



health

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A long and healthy life for all communities of the North West Province

**POLICY ON THE PROVISION OF ACCOMMODATION FOR IDENTIFIED HEALTH
PROFESSIONALS CATEGORIES AND OTHER CRITICAL SCARCE SKILLS
EMPLOYEES IN NORTH WEST DEPARTMENT OF HEALTH**

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Description	This policy document defines North West Department of Health' position on the provision of quality health services through the retention of health professionals by providing subsidised and/or state sponsored accommodation. It contains the basic framework as well as roles and responsibilities.
Coverage	The provisions of this policy are applicable to all relevant health institutions in the North West Department of Health.
Policy Number	SCM25/P01/R29

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1. Abbreviations

<u>ALS</u> :	Advanced Life Support
<u>DPSA</u> :	Department of Public Service and Administration
<u>DPWR</u>	Department of Public Works and Roads
<u>HPCSA</u>	Health Professionals Council of South Africa
<u>HR</u> :	Human Resource Management
<u>ILS</u> :	Intermediate Life Support
<u>MMS</u> :	Middle Management Service
<u>MTEF</u> :	Medium Term Expenditure Framework
<u>NWDOH</u> :	North West Department of Health
<u>NWPDOH</u> :	North West Province Department of Health
<u>NWPG</u>	North West Provincial Government
<u>NWP</u>	North West Province
<u>PSCBC</u> :	Public Service Coordinating Bargaining Council
<u>SA</u> :	South Africa
<u>SCM</u> :	Supply Chain Management
<u>SLSA</u> :	Study Leave Student Agreement
<u>SMS</u> :	Senior Management Service

2. Definitions

Department

Unless otherwise specified must be construed as reference to the Department of Health in the North West Province and all its institutions and facilities

Employer

shall carry the same meaning as the word "Department"

Institutional

These are institutional residences and flats situated

Accommodation

within the immediate proximity of the place of work of certain Officials employed in the Public Service whose duties necessitate such accommodation from time to time.

External

These are leased property residences and flats situated

Accommodation

outside the institution by certain officials employed in the Public Service whose duties necessitate such accommodation from time to time.

State sponsored

These are all properties owned by the North West

accommodation

Provincial Government entrusted to DPWR as the custodian for proper management and administration thereof

Serving officials

These are serving officials appointed by NWDOH and

on study leave

obtain housing allowances granted permission to study.

3. Purpose

The purpose of this policy is to ensure that there is improvement in the provision of quality health services in the North West Province Department of Health institutions through the retention of health professionals by providing subsidised and/or State sponsored accommodation for such skills.

4. Background

- a. The Department of Health is one of the provincial departments in the North West Province. This province is situated centrally and to the north of the Republic of South Africa. Its neighbouring province to the north is Limpopo, Gauteng to the south-west, the Free State to the south-east and the Northern Cape to the south-west. Made up of four districts the economic development in the province is varied with the densely populated Bojanala District being the fastest growing district. The greatest part of the province is rural with very little infrastructure development and amenities such as available good schooling.

- b. During the period of 2001-2010 according to statistics SA 2010 report, the average life expectancy at birth for both males and females was lower than the national average. Internationally according to the United Nations projections, the life expectancy at birth in SA has been steadily increasing from 2011 to 2025. In comparison to the national average, the life expectancy in SA has been increasing, but it still lags behind other countries. For instance, in 2025, the life expectancy in SA ranks lower than countries like Costa Rica (81.30 years), Maldives (80.39 years), and Lebanon (79.57 years). It is worth noting that life expectancy can vary depending on factors such as lifestyle, access to healthcare and socioeconomic conditions.

- c. In the context of North West Province of South Africa and according to available data, between the period 2020 and 2022 life expectancy was

generally considered to be around or slightly below the national average; while not significantly higher, it is not significantly lower either, and may show some variation depending of specific demographic factors within the province. The aforesaid makes the province prone to the movement of staff members from the public sector to private and other provinces. Retention especially of health professionals is one of the priority challenges for the department.

