

# **Cost Containment Measures Policy**



## **1. PURPOSE OF POLICY**

Section 62(1)(a) of the Municipal Finance Management Act No. 56 of 2003 (MFMA) stipulates that the accounting officer of a municipality is responsible for managing the financial administration of a municipality and must for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.

In terms of the legal framework, the elected councils and accounting officers are required to institute appropriate measures to ensure that the limited resources and public funds are appropriately utilised to ensure value for money is achieved.

The purpose of this policy is to guide the municipality on cost containment measures that must be implemented in an effort to address the impact of the country's economic challenges and to promote growth, address unemployment and equality, amongst others. Therefore this policy is prepared taking into consideration the Municipal Cost Containment Regulations as issued by National Treasury.

## **2. APPLICATION OF POLICY**

This policy shall apply to all employees and councilors of the municipality, except instances where the Municipal Manager or delegated official deems fit to deviate based on motivating reasons.

The municipality must refer to Annexure A & B in terms of MFMA Circular 82 (or updated relevant MFMA Circular issued) for cost containment measures to be implemented where possible. Tariffs will be aligned and updated according to the issuance of updated MFMA circulars. In addition, the following must be taken into consideration in the application of the policy:

### **2.1 Consultants**

2.1.1 Consultants must be appointed on an output specified basis with clear plans indicating timelines and milestones.

2.1.2 The municipality must ensure that consultants work jointly with municipal staff to ensure transfer of skills. To ensure that this is achieved, the municipality must ensure that the consultants involve all key stakeholders throughout the project and ensure that aspects of the consultants' work are fully transparent and can be supported and justified.

### **2.2 Vehicles used for political office –bearers**

(1) The threshold limit for vehicle purchases relating to official use by political office –bearers must not exceed R700 000 or 70% (VAT inclusive) of the total annual remuneration package for the different grades of municipalities, as defined

in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.

(2) The procurement of vehicles in sub -regulation (1) must be undertaken using the national government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms.

(3) Before deciding to procure a vehicle as contemplated in sub -regulation (2), the accounting officer or delegated official must provide the council with information relating to the following criteria which must be considered:

- (a) status of current vehicles;
- (b) affordability of options including whether to procure a vehicle as compared to rental or hire thereof, provided that the most cost effective option is followed and the cost is equivalent to or lower than that contemplated in sub -regulation (1);
- (c) extent of service delivery backlogs;
- (d) terrain for effective usage of the vehicle; and
- (e) any other policy of council.

(4) If the rental referred to in sub -regulation (3) is preferred, the accounting officer must review the costs incurred regularly to ensure that value for money is obtained.

(5) Regardless of their usage, vehicles for official use by political office bearers may only be replaced after completion of 120 000 kilometres.

(6) Notwithstanding sub -regulation (5), a municipality or municipal entity may replace a vehicle for official use by political office bearers before the completion of 120 000km only in instances where the vehicle has a serious mechanical problem and is in a poor condition and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

(7) An accounting officer must ensure that there is a policy that addresses the use of municipal vehicles for official purposes.

### **2.3 Travel and subsistence**

(1) An accounting officer –

- (a) may approve the purchase of economy class tickets for all officials or political office bearers where the flying time for the flights is five hours or less; and
- (b) may only approve the purchase of business class tickets for officials, political office bearers and persons reporting directly to the accounting officer for flights exceeding five hours.

(2) In the case of the accounting officer, the mayor may approve the purchase of economy class tickets where the flying time is five hours or less and business class tickets for flights exceeding five hours.

(3) Notwithstanding sub -regulation (1) or (2), an accounting officer, or the mayor in the case of an accounting officer, may approve the purchase of business class tickets for an official or a political office bearer with a disability or a medically certified condition.

(4) The cost containment policy must limit international travel to meetings or events that are considered critical. The number of officials or political office bearers attending such meetings or events must be limited to those officials or political office bearers directly involved in the subject matter related to such meetings or events.

(5) An accounting officer, or the mayor in the case of the accounting officer, may approve accommodation costs that exceed an amount as determined from time to time by the National Treasury through a notice only -

(a) during peak holiday periods; or

(b) when major local or international events are hosted in a particular geographical area that results in an abnormal increase in the number of local and /or international guests in that particular geographical area.

