



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

**POLICY ON LOGISTICAL ARRANGEMENTS TOWARDS INSTALLATIONS AND
FUNERALS FOR TRADITIONAL LEADERS
(AT HE LEVEL OF HEADMEN AND HEADWOMEN)**

Departmental Contact Details	
Physical Address	Tyamzashe Building Phalo Avenue Bisho 5605
Postal Address	Department of Cooperative Governance and Traditional Affairs Private Bag X0035 Bisho 5605
Document Number	3
Document Name	Policy on Logistical Arrangements towards Installations, and Funerals for Traditional Leaders (at the level of Headmen and Headwomen).
Contact Person	Mr. ML Ngcai
Designation	Chief Director
Directorate/Section	Traditional Governance and Finance
Telephone Number	0409407677
Cell Phone Number	072 6377 218
E-mail Address	Malibongwe.ngcai@eccogta.gov.za
Custodian / implementers of the Policy	Traditional Leadership Institutional Support Services & Capacity Building
E-mail Address	Dumza.vuba@eccogta.gov.za
Cell Number	083 492 1009
Date Completed	January 2025
Date Approved	March 2025
Year for last Amendment	April 2013
Year for next Review	March 2030

Executive Authority
Initials: _____

Acting Head of Department
Initials: lv


SIGN OFF:

1. Head of Department

The Policy on the Logistical arrangements towards Installations and Funerals for Traditional Leaders (at the level of Headmen and Headwomen), has been recommended by **Mr. V. Mlokothi**, in my capacity as the Acting Head of the Department of Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the content of the Policy.

The development of this policy will ensure that the Department is able to provide the necessary support to Traditional Leaders in line with applicable legislations.

Signed:	
Designation:	Acting Head of Department (Mr. V. Mlokothi)
Date:	07/03/2025

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 this Policy on Logistical arrangements towards Installations and Funerals for Traditional Leaders (at the level of Headmen and Headwomen) will assist positively to contribute towards the Department's endeavour to support the institutions of traditional leadership.

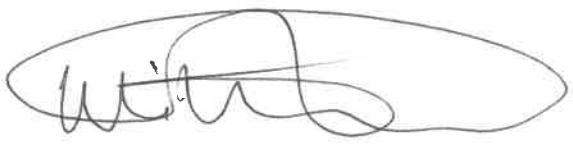
Signed:	
Designation:	MEC: Honourable Zolile Williams Department of Cooperative Governance and Traditional Affairs
Date:	08/03/2025.

TABLE OF CONTENTS

NO	CONTENTS	PAGE
1.	Introduction	6
2.	Definition of Key Terms	7
3.	Legislative and Regulatory Frameworks	8
4.	Purpose of the policy	8
5.	Scope of applicability	8
6.	Logistical arrangements and resources to be allocated.	9 - 11
7.	Steps to be followed during installation ceremonies	11 – 12
8.	Steps to be followed during funerals	12 – 13
9.	Approval of the policy	13
10.	Administration of the policy	13
11.	Effective date of the policy	13
12.	Procedures of the policy	14
13.	Review of the Policy	14

Executive Authority
Initials: _____

Acting Head of Department
Initials: ln

3 INTRODUCTION

It is a custom and practice to celebrate the weddings of kings, installation, and to mourn the death of Traditional Leaders. However, due to the past imbalances in the previous system of governance, the custom and practice were not fully acknowledged. The institution of traditional leadership had also not been provided with space and resources towards restoration of their dignity and to contribute to the restoration of the moral fibre of our society and to play a significant role in the reconstruction and development of the country especially in rural areas.

The democratic system of government has realised the importance of creating conditions of democratic governance and stability in rural areas in order to accelerate service delivery and sustain development. In so doing it is therefore critical that the dignity of Traditional Leaders be restored by recognising their role in the developmental state by, amongst others, equitable provision of resources during weddings for Kings, installation ceremonies and funeral for Traditional Leaders.

Section 24 of Traditional and Khoi-San Leadership Act, 2019 (Act No. 3 of 2019) (TKLA), recited in junction with section 20 of the Eastern Cape Traditional Leadership and Governance, Act 2017 (Act No. 1 of 2017), provides that *“the national government may and a provincial government must adopt such legislative or other measures as may be necessary to support and strengthen the capacity of kingship or queenship councils, principal traditional councils, traditional councils, Khoi-San councils and traditional sub-councils to fulfil its functions”*

Therefore, the development, adoption, and determination of the Policy on Logistical arrangements towards Weddings, Installations, and Funeral for Traditional Leaders will go a long way in ensuring the restoration of dignity of traditional leadership, and compliance on the part of the Department with the provisions of applicable prescripts.

