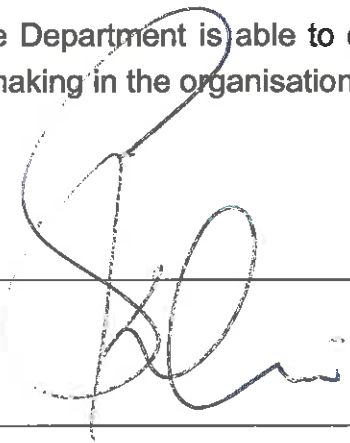
**SIGN OFF**

**1. Head of Department**

This handbook on tools of trade for traditional leaders and members traditional leadership institutions has been recommended by Adv. S. Khanyile in my capacity as the Superintendent-General of the Department of Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the content of this handbook.

The development of this handbook will ensure that the Department is able to exercise its powers in compliance with the law and guide decision-making in the organisation.



Signed	
Designation	<b>Superintendent General (Adv S. Khanyile)</b>
Date	16/09/2014

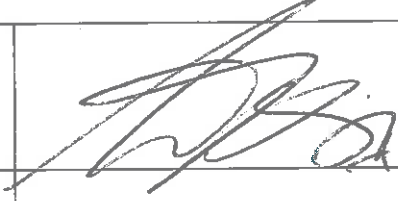


**SIGN OFF**

**2. Executive Authority**

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the people by effectively rendering many services that it is expected to provide. We have envisaged a Department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that the handbook on tools of trade for traditional leaders and members of traditional leadership institutions contribute to the improvement of service delivery by users of the Handbook.

Signed	
Designation	<b>MEC: Honourable Fikile Xasa Department of Cooperative Governance and Traditional Affairs</b>
Date	30/09/2014



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## 1. INTRODUCTION

Section 219 (1) (a) of the Constitution of South Africa Act 108 of 1996, classifies traditional leaders as persons holding public office and requires that, an Act of parliament must establish a framework for determining allowance and benefits and tools of trade for traditional leaders and members of traditional leadership institutions (Provincial house of traditional leaders). The framework referred to is set out in section 5 of the Remuneration of public office bearers Act, (Act No. 2 of 1998).

The Government commissioned the Independent Commission for Remuneration of Public Office Bearers to make recommendations with regard to the salaries, allowances and benefits as well as resources to be allocated to Public Office Bearers to enable them to execute their respective duties and responsibilities effectively.

Subsequently, the national Department of Traditional Affairs had developed a Framework on the provision of enabling resources to qualifying traditional leaders and members of houses of traditional leaders which was adopted by Cogta MINMEC of the 26 September 2013 and resolved that, the Framework must be sent to the Provincial Departments (**MEC's and HOD's/Accounting Officers**) responsible for traditional leadership matters for implementation and ensure compliance thereof.

It is worth mentioning that the Framework intends among others, to provide the minimum norms and standards for the provision of tools of trade to ensure good governance and where possible reduce discrepancies whilst striving to achieve uniformity across the country as far as traditional leadership matters are concerned.

It is on the basis of the above that the Department in consultation with relevant stakeholders develops and adopts a Provincial handbook on tools of trade for traditional leaders and members of traditional leadership institutions in accordance with the National Framework for the provision of enabling resources to qualifying traditional leaders and members of houses of traditional leaders.



## 2. PURPOSE

The purpose of this handbook is among others to:-

- 2.1. Prescribe the tools of trade or enabling resources to be provided by the Department to traditional leaders and members of traditional leadership institution.
- 2.2. Provide guidelines for the re-imbusement for expenses incurred by traditional leaders and members of traditional leadership institutions whilst undertaking official trip or duties.
- 2.3. Prescribe the timeframe for the submission of claims for approval and processing of payment.

## 3. GUIDING PRINCIPLES

- 3.1. **Accessibility:** All traditional leaders should have lawful, open and fair access to tools of trade.
- 3.2. **Affordability and cost control:** Efficient, economic and effective use of resources should at all times be promoted.
- 3.3. **Equity:** The allocation of tools of trade to affected levels within the institutions should be externally comparable. Differences in the allocated amounts should be informed by differences in job complexity or designation.
- 3.4. **Flexibility:** Recipient and end-users of the tools of trade where practical possible, must be given opportunity to select tools of trade that meet their working conditions and that of the communities they serve without necessary adding to the total expenditure of the Department.
- 3.5. **Simplicity:** Tools of trade arrangements should be simple to administer and easily understood by the recipients or beneficiaries.
- 3.6. **Transparency and accountability:** Affected directorates or sections should promote transparency and accountability, providing members of the public with timely, accessible and accurate information of tools of trade allocated to traditional leaders and members of traditional leadership institutions, to establish good governance. However, individual Public Office Bearers should be personally responsible for the manner in which they utilize the public resources entrusted to them.
- 3.7. **Value of tools of trade:** Access to tools of trade should create appropriate value for the Department, traditional leaders, members and the public at large.



#### 4. SCOPE OF APPLICABILITY

This handbook is applicable to all traditional leaders in the Eastern Cape Province and members of traditional leadership institutions.

#### 5. DEFINITION OF TERMS

In this handbook any word or expression to which a meaning has been assigned in the Traditional Leadership and Governance Act, 2005 (Act No. 4 of 2005) shall have that meaning and unless the context indicates otherwise:-

TERM	DEFINITION
“accommodation”	means a hotel accommodation including Bed and Breakfast
“Department”	means a Provincial Department responsible for Cooperative Governance and Traditional Affairs in the Eastern Cape.
“driver”	means a person employed as such in terms of Public Service Act, 1994.
“furniture”	means house contents provided in the official residence.
“house”	means a Provincial or local house of traditional leaders established in terms of Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003), as amended.
“local house”	means a local house of traditional leaders established in terms of Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003).
“member”	means a person who is a member of the Provincial house, local house of traditional leaders or traditional council.
“official”	means an employee of the Department.
“official residence”	means a State owned residence.
“official trip”	means an official journey undertaken in the interest of traditional community.
“official vehicle”	means a government vehicle or any vehicle officially allocated by the Department to a member of Provincial house, local house, Traditional council or a traditional leader.
“private trip”	means a personal journey, which is not in the interest of a traditional community.





