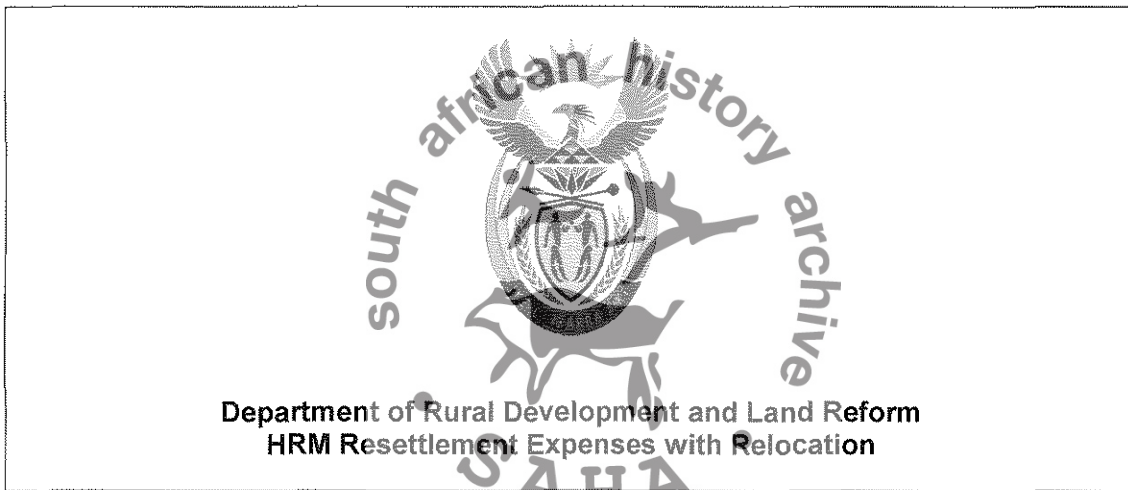


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DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM  
HUMAN RESOURCE MANAGEMENT

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DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM  
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ACRONYMS

|               |   |
|---------------|---|
| <b>DBC</b>    | Departmental Bargaining Chamber                   |
| <b>DG</b>     | Director-General                                  |
| <b>DRDLR</b>  | Department of Rural Development and Land Reform   |
| <b>DPSA</b>   | Department of Public Service and Administration.  |
| <b>GPSSBC</b> | General Public Service Sector Bargaining Council. |
| <b>HRM</b>    | Directorate: Human Resource Management            |
| <b>PSCBC</b>  | Public Service Coordinating Bargaining Council.   |
| <b>SSC</b>    | Shared Service Centre                             |



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**GLOSSARY OF TERMS**

|                              |   |
|------------------------------|---|
| <b>Agency appointments</b>   | Persons employed and paid by employment agencies e.g. Kelly etc., and are not regarded as employees of the Department and therefore do not qualify for any provisions in terms of this policy   |
| <b>Appointed</b>             | The employee did not work for public service before the date of assumption of duty in DRDLR   |
| <b>Casual Employee</b>       | A person appointed on an hourly/daily monthly basis and do not qualify for any provisions in terms of this policy   |
| <b>Cleaning agent</b>        | Detergent, toiletries, disinfectants etc. products that will not be compensated for in terms of this policy   |
| <b>Contract Employee</b>     | A person appointed on a temporary basis that can be from one (1) month to five (5) years. Please see "Employee"   |
| <b>Employee</b>              | For purposes of this Policy will be contract and permanent employees, (excluding: intern appointments, agency appointments, casual employees).  |
| <b>Head of the office</b>    | The Senior Manager (salary level 13 and higher) of the specific workplace   |
| <b>Immediate family</b>      | The employee's spouse, minor child and/or relative  |
| <b>Intern appointment</b>    | A person employed to gain experience in the practical field he/she is currently studying and do not qualify for any provisions in this policy   |
| <b>Interim accommodation</b> | For purposes of this policy will include hotel or guesthouse accommodation.   |
| <b>Dependant child</b>       | Is any child up to the age of 25 years (including children who are legally placed in the care of the employee) and who relies on the employee for the bulk of his/her subsistence.  |
| <b>New workplace</b>         | The component where the vacant post will be filled with the employee who accepted the appointment/transfer or the component from which the employee retires   |
| <b>Personal effects</b>      | Will for purposes of this policy include the household, personal effects and the all-inclusive risk insurance for transport of household and personal effects   |
| <b>Relative</b>              | <p>A person who lives with the employee except when attending an educational institution, and who relies on the employee for the bulk of his/her subsistence -</p> <ul style="list-style-type: none"> <li>• Parent/Adoptive parent</li> <li>• Parent – in – law/ registered Life partner's Parent</li> <li>• Direct Brother/Sister that is blood related/Adopted Brother/Sister</li> <li>• Sister/Brother – in – law</li> <li>• Grandparent/Child.</li> </ul> |