Executive Authority
Initials: _____

Acting Head of Department
Initials: *lh*

4 DEFINITION OF KEY TERMS

TERM	DEFINITION
“Department”	means department responsible for Traditional Affairs in the Eastern Cape Province.
“Member”	means a member of the Provincial or Local House of Traditional and Khoi-San Leaders
“Official”	means an employee of the Department working under Traditional Affairs Branch.
“Headmen or Headwomen”	means a traditional leadership position contemplated in section 7 of Traditional and Khoi-San Leadership Act, 2019 (Act No. 3 of 2019) (TKLA).
“MEC”	Means a member of the Executive Council responsible for Cooperative Governance and Traditional Affairs.
“Provincial House of Traditional and Khoi-San Leaders”	means a Provincial House of Traditional and Khoi-San Leaders establish in terms of section 66 of the Eastern Cape Traditional Leadership and Governance Act, 2017 (Act No. 1 of 2017).
“Assistant Director”	means an official overall responsible for the administration and accountability of regional offices of Traditional Affairs at the regional level.
“Regional Office”	means regional office for Traditional Affairs officials working regions.
“Royal Family”	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 customs and customary law, and includes, where applicable, other family members who are close relatives of the ruling family.
“The Act”	means Traditional and Khoi-San Leadership Act, 20219 (Act No. 3 of 2019).
“Traditional Leadership”	means customary institution or customary system or procedure of governance, recognised, utilised, or practised by traditional communities
“Traditional Leader”	means a person who has been recognised as a headmen or headwomen in terms of Section 7 and 8 of the Act.

Executive Authority
Initials: _____

Acting Head of Department
Initials: lh

TERM	DEFINITION
‘Working Committee’	means a committee comprising of royal family members selected for the purposes of logistical arrangements and communication towards Installation or Funeral of a Traditional Leader.

3 LEGISLATIVE AND REGULATORY FRAMEWORKS

- 3.1 The Constitution of the Republic of South Africa Act, 1996
- 3.2 Traditional and Khoi-San Leadership Act, 2019 (Act No. 3 of 2019)
- 3.3 Eastern Cape Traditional Leadership and Governance Act, 2017 (Act No. 1 of 2017).
- 3.4 Public Finance Management Act, 1999 (Act No. 1 of 1999)
- 3.5 Treasury Regulations
- 3.6 Supply Chain Management Policy.

4 PURPOSE OF THE POLICY

The purpose of this policy is to—

- 4.1 Ensure that Traditional Leaders (at the level of Headmen and Headwomen) are treated fairly in terms of resources allocated during installations, and funerals.
- 4.2 Prescribe resources to be provided by the Department to each level within the institution of traditional leadership; and
- 4.3 Determine the procedure and processes to be followed to request and access resources to be allocated during weddings, installations and funerals.

5 SCOPE OF APPLICABILITY

The policy applies to—

- 5.1. All recognised Traditional Leaders at the level of Headmen / Headwomen, and
- 5.2 Retired Senior Traditional Leaders.

Executive Authority
Initials: _____

Acting Head of Department
Initials: lh

6 LOGISTICAL ARRANGEMENTS AND RESOURCES TO BE ALLOCATED

6.2. Installation Ceremonies for Traditional Leaders at the level Headmen / Headwomen

Traditional Leaders are identified by their respective royal families to look after their subjects within their communities. Further, it is the responsibility of the relevant royal family, in consultation with relevant traditional communities, to decide whether to officially install the identified person upon ascending to the position of leadership. Therefore, Department shall only provide minimum support towards logistics in respect of Installations for Traditional Leaders. The following procedure and processes shall apply when requesting and allocating resources for installation ceremonies—

- 6.2.1. The Department must provide support or resources during the installation of a Traditional Leader who has been recognised in terms of the applicable legislation, except for a regent, an acting traditional leadership, or a deputy traditional leadership.
- 6.2.2. The relevant royal family must, through the relevant regional offices of Traditional Affairs, inform the Department of the planned installation ceremony of a recognised Traditional Leader at least two months before the event.
- 6.2.3. When informing the Department about the installation, the relevant royal family must simultaneously submit a request for support or resources to be provided by the Department.
- 6.2.4. The table below reflects the resources to be provided to recipient or beneficiary by the Department during the installation ceremonies:

Position / Beneficiary	Resources / Support
Headmen / Headwomen	Executive Tent (Peg & Pole White Tent) 9m x 18m
	1000 Chairs (200 with chair covers).
	Six tables with tablecloths
	One (1) executive toilet
	Two (2) public toilets
	One (1) throne chair
	Framed recognition certificate
	One (1) mobile fridge

Executive Authority
Initials: _____

Acting Head of Department
Initials: *LM*

Position / Beneficiary	Resources / Support
	Public address system with two (2) microphones
	Stage with Podium
	Generator (to be provided without exception to cater for power outage).
	Decoration of a podium to be traditional with a touch of leopard print limited to front part of the Podium.
	A departmental bakkie may be assigned to assist with logistics two days before the ceremony and on the date of the ceremony.

