

COGTA BULLETIN

Local Government is Everybody's Business

MINISTER NKADIMENG ENGAGES AMAKHOSI OF MPUMALANGA



In the spirit of Leave No One Behind, the Minister of COGTA, Ms. Thembi Nkadimeng, met with the Mpumalanga House of Traditional and Khosi-San Leaders (MPHTKL) on March 6, 2024, in Emalahleni Local Municipality as part of the District Development Model (DDM) Presidential Imbizo.

The purpose of the engagement was to discuss pertinent issues affecting the institution of traditional leadership as well as foster closer collaboration between government and traditional leaders in addressing the needs of their respective communities.

In his opening remarks as the Chairperson of the session, Deputy Minister of Traditional Affairs, Prince Zolile Burns-Ncamashe started by highlighting the importance of the District Development Model (DDM) and the One Plan, which is aimed at accelerating service delivery to strengthen community development. As a result, the participation of traditional leadership in the DDM is identified as a crucial component for the effective implementation of the programme.

The Chairperson of the MPHTKL, Kgoshi Lameck Mokoena, appreciated the presence of the Minister and her delegation, saying that it demonstrates how much government values the institution of traditional leadership. During the meeting, Mokoena raised a number of concerns, including the security of traditional leaders, the remuneration and pension benefits and the need for the full-time status of members of the National House.

He also appreciated the strides made by the government in implementing the Traditional Courts Bill as an enabler for traditional leaders to fight the scourge of Gender-Based Violence and Femicide (GBVF) in rural communities.

Again, Kgoshi Mokoena highlighted the need for greater consultation and engagement with traditional leaders on government policies and programmes that affect their communities. He concluded by thanking the Minister and her cabinet for their commitment in successfully presenting the formula for

the reconstitution of traditional councils, which will be implemented after the upcoming national general elections.

Delivering the message of support MEC Msibi said, "As the province, we have a good working relationship with Amakhosi, as evidenced by the tools of trade we have given them to better serve their people. We are committed to finding solutions related to the capacity and development of the traditional councils and the communities they serve. Through these engagements, we will continue to work in partnership with traditional leaders to mobilise resources for communities to fight poverty, inequality, and unemployment."

The Minister of COGTA, in turn, reassured the traditional leaders of the government's commitment to working closely with them to address these issues. She emphasised the importance of traditional leaders in promoting development and good governance at the local level and pledged to provide the necessary support and resources to help them fulfil their roles effectively.

Again an opportunity was afforded to the traditional leaders to share their perspectives and insights on a range of issues, including land reform, rural development and mining in rural communities. The minister listened attentively to their concerns, suggestions and committed to taking their inputs into consideration in the government's decision-making processes. The Minister urged Amakhosi to support government's efforts aimed at curbing casualties and fatalities during the initiation period.

The meeting between the Senior Traditional Leaders and the Minister was seen as a positive step towards strengthening relationships and cooperating to support traditional communities. "By working together, we can better address the needs of our communities and promote sustainable development and good governance. I am hoping that this meeting will usher in a new era of cooperation and collaboration, which will ultimately result in better outcomes for all South Africans", concluded Nkadimeng.

Editor's Note

The history of Human Rights Day is grounded in the Sharpeville Massacre that took place on March 21, 1960, where the apartheid police shot and killed 69 people during a peaceful protest march. The month is also used to honour those who fought for our liberation and to celebrate the many rights guaranteed under our Constitution that we continue to enjoy today.

Human Rights Month was commemorated under the theme "Three Decades of Respect for and Promotion of Human Rights." This year's theme pays tribute to the 30th anniversary of freedom and democracy. The whole month of March will be used to reflect on our achievements to promote respect for basic human rights and restore human dignity in line with the Bill of Rights.

In the same breath, South Africans are encouraged to use Human Rights Month to promote social cohesion, nation-building, and a shared national identity. We must strive for inclusive socioeconomic development while combating the scourge of Gender Based Violence and Femicide (GBVF) and all related intolerances that undermine our human rights culture.

In an effort to improve service delivery in our communities, MEC Mandla Msibi and the Head of the Department, Mr. Sam Ngubane, met with Community Development Workers (CDWs)

from across the province. These engagements were held as part of the department's efforts to strengthen and improve its functionality and accelerate service delivery.

The MEC said CDWs serve as foot soldiers and catalysts for positive change. They are responsible for ensuring that information presented to government from communities is accurate, that community-based projects are implemented effectively, and that government services are received by the intended beneficiaries. Community Development Workers and Ward Committees help to strengthen local organs and the collaboration leads to better development opportunities for our communities.

Similarly, the province hosted the District Development Model (DDM) Presidential Imbizo at Emalahleni Local Municipality. Presidential Imbizo aims to accelerate integrated service delivery, strengthen active and responsible citizenship, promote participatory governance, mobilise social consensus on job creation, and expand an inclusive economy.