(6) An official or a political office bearer of a municipality or municipal entity must -

(a) utilise the municipal fleet, where viable, before incurring costs to hire vehicles;

(b) make use of available public transport or a shuttle service if the cost of such a service is lower than -

(i) the cost of hiring a vehicle;

(ii) the cost of kilometres claimable by the official or political office bearer; and

(iii) the cost of parking.

(c) not hire vehicles from a category higher than Group B or an equivalent class; and

(d) where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seek the written approval of the accounting officer before hiring the vehicle.

(7) A municipality or a municipal entity must utilise the negotiated rates for flights and accommodation as communicated from time to time by the National Treasury through a notice or any other available cheaper flight and accommodation.

## **2.4 Domestic accommodation**

(1) An accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates for domestic accommodation and meals as communicated from time to time by the National Treasury through a notice.

(2) Overnight accommodation may only be booked where the return trip exceeds 500 kilometres.

## **2.5 Enforcement Procedures**

Failure to implement or comply with these Regulations may result in any official of the municipality or municipal entity, political office bearer or director of the board that authorised or incurred any expenditure contrary to these regulations being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

## **3. RELATED POLICIES**

This policy must be read in conjunction with any other related policies of the municipality.

## **4. REVIEW OF POLICY**

This policy may be reviewed on an annual basis or when the need arises.

## **5. ADMINISTRATION OF POLICY**

The Municipal Manager shall be responsible for the administration of this policy; provided that he or she may delegate any or all of his functions hereunder to any other manager or managers of the Municipality.

## **6. COMMENCEMENT**

This policy shall come into force upon adoption by council.

## **8. POLICY ADOPTION**

This revised Policy replaces the current Policy; it has been considered and approved by the **COUNCIL OF UMZUMBE LOCAL MUNICIPALITY** as follows:

- Resolution No:
- Approval Date:

**APPROVED:**

---

**Mr. S Cele**  
**Municipal Manager**

## Annexure A – Cost Containment Measures

Cabinet resolved, on 23 October 2013 that cost containment measures must be implemented to eliminate wasteful expenditure, reprioritize spending and ensure savings on the following focus areas among others; engagement of consultants, travel and subsistence costs, issuing of credit cards, accommodation costs, office furnishing costs, advertising or sponsorship costs, catering and events related costs.

It is prudent that Municipalities consider consultation with its employees and through public participation to obtain input and consideration from affected stakeholders such as communities, ratepayers, businesses, and so on which may prove to be beneficial when facilitating the implementation of cost containment policies and actions.

Municipalities are advised to ensure appropriate monitoring and reporting on such cost saving measures is instituted for ease of reporting to management and council on progress on a regular basis. The internal audit unit of municipalities must be copied with such reports.

### 1. Engagement of Consultants

- Accounting Officers must only contract with consultants after a gap analysis report has confirmed that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required.
- Evidence of acute planning of the project must be visible to all relevant persons including the administration and political oversight mechanisms in place at the municipality.
- Consultants, including construction and infrastructure related services, must only be remunerated at the rates equal to or below those:
  - determined in the “Guidelines on fees for audits done on behalf of the Auditor-General South Africa”, issued by the South African Institute of Chartered Accountants (SAICA);
  - set out in the “Guide on Hourly Fee Rates for Consultants”, by the Department of Public Service and Administration (DPSA); or
  - Prescribed by the body regulating the profession of the consultant.
- Ensure an exacting “specification” of the work to be accomplished accompanies the tender and is used as a monitoring tool, are appropriately recorded and monitored.
- Ensure that contracts for consultants include retention and penalty clauses for poor performance and in this regard against the above specification, accounting officers must invoke such clauses, where deemed necessary.
- It is mandatory that accounting officers of municipalities and municipal entities conclude on the best “value for money”, i.e. matching fees against quality and against benchmarked practices.
- Accounting officers of municipalities and municipal entities must appoint consultants on a time and cost basis with specific start and end dates.
- Travel and subsistence costs for the appointment of consultants must be in accordance with the travel policy of government and the contract price specifies all travel & subsistence costs.