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|                              |   |
|------------------------------|---|
| <b>Relocation</b>            | Moving from a workplace in a geographical area to a workplace in another geographical area within a radius of 50 km or more.  |
| <b>Resettlement expenses</b> | All expenses employees are entitled to in terms of this Policy and as listed in par 10.1 below  |
| <b>Special bursar</b>        | A person granted a bursary in accordance with the special bursary programs available in the Chief Directorate: Surveys and Mapping / Cadastral Surveys but is only employed in DRDLR after successful obtaining relevant qualification                        |
| <b>Spouse</b>                | Refers to a person(s) registered with the Department as a lawful husband/wife(s) or life partner (including same sex life partner). If the person is not registered with the Department, the person will not qualify for provisions as set out in this policy |
| <b>Transfer</b>              | If the employee worked for public service before the relocation and now work for DRDLR after the relocation to employee is regarded as a transfer.  |



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**1. PURPOSE**

- 1.1 The purpose of this policy is to give effect to the management of resettlement expenses when an employee is relocated in public interest.

**2. PRINCIPLES**

- 2.1 The provisions in this policy are not for the purpose to enrich employees but to pay expenses that could be incurred by them. With due consideration to fairness and reasonableness, as well as practicality, expenditure must be cost-efficient and economically justifiable. The Head of the Office (or his/her delegate) shall therefore ensure that the claims in terms of this policy are checked and verified justifiably.

- 2.1 Employee request transfer for personal reasons.

- 2.2 The provisions of this Policy will apply to any employee employed within the public service and appointed/transferred to another workplace in the DRDLR/other Department/Provincial Administration without any break in service.

**3. AUTHORISATION**

- 3.1 The determination is made in terms of PSCBC Resolution 3 of 1999 as amended and complies with and/or consolidates the following:

- 3.1.1 Labour Relations Act 66 of 1995  
3.1.2 DPSA Financial Manual, 2007  
3.1.3 Departmental S&T Policy

**4. SCOPE**

- 4.1 Contract/Permanent employees (includes immediate family) as well as Special Bursars may qualify for provisions in this policy excluding casual employees, intern appointments or agency appointments.

**5. RESPONSIBILITIES**

**5.1 Policy Amendment and Approval**

- 5.1.1 The policy shall be reviewed and amended by the Directorate: Human Resource Management (HRM) and submitted for comments to the Department.  
5.1.2 All amendments will be authorised by the DBC and approved by the Director-General (DG) (or his/her delegate), if he/she agrees with the contents of the HRM Policy.

**5.2 Policy Training and Adherence**

- 5.2.1 The Directorate: Human Resource Development (HRD) shall ensure that all employees and Senior Managers in the Department understand and adhere to this policy.

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**6. DELEGATION OF POWERS**

- 2.1 An executing authority shall establish and where appropriate negotiate written policies on resettlement, including among others
- (a) Limits on expenditure,
  - (b) Maximum periods of compensation,
  - (c) Restrictions on the quantity and kind of personal effects covered, and
  - (d) Costs of property transfer.

| Item | PSCBC         | Description   | Power vests in | Authority to Delegate | Delegated to | Remarks   |
|------|---------------|---|----------------|-----------------------|--------------|---|
| 1    | Res 3 Part XV | Establish and where appropriate negotiate written policies on resettlement. | Minister       | Chapter 1 Part II B11 | Director     | The Director may delegate the authority to check, recommend and verify to an employee on salary level 9 and higher to ensure justification. |