Citizen participation advocates for and assists in making government institutions more effective, transparent, and accountable. As a result, growing evidence suggests that citizen engagement can help governments achieve better development

outcomes by establishing links between citizen engagement and improved public service delivery, public financial management, governance, social inclusion, and empowerment.

The Department recently coordinated an advanced PowerPoint training for senior and middle managers. The PowerPoint computer training programme is an invaluable tool that managers can utilise to improve their communication skills, sharpen their presentation skills, and ultimately drive organisational success.

It is believed that by investing in the professional development of its leaders, the Department is not only fostering a culture of continuous learning and growth but also ensuring that its management team is well-equipped to tackle the challenges of today's dynamic and fast-paced work environment.

#Let'sGrowMpumalangaTogether

Your inputs and suggestions will be appreciated. Send them to imsibi@mpg.gov.za, otherwise suggestion boxes are displayed at the reception points of our buildings including the Thusong Service Centre's as your platform to exercise the freedom of expression. Suggestions are treated with confidentiality.

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MEC ENGAGES WITH COMMUNITY DEVELOPMENT WORKERS



Ehlanzeni District



Gert Sibande District



Nkangala District

The recent engagement between the MEC, Mandla Msibi and Community Development Workers has sparked a renewed sense of hope and collaboration within local communities. The MEC, along with the Head of the Department, Mr. Sam Ngubane and top management, met with the Community Development Workers to discuss their role in promoting community development and addressing the needs of Mpumalanga residents.

The engagements were held in Ehlanzeni, Gert Sibande and Nkangala District, respectively. It was aimed at strengthening partnerships as well as discussing public participation programmes and service delivery plans. These engagements highlight the importance of partnership and collaboration in creating resilient communities.

The CDW programme is an integral part of the government's 2001 Access Strategy, which aims to accelerate service delivery by bringing services closer to communities. CDWs collaborate with municipalities to help in addressing disputes between government and communities as well as to strengthen integration and coordination between government services.

During the meeting, the MEC appreciated the work of the CDWs, highlighting the significant role they play in bridging the gap between government and communities. He continued by saying that by fostering a culture of cooperation and partnership, it is possible to effect positive change and make communities thrive.

“As Community Development Workers, you play a crucial role in driving positive change in our communities. Your tireless efforts to uplift and empower those in need do not go unnoticed and we want to take this opportunity to express our gratitude for all that you do,” said Msibi.

The CDWs in all districts have acknowledged and expressed gratitude to the Department for providing tools of trade such as laptops, cellphones and data to enable them to perform their duties effectively and efficiently. They further requested the department to provide them with transportation, because some wards are very vast in nature .

The MEC acknowledged the challenges raised and pledged to work towards providing more resources and capacity-building programmes for the CDWs. Overall, the engagement between the MEC and the community development workers was seen as a positive step towards building stronger relationships between government and local communities. It highlighted the importance of collaboration and communication in addressing the needs of residents and promoting community development.

Moving forward, both the MEC and the CDWs have committed to work together in improving the lives of Mpumalanga residents and promote sustainable development in local communities.

At the end of the engagements in all the three districts, CDWs who have served for more than ten years in the public service were awarded with long service recognition certificates.

KING SILAMBA 44TH ANNUAL COMMEMORATION



The Ndebele nation gathered at Komjekejeke Heritage Site in Walmansthal (East of Tshwane) on March 2, 2024, to commemorate King Silamba. They were adorned in colourful Ndebele regalia and a myriad of Ndebele cultural groups, including those from neighbouring Zimbabwe, broke into song and dance as they remembered King Silamba.

The commemoration with the theme “rebuild and unite,” aims to celebrate the cultural history of the Amandebele while also encouraging social cohesion, social inclusion, community empowerment, capacity-building and enhancing confidence among the nation. It also contributes to the history of Amandebele wakwa Manala and recognises the critical role traditional leadership play in fostering closer relationships between political and traditional leadership. Komjekejeke was declared a heritage site in 1998 by the National Heritage Council of South Africa.

These events also honour the role traditional leaders played in colonial resistance and in the struggle for liberation. Additionally, they promote cultural tourism and contribute to the local economy.

Dignitaries and other key stakeholders graced the occasion, together with senior government and municipality representatives, traditional leadership across Provinces and from Botswana, Zambia and Lesotho.

Delivering the message of support, the Minister of COGTA, Ms. Thembu Nkadameng, urged for more collaborations between the government, private sector as well as royal leaders towards addressing the plight of communities, particularly the youth. She said that the Department of Agriculture’s National Rural Youth Service Corps (NARYSEC), a government programme, becomes crucial in this regard.