- d. As a result the department has a high turnover rate of health professionals. This results in the high costs of frequent recruiting. The shortage of health professionals has a severe impact on health service delivery. It is therefore necessary that remedies of the most urgent nature should be pursued within current and future budget limitations. As part of the remedies the government has introduced the following programmes: community service for health professionals, entering into agreements with other countries for the deployment of health professionals. In addition, the internship programme mitigates the skill shortage although it is mandatory experiential training that medical students have to complete before they qualify as doctors.

5. Policy statement

Accommodation for the identified beneficiaries will be provided according to the stipulations in this policy. Management shall implement and adhere to the provisions of the NWDOH accommodation policy for health professionals and other critical scarce skills employees.

6. Objectives

- 1.1 Increased retention of health professionals within health institutions in the province.
- 1.2 Improved provision of quality of services.
- 1.3 Improved health outcomes.
- 1.4 To ensure consistent practices when allocating accommodation for doctors and allied health professionals
- 1.5 To limit DOH expenditure on accommodation
- 1.6 To promote transparency and accountability

7. Legal framework

The following prescripts underpin this policy. In cases where there is a clash in the content, the provisions of the prescripts will supersede the policy.

- a. The Constitution of the Republic of South Africa Act No. 108 of 1996
- b. Basic Conditions of Employment Act, (No 75 of 1997)
- c. DPSA Housing Allowance Policy.
- d. Department of Health Subsistence and Travel Allowance Policy, November 2019
- e. Government to Government Agreements.
- f. Government Immovable Asset Management Act (GIAMA), No 19 of 2007
- g. HPCSA Regulations
- b. NWP Recruitment & Retention Strategy & Policy 2015
- c. NWDOH: MTEF Human Resource Planning 2022-2025
- d. Policy on the Provision of accommodation for Identified Health Professionals categories & Other Critical Scarce Skills Employees 2016
- e. PSCBC Resolution 1 of 2025
- f. Regulations for Community Service and Internship.
- g. Rental Housing Act (Act 50 of 1999 as amended)
- h. Resettlement Policy (NWP) 2014/2015

- i. The Labour Relations Act (LRA), Act 66 of 1995
- j. Treasury Regulations for Departments, Constitutional Institutions and Public Entities

8. Scope and application

This policy covers/is applicable to the following categories of employees herein after referred to as "beneficiaries of the policy":

- a. Medical Interns,
- b. Advance Life Support (ALS) Practitioners
- c. Critical scarce skills occupants (as expressed in the NWDOH: MTEF Human Resource Planning 2022-2025, annexure A)
- d. Community Service Professionals,
- e. Registrars, Foreign Doctors and Nurses on a Government to Government agreement as well as all other Community Service Professionals.
- f. Serving officials on study leave

9. Detail procedures/ Policy procedures

9.1 Each institution within the confines of this policy are to adhere to the following procedures when dealing with categories of health professionals

9.1.1 Based on its own circumstances and prevailing conditions each institution should compile a list of its health professionals and scarce skills employees who will need to be assisted by the state for accommodation. This list will be discussed in the relevant institution management structures, i.e., institution composition of accommodation committee(s) and recommended for approval by the delegated authority. The list should be reviewed annually.

- 9.1.2** The Department will ensure that based on the identified needs of the institutions, sufficient budget is allocated for accommodation allowance in respect to beneficiaries of the policy not qualifying for housing allowance.
- 9.1.3** It is up to the discretion of the department to determine whether health professionals on community service can be considered for accommodation at institutional accommodation.
- 9.1.4** In the event the department does not have adequate and habitable accommodation at institution premises, the department will grant housing allowance to be claimed monthly. The proposed and/or approved allowances are depicted as follows in Table 1.