**7. RELATED INFORMATION**

- 7.1 The conditions in this policy are issued in accordance with the provisions of PSCBC Resolution 3 of 1999.
- 7.2 If there is an irreconcilable conflict between any provisions in this policy and a provision(s) in any act, regulation, directive from the MPSA, PSCBC Resolutions or GPSSBC Resolutions, the provisions of the latter shall prevail over this policy, unless the Department is expressly or by implication authorised to deviate from such an act, regulation or directive from the MPSA, PSCBC Resolutions or GPSSBC Resolutions.
- 7.3 If an employee does not agree/is of the opinion that a specific provision of this policy is not clear or that the policy does not provide for a specific set of circumstances, it will be appreciated if the employee can forward his/her opinion or suggestion to the HRM Call Centre, for consideration.
- 7.4 All cases, which deviate from the terms of this policy, must also be forwarded to the Director: Human Resource Management for a decision. In appropriate cases the matter will be submitted to the Director-General for a decision.

**8. FINANCIAL IMPLICATIONS**

- 8.1 Any compensation in this regard shall be defrayed from the new workplace's budget where the vacant post will be filled or the workplace from where the employee will retire.

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**9. QUALIFYING CRITERIA**

9.1 Any employee accepting a new appointment/transfer/retirement and who may relocate because of the new appointment/transfer/retirement may qualify for provisions as set out in this policy. Note however that not all new appointment/transfer/retirements can qualify for all provisions as listing below:

9.1.1 Advance

9.1.2 Interim accommodation

- (a) Hotel/Guesthouse accommodation
- (b) Accommodation expenses for minor children

9.1.3 Fixed daily allowance

9.1.4 Expenses

- (a) Actual expenses
- (b) Casual expenses
- (c) Sundry expenses
- (d) School expenses for minor children

9.1.5 Transport

- (a) Kilometres travelled
- (b) Public transport
- (c) Transport and storage of personal effects
- (d) Travel expenses for minor children

9.1.6 Transfer fees

**10. GENERAL MEASURES**

10.1 The following circumstances and provisions with regard to resettlement expenses may be recognised in terms of this policy:

10.1.1 Employees (includes immediate family) appointed in DRDLR that may qualify to be compensated for the following;

- (a) Kilometres travelled or public transport to the new workplace;
- (b) Transport and storage of personal effects;
  - (i) Transport of personal effects; and
  - (ii) Storage of personal effects for one-month.

10.1.2 A special bursar (excludes immediate family) appointed in the Department that may qualify to be compensated for the following;

- (a) Interim accommodation/fixed daily allowance for 30 calendar days;
- (b) Actual expenses for 30 calendar days;
- (c) Kilometres travelled/public transport to the new workplace;
- (d) Transport of personal effects;
- (e) Sundry costs.

10.1.3 Employees (includes immediate family) transferring on state expense may qualify to be compensated for the following;

- (a) Advance;
- (b) Interim accommodation/fixed daily allowance for 90 calendar days;
- (c) Actual expenses for 90 calendar days;
- (d) Casual expenses for 90 calendar days;
- (e) Kilometres travelled/public transport to the new workplace;
- (f) Transport and storage of personal effects;
  - (i) Packing, transporting and unpacking of personal effects; and
  - (ii) Storage of personal effects for a maximum of six (6) months.