The Minister also praised President Ramaphosa for establishing an Inter-Ministerial Task Team (IMTT) to assist in addressing matters pertinent to traditional leadership. The IMTT is aimed at strengthening the relationship

between the government and traditional institutions by enabling direct communication with Kings and Queens, acknowledging their vital contributions to the process of nation-building.

Minister Nkadameng also addressed the concerning prevalence of violence against traditional leaders and reaffirmed COGTA’s willingness to work with traditional authorities to advance community safety and well-being. She further emphasised the value of the Bill of Rights as enshrined in the Constitution of the Republic of South Africa and she urged collective efforts to uphold and defend human rights for all South Africans.

King Makhosoke II began his keynote address by expressing gratitude to everyone who came and supported the event. Further encouraging the Ndebele nation to preserve the tradition and educate the future generation, highlighting the role that the government and society at large should play in safe guarding King Silamba’s heritage. He went on to say that “preserving our cultural heritage is crucial for maintaining our sense of identity, passing on knowledge to future generations, stimulating economic growth, promoting social cohesion and protecting the environment. It is a responsibility that we all share and one that can bring numerous benefits to individuals, communities, and society as a whole.”

“As part of commemorating the life of our late King Silamba, we need to ensure that we teach the next generation the Ndebele way of living through educational programmes, cultural events and other initiatives that serve to keep his memory alive and ensure that his legacy continues to inspire and guide his people”, said Ingwenyama.

“We have to see to it that Amandebele rises to prominence so that we may carry on paying tribute to King Silamba, celebrating his life while leaving a lasting legacy for generations to come. This should be done through cultural ceremonies, commemorations and other initiatives,” concluded King Makhosoke.

EMPOWERING COGTA MANAGEMENT WITH POWERPOINT COMPUTER SKILLS



In an effort to enhance the skills and capabilities of senior and middle management within the department, a specialised PowerPoint computer training programme was organised. The training programme commenced on 06 February 2024 and the last leg was held on February 27, 2024, at EDUVOS, Mbombela Campus.

This initiative was aimed at equipping the officials with the necessary tools and knowledge to effectively communicate, present information and drive success within the department.

The facilitator, Mr. Solomon Kotane, said in his opening remarks, “As technology continues to evolve and play a crucial role in our day-to-day operations, it is essential that organisations stay ahead of the curve and master the art of creating impactful presentations.”

He went on to say that improved presentation skills can lead to more efficient communication, better decision-making and increased engagement from team members and stakeholders.

The training programme, tailored specifically for senior and middle management-level employees, focuses on advanced PowerPoint techniques, presentation skills, and effective communication strategies. Participants were given an opportunity to learn how to create engaging and visually appealing presentations, utilise multimedia elements and deliver impactful messages to their teams and stakeholders.

One of the participants said, “It is through this initiative that the department’s leadership is going to gain the necessary skills and confidence to effectively convey their ideas, engage their audience, and inspire action. By harnessing the power of PowerPoint and mastering the art of effective communication, senior and middle management are better positioned to lead their teams towards achieving departmental goals and objectives”.

The Head of Department, Mr. Sam Ngubane, said, “As we continue to invest in the professional development of our leaders, we are confi-

dent that the skills and knowledge gained through the PowerPoint computer training programme will not only benefit individuals but also contribute to the overall success and performance of the Department. We look forward to seeing the positive impact of this initiative as our leaders apply their newfound skills to drive innovation, collaboration, and excellence within our organisation”.

He also said that by investing in this training programme, we are not only investing in the professional development of our senior and middle management but also in the overall success of our department.

He further encouraged all eligible employees to take advantage of this valuable opportunity to enhance their PowerPoint skills and elevate their presentations to the next level. Together, we can continue to strive for excellence and achieve our departmental goals with confidence and professionalism, concluded Ngubane.

MEC ENGAGES WITH COMMUNITY DEVELOPMENT WORKERS

EHLANZENI DISTRICT



GERT SIBANDE DISTRICT



NKANGALA DISTRICT



COGTA IN ACTION

UMMEMO AT EMBHULENI TRADITIONAL COUNCIL



KING SILAMBA 44TH ANNUAL COMMEMORATION



PRESIDENTIAL IMBIZO AT EMALAHLENI LOCAL MUNICIPALITY



TRAVEL POLICY 2023/24

1. PURPOSE OF THE POLICY

- 1.1 The purpose of the Departmental Travel Policy (DTP) is to create minimum norms and standards for Officials travelling on official business both domestically and internationally.
- 1.2 The DTP provides a policy framework for consistent decision making by Departments that facilitates travel, accommodation and related expenditure by Officials.

meters as suggested by Google Maps as a standardized document between the place of departure and arrival in order to prevent officials from claiming excessive kilometers.

