

## **PREFACE**

## **DEFINITIONS**

### **CHAPTER 1 - EXECUTIVE ETHICS CODE**

### **CHAPTER 2 - ACCEPTANCE OF OFFICE**

### **CHAPTER 3 - BENEFITS, REIMBURSIVE ALLOWANCES AND OTHER PROVISIONS**

### **CHAPTER 4 - RESIDENCES**

### **CHAPTER 5 - MOTOR TRANSPORT**

### **CHAPTER 6 - AIR TRANSPORT**

### **CHAPTER 7 - TRAIN TRANSPORT**

### **CHAPTER 8 - PRIVATE OFFICE OF THE MEMBER**

### **CHAPTER 9 - RELINQUISHING OF OFFICE**

### **CHAPTER 10 - TRAVEL PRIVILEGES OF FORMER MINISTERS / DEPUTY MINISTERS AND THEIR SPOUSES**

### **CHAPTER 11 - ENTERTAINMENT / RECEPTIONS**

### **CHAPTER 12 - MISCELLANEOUS**

### **ANNEXURE A - GUIDELINES FOR OFFICIAL TRAVEL ABROAD: MINISTERS AND DEPUTY MINISTERS**

### **ANNEXURE B - TRANSPORT ARRANGEMENTS – SESSION & RECESS**

### **ANNEXURE C - PRESIDENTIAL GUESTHOUSE**

### **ANNEXURE D - STATE, OFFICIAL AND PROVINCIAL OFFICIAL POLICY**

### **ANNEXURE E - POLICY ON SECURITY MEASURES AT THE PRIVATE RESIDENCES OF PUBLIC OFFICE BEARERS**

### **ANNEXURE F - APPOINTMENT AND REMUNERATION OF SPECIAL ADVISERS APPOINTED TO EXECUTING AUTHORITIES**

### **ANNEXURE G - DEPARTMENTAL SPONSOERED CREDIT CARDS**

### **ANNEXURE H - PRESTIGE ACCOMMODATION: CHIEF JUSTICE; DEPUTY CHIEF JUSTICE AND EXECUTIVE MAYORS**



# PREFACE

This Handbook is a guideline for benefits and privileges, to which Members and their families are entitled, in the execution of their duties. These benefits and allowances refer to both the time during term of office and in some cases to the time thereafter. The Handbook incorporates the Executive Code of Ethics, which regulates probity in public life.

The guidelines with regard to administrative and support services, and the benefits, privileges associated with occupying these offices, provide assistance in ensuring good governance in line with the Code. The Handbook seeks to sensitise members on the security measures that have to be observed in co-operation with the National Intelligence Agency and Safety and Security Services.

The interpretation of anything relating to these guidelines rests with Cabinet. Any person interpreting this Handbook should consult the Cabinet Secretariat when in doubt. In the event of the latter having doubts about the interpretation of the provision(s) in question, the matter should be referred to the Cabinet.

All staff members providing support services to the portfolios mentioned above are expected to acquaint themselves thoroughly with the provisions contained in these guidelines. Specialised training can be provided for members of staff through the South African Management Development Institute (SAMDI).

Anything not mentioned in these guidelines does not form part of the benefits, allowances and support services envisaged for Political Office Bearers.

## DEFINITIONS

In these guidelines, unless the context otherwise indicates:

**“adult”** means a person who has reached the age of legal majority of 18 years.

**“department”** means any department listed in the Schedules 1, 2 and 3 of the Public Service Act, 1994 and includes national and provincial legislatures.

**“domestic worker”** means an employee who performs domestic work in the home of his or her employer and includes

- (a) a gardener;
- (b) a person employed by a household as driver of a motor vehicle; and
- (c) a person who takes care of children, the aged, the sick, the frail or the disabled, but does not include a farm worker.

**“dependant”** means a child, adopted child and/or foster child whom the Member is legally obliged to support financially and is in fact supporting.

**“Driver / Aide”** means a staff member of the office serving a Member, employed to perform driver and messenger functions as envisaged in Chapter 8.

**“family”** in relation to any person, means his or her parent, child or spouse, and includes a person living with that person as if they were married to each other, i.e. a spouse/ life partner and/or the following dependants:

Any child recognised as a dependant for the purpose of the Parmed Medical Aid Scheme; and

Any relative (child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption) who resides permanently with the member and is of necessity dependent, and whose income, from whatever source, does not exceed the amount of the applicable maximum basic social pension prescribed in regulations made under the Social Pension Act, 1973.