6.3. Funerals for Traditional Leaders at the level of Headmen/women

- 6.3.1. The Department must provide support or resources towards funeral arrangements of the deceased Traditional Leaders.
- 6.3.2. Support and resources may be provided to a person who upon his or her death: Provided that such a person was still recognised as a Traditional Leader in terms of applicable legislation and was occupying the position or in retirement during his or her death.
- 6.3.3. The following are resources to be provided by the Department in respect of each position of traditional leadership during funerals:

Position / Beneficiary	Resources / Support
Retired Senior Traditional Leaders	Provision of catering for 200 people
Headmen / Headwomen	Executive Tent (Peg & Pole White Tent) 9m x 18m
	1000 Chairs (200 chairs with chair covers).
	Six (6) tables with tablecloths
	One (1) mobile executive toilet
	Two (2) mobile public toilets.
	Provision of catering for 100 people
	Public address system with two Microphones
	Stage with Podium

Executive Authority
Initials: _____

Acting Head of Department
Initials: *m*

Position / Beneficiary	Resources / Support
	Generator (to be provided without exception to cater for power outages).
	Decoration must be traditional with a touch of leopard print, and it must also be limited to the front part of the podium.
	A wreath.
	One (1) mobile fridge
	A departmental bakkie may be assigned to assist with logistics two days before the funeral and on the date of the funeral.

6.3.4. In a case where there is more than one funeral of a Traditional Leaders (at the level of a Headmen or Headwomen), under the same region or kingdom, in the same day or weekend, the relevant Assistant Director, will manage the allocation of departmental bakkie to ensure equal support to the bereaved families: Provided that the relevant Assistant Director must consult with all affected royal families.

6.3.5. Accessing the above resources must be in line with the departmental procurement processes.

6.3.6. Whilst the Department acknowledges and welcomes the participation of Traditional Leaders in funeral schemes facilitated and subsidised by the Department in accordance with the Proclamation No. 85, 2009, issued by the President by Notice in the *Gazette* No. 32770, date 02 December 2009, as the best option than providing the resources as reflected in the policy. The Department will continue providing resources until such time the Risk Benefits as provided for in the Proclamation are implemented.

7 STEPS TO BE FOLLOWED DURING INSTALLATION CEREMONIES

7.1 At least two (2) months before the date of the planned installation ceremony, the relevant royal family must inform the relevant—

(a) Traditional Council

Executive Authority
Initials: _____

Acting Head of Department
Initials: *th*

- (b) Kingdom (King or Queen's Council)
- (c) Local House of Traditional and Khoi-San Leaders
- (d) Provincial House of Traditional and Khoi-San Leaders; and
- (e) Department

- 7.2. The relevant royal family must set up or establish an Installation Preparatory Committee comprising members of the royal family, the members of the traditional community and any other family members as identified.
- 7.3. The royal family must identify one member as a spoke person for the purposes of communication between the Department and the relevant royal family on logistical arrangements.
- 7.4. Upon finalisation of the procurement processes, the responsible officer from Head Office of Traditional Affairs Branch, must inform the relevant Assistant Director of the region or regional office of the particulars of the service provider appointed to render resources to be royal family.
- 7.5. The Assistant Director of the region or regional office must then liaise with the relevant Secretary and royal family (Installation Preparatory Committee), regarding the details of the service provider.
- 7.6. All procured resources must be delivered and installed at least by 12H00 in the afternoon before the date of the ceremony.
- 7.7. A framed recognition certificate and throne chair as a symbol of recognising the position Headmen and Headwomen must be awarded by the Department to the relevant Traditional Leader during installation ceremony.

8 STEPS TO BE FOLLOWED DURING FUNERALS

- 8.1. The royal family must upon the death of a Traditional Leader (at the level of a Headmen or Headwomen), inform the relevant regions offices of Traditional Affairs about the death of such a Traditional Leader.
- 8.2. The relevant regional office through the Secretary or any official designated to provide administrative support to the relevant Traditional Council must inform the royal family about the—

Executive Authority
Initials: _____

Acting Head of Department
Initials: *lh*

- (a) resources to be provided by the Department towards logistical arrangements of the funeral.
- (b) required documents to be submitted to the Department for the purposes of processing and rendering of resources; and
- (c) timeframe within which a request for resources and documentation must be submitted to the Department for the processing of resources.

8.3. The affected royal family must through the relevant regional office submit a formal request to the Department for allocation of resources towards funeral arrangement.

8.4. The following documentation must be attached together with the formal request—

- (a) death certificate; and
- (b) a certified copy of identity document of the deceased Traditional Leader.

8.5. The request must be submitted to the Department five (5) days before the date of the funeral, to give Department enough time to comply with procurement processes and facilitate the rendering of resources by the service provider.

8.6 The request must specify the type resources needed by the royal family; however, such resources must be in line with the resources reflected in paragraph 6.3.3 above.

9. APPROVAL OF THE POLICY

This policy shall be approved by the Executive Authority on the recommendation of the Head of Department as per the updated departmental delegations.

10. ADMINISTRATION OF THE POLICY

Responsibility and accountability for implementing of the policy rests with the Head of Department and ultimately the Executive Authority.

10. EFFECTIVE DATE OF THE POLICY

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

Executive Authority
Initials: _____

Acting Head of Department
Initials: *lh*

11. PROCEDURE OF THE POLICY

There is no separate procedure for the implementation of the policy as the policy 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 the policy.

13. REVIEW OF THE POLICY

This policy will be reviewed in five (5) years from the date of its approval by the Executive Authority or when the need arises.

Executive Authority
Initials: _____

Acting Head of Department
Initials: *W*