Table 1: DOH External Accommodation Allowance

Description	Demographics		
	Urban Tariffs	Rural Tariffs	Radius
NWDoH External Accommodation Allowance	Min of R3000.00	Min of R2000.00	5 km
	Max of R3500.00	Max of R2500.00	10 km

- 9.1.5** Accommodation in the institutions should be prioritized for categories specified in this policy. Noting that employees on senior management level (SMS) and middle management level (MMS) already have a component of accommodation in their salary package therefore; they should be excluded from this policy and secure their own accommodation unless under exceptional circumstances, subject to the approval of a submission by the Superintendent General (e.g. staff rendering standby services to the institution). This also goes for other employees who through a collective bargaining process receive a housing allowance which should be utilized as a subsidy for own accommodation.
- 9.1.6** Employees who through a collective bargaining process receive a housing allowance as per PSCBC Resolution 1 of 2025 which should be utilized as

a subsidy for own accommodation but acquiring residential accommodation externally from the institution; the Department shall, based on Table 1 above provide the difference of the monthly allowance to total the determined DOH external accommodation allowance

- 9.1.7** The department may only be responsible for providing the standard furniture items which will be a fridge, bed, kitchen utensil and curtains for beneficiaries of this policy. In the event the beneficiary is not satisfied with the availed/existing furniture, he/she is at liberty to procure/obtain furniture at own cost.
- 9.1.8** The department/institution should enter into written lease agreement(s) with all beneficiaries of this policy residing in institutional accommodation. Such agreements should be for the duration of their respective employment contract(s).
- 9.1.9** The beneficiaries shall be liable to pay rent as provided in the NWDOH lease agreement deducted monthly through a salary stop order facility activated in the PERSAL system
- 9.1.10** Monthly rental to be paid by the beneficiaries of this policy in line with point 9.1.7 above shall be in terms of PSCBC Resolution No.1 of 2025. Managers should ensure that rental is collected.
- 9.1.11** Beneficiaries of this policy residing outside the institution premises due to limited space must ensure to enter into lease agreements with landlords to qualify for the rental allowance determined by the department.
- 9.1.12** The department will not be held liable for any loss or damage to personal property irrespective whether the beneficiary lives in the state or rented accommodation.

9.2 INSTITUTIONAL ACCOMMODATION ACQUIRED BY BENEFICIARIES OF THE POLICY

9.2.1 The institution will provide available accommodation for duration of the employment contract, effective from the date of employment appointment where after; housing agreement(s) should be signed with the department. This is in line with point 9.1.7

9.2.2 This includes all accommodation at hospital premises, i.e., state houses, doctors quarters, nurses residence.

9.2.3 Rental payable by officials qualifying for state owned accommodation will be paid in line with Treasury Regulations for Departments, Constitutional Institutions and Public Entities issued in terms of the Public Finance Management Act, 1999 which came into effect from 01 April 2020 and any other subsequent directives emanating therefrom

Table 2: Institutional Accommodation Rates for Rental

Description	Tariff/Rate	
	Type	Tariffs
Rates for Rental (for revenue collection by the department through PERSAL system)	Single Room	R1900
	1 Bedroom Flat	R1900
	2 Bedroom Flat	R1900
	3 Bedroom Flat	R1900

9.2.4 The tariffs in Table 2 are in line with the housing allowance and government employees housing scheme stipulated in PSCBC Resolution 1 of 2025.

9.2.5 The amount on the table does not include the cost of Electricity and they shall be deducted separately as per usage. The department has 30 days to fix any reported related maintenance issues. Failure, the beneficiary can

source own three quotations subject to the approval of supply chain management and IDTS Director. Cost borne by the beneficiary will be deductible from the rentals.

9.2.6 Refusal and/or rejection of allocated institutional accommodation by beneficiaries of the policy will result in no provision of the determined monthly allowance for external accommodation. In essence, the beneficiaries will obtain alternative accommodation at his/her own expense, and will not be compensated by the Department. The housing allowance received as stipulated in PSCBC Resolution 1 of 2025 shall offset the levied rental payable to the concerned Landlord whom alternative accommodation is obtained.