**“Member/s”** means a Minister, Deputy Minister, Premier, Member of the Executive Council (MEC) and a Presiding Officer/Deputy Presiding Officer in Parliament or in a Provincial Legislature, except in cases where specific categories of the above members are mentioned as national or provincial members.

**“National member/s”** means a Minister, Deputy Minister, Presiding Officer and Deputy Presiding Officer.

**“Official Residence”** means a state owned residence or a private residence designated by a member as to be used, amongst others, for official purposes at the seat/s of office.

**“Parliament”** refers to both national and provincial legislatures.

**“permanent companion”** means a person who is cohabiting with the member and is publicly acknowledged by the member as a permanent companion, provided the member has informed his/her Department in writing of such a companion.

**“Private Residence”** means a privately owned house

**“Provincial member/s”** means a Premier, Member of the Executive Council (MEC), Presiding Officer or Deputy Presiding Officer.

**“SAPS VIP Driver / Protector”** means a member of the SAPS VIP Protection Unit, allocated / appointed to provide security and driving services to the member.

**“Spouse”** means person legally married to the member including a spouse in a polygamous marriage or a permanent companion/life partner.

**“State-owned Residence”** means housing, furniture and effects owned by the State.

**“Support services and benefits to the Spouse”** means support services and benefits to the spouse of a member and who as part of the household of the member supports him/her in the execution of his/her official functions.



# CHAPTER 1

## EXECUTIVE ETHICS CODE

### CHAPTER 1

#### EXECUTIVE ETHICS CODE

##### 1.1 Definitions

1.1. In this Code, any word or expression defined in the Act bears that meaning and, unless the context indicates otherwise –

**“company or corporate entity”** includes any public or private company, any close corporation and any trust, other than a charitable trust, but does not include a charitable organisation or an association not for gain (section 21 company);

**“secretary”**, in relation to Members of Cabinet and Deputy Ministers, means the Secretary of the Cabinet and, in respect of a Presiding Officers and their Permanent Deputies, means the Secretary of Parliamentthe relevant Legislature, and in respect of the Premier and a Member of Executive Council means the Secretary of the Executive Council.;

**“the Act”** means the Executive Members’ Ethics Act, 1998 (Act No 82 of 1998).

##### 2. General standards

2.1. Members must, to the satisfaction of the President or the Premier as the case may be -

a. perform their duties and exercise their powers diligently and honestly;

- b. fulfil all the obligations imposed upon them by the Constitution and law;
- c. act in good faith and in the best interest of good governance; and
- d. act in all respects in a manner that is consistent with the integrity of their office or the government.

2.2. In deciding whether members comply with the provisions of clause 2.1 above, the President, or Premier, as the case may be, must take into account the promotion of an open, democratic and accountable government.

2.3. Members may not wilfully mislead the legislature to which they are accountable;

- a. Deliberately or inadvertently mislead the President, or the Premier or the legislature, as the case may be; I think it is important to mention legislature, meaning members should also not wilfully mislead Parliament
- b. act in a way that is inconsistent with their position;
- c. use their position or any information entrusted to them, to enrich themselves or improperly benefit any other person; { let us maintain it as is}
- d. use information received in confidence in the course of their duties otherwise than in connection with the discharge of their duties;
- e. expose themselves to any situation involving the risk of a conflict between their official responsibilities and their financial and/or personal interests;
- f. receive remuneration for any work or service other than for the performance of their functions as Members; or
- g. make improper use of any allowance or payment properly made to them, or disregard the administrative rules, which apply to such allowances or payments.

### **3. Conflict of Interest**

- 3.1.** A Member must declare any personal or private financial or business interest that that member may have in a matter –
- a. that is before the Cabinet or an Executive Council;
  - b. that is before a Cabinet Committee or Executive Council, on which the member Member serves; or
  - c. in relation to which the member is required to take a decision as a Member of the Executive.
- 3.2.** A Member must withdraw from the proceedings of any committee of the Cabinet or an Executive Council considering a matter in which the Member has any personal or private financial or business interest, unless the President or the Premier decides that the Member's interest is trivial or not relevant.
- 3.3.** If a Member is required to adjudicate upon or decide a matter in which the Member has a personal or private financial or business interest, the Member must declare that interest to the President or the Premier, and seek the permission of the President or the Premier to adjudicate upon or decide the matter.
- 3.4.** If a Member makes representations to another Member of the Executive with regard to a matter in which the Member has a personal or private financial or business interest, the Member must declare that interest to the other Member.
- 3.5.** For the purposes of the paragraphs 3.1, 3.2, 3.3 and 3.4 the personal or private financial or business interest of a Member includes any financial or business interest which, to the Member's knowledge, the Member's spouse, permanent companion or family member has.
- 3.6.** Where a Member holds any financial or business interest in a company or corporate entity or profit-making enterprise which may give rise to a conflict of interest in the performance of that Member's functions as a Member of the Executive, the Member must, within two months of the promulgation of this Code, or within two months of assuming office, or within two months of

acquiring such interest, as the case may be, or within such longer period as the President or, if the member is a member of an Executive Council, the Premier determines -