- g) 10% (percent) deviation from the Google Maps estimated kilometers and alternative routes to the destination shall be allowed.
- h) When private vehicles are used by senior managers/ middle managers receiving a vehicle allowance to enable him or her to purchase, lease, rent or otherwise procure a vehicle for official purposes, the Department applies the following:

TRAVEL

General Principles/Authorization

- 1.1.1 Each Official must obtain prior approval from the delegated official for any travel arrangements.
- 1.1.2 The Authorizing Official must consider, prior to approving travel requests:
 - a) The necessity to travel; limited to the absolute critical trips in support of the Department's mandate;
 - b) The benefit to the Department;
 - c) Use of alternative face to face technologies i.e. Skype, video conference and
 - d) Compliance with the Department's Travel Policy

Requirements regarding the vehicle and its use:

- (i) The senior manager, middle manager and other authorized officials are obliged to maintain a reliable vehicle to be used for official journeys;
- (ii) The senior manager, middle manager and other authorized officials shall have their vehicles (or a substitute vehicle) available for official journeys;
- (iii) If the senior manager, middle manager and other authorized officials use their private vehicles to carry out official duties, the Department will, on receiving an approved claim, reimburse the senior manager/ middle manager for the official kilometers travelled, limited to **3000** Kilometers per month according to the Tariffs for the Use of Motor Transport, as determined by the Department of Transport.

- 1.1.3 The Department must utilize the most cost-effective mode of transport
- 1.1.4 The Official shall take every precaution to safeguard a rental or Departmental vehicle against damage, theft or irregular use while driving it and when it is parked.

1.4 Use of Private Vehicles (Other Officials)

- 1.1.5 A Professional Driving Permit (PDP) is required to drive a minibus or bus with seating for more than seven (7) passengers including the driver.

- 6.5.1 When private vehicles are used by other officials as outlined on the Departmental transport policy for official purposes, the Department shall apply the following:

1.1 Use of Departmental Vehicles

- 1.1.1 Authorized Officials shall use Departmental fleet (GG's) when available, as opposed to renting vehicles for official trips. In exceptional circumstances the Department may authorize other Official to drive Department vehicles for official purposes.

- a) Other authorized officials shall have their vehicles (or a substitute vehicle) available for official journeys;
- b) Other authorized officials use their private vehicles to carry out official duties the Department shall, on receiving an approved claim, reimburse kilometers travelled, limited to **2500** kilometers per month according to the Tariffs for the use of Motor Transport, as determined by the Department of Transport

- 1.1.2 Officials who does not qualify for a subsidized vehicle or whose application for a subsidized vehicle has been declined by a Government appointed service provider, shall use a Government Vehicle for official trips.

1.5 Use of Subsidized Vehicles

- 1.1.3 A Professional Driving Permit (PDP) is required to drive a minibus or bus with seating for more than seven (7) passengers including the driver.

- 1.5.1 A qualifying official may, subject to approval by the Accounting Officer, be allocated only a subsidised motor vehicle which falls under National Contract RT57;

- 1.1.4 Where Departmental vehicles are used, the Department do not pay claims, except in unforeseen circumstances, such as breakdowns and refueling.

- 1.5.2 The allocation of a subsidized vehicle to an officer must take into account the nature of the official duty for which the vehicle is required and may take into account the position or salary level of the applicant.

- 1.1.5 Only officials whose applications have been approved by the bank shall be granted approval to use their private vehicles for official purpose.

- 1.5.3 Where officials use their subsidized vehicles to carry out official duties, the Department will, on receiving an approved claim re-imbursed for kilometers travelled limited to 2500 KM per month or use limits set on the cost containment measures.

- 1.1.6 Officials who applied for subsidized vehicles and still awaiting for outcome of their applications will use the state fleet for official purposes.

- 1.5.4 The kilometers payment shall be according to the tariffs determined by the Department of Transport.

- 1.1.7 The status of application shall be checked and updated on monthly basis by the Transport Section and applicants shall receive updates on the status quo of their applications

- 1.5.5 In cases where Officials with subsidized vehicles are involved in car accidents they shall be allowed to claim an excess fee, limited to the amount set by the Insurer of the subsidized vehicle or the contracted party as per the National Contract on subsidized vehicles.
- 1.5.6 Other officials

1.2 Use of Public Transportation

- 1.2.1 The Official will be reimbursed when making use of public transport for official business with prior authorization of the trip by delegated authority.

1.6 Car Rental

- 1.2.2 The Official shall submit a receipt as proof of payment.

- 1.2.3 In the absence of the proof of payment, the Official shall submit an affidavit, signed by the Official and certified by a Delegated Official as per the Departmental DOA, detailing the cost incurred and the reason/s for the absence of the receipt or proof of payment.

- 1.6.1 If the Official needs to extend the rental period for official business purposes, the Official must obtain prior approval and the TMC will issue a Travel Voucher for the extended period.

