



Department of Public Works, Roads and Transport  
**MPUMALANGA PROVINCIAL GOVERNMENT**

**RESETTLEMENT POLICY**

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Issue: .....2.0  
Responsible Section: .....Human Resource Practices & Administration  
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## TABLE OF CONTENTS

| <b>Item/ Topic</b>         | <b>Page</b> |
|----------------------------|-------------|
| Abbreviations              | 2           |
| Definitions                | 3 - 5       |
| Introduction               | 5           |
| Objectives                 | 5           |
| Regulatory Framework       | 6           |
| Scope of Application       | 6           |
| Policy Statement           | 6 - 11      |
| Roles and Responsibilities | 11          |
| Monitoring and Evaluation  | 11          |
| Policy Review              | 12          |
| Deviations                 | 12          |
| Implementation Date        | 12          |
| Approved                   | 12          |



## ABBREVIATIONS

|                  |   |
|------------------|---|
| <b>DPSA</b>      | Department of Public Service and Administration |
| <b>HRP&amp;A</b> | Human Resource Practices and Administration     |
| <b>KPA</b>       | Key Performance Areas                           |
| <b>MMS:</b>      | Middle Management Services                      |
| <b>PERSAL</b>    | Personnel Salary System                         |
| <b>PSA</b>       | Public Service Act, 1994, (Act No. 76 of 1998)  |
| <b>PSCBC</b>     | Public Service Co-ordinating Bargaining Council |
| <b>PSR</b>       | Public Service Regulations, 2016                |
| <b>SMS</b>       | Senior Management Services                      |

## DEFINITIONS

|                                    |       |   |
|------------------------------------|-------|---|
| <b>Accommodation Expenditure</b>   | means | expenditure in respect of lodging, meals, non-alcoholic beverages taken with meals, dry-cleaning, laundering and parking;   |
| <b>Accounting Officer</b>          | means | a person mentioned in Section 36 of the Public Finance Management Act, 1999 (Act No.1 of 1999) and includes any person acting as the Accounting Officer;  |
| <b>Department</b>                  | means | Mpumalanga Provincial Department of Public Works, Roads and Transport;  |
| <b>Dependants</b>                  | means | members of an employee's immediate family, excluding domestic workers;  |
| <b>Employee</b>                    | means | Everyone employed by the Department under the Public Service Act, 1994 (Act No. 103 of 1994);   |
| <b>Employee's Immediate Family</b> | means | it includes an employees' spouse, minor child and/or relative who lives with the employee except when attending an educational institution, and who relies on the employees for the bulk of her or his subsistence; |
| <b>Furnished Accommodation</b>     | means | a hotel or boarding room, caravan, a rented furnished private dwelling or official quarters furnished with the basic and essential furniture other than by the employee himself or herself;                         |
| <b>Interim Accommodation</b>       | means | a temporary place to stay while an employee is actively looking for permanent accommodation;  |
| <b>New Employee</b>                | means | an incumbent that has just been employed after recruitment, selection and interview and does not have a Personnel Salary System (PERSAL);   |
| <b>New Original Place of Work</b>  | means | new place of work/workstation, which is more than hundred kilometers (100 km) away from previous (old)  |

|                                   |       |  |
|-----------------------------------|-------|--|
|                                   |       | original place of work;  |
| <b>Old Original Place of Work</b> | means | old place of work/workstation, which is more than hundred kilometers (100 km) away from new original place of work;  |
| <b>Personal Effects</b>           | means | Movable property of an employee and the immediate family which is normally for personal use, including vehicles, but excluding livestock, domestic animals and pets;   |
| <b>Resettlement</b>               | means | To the movement of an employee, his or her immediate family and personal belongings from his or her current workstation or sphere of employment to a new workstation or sphere of employment;  |
| <b>State Housing</b>              | means | Those premises, inclusive of buildings, outbuildings, grounds, fixtures, plant and equipment, but exclusive of furniture which, being owned or held on lease or otherwise in the lawful possession of the state, are available to a Department for assignment in terms of Public Service Co-ordinating Bargaining Council (PSCBC) Resolution 3/99 (XVI); |
| <b>Subsistence</b>                | means | Accommodation, meals and parking fees, excluding service charges (tray charges, tips) alcoholic beverages, sweets, private telephone use, newspapers, laundry and dry cleaning;  |
| <b>Transfer</b>                   | means | An employee transfer from National or Provincial Government or any other Provincial Department in terms of the Public Service Act, 1994 (Act No.103 of 1994);  |
| <b>Transfer at Own Expense</b>    | means | Employee requests to be transferred from one workstation to another in the Republic of South Africa or a foreign country;  |

|   |       |  |
|---|-------|--|
| <b>Transfer at the Department Expense</b> | means | The transfer of an employee (including an employee who is transferred and appointed, without any break in service, in terms of section 15(1) of the Public Service Act, 1994 (as amended) from one area to another in the Republic of South Africa or a Foreign country, whereby the Department requests the employee to relocate; and |
| <b>Unfurnished Accommodation</b>          | means | Official accommodation with no furniture which is provided by the Department or private accommodation where it is needed to provide your own furnisher.  |

## 1. INTRODUCTION

1.1 The Department of Public Works, Roads and Transport has the responsibility to meet, within reason, the actual resettlement costs within the country incurred by an employee and the immediate family as result of official duties.