- a. dispose of such interest; or
- b. place the administration of the interest under the control of an independent and professional person or agency.

**3.7.** When the administration of a Member's interest has been placed under control of a person as contemplated in paragraph 3.6(b), the Member may not, during the course of his or her term as Member, have any communication with or give any instructions to that person regarding the interest or the administration or control thereof, save for purposes of complying with any legal requirement in respect of such interest, or to give instructions to sell such interest.

**3.8.** When a Member is required to make arrangements to meet the conditions of paragraph 3.6, the professional costs occasioned thereby are recoverable from the State.

#### **4. Gifts**

**4.1.** A Member may not solicit or accept a gift or benefit which –

- a. is in return for any benefit received from the Member in the Member's official capacity;
- b. constitutes improper influence on the Member, or
- c. constitutes an attempt to influence the Member in the performance of the Member's duties.

**4.2.** When a Member, in the course of the Member's duties, has received or has been offered a gift with a value of more than R1000R1000,, this amount should remain R1000, it is the only instance where they should write to President or premier, otherwise three hundred they can keep without permission of President, however they should declare . Otherwise President/premier will be flooded request from Ministers if R350 is the case. the Member may must request permission from the President or the Premier, as the case may be,



to retain or accept the gift. If the permission is granted, the Member may retain or accept the gift, but must disclose particulars thereof in terms of paragraph 6.35 of this Code. Where such permission has not been requested or granted the Member must either –

- a. return the gift or decline the offer; or
- b. donate the gift to the State.

**4.3.** For the purposes of paragraph 4.2 “**gift**” does not include travel facilities or hospitality arising from attendance at meals, functions, meetings, cocktail parties, conventions, conferences or similar events attended by the Member as part of the Member’s executive duties.

## **5. Disclosure of financial interests**

**5.1.** Every Member must disclose to the Secretary particulars of all the financial interests, as set out in paragraph 6, of –

- a. the Member; and
- b. the Member’s spouse or dependent children, to the extent that the Member is aware of those interests.

**5.2.** The first disclosure must be made within 60 days after the promulgation of this Code or of a Member’s assumption of office, office or of a Member becoming aware of such interest, as the case may be.

**5.3.** After the first disclosure, Members must annually disclose particulars of their financial interests on or before a date determined by the Secretary.

**5.4.** Cabinet Members and Deputy Ministers who are members of the National Assembly and are required to disclose particulars of their financial interests in terms of the Rules of the relevant legislatureParliament, comply with paragraph 5.1 --( there are few members who are not necessarily members of parliament)!! It makes change difficult

- a. by submitting to the Secretary a copy of those particulars on the same date as they are filed with the relevant parliamentary official; and
  - b. in so far as those particulars do not meet the requirements of paragraph 6 of this Code, by filing with the Secretary a statement containing the necessary additional disclosure.
- 5.5. Where any doubt exists as to whether particular financial interests must be disclosed, the Member must consult the Secretary.
- 5.6. When a Member makes a disclosure in terms of paragraph 5.1, the Member must confirm in writing to the Secretary that the Member receives no remuneration other than as a member of the Executive as contemplated in paragraph 2.3 (f) other than as a Member of the Executive..