- If travel and subsistence costs for appointed consultants are exclusive of the contract, the costs must be in accordance with the following provisions:
  - a) Hotel accommodation may not exceed the amount mentioned in this Circular;
  - b) Only economy class air tickets may be purchased for flights;
  - c) Only group B vehicles or lower may be hired for engagements, as mentioned in this Circular;
  - d) Kilometres claimed for the use of private vehicles may not exceed the rates approved by the National Department of Transport, as updated from time to time.
- Municipalities are urged to develop consultancy reduction plans.
- Undertake all engagements of consultants in accordance with the SCM Regulations and the municipality's SCM policy.

## **2. Travel and subsistence**

The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounts for flights as well as discounted accommodation rates. Therefore municipalities and municipal entities are requested to utilize these agreements to assist in their respective cost containment measures, unless they can negotiate lower air travel rates or utilize other service providers that offer lower rates.

### **Net and Non-Commissionable Rates**

All rates offered to Government as of 1 April 2016 will be net and non-commissionable. This will include the informal accommodation market e.g. Guest Houses and Bed & Breakfast establishments.

### **Rebates, Overrides, Volume based income**

In the spirit of transparency, the OCPO is taking a firm position on rebates, overrides or any volume driven target incentives being paid by suppliers to Travel Management Company (TMC). As of 1 April 2016 these payments and the practice of overrides is to discontinue for Government business.

## **2.1 National Travel Policy**

The National Treasury will issue a National Travel Policy framework during December 2016.

([http://ocpo.treasury.gov.za/Buyers\\_Area/Legislation/Pages/default.aspx](http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/default.aspx))

## **2.2 Air Travel**

- The National Treasury has negotiated with South African Airways (SAA) and Comair/British Airways (BA) for upfront discounted air fares for government employees travelling domestically for official purpose. These Domestic Air Travel Fares will be regularly reviewed by the National Treasury (These rates are not applicable for International Air Travel).
- For SAA, the discounts range from 5% (L class) up to 30% (Y Class) for Economy Class tickets; and 10% (D Class) up to 26% (C Class) for Business

Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.

- For BA the discounts range from 10% (O, Q class) up to 25% (Y Class) for Economy Class tickets; and 20% (J Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceeds 5 hours, consideration may be applied.
- Treasury entered into a short-term Corporate Agreement from 1 April 2016 to 30 September 2016. This has been extended by a further six months. .
- The premise of “Best Fare on the Day” should be implemented making full use of the negotiated Government Corporate Agreements with SAA and BA Comair. Quotations are to be obtained from at least SAA and BA Comair before issue. Municipalities must also request quotations from other Low Cost Carriers. Please note that all discounted rates are subject to class availability.
- In order to make full use of the corporate discount with SAA and BA, municipalities and municipal entities must instruct their appointed TMCs or persons making their bookings for domestic airline tickets, to book against the relevant deal codes as detailed in Annexure B.
- Corporate agreements with SAA and BA/Comair will be made available to TMCs that are currently contracted to Government. Should the municipal TMC have not been contacted by the full service carrier representative, they are to inform National Treasury with the agents name; physical address, contact name, email address and IATA number. Upon receipt of the information, the representatives of the full service carriers will ensure that the TMC is given access to the deal code. The TMC must have an authenticated IATA number.
- Accounting officers of municipalities and municipal entities are advised to include a clause in their respective documents that travel agencies are only permitted to make booking arrangements on behalf of municipalities and municipal entities in line with this Circular. Current arrangements need to be updated and amended to reflect these changes.
- Disabled persons can be accommodated in economy class, however, in extremely exceptional and rare cases an Accounting Officer may approve, with evidence, other than economy class air travel.

### 2.3 Domestic Hotel Accommodation

National Treasury has established maximum allowable rates for domestic accommodation. When sourcing accommodation for officials, municipalities should find options that are equal to or lower than the rates in Table 1, depending on the allowable star grading and the band. Competition and cost effectiveness must remain a key principle.