1.2 This policy provides for measures and guidelines for the Department to meet, within reason, the actual resettlement costs incurred by an employee and the immediate family as a result of resettling due to a transfer from original place of work to new place of work.

## 2. OBJECTIVES

The objectives are to:

- 2.1. provide guidelines regarding the resettlement of employees;
- 2.2. limit expenditure incurred from resettlement;
- 2.3. put a ceiling on the maximum periods of compensation;
- 2.4. manage cost of property transfer; and
- 2.5. check other costs associated with the transfers.
- 2.6. compensate employees who are transferred (or appointed) by the department for the actual expenditure incurred. The transfers must be in the interest of the Department and not initiated by the employees.

### **3. REGULATORY FRAMEWORK**

- 3.1. Public Service Act, 1994 (Act No. 103 of 1994);
- 3.2. Public Service Regulations, 2016;
- 3.3. Public Service Co-ordinating Bargaining Council (PSCBC) Resolution 3 of 1999;
- 3.4. Determination by Department of Public Service and Administration (DPSA) on consideration of the Consumer Price Index Financial Manual for purposes of calculation and application of allowance and benefits; and
- 3.5. National Treasury Regulations, 2005.

### **4. SCOPE OF APPLICATION**

This policy is applicable to all employees and or prospective employees who are either appointed or transferred in the interest of the Department and not at own will and the transfer area is more than 100km single trip from the original workplace.

### **5. POLICY STATEMENT**

The Department recognises the fact that employees within its employment or prospective employees may at one stage or another be transferred or resettled from a workstation or residence/home to a new workstation.

#### **5.1. KEY PRINCIPLES FOR RESETTLEMENT**

Applications with relevant attachments for payment of resettlement cost must be made in writing and approved by the Accounting Officer.

##### **5.1.1. COSTS ASSOCIATED WITH TRANSFER**

If the Department requires an employee to be transferred to a new place of work, assistance with associated costs must be provided as in terms of the provisions of this policy, provided the transfer is in the interest of the Department, not initiated by the employees and with attachments of relevant documents proving the physical relocation and resettlement.

#### 5.1.1.1. TRAVEL AND SUBSISTENCE EXPENDITURE OPTION.

The Department must meet the reasonable actual costs an employee incurs for travel and subsistence during:

- a) One visit by an employee and or a member of the immediate family to the new place of work before the date of the transfer;
- b) The Department shall pay for the travel and subsistence expenses of an official and one member of the family who accompanies the employee on a prior visit to the new workstation. The provision must be made for a maximum of two (2) days;
- c) The time taken by a transferred official to travel between the previous workstation and the new workstation must be regarded as official duty performed;
- d) An employee must be compensated for using a private transport limited to the tariffs in line with the provisions of the transport scheme approved by the Department; and
- e) The employee must agree in writing to repay the employer's expenditure for relocation should the employee leave the public service in a year or less.

#### 5.1.2. TRANSPORTATION AND STORAGE OF PERSONAL EFFECTS

5.1.2.1. The transportation of all personal effects from packing to the eventual unpacking at the permanent accommodation as well as the all-inclusive insurance cover thereof must be paid by the Department provided:

- a) The term of storage of household goods must be linked to the term of interim accommodation provided for by the Department; and
- b) The transport of personal effects must not be effected without prior approval being obtained.



5.1.2.2. Three quotations from reputable transport companies must be submitted to the Department and the lowest quotation must be recommended (as proof of payment) to transfer the goods to the initial place of storage. The quoted price must include loading and unloading, packing and unpacking as well as insurance charges for any loss or damage in transit. A list of all personal effects must accompany the quote; and

5.1.2.3. The cost of transporting household goods from one place of storage to another must not be covered or paid by the Department.

#### 5.1.3. INTERIM ACCOMMODATION OPTION

If the employee and the immediate family must inevitably rent interim furnished accommodation, the Department must meet reasonable actual costs:

5.1.3.1. An employee shall be accommodated for a maximum period of two (2) months depending on availability of budget due to cost curtailment measures in that financial year; and

5.1.3.2. The following expenses must be paid for by the Department:

- a) Accommodation and meals;
- b) Parking;
- c) Laundry services; and
- d) Two non-alcoholic beverages consumed during meals.