9.2.7 In case of eviction, residents will be given a full calendar month notice to vacate the official premises resulting from the following:

- (i) Non-compliance with terms and conditions of the policy
 - a. Failure to pay monthly rental
 - b. Unauthorised subletting of the accommodation
 - c. Failure to maintain the accommodation in a satisfactory condition
 - d. Failure to provide required documentation and/or information
 - e. Providing false or a misleading information
 - f. Failing to comply with government policies or regulations
- (ii) Misuse of accommodation
 - a. Using the accommodation for unauthorised purposes (running a business)
 - b. Allowing unauthorised persons to occupy the accommodation unless approval is granted, i.e., families
 - c. Causing damage to the accommodation through negligence and/or intentional acts
- (iii) Change in employment status
 - a. Resignation or retirement from government employment

- b. Transfer from to a different department or location
- c. Downgrading or reduction in rank

(iv) Non occupancy

- a. Failing to occupy the accommodation for an extended period
- b. Using the accommodation as a secondary residence

(v) Security and safety concerns

- a. Engaging in behaviour that poses a risk to the safety and security of others (e.g., fire arms/dangerous weapons, lewd and indecent behaviour)
- b. Failing to comply with departmental security protocols and procedures.

9.3 EXTERNAL ACCOMMODATION ACQUIRED BY BENEFICIARIES OF THE POLICY

9.3.1 The beneficiaries of the policy should enter into respective lease agreement for leasing of residential accommodation (inclusive of utilities) with landlords for the duration of their respective employment contract(s) in line with point 9.1.7 where after;

9.3.2 Monthly accommodation allowance as determined by the department will be provided after approval of application by institution management.

9.3.3 Should a more expensive accommodation be leased, the difference will be paid by the beneficiary concerned.

9.3.4 To claim S&T the following must be submitted as proof of evidence

- a. Approved application letter for accommodation allowance
- b. Copy of signed lease agreements
- c. monthly invoice
- d. Proof/receipt of rental payments before the 5th of each month.

9.3.5 Quarterly confirmation of leased accommodation by *LESSEE's* (employees) to be submitted to the relevant institution.

9.3.6 In the event of the end of the employment contract of the beneficiaries of the policy, the department extends the contract, the same process and/or guidelines are to be followed

9.4 PROVISION OF ACCOMMODATION FOR SERVING OFFICIALS ON STUDY LEAVE IN INSTITUTIONAL ACCOMMODATION

9.4.1 According to *clauses 5.3* of the NWDOH Study Leave Student Agreement (SLSA), *"the Department is not obliged to provide accommodation for the serving officials in institutional accommodation (NWDOH Nursing College(s) or external accommodation"*

9.4.2 The SLSA further stipulates in *clause 5.4* that *"in a case where additional accommodation is available, a consideration shall be made at a cost determined by the Department for duration of the study period (priority shall be given to students funded through the bursary system)"*.

10. Roles and responsibilities

The policy shall be implemented in all Department of Health, North West Province health institutions. It replaces all directives that existed prior to it being approved where after, it shall be enforced for compliance by relevant management of institutions and monitored by Provincial Office, i.e., Chief Directorate Supply Chain Management.

11. Monitoring and evaluation

The Supply Chain Management Directorate in the provincial office will be responsible for the monitoring and evaluation of this policy.

12. Review

This policy shall be become effective from date of signature. The policy will be reviewed after every three years in 2028 over the MTEF period.

13. Attachments

Annexure A: NWDOH: MTEF Human Resource Planning 2022-2025

Annexure B: NWDOH Study Leave Student Agreement, 2024

Annexure C: PSCBC Resolution 1 of 2025

Annexure D: North West Department of Public Works and Roads Policy on State Housing

10. Policy Approval:

Ms F. Tsimane
Chief Director: Supply Chain Management

2026/03/11
Date

Recommended/ ~~not recommended~~

Mr T. Mokhatla
Acting Superintendent General

12-03-2026
Date

Approved/ not approved

HON. MEC: JS Lehari
North West Department of Health

25/04/2026
Date