1.3 Use of Private Vehicles (Senior Managers)

- 1.3.1 The use of private vehicles by authorized officials shall apply as follows:

- a) The terms and conditions for using private vehicles to carry out official duties by Senior and Middle Management Service members ("SMS/MMS employee) are set out in the Public Service Handbook for SMS and Circular 4 of 2006 for Middle Management.

- 1.6.2 When renting a vehicle, the Department must give cost consideration to the vehicle group, the number of rental days, the kilometers driven, and the time and place for the collection and return of the vehicle.

- b) The terms and conditions for using private vehicles to carry out official duties by other authorized officials as recommended by transport committee.

- 1.6.3 The Department shall only allow the designated driver to drive the rental vehicle at any time.

- c) Where the Department requires an Official to attend to official business matters at the normal Place of Work on a weekend or public holiday and such day is not a normal working day, the trip is an official business trip. If required to return to the normal Place of Work after hours such trip is an official trip.

- 1.6.4 The Official are to use the rental vehicle only for official business purposes.

- d) In cases where the Official depart from his or her residence directly to a Place of Duty and, or, returns from such a venue directly to his or her residence, that is an official trip. In cases where an Official travel to an official event in his or her private vehicle without prior approval, the Department will not reimburse the Official.

- 1.6.5 If the Official extends his or her stay for personal reasons, the charges are for the Official own personal account. The Official must enter into a separate rental agreement for the period conducting personal travel.

- e) Under no circumstances the Department will pay fuel advances for the use of privately owned vehicles.

- f) Fuel claims shall be checked for accuracy against the estimated kilo-

7. AIR TRAVEL

1.1 Class of Travel

1.1.1 Air Travel arrangements

Employees of COGTA, including MEC's Office and House of Traditional Leaders shall travel on economy class, unless approved otherwise by the Accounting Officer.

For flights that are **five (5) hours or less**, business class tickets may only be purchased for: MEC & HOD

TRAVEL POLICY 2023/24

- (ii) persons appointed on grounds of policy considerations in terms of Section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities); and
- (iii) AOs of COGTA
- c. For flights **exceeding five (5) hours**, business class tickets may only be purchased for:
 - (i) Executive Authority (MEC) Accounting Officer (HOD) and Chief Directors
 - (ii) Persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities);
 - (iii) Employees at the level of management (SMS/MMS)
 - (iv) Non-executive members serving on any Governance Committee of COGTA.
 - (v) For Officials with disabilities;
 - (vi) For Officials with special needs in cases where economy class flights are not available; or
 - (vii) Where the business class ticket is the same price or cheaper than the economy class ticket to the same destination.

1.2 Changes to Air Tickets

- 1.2.1 The Officials shall be limited to two (2) changes of air tickets.
- 1.2.2 If exceptional circumstances necessitate a change to a booking, it must be authorised by the AO, irrespective of whether it has a cost implication.
- 1.2.3 The cost associated with changes will be subject to the rules of the particular airline and may include penalty fees.
- 1.2.4 The cost incurred because of changes requested by an Officials for his or her convenience will be for the Officials personal account.
- 1.2.5 The Department will carry the cost for changes because of changed business requirements or any circumstances outside the Officials control

8. ACCOMMODATION

8.1. General Principles

- 8.1.1. The Department shall carry the cost of Accommodation for all Officials who are travelling on official business.
- 8.1.2. The SCM shall ensure that the domestic Accommodation costs do not exceed the maximum allowable rates referred to in the Domestic Accommodation Rate Grid set out in National Treasury cost containment directives.
- 8.1.3. The Accounting Officer or Delegated Official shall ensure that overnight Accommodation for Official is limited to instances where the distance travelled by road (by the Officials exceeds **300 kilometers** to and from the destination (return journey), unless it is uneconomical or official duty ended approved otherwise by the Accounting Officer or Delegated Official.
- 8.1.4. The Official is not allowed to redeem the Department's Travel Accommodation Voucher or part thereof for cash. Such action is misconduct and shall be dealt with in term of the Department's Disciplinary processes.

9. NO-SHOWS AND CANCELLATIONS

9.1. General Principles

- 9.1.1 The Official is responsible to notify the Supply Chain Management of any cancellations of reserved Accommodation as soon as he or she becomes aware of the fact.
- 9.1.2 The Official shall, where it is within his or her ability to, inform the TMC or the establishment if he or she expects to be arriving later than the expected arrival time, to ensure that the reservation is not cancelled or a cancellation fee is incurred
- 9.1.3 If the Official does not check in at all, where it is within his or her ability to do so, without any prior notification to the TMC or the establishment, a no-show fee may be charged. In such cases the Department will settle the account, and if the Officials is found liable, recover the amount from the Officials in line with the debt management policy.