5.1.3.3. The following expenses shall not be paid by the Department:

- a) Private telephone calls;
- b) Alcoholic beverages; and
- c) Tips and Room service.

#### 5.1.4. EXPENDITURE IN RESPECT OF DEPENDANT SCHOOL-GOING CHILDREN

5.1.4.1. EXPENDITURE ON NEW SCHOOL BOOKS, UNIFORMS AND SCHOOL FEES

- a) A non-recurring amount, as determined and revised by DPSSA from time to time, must be compensated to the employee in respect of each dependant school going child, to partially cover for the expenses for school books, school uniforms or sport outfits and other related necessities;
- b) No expenses must be paid with regard to tertiary education of children, thus referring to only dependant school-going children from grade R to grade 12;
- c) The responsibility to submit acceptable documentation (child's birth certificate as well as copy of registration at a school at the new place of work) to prove that the relevant child is still at school lies with the claimant, that is, the employee (parent/legal guardian).

5.1.4.2. OTHER RELATED COSTS REGARDING DEPENDANT SCHOOL-GOING CHILDREN

- a) If an employee is transferred during the school year (the period calculated from the first day of the school term to the last day of the last school term) and has to pay for the accommodation (as well as travelling expenses where applicable) of the dependant school going child or children due to the fact that the employee does not want to interrupt the education, the employees must be reimbursed for such actual reasonable expenses until the end of the particular school year.
- b) Where the employee leaves the entire personal effects at the original place of work, the following changes are applicable;
  - i. If a dependant school going child remains in a school at the transferred employees' original place of work, the Department must reimburse the employee 50% of the

relevant hostel's boarding fees levied per child per school term until the end of that particular school year; and

- ii. When a transferred employee's school going children have to vacate the hostel during school holidays, as well as when such children relocate from the original place of work to the employee's new place of work at the end of the particular school year, the Department must reimburse the employee for the most economic and efficient travel expenses and, if applicable also the reasonable actual accommodation expenses incurred in this regard.

#### 5.1.5. PROVISION OF OWN ACCOMMODATION OPTION

In cases where an employee is able to secure own unfurnished accommodation immediately, the Department must pay expenses (sundry costs) to meet incidental expenses to a single employee for one month for providing own accommodation and the following must be paid for:

5.1.5.1 The employee's basic monthly salary on the date of resettlement, **OR**

5.1.5.2 If an employee will occupy a furnished accommodation at the new place of work, 25 per cent of the employee's basic monthly salary on the date of resettlement.

#### 5.1.6. PROVISION FOR PAYMENT

5.1.6.1. The provisions must be subjected to the approval of the Accounting Officer or a delegated official within six (6) months from the date of resettlement, afterwards the official will have forfeited the benefit(s);

5.1.6.2. The policy must make provision for the payment of certain expenditure emanating from the resettlement of employee from other provincial Departments as well as for the payment of certain expenditure emanating from the appointment of persons from outside the public service;

- 5.1.6.3. The policy must not cover employees who are transferred to the Department at own will and interest;
- 5.1.6.4. In case of married couples who are both public servants and are being transferred to the same Department, the policy must only be applicable if none of them have claimed the resettlement allowance and shall only be paid to one employee;
- 5.1.6.5. An employee who make use of the provisions of the resettlement policy must be bound contractually, in writing for a period of twelve (12) months to remain within the employ of the Department; and
- 5.1.6.6. If an employee leaves the Department before the 12-month period expires, the employee must pay back a pro rata portion of the amount paid.

## **6. ROLES AND RESPONSIBILITIES**

- 6.1 The Accounting Officer shall be responsible for the effective and efficient implementation of this policy and part of internal controls within the department.
- 6.2 All employees in the Department must be responsible to ensure compliance and to properly execute their duties in line with the implementation of this policy.

## **7. MONITORING AND EVALUATION**

The HRP&A Section must monitor and evaluate the implementation of this policy.

## 8. POLICY REVIEW

8.1 The policy shall be reviewed every three years or as when a need arises to effect changes in the legal frameworks, organizational developments, political and economic trends.

8.2 When there are changes in the envisaged outputs of the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

## 9. DEVIATIONS

Any deviation from this policy must be subject to the approval of the Accounting Officer.

## 10. IMPLEMENTATION DATE

This policy must come into effect from the date of approval of the Accounting Officer.

## 11. APPROVED



MC MOROLO  
HEAD: PUBLIC WORKS, ROADS AND TRANSPORT  
DATE 21/08/2023