Table 1: Rates set for Domestic Hotel Accommodation

| Voucher Includes                                                                  | BAND 1                           | BAND 2                                 | BAND 3                                                                        |
|-----------------------------------------------------------------------------------|----------------------------------|----------------------------------------|-------------------------------------------------------------------------------|
|  | Room Only<br>Tourism Levy<br>VAT | Bed & Breakfast<br>Tourism Levy<br>VAT | Dinner, Bed and Breakfast<br>Tourism Levy<br>VAT<br>2 x soft Drinks at Dinner |
| <b>Graded Hotel, Boutique Hotel, Lodge or Resort</b>                              |                                  |                                        |                                                                               |
|                                                                                   | BAND 1                           | BAND 2                                 | BAND 3                                                                        |
| 1 Star                                                                            | R 580                            | R 710                                  | R 855                                                                         |
| 2 Star                                                                            | R 900                            | R 1 030                                | R 1 230                                                                       |
| 3 Star                                                                            | R 1 100                          | R 1 200                                | R 1 400                                                                       |
| 4 Star                                                                            | R 1 250                          | R 1 350                                | R 1 550                                                                       |
| 5 Star                                                                            | R 2 100                          | R 2 200                                | R 2 500                                                                       |
| <b>Bed &amp; Breakfast, Country House or Guest house</b>                          |                                  |                                        |                                                                               |
|                                                                                   | BAND 1                           | BAND 2                                 | BAND 3                                                                        |
| 1 Star                                                                            | R 300                            | R 450                                  | R 630                                                                         |
| 2 Star                                                                            | R 500                            | R 650                                  | R 830                                                                         |
| 3 Star                                                                            | R 900                            | R 1 050                                | R 1 230                                                                       |
| 4 Star                                                                            | R 1 000                          | R 1 150                                | R 1 330                                                                       |
| 5 Star                                                                            | R 1 200                          | R 1 350                                | R 1 530                                                                       |
| <b>Self-Catering*</b>                                                             |                                  |                                        |                                                                               |
|                                                                                   | BAND 1                           | BAND 2                                 | BAND 3                                                                        |
| 1 Star                                                                            | R 580                            |                                        |                                                                               |
| 2 Star                                                                            | R 900                            |                                        |                                                                               |
| 3 Star                                                                            | R 1 100                          |                                        |                                                                               |
| 4 Star                                                                            | R 1 250                          |                                        |                                                                               |
| 5 Star                                                                            | R 1 450                          |                                        |                                                                               |
| <b>Meals**</b>                                                                    |                                  |                                        |                                                                               |
|                                                                                   | BAND 1                           | BAND 2                                 | BAND 3                                                                        |
| <b>Breakfast</b>                                                                  | R 120                            | R -                                    | R -                                                                           |
| <b>Lunch</b>                                                                      | R 150                            | R 150                                  | R 150                                                                         |
| <b>Dinner</b>                                                                     | R 150                            | R 150                                  | R -                                                                           |
| <b>Total</b>                                                                      | <b>R 420</b>                     | <b>R 300</b>                           | <b>R 150</b>                                                                  |

Accommodation costs are assumed to be inclusive of Parking and Wi-Fi (if available), and exclusive of Laundry expenses.

\*Including Exclusive and Shared Facilities. Exclusive facilities offer travellers a sole occupancy unit consisting of one or more bedrooms and self-contained public areas e.g. kitchen, dining area and lounge.

Shared Facilities consisting of one or more bedrooms and self-contained shared public areas e.g. kitchen, dining area and lounge.

\*\*Maximum amounts that can be claimed for meals. The claim for the actual amounts must be supported by a receipt.

- If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the official may be accommodated in the establishment with the higher star grading. This means that an official may be accommodated at a four star establishment if the rate at the four star establishment is the same as or lower than a three star establishment.

- Where there is an alternative star grading indicated in **Table 1** (i.e. 4/5 or 3/4), the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading can only be booked if:
  - a. the higher star graded facility is the only available option due to location and availability; or
  - b. the municipality or municipal entity has negotiated lower rates with the higher star graded facility.
- Accounting officers must ensure that overnight accommodation is limited to instances where the distance travelled by road by the employee exceeds 500 kilometres to and from the destination (return journey).

## 2.4 Vehicle Hire

- Municipalities are encouraged to continue considering their own fleet first, where viable, prior to hiring of vehicles;
- Notwithstanding the provisions above, all employees must make use of shuttle services if the cost of such a service is below the cost of hiring a vehicle.
- Accounting officers must also consider making use of shuttle services if the cost of kilometres claimable by the employee and the cost of parking are higher than the shuttle services.
- Ensure the hiring of vehicles from a category below Group B or an equivalent class. Accounting officers may permit employees to accept up-graded group of hired vehicles if such an up-grade is offered for free or at a lower charge than Group B.
- Vehicle travel claims by employees of municipalities and municipal entities must be restricted to the actual distance travelled in excess of the normal distance from the employee's residence to his or her place of work or as may be negotiated using a motor vehicle allowance scheme.