<b>“private vehicle”</b>	means a vehicle owned by a member of a Provincial house, local house or traditional council or a traditional leader.
<b>“royal family”</b>	means the core customary institution or structure consisting of immediate relatives of the ruling family within a traditional community, who have been identified in terms of custom, and includes, where applicable, other family members who are close relatives of the ruling family
<b>“the Act”</b>	means the Traditional Leadership and Governance Act, (Act 4 of 2005)
<b>“traditional council”</b>	means a Traditional Council established in terms of Section 3 of the Traditional Leadership and Governance Framework Act, (Act No. 41 of 2003)
<b>“traditional leadership”</b>	means customary institutions or structures or customary systems or procedure of governance, recognised, utilised or practised by traditional communities
<b>“traditional leader”</b>	means any person, who in terms of customary law of the traditional community holds a traditional leadership position as iKumkani, iNkosi or iNkosana and is recognised in terms of the Act
<b>“Treasury Regulations”</b>	means Treasury Regulations published on 15 March 2005 in Regulation Gazette no. 27388, promulgated in terms of the provisions of the PFMA
<b>“iKumkani”</b>	means a king as defined in Eastern Cape Traditional Leadership and Governance Act, (Act 4 of 2005)
<b>“iKumkanikazi”</b>	means a wife of a king

## ACCRONYMS

COGTA	Cooperative Governance and Traditional Affairs (Eastern Cape Provincial Department)
DRPW	Department of Roads and Public Works
GMT	Government Motor Transport
IYA	Imbumba Yamakhosikazi Akomkhulu
MEC	Member of the Executive Council responsible for Cooperative Governance and Traditional Affairs
VIP	Very important person
VAT	Value Added Tax
ECoTL	Eastern Cape House of Traditional Leaders
PFMA	Public Finance Management Act, (Act 1 of 1999)
EXCO	Executive Committee of the Eastern Cape house of traditional leaders.
SAPS	South African Police Services



## 6. TOOLS OF TRADE

### 6.1. Official Housing or residence

6.1.1. For the purpose of this handbook, official residence means state owned residences occupied by *iKumkani/iKumkanikazi*, principal traditional leader, members of the executive committee of the Provincial house of traditional leaders for official purposes.

6.1.2. The table below indicates the applicable accommodation permitted for each occupant.

Resource recipient	Type	Value	Restrictions	Ownership	Maintenance	Jurisdiction
<i>iKumkani/ iKumkanikazi</i>	Residential house with four (4) bedrooms, entertainment area and a study	Subject to the approved budget	Subject to the policy and procedures of DRPW	DRPW	DRPW	Within the jurisdiction of a kingship/queen's council
Principal traditional leader	Residential house with four (4) bedrooms, entertainment area and a study	To be determined in accordance with building cost	Subject to the policy and procedures DRPW	DRPW	DRPW	Within the jurisdiction of a principal traditional council
Chairperson of the house	Residential house with three (3) bedrooms, entertainment area and study	To be determined in accordance with building cost	Subject to the policy and procedures of DRPW	DRPW	DRPW	Within 50 km of the seat of the Provincial House
Deputy chairperson of the house	Residential house with three (3) bedrooms, entertainment area and study	To be determined in accordance with building cost	Subject to the policy and procedures of DRPW	DRPW	DRPW	Within 50 km of the seat of the Provincial House
Other Exco members of the house	Residential house with two (2)	To be determined in	Subject to the policy and	DRPW	DRPW	Within 50 km of the seat of the Provincial



	bedrooms, entertainment area and a study.	accordance with building cost	procedures of DRPW & COGTA			House
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- 6.1.3. Spouse(s) and children as well as other family members of the occupant may occupy the official residence at any given time, including the times when the occupant is not in the house.
- 6.1.4. Under no circumstance shall an occupant sub-let an allocated official residence.
- 6.1.5. **Allocation of the official residence shall be applicable in so far as where no government expenditure has been incurred either to build or renovate the existing official residences for the kings or queens.**

**6.2. Provision of furniture**

- 6.2.1. The DRPW must procure furniture, equipment and other related accessories as indicated below for the use by recipient occupying the official residence.
- 6.2.2. The indicated values are the thresholds which are market related and in line with the inflation rate. These thresholds shall be reviewed annually and adjusted to remain market related.
- 6.2.3. The furnishing of official houses shall be limited to the provision and maintenance of the following items on request by the occupant;-
  - (a) bed and base for all rooms;
  - (b) bedroom suite;
  - (c) Single bed (head boards, bed & base);
  - (d) Pillows for all beds;
  - (e) Carpets;
  - (f) Curtains;
  - (g) Stove;
  - (h) Fridge/freezer;
  - (i) Washing machine;
  - (j) Tumble dryer;
  - (k) Heater;
  - (l) Microwave oven;
  - (m) Dishwasher;
  - (n) Lounge suite; and
  - (o) Dining room suite
- 6.2.4. The value of furniture to be provided in each official residence shall be determined by the DRPW in accordance with the approved policies and procedure, taking into consideration the position and status of each occupant or beneficiary.
- 6.2.5. The DRPW will not supply nor provide linen, blankets, kitchen utensils, glassware, television, video recorders, decoders, wall decorations and ornaments.



- 6.2.6. Inventories of all furnishing and accessories belonging to the Province at Provincially-owned official houses shall be kept by the DRPW. Upon occupation an occupant must be provided with copies of such inventories signed and agreed upon by the occupant.
- 6.2.7. It is advised that an occupant make their own inventories of personal effects and submit the same to the DRPW/COGTA to avoid subsequent confusion.
- 6.2.8. If a piece of furniture becomes redundant in the official house, the occupant in consultation with COGTA must make the necessary arrangements with the DRPW to have the article(s) removed and the inventories amended accordingly.
- 6.2.9. No equipment, furniture, carpets or any other articles of any kind provided by the DRPW in the official house, may be removed from one centre to another or from one residence to another without the approval of the DRPW.
- 6.2.10. No accessories, furniture or electrical appliances of whatever kind will be imported specially for the performance of a particular service. The choice of articles reflected in the above table has to be made from stocks available in South Africa.
- 6.2.11. If the DRPW is of the opinion for whatever reason that, the furniture in the official house need to be changed or replaced, the matter will be dealt with in consultation with occupant and Internal Arrangement Committee of the Provincial House in case of an Exco member.
- 6.2.12. The DRPW will not provide any furniture or other furnishing in cases where resource recipient uses privately owned house as official residence.
- 6.2.13. Usage and maintenance of furniture in the official residence shall be in terms of the DRPW's Asset management policy.

### **6.3. Personal effects and insurance**

- 6.3.1. The Department shall not be liable for any damage or loss of an occupant's personal effects in the official residence or house, regardless of whether the residence is occupied or not.
- 6.3.2. An occupant may at his or her own expense, insure his or her personal effects against such damage or loss.