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- (g) School expenses;
  - (h) Travel expenses for dependant school children;
  - (i) Accommodation expenses for dependant school children;
  - (j) Transfer fees; and/or
  - (k) Sundry Costs.
- 10.1.4 Employees (includes immediate family) retiring/taking a severance package and relocating to a new place of retirement that may qualify for the following:
- (a) Kilometres travelled/public transport to the new place of retirement;
  - (b) Transport of personal effects;
- 10.2 HRM will on a quarterly basis revise and may amend the maximum amounts provided for in this policy. Communication in this regard will be released during January, April, July and October of each year. Please see attached Annexure A in this regard.
- 10.3 Timeframes indicated in this policy starts on the first day of relocation and will continuously finalise on last date of the timeframe indicated in this policy. Employees who may attend official meetings, courses etc, within the timeframe of relocation will not receive an extension on the timeframe available for relocation. They will also not claim expenses with regard to attending official meetings, courses etc within the timeframe of relocation for purposes of relocation.
- 10.4 If it was established that an employee wilfully or virtuously claimed for benefits as set out in this policy to the detriment of the Department, the employee will be requested to payback the monies involved. Each case will be handled by its merits and through an investigation determining the detriment to the Department.
- 10.5 The employee will agree in writing to repay all resettlement expenses if he/she should leave the public service in one (1) year or less from the date of resettlement. Also take note that the employee will also agree in writing to work back service to the new workplace (workplace paying for the resettlement expenditure) at least a minimum of two (2) years. If the employee should leave the new workplace within two (2) years or less from the date of relocation, the employee will repay all resettlement expenses.
- 10.6 All claims must be submitted within six (6) months after relocation date and all benefits that the employee may qualify for must be claimed within six (6) months after the relocation date except where indicated otherwise. If the employee is not able to claim benefits within the provided six (6) months, he/she must apply with motivation to HRM/SSC for the extension of the timeframe before the expiry of the six (6) month period. If the employee does not apply within the first six (6) months he/she forfeits the right to claim this provision.
- 10.7 The moment the employee relocates to the new workplace the employee is on official duty at the new workplace and the employee will not claim for incidental expenses in this regard. The Department does not pay for any relocation expenses with regard to a pre-visit.
- 10.8 Only employees who relocate from one workplace in a geographical area to another workplace in another geographical may qualify for provisions as set out in this policy. In other words if you have an employee who lives and work in e.g. Johannesburg and receives a transfer to Pretoria and he/she decides to also relocate to Pretoria the person may qualify for provisions in this policy.

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- 10.9 If however, an employee lives and work in e.g. Durban and receives a transfer to Pietermaritzburg and decides to live in Durban and only work in Pietermaritzburg the person will not relocate and will therefore not qualify for provisions in this policy.
- 10.10 If an employee is originally from Pretoria and transferred and relocated to Cape Town and are relocating to Pretoria to his/her permanent accommodation he/she already had before leaving for Cape Town, the employee will not qualify for accommodation provisions in accordance with this policy.
- 10.11 If an employee moves into his/her permanent accommodation before the one (1) month interim accommodation expires the person will not be able to claim the rest of the month's relocation as the person would not have incurred any expenses for the rest of the month.
11. **ADVANCE**
- 11.1 An employee may request an advance to pay for resettlement expenses but if possible may make use of his/her own credit facilities such as credit cards to pay for resettlement expenses instead of requesting advances. Resettlement expenses paid by the employee shall be claimed back (to refer Procedure Manual).
12. **INTERIM ACCOMMODATION**
- 12.1 The Department may pay for interim accommodation for a maximum period of 90 days while the employee is searching for permanent accommodation at the new workplace (refer to Procedure Manual)
- 12.2 **Hotel/Guesthouse Accommodation**
- 12.2.1 If the family is more than three members, accommodation in a guesthouse will be approved, except where there are no guesthouses available. The official travel agent shall be used for interim accommodation arrangements (bed, breakfast and parking).
- 12.2.2 If an employee/immediate family member make his/her own arrangements with regard to accommodation, it will be regarded as a private account and this will not be paid by the Department.
- 12.2.3 In the event that the official travel agent indicates in writing that accommodation bookings cannot be made, interim accommodation expenses can be claimed. If the employee/immediate family member did not utilise the booked accommodation and did not cancel the booking with the official travel agent in advance, the employee will be held personally liable for any expenses that might arise and a case of misconduct may be investigated against him/her.
- 12.2.4 The Director General (or his/her delegate) shall determine the tariffs per day for accommodation. Any accommodation expenses spent in excess of the tariffs as indicated by the Director General (or his/her delegate) shall be regarded as private expenses and shall be the responsibility of the employee.
- 12.2.5 An OFTAR form needs to be completed and approved for interim accommodation before being submitted to the official travel agent. The official travel agent will supply rates with regard to interim accommodation on request. Reservations can be made telephonically with the official travel agent, but no confirmation of a booking will be done unless the authorised OFTAR form is provided to the official travel agent. The official travel agent requires a twenty-four hour notice to ensure availability of requested accommodation.