**6. Financial interests to be disclosed:**

Members must disclose the following interests and details:

- 6.1 Shares and other financial interests in companies and other corporate entities by indicating:
- a. The number, nature and nominal value of shares of any type in any public or private company;
  - b. the name of that company; and
  - c. the nature and value of any other financial interests held in any company or any other corporate entity.
- 6.2 Sponsorships:
- a. The source and description of direct financial sponsorship or assistance; and from any source other than the

- b. the amount or value of the sponsorship or assistance
- 6.3 Gifts and hospitality other than that received from a spouse or permanent companion or family Member. A description, including the value, source and date of any-
- a. A description, including the value and source of –
  - a. any gift with a value of more than R500;;
  - b. gifts received from a single source which cumulatively exceed the value of R500 in any calendar year;
  - c. hospitality intended as a personal gift and with a value of more than R500; and
  - d. hospitality intended as a gift and received from a single source, and which cumulatively exceeds the value of R500 in any calendar year.
- 6.4 Benefits:
- a. The nature and source of any other benefit of a material nature; and
  - b. the value of that benefit.
- 6.5 Foreign travel other than personal visits paid for by the Member, or official travel paid for by the state, or travel paid for by the Member's party:
- a. AA brief description of the journey abroad; and

b. particulars of the sponsor.

6.6 Land and immovable property, including land or property outside the Republic of South Africa:

a. AA description of and the extent of the land or property;

b. area in which it is situated; and

c. nature and value of interest in the land or property.

6.7 Pensions:

a. The source of any pension; and

b. the value of the pension.

## **7. Register of financial interests**

7.1. Each Secretary must keep a register of all financial interests disclosed by Members. The register must have a confidential part and a public part.

7.2 The following financial interests must be recorded in the confidential part of a register:

a. The value of interests in a corporate entity other than a private or public company;

b. the details of foreign travel when the nature of a visit requires those details to be confidential;

c. the details, including the address, of any private residence;

- d. the value of any pension;
- e. details of the financial interests of a Member's spouse or dependent child; and
- f. the Member's liabilities.

7.3. Only the President or relevant Premier, the Public Protector, the Public Protector, the Secretary concerned and staff designated by the Secretary have access to the confidential part of a register. Any person who contravenes the prescripts regarding the confidentiality of financial disclosure shall be guilty of misconduct and the appropriate actions will be taken against such a person. (is this what the codes says?)

7.4. No person who has access to the confidential part of a register may disclose particulars of any entry in that part to anyone other than the Member concerned or another person who has such access, except when a court or the Public Protector resident or relevant Premier Public Protector so orders. so orders.

7.5. Any .

7.5. Any person has access to the public part of a register during office hours of the Secretary concerned.

## **8. General**

8.1. A Member must instruct a member of the staff of the Member's office or Ministry to assist and monitor compliance with this Code. The information obtained by that staff Member may not be disclosed to anyone, except in executing measures envisaged in this Code.

- 8.2 A Member must assist the Public Protector in the performance of the Public Protector's functions under the Public Protector's Act 23 of 1994.Act.
- 8.3. This Code may be amended or replaced, and the amounts specified in the Code adjusted, from time to time by proclamation in the *Government Gazette*.



# CHAPTER 2

## ACCEPTANCE OF OFFICE

### 1. Swearing in

#### 1.1. Travelling Expenses

- 1.1.1. The travelling expenses incurred by designated Members and their spouses in connection with their swearing in shall be debited to the State. Vehicles and drivers for designated Members and their spouses shall be provided at the State's cost for travelling between the place of residence and place where the swearing in ceremony is to take place. A log of the distances traveled to and from the swearing in ceremony should be kept and used as proof of payment of the claim by the designated Member.

#### 1.2. Subsistence Expenses

- 1.2.1. The subsistence expenses incurred by designated Members and their spouses, for a period not exceeding 3 (three) days, in connection with them being sworn in shall be debited to the State.

#### 1.3. Executive Code of Ethics (Application)

- 1.3.1. Upon being sworn in the Executive Ethics Code shall be complied with and the 60 days period referred to in Chapter 1, para 5.2 above, commences on the day of the swearing in.
- 1.3.2. As soon as persons who are not Members of the National Assembly have been sworn in as Ministers or Deputy Ministers, they shall, in addition to the Executive Code of Ethics, comply with the provisions of the Parliamentary Code of Conduct in so far as it relates to their financial interests.

### 2. Relocation Costs of National Members This is applicable to national Ministers and Deputy Minister and presiding officers and suggest that it should reflect that.

- 2.1. The relocation expenses incurred by National Members, including those of their families and domestic workers, on assumption of office for relocation, from their home base to the seat/s of office, whether to a state owned residence or private residence to be occupied for official purposes should be debited to the relevant Department.
- 2.2. These relocation expenses include the costs of transporting personal belongings, such as a motor vehicle, trailer and pets. If furniture and other personal belongings are not transported directly to the official residence/s, National Members are responsible for expenditure relating to storage, insurance and related expenses, except in cases where, owing to exceptional circumstances, a state owned residence to be used for official purposes is not immediately available for occupation.
- 2.3. If, owing to exceptional circumstances, a state owned residence is not immediately available for National Members upon assumption of duty of office, expenses in connection with alternative accommodation may be debited to the State until an official residence becomes available.
- 2.4. Transfer duties, bond and all other related costs incurred in obtaining a private residence at the seat of office (whether it is to be used as an official residence or not), as well as costs such as new school uniforms, are for the account of the National Member and cannot be debited to the relevant Department.