### **6.4. General maintenance**

- 6.4.1. The maintenance of the official residence shall be the responsibility of DRPW in terms of GIAMA and these include but not limited to repairs-
  - (a) of an emergency nature;
  - (b) of accommodation that may be life threatening to tenants or occupants;
  - (c) that are necessary to prevent deterioration of the property; and
  - (d) these include the repairs to or replacement of the following:-



- i. leaking or falling roofs;
- ii. electrical wiring faults of all kinds;
- iii. leaking water and sewerage pipes;
- iv. geyser problems;
- v. fencing;
- vi. garage doors;
- vii. worn out external doors; and
- viii. repair and replacement of tap washers and door locks.

6.4.2. Garden services (including planting and maintenance) at the official residence shall be provided by the DRPW.

6.4.3. The Department may, utilise the services of the grounds man responsible for the maintenance and gardening in the Provincial house of traditional leaders to provide such services in the official residence occupied by Exco members such as:-

- (a) replacement of electrical bulbs;
- (b) cleaning of swimming pool if there is any, and day to day maintenance thereof, that are not structural in nature;
- (c) the cleaning of the roof gutters, general cleaning and garden maintenance such as hedge cutting, lawn mowing and the weeding of flower beds and similar general upkeep of the property.

6.4.4. The services of the grounds man may be provided on a fortnight basis depending on the need of such services.

## 6.5. VACATING AND MOVING OUT OF OFFICIAL RESIDENCE

### 6.5.1. *iKumkani/iKumkanikazi* and principal traditional leader

6.6.1.1. *iKumkani/iKumkanikazi*, principal traditional leader will vacate the official residence if he or she:-

- (a) dies;
- (b) resign from the position;
- (c) retire from the position;
- (d) convicted of an offence with a sentence of imprisonment for more than 12 months without the option of a fine; or
- (e) has been removed from the office in terms of the code of conduct

6.6.1.2. Where *iKumkani/iKumkanikazi*, principal traditional leader vacates the official residence in terms of clause 6.6.1.1 above he or she and family members will be entitled to occupy the official residence at least three calendar months from the date of termination.



### 6.5.2. Executive members of the Provincial House

- 6.6.2.1. A member's occupation of an official residence is dependent on his or her membership of the executive committee of the Provincial house, if for whatever reason, such a member ceases to be an Exco member he or she must vacate the official residence in accordance with the entrance and exit policy of DRWP.
- 6.6.2.2. On vacating the premises the occupant must sign off the inventory and make sure that all municipal services has been disconnected under his or her name, the property is locked, personally hand over the keys and report any structural defects to the DRPW.
- 6.6.2.3. Unless the circumstances so require, Exco members should refrain from moving to other official residence or exchange official residence available for re-allocation during their term of office. However such re-allocation or moving must be done in consultation with the Department.

### 6.6. SECURITY

- 6.6.1. A security threat analysis for *iKumkani/iKumkanikazi*, principal traditional leaders, chairperson and deputy chairperson of the Provincial house must be conducted by the Minister of Safety and Security at the request of the Minister of Cooperative Governance and Traditional Affairs in consultation with the Premier and the MEC.
- 6.6.2. Following the security threat analysis, appropriate security arrangements must be made by the relevant authorities
- 6.6.3. The table below refers to the exact security arrangements permitted.

Resource recipient	Type	Resource(s)	Restrictions	Financial responsibility
<i>iKumkani/iKumkanikazi</i>	<ul style="list-style-type: none"> <li>-VIP protection packages (2 close protection officers)</li> <li>-Static protection package (2 static protectors per shift at official</li> </ul>	<ul style="list-style-type: none"> <li>▪ One sedan vehicle procured in accordance with policy and procedures for the close protectors;</li> <li>▪ Petrol card and cell phone</li> </ul>	<ul style="list-style-type: none"> <li>▪ In accordance with the SAPS approved policies and procedures.</li> <li>▪ The maximum value of security arrangement shall be determined by the SAPS taking into consideration the.</li> <li>-Number of senior traditional leaders residing under the kingship or queenship</li> </ul>	SAPS/ COGTA & DRPW



	residence)		council. -Area of jurisdiction of kingship or queenship's council	
Principal traditional leader	-Static protection package (2 static protectors per shift at official residence)		▪ In accordance with the SAPS approved policies and procedures based on physical security assessment.	SAPS/DLGTA/DRPW
Chairperson	-Static protection package (2 static protectors per shift at official residence)		▪ In accordance with the SAPS approved policies and procedures based on physical security assessment.	SAPS; COGTA & DRPW
Deputy chairperson	-Static protection package (2 static protectors per shift at official residence)		▪ In accordance with the SAPS approved policies and procedures based on physical security assessment.	SAPS; COGTA & DRPW

## 6.7. SPECIAL NEEDS FACILITIES

6.7.1. Special needs facilities are intended to serve traditional leaders and the members of the executive committee of the Provincial house with physical disabilities.

6.7.2. The table below refers to the exact special needs facilities permitted.

Resource recipient	Type	Restriction	Financial responsibility
<i>iKumkani/iKumkanikazi</i>	<ul style="list-style-type: none"> <li>▪ Braille documents</li> <li>▪ Customized bathrooms</li> <li>▪ Ramps</li> </ul>	▪ To be provided at kingship or queenship council offices and based on the motivation and approval be provided also in the state	COGTA & DRPW



		owned residence as per the incumbent king or queen's needs at the official residence.	
Principal traditional leader	<ul style="list-style-type: none"> <li>▪ Braille documents</li> <li>▪ Customized bathrooms</li> <li>▪ Ramps</li> </ul>	To be provided at the principal traditional council offices and based on the motivation and approval be provided also in the state owned residence as per the incumbent principal traditional leader's needs at the official residence.	COGTA & DRPW
Senior traditional leader	<ul style="list-style-type: none"> <li>▪ Braille documents</li> <li>▪ Ramps</li> </ul>	To be provided at traditional council offices	COGTA & DRPW
Headman/headwoman	<ul style="list-style-type: none"> <li>▪ Braille documents</li> </ul>	To be provided at traditional council offices	DLGTA
Chairperson	<ul style="list-style-type: none"> <li>▪ Braille documents</li> <li>▪ Customized bathrooms</li> <li>▪ Ramps</li> </ul>	To be provided at the Provincial house offices and be motivated and approved for state owned residence as per occupant's needs at state owned residence.	COGTA & DRPW
Deputy chairperson	<ul style="list-style-type: none"> <li>▪ Braille documents</li> <li>▪ Customized bathrooms</li> <li>▪ Ramps</li> </ul>	To be provided at the Provincial house offices and be motivated and approved for state owned residence as per occupant's needs at state owned residence.	COGTA & DRPW





## 6.8. BASIC OFFICE INFRASTRUCTURE

6.8.1. Basic office infrastructure refers to the provision of office equipments but not limited to the following; e.g Computers or laptops, printers, office phones, cell phones, residential telephones.