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- 12.2.6 If an employee does not adhere to the set checkout times with regard to interim accommodation, the employee shall be held responsible for extra charges to this effect.
- 12.2.7 Any special requests or assistance must be noted on the OFTAR. This includes arrangements for employees/immediate family members who are physically challenged, special dietary requirements, non-smoking rooms, etc.
- 12.2.8 In the event of a cancellation the Official Flight, Transport and Accommodation Cancel (OFTAC) must be completed, authorised and submitted to the official travel agent at least twenty-four hours in advance. Cancellations done by an employee after hours will only be accepted if a cancellation number provided by the interim accommodation provider is supplied to the official travel agent.
- 12.2.9 The official travel agent shall settle the account with regard to interim accommodation and will send the invoice to the new workplace for payment.
- 12.2.10 An employee making use of interim accommodation may not claim for a fixed daily allowance.

**12.3 Accommodation expenses for minor children**

- 12.3.1 An employee may decide that his/her minor children, school year must not be disrupted due to the relocation. If the minor children remain in a school near the employee's former workplace, DRDLR may pay some of the boarding expenses in this regard.
- 12.3.2 The Department may pay for accommodation, meals and laundry and will only pay half of the reasonable boarding school or lodging fees to a maximum amount whichever is the lowest. Note however that this provision does not apply to minor children staying with family or friends at the former workplace. Proof with regard to the boarding school or lodging fees must be submitted before the application can be considered. The Department may request more documentary proof if submitted documents do not give enough information.
- 12.3.3 This provision can be utilised until the end of the year in which the employee has been transferred. The claims form must be submitted to the head of an office to refund the employee after each month that the minor children needs accommodation together with sufficient proof for record purposes.

**13. FIXED DAILY ALLOWANCE**

- 13.1 If an employee stays with relatives or friends he/she can qualify for a fixed daily allowance. The Department of Public Service and Administration determines the fixed daily allowance amount. If an employee makes use of hotel or guesthouse accommodation, he/she will not claim for the fixed daily allowance. If the employee moves directly into permanent accommodation the employee do not qualify for the fixed daily allowance.

**14. EXPENSES**

- 14.1 The Department may pay some expenses with regard to resettlement as listed below:

**14.2 Actual Expenses**

- 14.2.1 When making use of interim accommodation, expenses towards meals and one non-alcoholic beverage per meal may be compensated.

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14.2.2 If the employee is making use of self catering accommodation in which he/she has to provide meals the cost of groceries bought up to the maximum amount (refer to Annexure A) shall be compensated.

**14.3 Casual Expenses**

14.3.1 Casual expenses payable may be for the following:

- (a) Tollgate fees;
- (b) Official telephone calls;
- (c) Official faxes;
- (d) Safekeeping of official papers in a safe;
- (e) Dry Cleaning
- (f) Laundry

14.3.2 The maximum amount that may be payable must be verified with original automated slips submitted with the resettlement claim form. If the original automated slips do not specify items etc, the original automated slips will be substantiated with specified lists, giving clear details of e.g. laundry items washed and ironed.

**14.4 Sundry Expenses**

14.4.1 To meet incidental expenses, the Department may pay sundry costs to the employee within the first two weeks after the date of relocation. In those cases where an employee is transferred from another Department/Public Administration to DRDLR the sundry costs will only be paid within two weeks after the first date the Department has access to the employee's records on the Persal system.

14.4.2 The amount will be for when the employee occupies his/her permanent accommodation with regard to expenses for deposits, carpets, etc.

14.4.3 If the employee will occupy furnished accommodation/share with friend/relative, 25 % of the employee's basic monthly salary as on the date of relocation will be paid to the employee.

14.4.4 If the employee will occupy unfurnished accommodation the employee's basic monthly salary as on the date of relocation will be paid.

14.4.5 The employee will however submit records and proof of permanent accommodation details to the Department to determine if it was furnished/unfurnished within six (6) weeks after date of relocation.

14.4.6 If no proof is submitted within six (6) weeks after date of relocation the sundry costs will be deducted from the employee's salary in installments as approved by the Director: Financial Administration plus 16 % interest but not more than 25 % of the basic salary of the employee.

14.4.7 Where the money cannot be refunded in one installment a submission must be forwarded to the Director: Financial Administration with the reasons for not refunding the amount in one installment. If the employee cannot refund the amount in one installment he/she may be charged with the misuse of state money.

**14.5 School Expenses for minor children**

14.5.1 For each minor child who is a dependant of the employee, a once-off amount as prescribed by the Minister of Public Service and Administration is payable. This amount is payable only if the minor child relocates with the employee to the new workplace.