### **3. Security Analysis**

- 3.1. On assumption of office, members should approach the Minister for of Intelligence Services and the Minister for Safety and Security, for a security analysis and arrangements for the provision of appropriate security.
- 3.2. Members and their support staff should, at all times, adhere to the security arrangements and policies, and take precautions not to do anything that will compromise security. A copy of the Minimum Information Security Standards Security mManual can be obtained from the National Intelligence Agency (NIA).
- 3.3. The analysis referred to in paragraph 3.1 above, will include security of private residences occupied on a regular basis, state-owned residences, private residences, personal security and the offices utilised by the Members.
- 3.4. The Minister of Public Works should be requested to implement, in conjunction with the SAPS, the recommended security arrangements at privately owned residences in terms of the scheme approved by the Cabinet for this purpose [Cabinet decision October 8, 1997]. ) its confidential doc and cannot be attached.





# CHAPTER 3

## BENEFITS, REIMBURSIVE ALLOWANCES AND OTHER PROVISIONS

### **1. General**

- 1.1.** The salaries and allowances of Members and their staff and any expenses, which may be lawfully debited to the State, have to be paid from the Medium Term Expenditure Framework budget of the Department appearing first in the designations of Member's portfolio.
- 1.2.** Should Members' portfolios not correspond to the designations of the departments they administer, the salaries and allowances of Members and their staff and other relevant expenditures have to be paid from the budget of the department commonly associated with the Member (in terms of the budget framework). It is important to maintain the department commonly associated-eg in our case our Minister has DPSA, Samdi, Sita and to a certain degree OPSC, and only DPSA is responsible as she is associated with DPSA and not the other dept/units.
- 1.3.** The Independent Commission on for the Remuneration of Public Office Bearers, an institutional and independent body, makes regular recommendations to the President with regards to the remuneration, allowances and benefits payable to Members.
- 1.4.** Based on the advice of the Commission, the President publishes by proclamation the prescribed levels of remuneration for the respective levels of Public Office Bearers.
- 1.5.** Particulars of adjustments to the all inclusive remuneration packages of Members will be furnished to all Departments by circular letter issued by the Presidency each time such a proclamation has been published..

### **2. Inclusive Remuneration (Salary – including provision for housing and section 8(1) d of the Income Tax Act – and private Motor Vehicle Allowance)**

- 2.1.** The salaries and allowances for Members, as recommended by the Commission, consist of an inclusive remuneration package as well as a grading structure based on years of service.
- 2.2. Inclusive Remuneration**
- 2.2.1. The inclusive remuneration structure includes a Basic Component (salary), which includes provision for an amount to which section 8(1)(d) of the Income Tax Act of 1962 applies as well as provision for housing expenditure, designed to assist in the provision that has to be made for the maintenance of two houses (calculated at 10% of the basic component).
- 2.2.2. The second portion of the inclusive remuneration package constitutes a private Motor Vehicle Allowance (based on 25% of the basic component) for procurement of a private motor vehicle.
- 2.3. Private Motor Vehicle Allowance**
- 2.3.1. The motor vehicle allowance is intended to reimburse the Member for the capital outlay in respect of the acquisition of a private motor vehicle. Such a vehicle may not be bought on State contract or tender and must be negotiated directly with a particular dealership. It may be acquired on hire-purchase, lease or be financed in any other way. It is the Member's prerogative to arrange and negotiate financing. In the event that Members are offered discounts of more than 10% by motor dealers or more than 15% by vehicle manufacturers, it is advised that Members declare the said discount in terms of the Executive Code of Ethics.
- 2.3.2. Receipt of the motor vehicle allowance is not subject to the Member acquiring ownership of a private vehicle.
- 2.3.3. Running and maintenance costs:
- a. The motor vehicle allowance (2.3 above) includes running and maintenance costs up to 500 official kilometres per month, irrespective of the actual official distances travelled during a particular month. Vehicle maintenance is, therefore, the responsibility of the Member and use may not be made of Government facilities in this regard.