## 3 Credit Cards

The use of credit and debit cards was addressed in an earlier MFMA Circular.

A bank, or any other institution, may not issue credit cards or debit cards linked to a bank account of a municipality or a municipal entity to any councillors, entity board members, municipal or entity officials or any other person. The issuing and use of such cards be it for official purposes:

- contravenes section 11 and 85 of the MFMA as there is no way of ensuring that all purchases made on the card are in accordance with the items listed in the sections or as prescribed;
- contravenes section 167 of the MFMA which provides that any bursary, loan, advance or other benefit paid to a municipal councillor otherwise than in accordance with the provisions of the Remuneration of Public Office Bearers Act constitutes irregular expenditure;
- contravening section 15 of the MFMA by incurring expenditure not authorised in an approved budget;
- non-compliance with section 164 of the MFMA which provides that no municipality or municipal entity may make loans to councillors or officials of the municipality, directors or officials of the entity or members of the public;
- non-compliance with the supply chain management regulations; and

- undermines efforts to safeguard municipal funds, combat fraud and corruption, as well as other irregular practices.

While the use of petrol cards or garage cards for municipal vehicles is permitted, it must be utilised in accordance with an appropriate policy and related procedures to avoid misuse thereof. Cost containment measures should be applied in managing and planning trips.

Where officials or councillors incur expenses in relation to official municipal activities, they should use their personal credit cards or cash, and request reimbursement from the municipality in accordance with the relevant municipal policy and processes. Alternatively, the municipality should make arrangements with the service provider that the expenditure be settled directly by the municipality.

#### 4 Catering costs

- Do not incur catering expenses for any meetings where only municipal officials are in attendance. Notwithstanding the above, the accounting officer may incur catering expenses for the following, provided that such lasts for five (5) continuous hours or more:
  - a) The hosting of conferences, workshops, courses, forums, recruitment interviews, training courses, hearings;
  - b) Meetings related to commissions or committees of inquiry; or
  - c) Meetings hosted by municipal councils and the board of directors of municipal entities, including governance committee meetings.
- Ensure that entertainment allowances of qualifying officials do not exceed two thousand rand (R2 000) per person per financial year. The National Treasury may periodically review this amount.
- Do not incur expenses on alcoholic beverages.
- Ensure that team building and social functions, including year-end functions, are not financed from the municipal budgets or by any suppliers or sponsors.
- Notwithstanding the above, accounting officers may incur no more than the petty cash allocation or limitations on expenditure from their respective budgets to host farewell functions to employees who are either:
  - (a) proceeding on retirement due to ill health; or
  - (b) proceeding on retirement after reaching the qualifying age limit of a minimum of ten (10) or more years working for the public service.
- Accounting officers and accounting authorities may **not** host farewell functions for employees who have:
  - (a) been dismissed;
  - (b) elected to resign or leave by accepting severance packages; or
  - (c) Approached the end of their contractual term.

#### 5 Events, advertising and sponsorships

- Eliminate wasteful expenditure on events, advertising in magazines, television, newspapers etc. where the municipality can use other cost effective means such as websites to market the institution or properly publicise the matters or events under consideration.

- Memorabilia, gifts and other novelties should be of token value only and should only be offered by municipalities and municipal entities in order to acknowledge support or a visit or attendance by a dignitary in connection with a benefit to the local community; to reciprocate the giving of a similar token gift by another organisation; or similar but in all cases there must be an identifiable benefit to the community.
- Limit or stop all unnecessary expenditure on matters such as printing of shirts, hosting of sporting events, festivals and other associated events, cruises, lavish functions, and extraordinary costs associated with visits of dignitaries or induction of new councillors.

