

CORPORATE SERVICES DEPARTMENT	Doc Nr	
CLOTHING ALLOWANCE POLICY (VIP TRANSPORTATION & PROTECTION ALLOWANCE)	Version	0.1
	Issue Date	30 June 2025
	Next Review Date	30 June 2028



CLOTHING ALLOWANCE POLICY (VIP TRANSPORTATION & PROTECTION ALLOWANCE)

Signatories

The signatories hereof, confirm acceptance of the contents, recommendation, and adoption hereof.

TITLE	CLOTHING ALLOWANCE POLICY (VIP TRANSPORTATION & PROTECTION ALLOWANCE)		
APPROVED DATE		PAGES	8
EFFECTIVE DATE		REVIEW DATE	
ROLE	DESIGNATION	OFFICIAL/MEMBER	SIGNATURES
INITIATED BY	Manager: HR		
RECOMMENDED BY	Senior Manager: Corporate Services	MM Matshivha	
APPROVED BY	Council		
CUSTODIAN OF THE POLICY	Municipal Manager		

DOCUMENT CONTROL PAGE				
Document title	CLOTHING ALLOWANCE POLICY (VIP TRANSPORTATION & PROTECTION ALLOWANCE)			
Creation date	JUNE 2025			
Effective date				
Status	Draft		Final	X
Version	01			
Author title, name and contact details	Manager: Human Resource Email - Telephone -			
Owner title, name and contact details	Senior Manager: Corporate services Email - MatshivhaMM@thulamela.gov.za Telephone -			
Distribution	• Council • Accounting Authority and Committees • Municipal Officials • Relevant Stakeholders			
Classification	Restricted	N/A	Confidential	N/A
Revision	Version Number	Revision Date	Revision Details	Revised by
Review History				

INDEX

1.	DEFINITIONS AND ACRONYMS.....	4
2.	PREAMBLE.....	5
3.	PURPOSE.....	5
4.	OBJECTIVES.....	5
5.	SCOPE.....	5
6.	DUTIES OF THE VIP DRIVE CHAUFFEUR.....	5
7.	DRESS CODE.....	6
8	ALLOWANCE.....	7
9	LEGISLATIVE AND REGULATORY FRAMEWORK.....	7
10	STAKEHOLDER ENGAGEMENT.....	7
11.	IMPLEMENTATION: ROLES AND RESPONSIBILITIES.....	7
12.	MONITORING AND EVALUATION.....	8
13.	CONCLUSION.....	8
14.	EFFECTIVE AND REVISED DATE.....	8
15.	ANNEXURES.....	8

1. DEFINITIONS AND ACRONYMS

1.1 Statutory and Regulatory

This Procedure applies to the following meanings and interpretations:

#	TERM	DESCRIPTION
1.1	Allowance amount	an amount payable to designated personnel monthly.
1.2	Clothing	For this policy, clothing refers to a specific implementation of identifying clothing and personal equipment for an employee, which is required as a condition of employment. This policy implies to a specific formal clothing worn by sworn personnel employed to chauffeur the Mayor and Speaker of the municipal entity.
1.3	Chauffeur	For this policy, a chauffeur is referred to as personnel whose job is to drive the Mayor and the Speaker using designated municipal vehicle/ Car.
1.4	Dressing code	a set of rules specifying the type of clothing to be worn by the chauffeur.
1.5	The initial clothing allowance	clothing allowance to be provided to chauffeurs monthly.
1.6	VIP	For the purposes of this policy the definition of Very Important Person (VIP) shall mean the following: "An individual or group of individuals who act in the interest of Thulamela Municipality in their capacity as Councilors (Mayor & Speaker) and whose safety and security is manifestly threatened or the likelihood of their safety and security being threatened is high.

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	VIP	Very Important Person

2. PREAMBLE

- 2.1 The risk associated with our high-profile political figures necessitates a consistent need for a dedicated driver and protection around them in execution of their duties. It is in the interest of an orderly society that VIP are allowed to proceed with their activities freely within and outside our municipal boundaries, without fear of retribution by political or any other opponents. To this end, the Thulamela Municipality seeks to fulfil this mandate accordingly by offering VIP Chauffeurs with identifiable attire coupled with proper protocol training.

3. PURPOSE

- 3.1 The purpose of this policy is to provide protection to all councillors, during times of violent service delivery protests or political instable situations that threaten their lives relating to their duties as councillors.

4. OBJECTIVES

- 4.1 This Policy intends to give a clear guideline on who should be protected, how the protection services should be rendered and the resources to be utilized for protection of VIPs in transit.