6.8.2. The table below reflects the exact limits allowed.

Resource recipient	Type	Value & restriction	Financial responsibility
<i>iKumkani/iKumkanikazi</i>	Cell phone	Contract phone to the maximum of R2000 per month	SCM
	Residential telephone	Maximum of R2000 per month	SCM
	Laptops Data packages	R350 per month	DIGTO
Principal traditional leader	Cell phone	Contract phone to the maximum of R1 500 per month	SCM
	Residential telephone	Maximum of R1 500 per month	SCM
	Laptops Data packages	In accordance with approved departmental policies and procedures R250 per month	DIGTO
Senior traditional leader	Cell phone	Contract to the maximum of R1000 per month	SCM
	Computer & printer	To be provided at a traditional council building with security measures, in accordance with the approved departmental policies and procedures.	SCM/Institutional Support Services
Chairperson	Cell phone	Contract to the maximum of R2000 per month	ECHoTL
Deputy chairperson	Cell phone	Contract to the maximum of R1 500	ECHoTL
Other Exco members of the House	Cell phone	Contract to the maximum of R1000 per month	ECHoTL



Ordinary members of the House	Cell phone	Contract to the maximum of R590 per month	ECHoTL
Exco members of IYA	Airtime	R200 per month	Rural Development Facilitation
Other PEC members of IYA	Airtime	R75 per month	Rural Development Facilitation

6.8.3. Ordinary members of the house (senior traditional leaders), who have been provided with departmental contract phones, shall not be entitled for other contract phones nor additional talking units, but rather utilise the same for the activities of the house.

### 6.9. READING MATERIAL

6.9.1. Reading materials refers to the provision of magazines and newspapers, related to traditional leadership to the king or queen, principal traditional leader, chairperson and deputy chairperson of the Provincial house, .

6.9.2. The table below refers to the exact reading material permitted.

Resource recipient	Type	Restriction	Financial responsibility
Chairperson	Magazine and newspapers	Limited to 3 monthly magazines related to traditional leadership and 2 daily and 1 weekly newspapers.	ECHoTL
Deputy chairperson	Magazine and newspapers	Limited to 3 monthly magazines related to traditional leadership and 2 daily and 1 weekly newspapers.	
<i>iKumkani/iKumkanikazi</i>	Magazine and newspapers	Limited to 3 monthly magazines related to traditional leadership and 2 daily and 1 weekly newspapers.	Institutional Support



Principal traditional leader	Magazine and newspapers	Limited to 3 monthly magazines related to traditional leadership and 2 daily and 1 weekly newspapers.
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6.9.3. Newspapers and magazines may be delivered either, at the offices or official residence of the resource recipient at the expense of the Department.

## 6.10. STUDY ASSISTANCE

6.10.1. Study assistance refers to:-

- 6.10.1.1. the provision of financial assistance for attendance of development courses, seminars and conferences; or
- 6.10.1.2. the allocation of bursaries in a field of study that are related to the core functions and responsibilities of traditional leaders, subject to the approved departmental policy and procedures.

6.10.2. Study assistance shall be limited to accredited institutions inside South Africa (National service providers).

6.10.3. Due to the nature and extent of the functions of headman or headwomen priority should be given to headman or headwomen.

6.10.4. The table below reflect the exact study assistance to be given to traditional leaders.

Resource recipient	Type	Restriction	Financial responsibility
<i>iKumkani/iKumkanikazi</i> Principal traditional leader Senior traditional leader Headman or headwomen	<ul style="list-style-type: none"> <li>▪ Attendance of developmental courses, seminars, training workshops and conferences</li> <li>▪ Bursaries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Subject to the approved departmental policies and procedures (Bursary and Training Policies)</li> <li>▪ NB: Priority to be given to headman or headwomen</li> </ul>	Capacity Building Directorate (COGTA)



## 6.11. OFFICIAL VEHICLES, TRAVEL (BOTH NATIONAL & INTERNATIONAL) AND ACCOMMODATION

### 6.11.1. Official Vehicles

Official vehicles refer to state owned or subsidised vehicles that are made available to *Ikumkani/Ilkumkanikazi*, principal traditional leaders, senior traditional leaders and Executive Members of the Provincial house of traditional leaders for official purpose as indicated in the table below.

#### 6.11.1.1. State owned motor vehicle

Resource recipient	Type	Value	Ownership	Insurance	Repairs & maintenance	Financial responsibility
<i>iKumkani/ iKumkanikazi</i>	SUV/ Sedan	Maximum of 60% of inclusive annual remuneration package	State owned	State/ COGTA	State/ COGTA	COGTA
	Fuel allowance	Maximum of R10 000 per month				
Principal traditional leader	SUV/ Sedan	Maximum of 60% of inclusive annual remuneration package	State owned	State/ COGTA	State/ COGTA	COGTA
	Fuel allowance	Maximum of R8 000 per month				
Chairperson	SUV/ Sedan	Maximum of 60% of inclusive annual remuneration package	State owned	State/ COGTA	State/ COGTA	COGTA
	Fuel allowance	Maximum of R6 000 per month				
Deputy chairperson	SUV/ Sedan	Maximum of 60% of inclusive annual remuneration package	State owned	State/ COGTA	State/ COGTA	COGTA
	Fuel allowance	Maximum of R5 000 per month				



Other Exco Members	Sedan	Maximum of 60% of inclusive annual remuneration package	State owned	State/ COGTA	State/ COGTA	COGTA
	Fuel allowance	Maximum of R4 000 per month				
Senior traditional leader	Sedan/ 4x4 double cab bakkie	Category Scheme with the maximum value not exceeding R350 000	State in of approved departmental policy and procedures	State/ COGTA	State/ COGTA	COGTA