10. OFFICIAL HEALTH AND SAFETY

- 10.1 It is the duty of the Official to ensure that he or she is aware of and, or, complies with any health requirements and recommended precautions relevant to his or her travel.
- 10.2 Should it be confirmed that vaccinations may be necessary, the Official must consult his or her doctor or travel clinic prior to commencing travel, to ensure that the necessary vaccinations are administered.
- 10.3 The Department will reimburse the Official for costs related to visiting a travel clinic for all authorized business related trips. When submitting a claim, the Department will reimburse the Official only if proof is provided for the costs incurred.
- 10.4 Official has to show proof of the required vaccinations to enter the specific country. If the Official fails to obtain the required vaccinations and the trip fails as a result thereof, the Department will settle the account, and if the Official is found liable, the department shall recover the amount from the Official.
- 1.5 The Official must carry the necessary vaccination document with him or

- her at all times.
- 1.6 It is not advisable for pregnant women to undertake flights during their first and third trimesters. Pregnant women are advised to consult their doctors before a flight.

11. TRAVEL INSURANCE

- 1.1 The following arrangements are applicable to:
 - 1.1.1 Medical Insurance.
 - a. In the case of sickness or injury during a domestic trip, the Official is responsible for his or her own medical expenses, subject to the rights of the Official in terms of the Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993.
 - a) For International Travel, the Department may arrange insurance cover that includes medical and other related Travel Expenses, especially where proof of such is an entrance requirement.
 - b) The Department may reimburse the Official for expenditure in respect of medical insurance, provided that proof of payment of the expenditure is attached to the claim.
 - c) The employee may be reimbursed for actual medical expenditure incurred during or as a result of an official journey abroad, that is not covered by medical Aid, provided that proof of payment of the expenditure is attached to the claim: Expenditure for medication will only be reimbursed upon production of a prescript by a medical practitioner.

12. SUBSISTENCE ALLOWANCE

12.1. General principles

1.1.1 Official Domestic Trips

- a) This is a claim for the actual expenses defrayed by an official whilst working outside his or her usual workplace and include the daily allowance as determined by the Department of Public Service and Administration (DPSA) from time to time.
- b) The daily allowance referred to above be payable only if the official has to spend a night away from his or her usual workplace for official purposes and the department pays for accommodation, meals. The daily allowance is calculated at twenty-four (24) hours from the time of departure to the time of return.

1.2 Official Trips to Foreign Countries

- 1.2.1 All trips to neighboring countries must be approved by the MEC and trips to other foreign countries are recommended by the MEC and approved by the Cabinet.
- 1.2.2 An official traveling to a foreign country listed on DPSA table and the trip is paid from donor funds or sponsor or public funds a reduced special daily allowance for that particular country being visited and it shall be considered as outlined in the DPSA circular.
- 1.2.3 An official traveling to a foreign country and the trip is not paid from public funds he or she may claim the following expenses on submission of receipt thereof:
 - a) A special daily allowance for that particular country converted to South African currency.
 - b) The reasonable actual expenses in respect of accommodation, three meals, dry cleaning, laundering and travelling documents.
- 1.2.4 An official traveling to a foreign country not listed on the DPSA table he or she may claim the following expenses on submission of receipt thereof:
 - a) A special daily allowance for local visits to defray incidental expenses which do not form part of meals;
 - b) The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
 - c) Reasonable costs of three meals.

13. SUBSISTENCE AND TRAVEL ADVANCE (ONLY FOR FOREIGN TRIPS)

- 1.1 An official shall apply for subsistence and travel advance before an official trip is undertaken outside the country.
- 1.2 An application for subsistence and travel advance shall not be processed where all documentation has not been attached to the application or if previous granted advance has not been cleared.
- 1.3 Advances shall be deposited directly to an official's bank account by means of an EFT through the financial system (BAS).
- 1.4 Advances shall be cleared within ten working days on return from official trip and all relevant documentation must be attached including proof of expenditure i.e. invoices and receipts.
- 1.5 All outstanding advances shall be deducted in full from the official salary.

Please read the complete policy shared on the departmental website

ETHICS MANAGEMENT MATTERS

EMPLOYEES PROHIBITED FROM DOING BUSINESS WITH THE STATE

In terms of section 195 of the Constitution of the Republic of South Africa 1996, employees in the Public Service are expected to exercise the highest ethical standards and adhere to the Code of Conduct contained in Chapter 2 of the Public Service Regulation 2016, hereafter referred as “PSR of 2016”.

Regulation 13(b) of the PSR of 2016 and then requires employees **to not engage** in any transaction or action that is against or infringes on the execution of his or her official duties. Regulation 13 (c) **prohibits an employee from conducting business with an organ of state or be a director of a public or private company** unless such an employee it's an official capacity a director of a company listed in Schedule 2 and 3 of the Public Finance Management Act, 1999. This therefore prohibit an employee to me an employee from registering on the National Treasury central supplier database as an individual owner of a company or director of a public or private company unless such employee it's an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act, 1999.