5. SCOPE

- 5.1 This Policy is applicable to all Councilors and individuals who render protection or transportation duties affected by the Policy.

6. DUTIES OF THE VIP DRIVE CHAUFFEUR

- 6.1 The primary duty of a VIP driver/chauffeur is to transport his/her VIP safely from point A and point B and personal (close) protection of such VIP.
- 6.2 He/she must ensure that the car of office is at all times clean, roadworthy and in a good condition.
- 6.3 He/she must always be ready to receive the VIP half an hour before the time of departure or arrival.
- 6.4 Reconnaissance of routes and locations to be used must be verified on a daily basis.

- 6.5 All reasonable request from the VIP must be granted, when uncertain the responsible manager must be contacted immediately.
- 6.6 The VIP driver/ protector must at all times act politely disciplined and well mannered.
- 6.7 The VIP driver /protector must evaluate the VIP's programs and identify possible high risk situations and request protection support (back up) where applicable.
- 6.8 Attire must befit the VIP and circumstances.
- 6.9 Liaison must at all times be maintained with the Operational Officer who is responsible for the Operational planning so that the VIP driver/ protector can be informed of the immediate action drill during an emergency.

7. DRESS CODE

- 7.1 A professional business appearance is expected to all chauffeurs throughout the year. Today's variety of fashion together with the South African weather conditions, which is hot and humid, make it impractical to list all the attire that is appropriate.
- 7.2 General standards Employees wearing civilian dress must dress tastefully and neatly. Employees that regularly liaise with the public and senior officials must specifically wear clothing of a high standard of and respectability.
- 7.3 A member must at all times wear his or her firearm in a prescribed holster.
- 7.4 Chauffeurs may not wear casual items of clothing such as denim jeans, bleach pants, T-shirts with slogans that are suitable for sport events, sport shorts, canvas shoes, running shoes, tekkes, slippers or informal hiking shoes whilst on duty.
- 7.5 Tattoos must be covered at all times as far as possible.
- 7.6 Recommended colours are Black or Navy Blue with white, blue, black or navy blue shirt /acceptable T-shirts.
- 7.7 Male chauffeurs are forbidden to wear earrings. Members who need to wear earrings during operating hours must obtain prior written permission from their managers.
- 7.8 The provision of a monthly clothing allowance will be budgeted for and may not be affected by budget adjustments.

8 ALLOWANCE

- 8.1 A monthly allowance of R 1800.00 will be deposited to a relevant personnel account together with the salary and will appear on a salary advise as an allowance

VALIDITY OF AN ALLOWANCE

- 8.2 An allowance of R 1800.00 becomes valid immediately when personnel occupy chauffeur position or for the duration of the council term which is 5 years as legislated.
- 8.3 An allowance of R 1800.00 becomes invalid when the personnel could no longer occupy the position or seizes his/her term of office.

9 LEGISLATIVE AND REGULATORY FRAMEWORK

- 9.1 The Constitution of the Republic of South Africa 108 of 1996.
- 9.2 South African Police Service Act.
- 9.3 Municipal Financial Management Act of 2003.
- 9.4 Firearm control Act of 2000.
- 9.5 Municipal structural Act.
- 9.6 Municipal Systems Act.

10 STAKEHOLDER ENGAGEMENT

- 10.1 All the relevant stakeholders internal and external will be consulted through the development and implementation of this policy.

11. IMPLEMENTATION: ROLES AND RESPONSIBILITIES

- 11.1 The implementation, monitoring and enforcement of this policy shall be the responsibility of the head of Human Resources.
- 11.2 Municipal Manager
- 11.2.1 The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy

12. MONITORING AND EVALUATION

12.1 The Senior manager responsible for the implementation of this policy must ensure continuous monitoring and compliance.

12.2 This should be done on a continuous basis to assess if this policy is still effective and whether it has achieved its intended objectives.

13. CONCLUSION

13.1 This Policy outlines critical matters raised in the purpose and the objectives. The provisions in the policy contents highlights the need for municipality to adhere to the key issues narrated which will address challenges encountered and lead to effective and efficient implementation of the policy.

13.2 Thulamela Local Municipality commits to make resources available, monitor and evaluate the effectiveness of the policy, thus encouraging all relevant stakeholders to familiarise themselves with the policy and take necessary actions to fully participate to ensure compliance. On that note, stakeholders are urged to provide feedback on implementation of this policy to enable the municipality to review and make adjustments where necessary.

14. EFFECTIVE AND REVISED DATE

14.1 The policy shall be reviewed annually or as and when necessary.

15. ANNEXURES

15.1 Business process map

15.2 Standard operating procedure