- 6.11.1.1.1. The vehicles shall be registered in the name of the Department at the initial stages of their procurement.
- 6.11.1.1.2. The Department shall settle the total amount of vehicles to the OEM of the vehicles that have been bought in consultation with the OEM and users. The choice will be from the State Tender RT57 list.
- 6.11.1.1.3. The total purchase price per vehicle must include VAT, accessories, extras and a motor maintenance plan offered by the manufacturer.
- 6.11.1.1.4. An end user is at liberty to choose appropriate vehicle of lesser value in the interest of spending efficiency.
- 6.11.1.1.5. The department shall spearhead all the procurement processes according to relevant legislation and prescripts guided by principles of cost effectiveness.
- 6.11.1.1.6. In the case of the subsidised vehicles for senior traditional leaders, the department shall arrange for the debit order deduction for the end user to recover his or her 30% contribution. The 30% repayments shall include VAT. The period for the repayment shall not exceed 48 months or 160 000km whichever comes first, 70% of km must be official.
- 6.11.1.1.7. If the total official kilometres have been reached before the end of the 48 months period, the vehicle must be utilised for at least 36 months before being replaced provided the balance owed by the end user has been settled in full.
- 6.11.1.1.8. Interest will be charged at prime lending rate as determined by National Treasury.
- 6.11.1.1.9. The end users must ensure safekeeping of the vehicle.
- 6.11.1.1.10. In the event of death, permanent injury or disability, retirement or any other instance where the end user, in the case of subsidised vehicle (senior traditional leader) ceases to hold the position that makes him or her to be entitled for an official vehicle, the department shall keep the vehicle until the balance is settled.



6.11.1.1.11. In the case of a subsidised vehicle, the end user shall be responsible for fuel of the vehicle at all times and the department shall reimburse the end user for all official kilometres travelled utilizing the formula at the subsidised rates determined by department of Transport with the following accompanying documents:-

- (a) log sheet
- (b) Petrol slips
- (c) Claim form which must have the following:-
  - i. Name of the claimant
  - ii. Type of vehicle used
  - iii. Registration number of the vehicle
  - iv. Engine capacity of the vehicle used
  - v. Number of kilometres travelled
  - vi. Approved Itinerary.

#### 6.11.1.2. Use or utilisation of official vehicles

6.11.1.2.1. The end user may utilise official vehicle allocated to him or her at the expense of the department for any reasonable purpose. However the vehicle shall be considered as a working tool and as such, it must be made available at all times for work related purpose. Hence official duties shall at all time always take precedent over private businesses.

6.11.1.2.2. The department shall not restrict end users from private travelling, but it shall be at the end user's expenses and a consideration on tax implications should be made where private travelling kilometres far exceed or are lesser than official kilometres.

6.11.1.2.3. In the case of *iiKumkani/iiKumkanikazi* and Exco members, for the purpose of maintaining dignity and respect attached to their respective offices and ensuring that the vehicle is taken good care off, the end users are encourage to make sure that only designated departmental drivers, drives the vehicle particularly during official trips.

#### 6.11.1.3. Insurance cover

6.11.1.3.1. The Department shall take full responsibility of insuring the vehicles before allocating the same to end users.

6.11.1.3.2. The insurance policy which is to be obtained in an end user's name must be renewed annually, on or before the expiry date without decreasing the benefits or cover and is to be kept in force for the full duration of the period that the vehicle is used for official duties.

6.11.1.3.3. The insurance policy must embrace but not limited to the following covers:-

- (a) Comprehensive motor insurance;



- (b) Loss or damage caused by or in connection with civil commotion, labour riots, strikes and or munity;
- (c) Loss or damages caused by or in connection with hail, fire and any natural disasters;
- (d) Loss or damage caused by or in connection with war, civil war and or martial law; and
- (e) Loss or damage caused by or in connection with politically inspired uprising, riots and terrorism in respect of the vehicle being used in the Republic of South Africa or a foreign country.

6.11.1.3.4. The department shall explain the terms and conditions of the insurance policy to the end user and provide him or her with the insurance documents which he or she must sign for before the vehicle is taken into use.

#### 6.11.1.4. Management of insurance claim

6.11.1.4.1. In view of the fact that the Department has an interest in the vehicle for the period that it is used within official service, the Department shall bear the full cost of the insurance on behalf of the end user.

6.11.1.4.2. The payment of any excess in the event of an insurance claim shall be:-

- (a) In the case of a claim arising from the official use of the vehicle for the account of the department; and
- (b) In the case of the claim arising from the private use of the vehicle for the account of the end user.

6.11.1.4.3. It therefore follows that any reimbursements of an excess payment in respect of a claim resulting from the official use of the vehicle are credited to the department and any reimbursement of an excess payment in respect of a claim resulting from the private use of the vehicle be paid to the end user.

6.11.1.4.4. Excess payments may be increased by the insurer as part of the loss control and risk management program of the insurer. The amount by which such increased excess payments shall exceed the standard excess payment shall, in all instances be for the end user regardless of whether the claim originated during official or private use of the vehicle.

#### 6.11.1.5. Maintenance and Repairs of the Vehicle

6.11.1.5.1. In the event of maintenance, services and repairs, the end user will take the vehicle to the nearest approved franchised dealership.

6.11.1.5.2. All services are to be performed according to the manufacturer's specifications.



- 6.11.1.5.3. The replacement or repairs of tyres, battery, exhaust and shocks must be taken to specialise fitment centres.
- 6.11.1.5.4. On completion of repairs, maintenance or service, the end user must verify and certify that the service rendered was to his or her satisfaction.
- 6.11.1.5.5. While the vehicle is under warranty of the manufacturer, only dealers approved by the manufacturer will be used for the repairs of a vehicle. All warranty work must be claimed from the dealers.
- 6.11.1.5.6. In case of the subsidised vehicles (senior traditional leaders), the Department may pay maintenance allowance to the end user on the monthly basis to cater for all repairs and maintenance done on the vehicle.
- 6.11.1.5.7. All enquires with regard to the maintenance and repairs in the case of official vehicles allocated to *iKumkani/iKumkanikazi* and Exco members must be directed to the department.
- 6.11.1.5.8. The department expect that the end user must on the request by the transport officer or any designated person, make available the vehicle for random vehicle inspections.
- 6.11.1.5.9. No replacement vehicle shall be allocated to *iKumkani* or *iKumkanikazi* and Exco members whilst the allocated official vehicle is subjected to maintenance or repairs. However, alternative arrangements must be made by the affected end user in relation to mobility to ensure that he or she still fulfils the responsibilities and obligations attached to the position he or she holds.