Activities that constitute conducting business with an organ of state includes any business, trade, occupation, profession, calling, industry or undertaking of any kind or any activity carried on for gain or profit by any person within the Republic or elsewhere and includes all property derived from or used in or for the purpose of carrying on such other activity and all the rights and liabilities arising from such other activities.

An employee is regarded as conducting business with an organ of state when an employee or an employee acting as a director of a private or public company.

- Concludes or intent to conclude a written or oral agreement irrespective of the process followed with an Organ of State.
- Such agreement is not associated with that employee's employment with his or her department.
- Through such agreement provides goods or services to any organ or state or any personal benefit financial or otherwise for the purposes of regulation 13 conducting business with an organ of state does not include the activities determined by the minister enlisted in an extra.

ACTIVITIES BY EMPLOYEES NOT CONSTITUTING CONDUCTING BUSINESS WITH AN ORGAN OF STATE

- Participating in marking, training, teaching, or lecturing at public educational institutions.
- Official activities undertaking on a part time basis, either temporary or permanently to a number of Departments in terms of an employee's employment
- Employee supporting the Independent Electoral Commission as voting staff during election.
- Employee **volunteering** their services to the board of their professional association through nomination or election by their peers. This should be confirmed by a letter from their association.
- Appointment to an organ of the state in an official capacity as a director or company list in Schedule 2 and 3 of the Public Finance Management Act where an employee is reimbursed for reasonable expenses.

The Duty to Report contravention.

The Head of Department has a duty to report any alleged contravention of regulation 13 (c) of the PSR within 30 days of becoming aware of the allegation to the South African Police Service if he has risen to believe that an offence has been committed and must also initiate an investigation into the alleged contravention for the purposes of a disciplinary inquiry.

In an instance where an employee was conducting business with an organ of state before being employed the Head of Department is responsible to ensure that the relationship is terminated before the employee assumes duty

The Department will be embarking in a process, in line with the policy formulation, to develop the Department Policy on conducting business with an organ of state and your participation and contribution in this regard is encouraged.

KNOW YOUR DEPARTMENT

CHIEF DIRECTORATE (P3) DEVELOPMENT AND PLANNING

CHIEF DIRECTOR: (Acting)

Dr BC. Ntiwane
Office: 013 76 6 6605
Cell: 073 335 9471
E-mail: bcntiwane@mpg.gov.za

SECRETARY:

VACANT

FUNCTIONS:

- Monitor and support the development and functionality of integrated institutional capacity arrangements.
- Monitor and support the development and review of risk reduction strategies.
- Monitor and support effective and appropriate disaster response, recovery and rehabilitation.
- coordinate the implementation of fire brigade service Act.

DIRECTORATE DISASTER MANAGEMENT

DIRECTOR:
Mr. SILAYIKI DHLUDHLU
Office: 013 757 2005
Cell: 082 447 6001
E-mail: sdhludhlu@mpg.gov.za

SECRETARY:

VACANT

FUNCTIONS:

- Monitor and support the development and functionality of integrated institutional capacity arrangements.
- Monitor and support the development and review of risk reduction strategies.
- Monitor and support effective and appropriate disaster response, recovery and rehabilitation.
- coordinate the implementation of fire brigade service Act.

DIRECTORATE WATER SERVICES

DIRECTOR:
Ms SINDISWA NDI MANDE
Office: 013 766 6712
Cell: 082 046 4590
E-mail: sndimande@mpg.gov.za

SECRETARY:

Ms Nokuphila Bhembe
Office: 013 766 6712
Cell: 079 581 7878
Email: bhembep@mpg.gov.za

FUNCTIONS:

- Coordinate, monitor and support municipalities to provide basic Water and Sanitation services.
- Provide technical support to municipalities on Water and Sanitation infrastructure development.
- Render technical hands-on support for the development of business plans and project appraisals.
- Monitor municipality's plans to improve potable water quality, effluent quality and water conservation management.

DIRECTORATE STRATEGY DEVELOPMENT, RESEARCH, POLICY AND PLANNING

DIRECTOR:
Ms FLORA RAMAHUMA
Office: 013 766 6830
Cell: 082 457 8279
E-mail: ramahumanF@mpg.gov.za

SECRETARY:

VACANT

FUNCTIONS:

- Coordinate, monitor and support the development/review of municipal IDPs
- Coordinate, monitor and support the development/review and implementation of the DDM One Plans.
- Facilitate the alignment of IDPs to national and provincial sphere's plans
- Facilitate the alignment of the IDPs and the DDM One Plans
- Facilitate the integration of the municipal strategies and policies into the IDPs

DIRECTORATE MUNICIPAL INFRASTRUCTURE

DIRECTOR:
Ms JABULILE MAPHANGA
Office: 013 766 6502
Cell: 082 355 1716
E-mail: jabulilem@mpg.gov.za

SECRETARY:

Ms Valeria Mdhuli
Office: 013 766 6685
Cell: 076 113 1817
Email: mdhulivp@mpg.gov.za

FUNCTIONS:

- Provide technical support to municipalities on infrastructure development.
- Provide administrative support.