## **6 Conferences, meetings, study tours, etc.**

- Employees of municipalities and municipal entities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do not exceed two thousand five hundred rand (R2 500) per person per day. In instances where the cost exceeds this amount, officials must obtain prior approval from the accounting officer. The number of municipal officials attending such conferences and workshops must be limited, see below. The National Treasury may periodically review this amount.
- Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable.
- Conferences abroad must be limited to its ultimate minimum or none at all.
- Utilise municipal and/or provincial office facilities for conferences, meetings, strategic planning sessions etc. where an appropriate venue exists within the municipal jurisdiction.
- Limit or stop overseas trips and the delegations going on such trips unless a tangible and clear benefit to the local community and performance of essential service provision can be established beforehand.
- The number of employees travelling to conferences or meetings on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.
- Similar to the above, the number of employees travelling by air to other centres to attend an official engagement on the same matter is also limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.

## **7 Office furnishing**

- Municipalities should exercise due precaution in refurbishing offices, purchasing equipment, etc. especially when new persons are elected or appointed. Use of existing facilities and equipment is encouraged.
- Office furnishing, when required, should be contained to minimal costs, avoiding elaborate and expensive furniture or equipment.

## **8 Staff study, perks and suspension costs**

- Training attended by employees and councillors of municipalities and municipal entities may only be attended at pre-approved service providers to ensure sufficient quality of training and obtain value for money.
- Expenditure associated with overseas study tours by councillors or officials must be reduced and preferably stopped.
- Encourage staff to take time off to make up for overtime worked.
- Planned overtime must be submitted to management for consideration on a monthly basis.
- Unplanned overtime worked must be motivated and approved by management.
- Costs associated with long-standing staff suspensions and legal costs associated with not following due processes when suspending and dismissing staff must be eliminated.
- Constant management of staff, improvements in productivity levels and feedback must be provided to all staff.

## **9 Cost containment on other related expenditure items**

- Accounting officers of municipalities and municipal entities are advised to ensure that all commodities and products that the National Treasury designated as transversal contracts are utilised to benefit from savings where lower prices or rates have been negotiated.
- Periodic or quarterly threat assessments against councillors and key officials should be undertaken by the appropriate authority (SAPS) and reported to the Speakers Office. Approval for security measures must be informed by such reports, if paid for from municipal funds. The use of metropolitan traffic officers for such purposes should be avoided.
- Municipal funds may not be used to fund election campaign activities, including the provision of supporting material, clothing, food, inducements to vote either as part of, or during election rallies.
- Printing of documents should carefully considered be back-to-back and use of colour printing for graphs only, while use of electronic means should be preferred.
- Review and introduce limits on municipal staff telephones and limiting private call to a reasonable amount.
- Every effort must be made to recover debt from consumers before write-off. Municipalities to avoid the excessive usage of debt collectors and improve its internal capacity for debt collection.
- Ensure synergy between municipal divisions or departments to avoid duplication of processes and efforts.
- Where possible the warranties on vehicle and computer equipment should be extended instead of procuring new ones.
- Labour saving devices should be shared to optimize the capacity utilization of each device.
- Purchasing of newspapers and other publications for municipal employees to limited and stopped.
- Municipalities should ensure that awareness is raised with municipal staff so that a high degree of energy saving measures can be introduced, e.g. air-conditioning and lights in buildings are switched off at night and when offices are not in use.

- All other cost containment measures introduced by council are also encouraged and supported.

**Annexure B: BA/COMAIR and SAA Deal Codes per Municipality**

Municipalities and municipal entities should use the following codes when requesting quotes from BA/COMAIR.