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14.5.2 Before this amount may be paid, a transfer document from the former school and an acceptance letter from the new school must be submitted to indicate that the minor child was transferred.

14.5.3 If an employee relocates at the beginning of the year and the minor child starts school in Grade I or move from primary to secondary school in the beginning of the same year (Grade 8), no expenses in the above regard may be claimed, due to the fact that no extra costs would have been incurred by the employee.

**15. TRANSPORT**

15.1 DRDLR may meet expenses with regard to the transport to the new workplace and this is discussed in the following paragraph:

**15.2 Kilometres Travelled**

15.2.1 The Department of Transport determines tariffs paid in this regard and no petrol claims will be paid with regard to resettlement expenses.

15.2.2 If the employee uses his/her private vehicle with regard to relocation purposes pre-approval will be obtained from the head of the office before the date the event takes place.

15.2.3 Employees with subsidised vehicles will not claim resettlement expenses with regard to this provisions as they will capture their kilometres travelled on their respective log sheets in accordance with the provisions for subsidised vehicle scheme as an official trip.

15.2.4 If an employee interrupts or lengthens his/her journey for his/her own interest (i.e. takes another route than the shortest one, only the kilometres travelled over the shortest route to the new workplace can be paid.

15.2.5 Kilometres travelled within the timeframe of resettlement will not be paid for purposes of resettlement in accordance with this policy.

15.2.6 Only one trip to the new workplace may be paid. In other words if the employee travels to the new workplace but the immediate family will only be able to travel to the new workplace after two weeks, the second trip and thereafter will not be paid.

15.2.7 This also applies when a family has more than one vehicle to take to the new workplace. The Department will only pay for one trip for one vehicle.

**15.3 Public Transport**

15.3.1 DRDLR may, if the employee does not own a private/subsidised vehicle meet the expenses with regard to traveling by bus/train/air. The employee will submit full written motivation together with Form OFTAR seven (7) days prior to the event for approval by the head of an office.

15.3.2 The head of the office will consider and approve the most economical means possible in this regard. Taking into consideration when there is more than one (1) ticket that may be bought if the immediate family consists of more than one (1) family member.

15.3.3 If an employee interrupts or lengthens his/her journey for his/her own interest (i.e. makes use of other means of transport than what has been approved) resettlement expenses can be compensated to him/her up to the amount to which he/she would have been entitled to in terms of this policy.

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**15.4 Transport and storage of Personal Effects**

- 15.4.1 The Department may pay reasonable expenses in this regard up to a maximum amount.
- 15.4.2 Comparable quotes for the packing, transport, storage, delivery, unpacking of personal effects and/or the all-inclusive insurance must be obtained from at least three registered independent removal contractors were at least one quote of a black empowered contractor will be submitted with the request to move household and personal effects.
- 15.4.3 The employee must obtain the quotes' him/herself and submit the quotes to the head of an office for approval, fourteen (14) working days prior to the date of relocation. One list of the valuable effects (submitted to all three contractors) should be submitted together with the quotes. The lowest quote will be accepted. Should the employee choose to make use of a quote other than the lowest, the employee will be responsible for the cost difference between the approved quote and the one of his/her choice.
- 15.4.4 The employee should inspect his/her personal effects for any damages or losses and immediately reported any to the service provider. A copy of the delivery note should be forwarded to the head of the office for payment if the service was satisfactorily rendered.
- 15.4.5 The employee must use the benefit to transport and/or store his/her household and personal effects within three (3) months after the assumption of duty at the new workplace.
- 15.4.6 Motivation must be forwarded for approval to the head of the office if the employee wishes to transport his/her household and personal effects him/herself. The motivation must detail the kilometres, the engine capacity of the vehicle and if the moving of the furniture will require more than one trip. A list of valuable effects must also be submitted in this regard.
- 15.4.7 The request must also include the details of the vehicle if it will be rented from a company and the tariffs to be paid by the employee in this regard together with sufficient proof. This option should be substantially cheaper than the costs of the registered service provider; otherwise this option will not be approved. The Department will not pay for insurance cover or labour in this regard.
- 15.4.8 The employee can make a choice to include his/her private motor vehicle with the moving of furniture and DRDLR shall pay for this as part of the removal of personal effects/or he/she can drive his/her private motor vehicle to the new workplace and DRDLR shall pay for the kilometres travelled. No advance will be given for this purpose.