SUB-DIRECTORATE: TECHNICAL SERVICES

FUNCTIONS:

- Provide support on the rollout of Municipal Infrastructure Grant (MIG)
- Coordinate bulk infrastructure strategies and plan.
- Assist municipalities in developing Comprehensive Infrastructure Plan (CIP)
- Coordinate infrastructure delivery.

SUB-DIRECTORATE: POLICY AND FINANCE (ADMINISTRATION)

FUNCTIONS:

- Coordinate municipal infrastructure development report.
- Monitor performance of municipal project management units.

DIRECTORATE SPATIAL PLANNING

DIRECTOR: (Acting)
Mr MARIUS LOOCK
Office: 084 215 0168
Cell: 084 215 0168
E-mail: mloock@mpg.gov.za

SECRETARY:

VACANT

FUNCTIONS:

- Strengthen linkages between municipal IDP's and SDF's.
- Strengthen linkages between sector departments and Municipalities on issues of Spatial Planning.
- Provide Spatial Planning support and advice to Municipalities and Traditional Councilors.
- Coordinate Spatial Planning service delivery improvement initiatives.

SUB-DIRECTORATE GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUNCTIONS:

- Provide linkages with districts GIS systems
- Provide GIS information for development planning

DIRECTORATE LOCAL ECONOMIC DEVELOPMENT (LED)

DIRECTOR: (Acting)
Mr MEFIKA MATSEBULA
Office: 013 766 6851
Cell: 079 396 3561
E-mail: mlmatsebula@mpg.gov.za

Secretary:

Ms Faith Ngomane
Office: 013 766 6851
Cell: 076 357 4891
Email: ngomaneFS@mpg.gov.za

FUNCTIONS:

- Provide support to municipalities in the development and implementation of LED strategies.
- Support municipalities in building vibrant LED structures.
- Monitor and evaluate LED programmes implementation and impact thereof.
- Mobilise and coordinate public/private sector support to municipal LED programmes.

Calendar of Events & Schedule of Meetings in the month of April 2024

RESPONSIBLE OFFICE	ACTIVITIES / EVENTS	DATES	RESPONSIBLE OFFICIALS	VENUE OF THE EVENT
HOD	Performance Review	25/04/2024	Ms. M Faure	Virtual
Traditional Institution Management	Cultural Function (Ummemo)	27/04/2024	Mr HB Magagula	Lekgoetla TC: Daggakraal
	Cultural Function (Ummemo)	27/04/2024	Mr HB Magagula	Lomshiyo TC: Louis Creek
	Cultural Function (Ummemo)	27-28/04/24	Mr HB Magagula	Mantjolo TC: Enkonjaneni

TAKE NOTE: INFORMATION PROVIDED IS SUBJECT TO CHANGE WITHOUT NOTICE

 Event

 Meeting

COGTA's Talk shows on SABC Radio Stations

Tune in to
Ligwalagwala fm @ 19h44
lkwekwezi fm @ 19h15

TO BE CONFIRMED



Month of March Birthdays

MS FD MNGUNI
MR MP NKOSI
MS OB MOHLALA
MR BG SIBIYA
MR MV NQANDA
MR SL NKALANGA
MR EM NOBELA
MR TN LUPHOKO
MS NS NYATHI
MR ZSR HLOPHE
MS KT NKOSI
MS ZP KHUMALO
MS EWT KHULENI

MR MG NKOSI
MR GE SIBAMBO
MR ML MALANG
MS FR MOTH A
MS TL NDLANGAMANDLA
MS FB MYENI
MS P MOLOI
MR TG SEKABATE
MS LE MLAMBO
MR KM MOHLALA
MR KA THOBANE
MR MR MATLALA
MS MM LOUW

MR LZ SKOSANA
MR AD MAPHANGA
MS NF RAMAHUMA
MS TP SEBOGODI
MS SS SHABANGU
MR LD NKUNA
MS HR NKOSI
MS MM MAHLANGU
MS SK MABONA
MR TD NKOSI (INKOSI)
MR SE MALELE (KGOSHI)
MR ML MOKOENA (KGOSHI)
MR TM BHENGU

MR HS ALI
MR SS MDAKA
MS BG SIBITANE
MR PJ MAMADI
MS V SITHOLE
MS MF RANKWETEKE
MS EM SIHLANGU
MR EZ KHWEKHWE
MR SH MNYAMBO
MS L VAN DER WALT
MR ML MATUME