| <b>MUNICIPALITIES</b>                                                                                                                        |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>NAME</b>                                                                                                                                  | <b>DEAL CODE</b> |
| <b>EASTERN CAPE</b>                                                                                                                          |                  |
| <b>Alfred Nzo District Municipality</b><br>Matatiele, Mbizana, Ntabankulu and uMzimvubu                                                      | 1020907          |
| <b>Amathole District Municipality</b><br>Amahlathi, Mquma, Ngqushwa, Raymond Mhlaba, Mbashe and Great Kei                                    | 1020906          |
| <b>Buffalo City Metropolitan Municipality</b>                                                                                                | 1020901          |
| <b>Chris Hani District Municipality</b><br>Emalahleni, Engcobo, Intsika, Inxuba, Sakhisizwe and Enoch Mgijima                                | 1020908          |
| <b>Joe Gqabi District Municipality</b><br>Elundini, Walter Sisulu and Senqu                                                                  | 1020909          |
| <b>Nelson Mandela Bay Metropolitan Municipality</b>                                                                                          | 1020899          |
| <b>OR Tambo District Municipality</b><br>Ingquza Hill, King Sabata Dalindyebo, Mhlontlo, Nyandeni and Port St Johns                          | 1020903          |
| <b>Sarah Baartman District Municipality</b><br>Dr Beyers Naudé, Blue Crane Route, Makana, Ndlambe, Sundays River Valley, Kouga and Kou-kamma | 1020921          |
| <b>FREE STATE</b>                                                                                                                            |                  |
| <b>Fezile Dabi District Municipality</b><br>Mafube, Moqhaka, Metsimaholo and Ngwathe                                                         | 1020922          |
| <b>Lejweleputswa District Municipality</b><br>Masilonyana, Matjhabeng, Nala, Tokologo and Tswelopele                                         | 1020923          |
| <b>Mangaung Metropolitan</b>                                                                                                                 | 1020923          |
| <b>Thabo Mafutsanyana District</b><br>Dihlabeng, Maluti - a- Phofung, Mantsopa, Nketoana, Phumelela and Setsoto                              | 1020924          |
| <b>Xhariep District</b><br>Kopanong, Letsemeng and Mohokare                                                                                  | 1020925          |
| <b>GAUTENG</b>                                                                                                                               |                  |
| <b>City of Johannesburg Metropolitan</b>                                                                                                     | 1020900          |
| <b>City of Tshwane Metropolitan</b>                                                                                                          | 1020898          |
| <b>Ekurhuleni Metropolitan</b>                                                                                                               | 1020904          |
| <b>Sedibeng District</b><br>Emfuleni, Lesedi and Midvaal                                                                                     | 1020926          |
| <b>West Rand District</b><br>Merafong, Mogale City, Rand West                                                                                | 1020927          |
| <b>KWAZULU-NATAL</b>                                                                                                                         |                  |
| <b>eThekweni Metropolitan</b>                                                                                                                | 1008810          |
| <b>iLembe District Municipality</b><br>KwaDukuza, Mandeni, Maphumulo and Ndwedwe                                                             | 1020929          |
| <b>Harry Gwala District Municipality</b><br>Greater Kokstad, Uhlebezwe, Umzimkhulu and Dr Nkosazana Dlamini Zuma                             | 1020835          |

| MUNICIPALITIES                                                                                                               |           |
|------------------------------------------------------------------------------------------------------------------------------|-----------|
| NAME                                                                                                                         | DEAL CODE |
| <b>Ugu District Municipality</b><br>uMdoni, Umzumbe, uMuziwabantu and Ray Nkonyeni                                           | 1020836   |
| <b>uMgungundlovu District Municipality KZN</b><br>uMshwathi, uMngeni, Mpofana, Impendle, Msunduzi, Mkhambathini and Richmond | 1020837   |
| <b>uMkhanyakude District Municipality KZN</b><br>Umhlabuyalingana, Jozini, Mtubatuba and Big Five Hlabisa                    | 1020838   |
| <b>uMzinyathi District Municipality KZN</b><br>Endumeni, Nguthu, Msinga, Umvoti                                              | 1020839   |
| <b>uThukela District Municipality</b><br>Okhahlamba, iNkosi Langalibalele and Alfred Duma                                    | 1020840   |
| <b>King Cetshwayo district Municipality</b><br>uMfolozi, uMhlathuze, uMlalazi, Mthonjaneni and Nkandla                       | 1020841   |
| <b>Zululand District Municipality KZN</b><br>eDumbe, uPhongolo, Abaqulusi, Nongoma and Ulundi                                | 1020842   |
| <b>LIMPOPO</b>                                                                                                               |           |
| <b>Capricon District Municipality</b><br>Blouberg, Lepelle-Nkumpi, Molemole and Polokwane                                    | 1020843   |
| <b>Mopani District Municipality</b><br>Ba-Phalaborwa, Greater Giyani, Greater Letaba, Greater Tzaneen and Maruleng           | 1020844   |
| <b>Sekhukhune District Municipality LM</b><br>Ephraim Mogale, Elias Motsoaledi, Makhuduthamaga and LIM476                    | 1020845   |
| <b>Vhembe District Municipality LM</b><br>Musina, Thulamela, Makhado and LIM345                                              | 1020846   |
| <b>Waterberg District Municipality</b><br>Thabazimbi, Lephalale, Bela Bela, Mogalakwena and LIM 368                          | 1020847   |
| <b>MPUMALANGA</b>                                                                                                            |           |
| <b>Ehlanzeni District Municipality</b><br>Thaba Chweu, Nkomazi, Bushbuckridge and City of Mbombela                           | 1020902   |
| <b>Gert Sibande District</b><br>Albert Luthuli, Dipaleseng, Govan Mbeki, Lekwa, Mkhondo, Msukaligwa and Pixley Ka Isaka Seme | 1020848   |
| <b>Nkangala District</b><br>Dr JS Moroka, Emakhazeni, Emalahleni, Steve Tshwete, Thembisile Hani and Victor Khanye           | 1020849   |
| <b>NORTH WEST</b>                                                                                                            |           |
| <b>Bojanala Platinum District</b><br>Kgetlengriver, Madibeng, Moretele, Moses Kotane and Rustenburg                          | 1020850   |
| <b>Dr Kenneth Kaunda District Municipality</b><br>City of Matlosana, Maquassi and NW405                                      | 1020851   |
| <b>Dr Ruth Segomotsi Mompoti District Municipality</b><br>Greater Taung, Kagisano-Molopo, Lekwa-Teemane, Mamusa and Naledi   | 1020852   |
| <b>Ngaka Modiri Molema District Municipality</b><br>Ditsobotla, Mahikeng, Ramotshere, Ratlou and Tswaing                     | 1020853   |
| <b>NORTHERN CAPE</b>                                                                                                         |           |
| <b>John Taolo Gaetsewe</b><br>Ga-Segonyana, Joe Morolong and Gamagara                                                        | 1020909   |
| <b>Namakwa</b>                                                                                                               | 1020856   |