#### **6.11.1.6. Replacement of the vehicle**

- 6.11.1.6.1. Regardless of their usage, official vehicles allocated to *iKumkani/iKumkanikazi* and Exco members may be replaced and disposed off by the Department only after completion of **150 000km or 3 years** whichever comes first.
- 6.11.1.6.2. The Department may approve the earlier replacement of the vehicle, only if such vehicle experienced serious mechanical problems and is in poor condition, however, such early replacement shall be subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.
- 6.11.1.6.3. The purchase of new vehicles shall also be in accordance with prescribed procurement procedures and subject to the availability of funds.
- 6.11.1.6.4. The reasons advanced for the early replacement must be documented and place on record for audit purposes.

#### **6.11.1.7. Allocation of Departmental drivers to *iKumkani/iKumkanikazi* and Principal Traditional Leaders**

- 6.11.1.7.1. Upon the recommendation by the Minister of the national Department of Cooperative Governance and Traditional Affairs following the security threat





analysis, the department will facilitate in consultation with Minister the service of the SAPS VIP drivers/protectors for *iKumkani/iKumkanikazi*.

6.11.1.7.2. The South African Police Services shall be responsible for the financial implications in terms of the SAPS VIP drivers or protectors allocated to *iKumkani/iKumkanikazi* for security reasons; except in cases where the claimed overtime for SAPS VIP driver or protector for a specific month exceeds 100 hours, in which the Department (COGTA) will be responsible for the cost of over time claimed above the initial 100 hours.

6.11.1.7.3. The Department shall be responsible for providing and maintaining the official vehicle(s) allocated to *iKumkani/iKumkanikazi* and cell phone for SAPS VIP drivers or protectors.

6.11.1.7.4. In cases where the Minister has not recommended the service of the SAPS VIP drivers or protectors to *iKumkani/iKumkanikazi*, the Department will allocate official driver for *iKumkani/iKumkanikazi* and principal traditional leader.

6.11.1.7.5. The messenger driver responsible for official duties of the kingdom or king or queen's council will act as a substitute driver in the event the driver of *iKumkani/iKumkanikazi* is on leave, but he or she will be entitled to claim S&T benefits for any extra hours worked.

6.11.1.7.6. The Department shall ensure that drivers for *iKumkani/iKumkanikazi* and principal traditional leader are subjected or undergo training courses on advance driving and protocol.

#### **6.11.1.8. Allocation of official drivers to Chairperson and deputy chairperson (EChOTL)**

6.11.1.8.1. Department shall facilitate the provision of official drivers for the official business and their conditions of services shall be managed according to the Public Service Act.

6.11.1.8.2. The Department shall not interfere with arrangement reached between the end user and the driver in terms of driver's services for private trips but the department shall not inherit claims regarding overtimes, S&T and injury on duty or any other related claims.

6.11.1.8.3. The end user shall be eligible to drive the vehicle provided that, he or she is in possession of a valid driver's licence.

6.11.1.8.4. Spouse(s) of the end user may drive the vehicle at any time, including times where the end user is not in the vehicle provided that they are in possession of valid driver's licence.

6.11.1.8.5. Other family members of the end user may, only drive the vehicle when the end user, his or her spouse or life partner is in the vehicle provided that he or she is in possession of a valid driver's licence.

6.11.1.8.6. No restriction shall be granted on passengers that shall rest to the discretion of the end user.



- 6.11.1.8.7. A log book of all private and official trips travelled by the end user should be kept at all times and submitted to the Department on a monthly basis.

**6.11.1.9. Official or business trips (Exco members)**

- 6.11.1.9.1. The official trips or duties of Exco members will be determined by the chairperson of the Provincial house of traditional leaders.
- 6.11.1.9.2. Official trips shall exclude travelling from home or official residence to work.
- 6.11.1.9.3. All trips undertaken by Exco members shall be endorsed by the chairperson of the Provincial house in terms of his or her deployment competency. Those deployments shall have to be done in consultation with the secretary of the house as the head of the administration.
- 6.11.1.9.4. In respect of emergency matters, Exco members shall have to inform the chairperson who will in turn consult with the secretary of the Provincial house to manage the matter administratively.
- 6.11.1.9.5. The chairperson or deputy chairperson or any other delegated person, shall determine the nature of “**emergency**” by establishing if there was a potential danger, death or disaster in arriving at the decision.
- 6.11.1.9.6. It is common knowledge that some Exco members are traditional leaders sourced from their areas of constituencies and as such inherently there are matters which they ought to handle in their respective constituencies, but it should be noted that their involvement in such activities may not be considered official for the purpose of travelling claims unless their participation in such matters adhere to the aforementioned criterion.

**6.11.1.10. Traffic offences or fines**

- 6.11.1.10.1. The driver of the vehicle shall at all times diligently obey all traffic laws and road regulations, and shall be responsible for the payment of all traffic fines, which may be attributed to his or her negligence.
- 6.11.1.10.2. All traffic fines forwarded to the Department shall be directed to the relevant end-user for payment by the offender. The logbook will be used as a source document to ascertain the offenders of traffic rules.



**6.11.2. TRANSPORT, TRAVELLING ALLOWANCE AND ACCOMMODATION FOR MEMBERS OF PROVINCIAL AND LOCAL HOUSES, TRADITIONAL COUNCILS AND TRADITIONAL LEADERS**

**6.11.2.1. Claims for privately owned vehicle**

6.11.2.1.1. A Principal traditional leader, a member of the Provincial and local house of traditional leaders, traditional councillors and traditional leaders in the Province of the Eastern Cape should be reimbursed for travelling and transport costs incurred whilst travelling on official duties using a private vehicle, at the tariff set by the Department of Transport.

6.11.2.1.2. The following documents must be submitted by the claimant to the department. Submission of the claim form to the Department by the claimant accompanied by supporting documents showing the following details;

(a) Claim form with the following clearly indicated:-

- (i) Name of the claimant
- (ii) Type of vehicle used
- (iii) Registration number and engine capacity of the vehicle used
- (iv) Point of departure and the destination; and
- (v) Number of kilometres travelled.

(b) Attendance registers, in the absence of a confirmation of attendance by the chairperson of the relevant institution or departmental official.

(c) Claim form for subsistence and travelling allowance must be completed and signed by the claimant.

(d) Approved memo for utilisation of privately owned must be attached to the claim.

6.11.2.1.3. The cost incurred must be calculated by multiplying the actual kilometres travelled to and from their headquarters, by the rate per kilometre as determined by the National Department of Transport.

6.11.2.1.4. Payments will be transferred only to the bank account of the claimant.

6.11.2.1.5. Councillors or a traditional leader who has used an official vehicle for the official trip.

**6.11.2.2. Payment for the use of public transport**

6.11.2.2.1. Where a member of the Provincial house, local house, traditional council or any traditional leader used public transport, re-imburement shall be based on the tariffs used in the public transport Industry.