**15.5 Travel expenses for minor children**

- 15.5.1 If the minor children of the employee must remain in a school near the employee's former workplace, the Department may, for the remainder of that school year for a maximum timeframe of six (6) months, cover the most economical reasonable mode of travel to and from the new workplace at the beginning and end of the school holidays exceeding a week. This provision can only be utilised until the end of the year in which the employee has been transferred.
- 15.5.2 If the employee decides that he/she will fetch the child(ren) with his/her private vehicle the kilometres travelled for one (1) trip to the new workplace and taking the child(ren) back to the former workplace may be paid in this regard.

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**16. TRANSFER FEES WITH RESETTLEMENT**

- 16.1 An employee who owns a home at the former workplace but was necessitated to sell or rent the home due to the relocation may be refunded reasonable maximum actual property transfer costs if the employee purchases a dwelling or a building site at the new workplace.
- 16.1.1 Proof with regard to the selling or renting of the home at the former workplace
- 16.2 This benefit will be forfeited after three (3) months if the employee does not make use of it. If the employee is not in a position to make use of the benefit within three (3) months, the employee must submit a request for extension with motivation to HRM/SSC.

**17. HOUSING ALLOWANCE**

- 17.1 A housing allowance is payable if the employee owns a building site or dwelling at the former workplace.
- 17.2 The allowance is payable for six (6) months after the date of relocation or until the employee's house/flat at the former workplace are sold or until the employee purchase a new house/flat at the new workplace, what ever comes first.
- 17.3 If the six (6) months' timeframe has expired and the employee did not buy a new home at the new workplace, the employee is responsible to complete the applicable forms to cancel the receiving of the housing allowance.
- 17.4 The head of an office must also control and manage the receiving of the housing allowance and must also follow-up after the six months timeframe has lapsed to determine if the employee still qualifies to receive the housing allowance.

**18. RECOMMENDATION**

- 18.1 This policy document was consulted and adopted by the Department and the Trade Unions who represented the majority of votes on the side of labour in the Chamber:

| Name                            | Capacity | Signature | Date |
|---------------------------------|----------|-----------|------|
| <b>Employer Representatives</b> |          |           |      |
| EMPLOYER                        |          |           |      |
|                                 |          |           |      |
|                                 |          |           |      |

| Name                               | Capacity | Signature | Date |
|------------------------------------|----------|-----------|------|
| <b>Trade Union Representatives</b> |          |           |      |
| PSA                                |          |           |      |
| NEHAWU                             |          |           |      |
|                                    |          |           |      |
|                                    |          |           |      |

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM  
HUMAN RESOURCE MANAGEMENT

Annexure A

**MAXIMUM AMOUNTS WITH REGARD TO RESETTLEMENT**

New workplace must take note that the maximum amounts will not be exceeded as the Department only has authority for the following amounts. If exceeded it can be regarded as unauthorized expenditure and serious financial implications may follow.

| Provision  | Amount                         |
|--|--------------------------------|
| Advance  | R 4,000.00 per resettlement    |
| Interim accommodation (hotel)                        | R 1000.00 per person per night |
| Interim accommodation (guesthouse)                   | R 1000.00 per family per night |
| Interim accommodation (boarding school/lodging fees) | R 4,000.00 per child per month |
| Fixed daily allowance                                | R 276.00 per family per day    |
| Hotel Accommodation – Lunch                          | R 50.00 per person per day     |
| Hotel Accommodation – Supper                         | R 90.00 per person per day     |
| Guesthouse Accommodation – Actual expenses           | R 120.00 per family per day    |
| Casual expenses                                      | R 10.00 per family per day     |
| Sundry expenses                                      | No maximum                     |
| School expenses                                      | R 992.00 per child             |
| Kilometers traveled                                  | No maximum                     |
| Airplane   | R 3,500.00 per person          |
| Bus  | R 450.00 per person            |
| Train  | R 450.00 per person            |
| Personal Effects                                     | R 30,000.00                    |
| Transfer Fees  | R 50,000.00                    |
| Housing Allowance                                    | R 800.00 per month             |