| MUNICIPALITIES                                                                                                         |           |
|------------------------------------------------------------------------------------------------------------------------|-----------|
| NAME                                                                                                                   | DEAL CODE |
| Hantam, Kamiesberg, Karoo Hoogland, Khai-Ma, Nama Khoi and Richtersveld                                                |           |
| <b>Pixley Ka Seme</b><br>Emthanjeni, Kareeberg, Renosterberg, Siyancuma, Siyathemba, Thembelihle, Ubuntu and Umsobomvu | 1020857   |
| <b>ZF Mgcawu</b><br>!Kai! Garib, !Kheis, Tsantsabane, Kgatelopele and Dawid Kruiper                                    | 1020858   |
| <b>WESTERN CAPE</b>                                                                                                    |           |
| <b>Cape Winelands District Municipality</b><br>Witzenberg, Drakenstein, Stellenbosch, Breede Valley and Langeberg      | 1020859   |
| <b>Central Karoo District Municipality</b><br>Beaufort West, Laingsburg and Prince Albert                              | 1020859   |
| <b>City of Cape Town Metro</b>                                                                                         | 1008771   |
| <b>Eden District Municipality</b><br>Bitou, George, Hessequa, Kannaland, Kynsna, Mossel Bay and Oudtshoorn             | 1020861   |
| <b>Overberg District Municipality</b><br>Cape Agulhas, Overstrand, Swellendam and Theewaterskloof                      | 1020862   |
| <b>West Coast District Municipality</b><br>Bergrivier, Cederberg, Matzikama, Swartland and Saldanha Bay                | 1020863   |

Municipalities and municipal entities not listed above should use the following details to contact BA/Comair to obtain a deal code:

**Contact Details**

Nangamso Letlape: National Account Manager: Government  
[Nan.letlape@comair.co.za](mailto:Nan.letlape@comair.co.za)

Municipalities and municipal entities should use the following deal code when requesting quotations from SAA: CK3828. In order to arrange access to the deal codes, travel management companies servicing municipalities and municipal entities should contact the following SAA representatives:

**Contact Details**

Eastern Cape: Tracy Mentzel ([tracymentzel@flysaa.com](mailto:tracymentzel@flysaa.com))  
 Western Cape: Enid Sinequan ([enidsinequan@flysaa.com](mailto:enidsinequan@flysaa.com))  
 KwaZulu-Natal: Kriba Govender ([kribagovender@flysaa.com](mailto:kribagovender@flysaa.com))  
 All other provinces: Mark Steele ([marksteele@flysaa.com](mailto:marksteele@flysaa.com))