6.11.2.2.2. Public transport cost shall include among others, bus tickets, taxi fares or train. In all cases, a member shall be required to submit receipts with their expense claims as evidence of cost incurred.



6.11.2.2.3. In the absence of receipts, a member or any traditional leader shall be required to attach an affidavit signed before the commissioner of oath indicating the total cost of return cost of a public transport.

**6.11.2.3. Hired vehicle**

6.11.2.3.1. Traditional leaders and members of traditional leadership Institutions may use rented vehicles when on official duty outside the Province (**Eastern Cape**).

6.11.2.3.2. Hiring of transport will be facilitated by the department through the Departmental procurement processes where necessary.

6.11.2.3.3. The hiring of cars will be done when members are utilising flights outside the Province or the vehicle has been damaged/for repairs for more than three days.

**6.11.2.4. Category of hired vehicles**

6.11.2.4.1. Traditional leaders and members of traditional leadership institutions shall be entitled to the following groups of hired vehicles when travelling by air outside the Province or whenever a need arises whilst on official business:-

POSITION	CATEGORY/GROUP
iKumkani/iKumkanikazi and Principal Traditional Leader	<b>J group</b>
Chairperson and Deputy Chairperson of the Provincial House	<b>G group</b>
Other members of the Provincial House, Local Houses, Traditional Councils and Traditional Leaders	<b>E group</b>

**6.11.2.5. Flights**

6.11.2.5.1. Whenever an *iKumkani/iKumkanikazi*, principal traditional leader, chairperson or deputy chairperson of the Provincial house, members of the Provincial house, traditional leaders and members of traditional councils are to undergo an official trip using a flight, arrangement shall be in terms of the table below.

RESOURCE RECIPIENT	CLASS/TYPE	RESTRICTIONS
iKumkani/iKumkanikazi	Business class	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> <li>▪ To be accompanied by a maximum of three Councillors</li> </ul>



Principal Traditional Leader	Business class	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> <li>▪ To be accompanied by a maximum of two councillors</li> </ul>
Spouse(s) or partner of iKumkani/iKumkanikazi principal traditional leader and	Business class <b>(depending on the availability of seat)</b>	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> </ul>
Chairperson of the house	Business class	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> </ul>
Deputy chairperson	Business class	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> </ul>
Spouse(s) or partner of the chairperson and deputy chairperson of the house	Business class <b>(depending on the availability of seat)</b>	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> </ul>
Other members of the house	Economy	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> </ul>
Traditional leader and councillors	Economy	<ul style="list-style-type: none"> <li>▪ To be motivated and approved by relevant authority</li> </ul>

6.11.2.5.2. Spouses or partners of chairperson and deputy chairperson of the Provincial house of traditional leaders may travel in the same class on official trips **(subject to the availability of budget).**

6.11.2.5.3. Should business class not be available at the time of the trip, an economy class shall be utilised by resource recipient in all positions.

6.11.2.5.4. Flights shall only be for recognised and official trips.

6.11.2.5.5. Air ticket(s) purchased for *iKumkani/iKumkanikazi*, principal traditional leader or any person accompanying them, chairperson and deputy chairperson of the house or their spouses and other members of the house and traditional leaders in general shall not be transferable to any other person.

6.11.2.5.6. For security purpose, where circumstances warrant it, *iKumkani/iKumkanikazi*, principal traditional leader, chairperson and deputy chairperson of the Provincial house may use VIP entrance and exit and rooms at the airport on domestic travel. The Department will facilitate in consultation with the SAPS VIP Unit with the airport for such VIP treatment.

#### 6.11.2.6. International travelling

6.11.2.6.1. *iKumkani/iKumkanikazi*, principal traditional leader, members of Provincial house, local houses of traditional leaders, traditional councils and traditional leaders in general whenever he/she undertakes an international trip for official purposes he/she must do so on the approval of the Premier.



6.11.2.6.2. Travel arrangements for international trips must be done in consultation with the National Department of International Relations and Cooperation and in line with the applicable policies and procedures on international travelling.

6.11.2.6.3. The class in respect of travel shall be in terms of clause 6.11.2.5.1.

**6.11.2.7. Hotel accommodation**

RESOURCE RECIPIENT	TYPE OF THE ROOM	RESTRICTIONS
<i>iKumkani/iKumkanikazi</i>	Executive room	Subject to Treasury regulations
Principal traditional leader	Executive room	Subject to Treasury regulations
Chairperson of the house	Executive room	Subject to Treasury regulations
Deputy chairperson of the house	Executive room	Subject to Treasury regulations
Other members of the house (Including Exco members)	Decent standard room	Subject to Treasury regulations
Traditional leaders and members of traditional councils	Decent standard room	Subject to Treasury regulations
Councillors accompanying the king or queen	Decent standard room	Subject to Treasury regulations

6.11.2.7.1. An accommodation arranged for any person referred to in the table above may not be transferable to any other person without the necessary arrangement with the Department and approval thereof.

6.11.2.7.2. Cost and expenses for hotel accommodation should be kept as low as possible by making use of hotels that have reasonable tariffs. As a rule five star hotels must be avoided at all cost as per Treasury Regulations.



#### 6.11.2.8. Subsistence allowance

This allowance is intended to cover the cost, incurred by the chairperson, deputy chairperson, any members of the Provincial house, local houses of traditional leaders, traditional leader and members of traditional councils for refreshments and absence overnight from the normal place of residence.

#### 6.11.2.9. Domestic

Any member of the Provincial house, local houses of traditional leaders, and member of traditional council and traditional leaders is entitled to claim for subsistence allowance based on departmental rates for attendance of official meetings, seminars, workshops and conferences of their respective traditional leadership institutions.

#### 6.11.2.10. International

- 6.11.2.10.1. *Ikumkani/Ikumkanikazi*, principal traditional leader, members of the Provincial house, local houses of traditional leaders and traditional councils are entitled to daily accommodation and subsistence allowance on official visits abroad.
- 6.11.2.10.2. They are also entitled to receive a daily allowance in terms applicable international rates.
- 6.11.2.10.3. No claim may be made, where a meal has been provided at no expense to *iKumkani/iKumkanikazi*, principal traditional leader, members of the Provincial house, local houses of traditional leaders and traditional councils. Furthermore, claims may only be made in respect of expenses incurred whilst on approved duty.

#### 6.11.2.11. Payment of parking facilities and toll fees

- 6.11.2.11.1. *iKumkani/iKumkanikazi*, principal traditional leader, members of the Provincial house, local houses of traditional leaders, traditional leaders are entitled to reimbursement for payment of parking facilities at the airport, hotels, or any other parking areas in the course of carrying out their official business according to verifiable claims.
- 6.11.2.11.2. *iKumkani/iKumkanikazi*, principal traditional leaders, chairperson and deputy chairperson of the Provincial house of traditional leaders may park their vehicles in the sheltered area at the airport.
- 6.11.2.11.3. Other members of the Provincial house of traditional leaders, members of local houses of traditional leaders, traditional councils and traditional leaders shall be entitled to park their vehicles in an open area at the airport.
- 6.11.2.11.4. Every claim for reimbursement for expenses incurred by the claimant whilst on official trip (e.g. private or public transport, kilometres travelled, subsistence, accommodation and travel costs, tolls and parking facilities), submitted by the



claimant, must furnish details of the expenses and include where necessary an affidavit signed by the claimant in the present of the commissioner of an Oath.

6.11.2.11.5. At all times receipts must substantiate claims.

## 7. BUSINESS ENTERTAINMENT OR RECEPTIONS

- 7.1. Entertainment or receptions hosted by the king or queen (king or queen's council), principal traditional leader (principal traditional council), chairperson or deputy chairperson of the Provincial house in the course of performing his or her functions or that of the institution are considered official and may be provided by the department in terms of the approved supply chain processes.
- 7.2. Any person referred to in clause 9.1.1 above may submit a written request to the department for the provisioning of reasonable business entertainment (**excluding alcoholic beverages not consumed with a meal**) at least five days before the date of the event to give the department enough time to make such arrangements.
- 7.3. A function, event or reception is considered official only when such occasion relates to the official position, functions and duties of *iKumkani/iKumkanikazi*, principal traditional leader, chairperson and deputy chairperson of the house or is in the interest of the community, house of traditional leaders and/or department. The following serves as examples of business entertainments or receptions:-
- (a) Hosting of functions relating to the activities of the kingdom, principal traditional council and/or Provincial house of traditional leaders;
  - (b) Entertaining delegates or officials from any national departments or members of a body or organisation who are visiting in connection with their work;
  - (c) Entertaining foreign visitors; and
  - (d) Entertaining people on official visit abroad.
- 7.4. The provision of business entertainment or reception and the exact limit shall depend on the approved maximum value as determined by the Minister for Traditional Affairs and on the availability of budget on the part of the Department (COGTA).

## 8. PROVISION OF CATERING ASSISTANCE KING OR QUEEN AND PRINCIPAL TRADITIONAL LEADER

- 8.1. The Department may on written request by the king or queen (king or queen's council) provide catering assistance during quarterly meetings of traditional leaders under the jurisdiction of the kingship or queenship as organised and facilitated by the king or queen held at the King's palace or any other venue as determined by the his Majesty or her Majesty.





- 8.2. Catering assistance shall be limited to four (4) per year (once in every three months) to at least 100 persons or traditional leaders attending quarterly meeting.

## 9. SUPPORT STAFF

- 9.1. The following core staff may be provided to the king or queen (kingship or queenship), principal traditional leader (principal traditional council) and senior traditional leader (senior traditional leadership or traditional council) to be utilised in carrying out the functions and responsibilities attached to the position he or she holds in terms of the table below.

Resource recipient	Type	Restrictions
King or queen ( <i>kingship or queenship</i> )	Personal secretary	1 post
	Office and registry manager	1 post
	Driver ( <i>kingdom</i> )	1 post
Principal traditional leader ( <i>principalship</i> )	Personal secretary	1 post
	Office and registry manager	1 post
	Driver ( <i>Principal Council</i> )	1 post
Senior traditional leadership (traditional council)	Secretary ( <i>Administrative Clerk</i> )	1 post

- 9.2. Other additional posts including that of a researcher may be provided for kingship or queenship and principal traditional leadership based on the proven needs and provided that such posts form part of the approved structure of the Department.

## 10. General provision

- 10.1. If *iKumkani/iKumkanikazi*, principal traditional leader, member of the Provincial house, local house, traditional council or any traditional leader receives an invitation for an official visit; he or she must confirm attendance in writing, attach a copy of the invitation and submit the same to Department at least five (5) working days before the date of such an official trip.
- 11.2. In the event that *iKumkani/iKumkanikazi*, principal traditional leader or a member of traditional leadership institution is aware that he or she is no longer able to attend the official trip or to honour the invitation, cancellation of the



accommodation must be done in writing at least two (2) days before the date of the official trip, failing which the member will be liable for cost incurred.

- 10.3. No booking will be considered if *iKumkani/iKumkanikazi*, principal traditional leader member of the Provincial house, local houses, traditional council or any traditional leader has failed to comply with sub section 11.1 and 11.2 above.
- 10.4. The Department will pay for the accommodation, breakfast, and dinner for the member only excluding alcoholic beverages, laundry by the member.
- 10.5. A member who resides within a **100km radius** of the venue where a conference or meeting or any official business is held, may not be accommodated at an accommodation establishment unless there are valid reasons.
- 10.6. If *iKumkani/iKumkanikazi* is undergoing an official trip, hotel accommodation and any mode of transport should be allocated by the Department.
- 10.7. All trips undertaken by members of the Provincial house, local houses of traditional leaders and traditional councils should be approved by the chairperson of the relevant house or traditional council.
- 10.8. No booking for accommodation will be considered for *iKumkani/iKumkanikazi*, principal traditional leader, member of the provincial house or local houses of traditional leaders, traditional council or any traditional leader for private trips.

#### **11. APPROVAL OF THE HANDBOOK**

The handbook shall be approved by the Executive Authority on the recommendation of the Superintendent-General as per the updated departmental delegations.

#### **12. ADMINISTRATION OF THE HANDBOOK**

Responsibility and accountability for implementing the handbook rests with the Superintendent-General of the Department and ultimately the Executive Authority.

#### **13. EFFECTIVE DATE OF THE HANDBOOK**

The handbook shall become effective on the date it is signed by the Executive Authority (MEC) responsible for Cooperative Governance and Traditional Affairs.

#### **14. PROCEDURE OF THE HANDBOOK**

There is no separate procedure for the implementation of the handbook as it will be incorporated into the daily activities of the management of all affected directorate's programmes. It is therefore critical that the management of affected programmes or directorates familiarise themselves with the contents of this handbook.