- b. Official distances travelled in excess of 500 kilometres in a particular month may, however, be claimed according to the appropriate standard running and maintenance allowances as published in the Financial Manual from time to time.
- c. For the purposes of claiming running and maintenance allowances, a logbook, reflecting the official and private kilometres travelled per month, must be kept.
- d. A log of all official distances travelled should be kept in this regard subject to guidelines to be issued by the Department of Transport.

#### 2.3.4. Private Vehicle Insurance

- a. The private vehicle allowance includes provision for the obtaining of comprehensive insurance. It is the responsibility of the Member to ensure that a private vehicle is adequately insured for business and private use.
- b. The State shall by no means be liable for expenditure losses sustained in connection with the purchase, maintenance, operation, garaging and parking, theft of or damage to a private vehicle.

### 3. Pension Fund for Political Office Bearers

- 3.1. Members belong to the Pension Fund.
- 3.2. A pension contribution equal to 7.5% of the basic component of the inclusive remuneration package is deducted monthly from the Member's salary.
- 3.3. The State (relevant Department) contributes an amount equal to 17% of the basic component of inclusive remuneration package on a monthly basis towards the Political Office Bearer's Pension Fund
- 3.4. Details regarding the Pension Fund for Political Office Bearers can be obtained from the Secretary to Parliament.

## **4. PARMED Medical Aid Scheme**

- 4.1.** Members will as long as they hold office be members of the PARMED Medical Aid Scheme.
- 4.2.** A monthly contribution to PARMED is payable. The Member contributes one third of the total monthly contribution and the relevant Department contributes the remaining two thirds of the contribution.
- 4.3.** Contributions are made on a monthly basis and the relevant details can be obtained from the Secretary to Parliament.

## **5. Insurance**

### **5.1. Accident and Life Cover**

- 5.1.1.** Members are insured against accidents and death in terms of a contract concluded by Parliament with an insurance company. The Secretary of Parliament will provide each Member with a copy of the policy on his/her appointment and whenever the policy is amended. Enquiries concerning the insurance should be directed to the Secretary of Parliament.

### **5.2. Personal Effects [Short Term Insurance]**

- 5.2.1.** Insurance of personal effects, including in official residences, has to be arranged for and financed by Members themselves.

## **6. Leave**

- 6.1.** Members may take annual, vacation, maternity, sick and other leave, as may be necessary, after consultation with the President or Premier or Leader of Government Business, as the case may be.

## **7. Reimbursive Allowances**

### **7.1. Subsistence and Travel Allowance (Domestic)**

- 7.1.1.** The State (relevant Department) meets the costs of travel and subsistence

for official purposes as prevailing terms and conditions. Where official residences (private or state owned) are kept in both Cape Town and Pretoria, **no** subsistence allowance is **payable** for official journeys between Cape Town and Pretoria. A claim on distance travelled for use of a private motor vehicle shall be lodged in terms of clause 2.3 of Chapter 3.

- 7.1.2. Members, their spouses and dependent children who out of necessity cannot remain at home are entitled to accommodation and subsistence at expense of the relevant Department (in any hotel or hostelry) when fulfilling official duty away from their ordinary places of residence, also as well as in cases where spouses fulfil official duties on their own.
- 7.1.3. All reasonable out-of-pocket expenses (including gratuities and reading material, but excluding alcoholic beverages not consumed with a meal) connected with the subsistence of Members, their spouses and family, who must of necessity accompany them, shall be debited to the relevant Department.
- 7.1.4. Every claim for reimbursement of expenses submitted by Members in terms of these provisions should furnish details of the expenses and include a certificate signed by them or by their Private Secretaries on their behalf to the effect that the expenses were actually incurred and that they may lawfully be debited to the State in terms of these prescriptions. If at all possible, receipts should substantiate claims.
- 7.1.5. Subsistence and travel allowance is not an additional remunerative allowance and therefore for domestic travel no daily subsistence and travel allowance may be claimed.

## **7.2. Subsistence and Travel Allowance (International)**

- 7.2.1. A daily accommodation and subsistence allowance may be paid to Members, and Spouses accompanying them in official capacity, on official visits abroad. They may:
  - a. be compensated for their reasonable actual accommodation expenditure (i.e. for lodging, laundering and dry cleaning); and
  - b. receive a daily allowance (i.e. for three meals and other incidental expenditure such as tips, room service, reading material and normal liquid refreshments) equal to 110% of the daily allowance payable to Directors-General during visits abroad. Should the daily allowance be insufficient, their reasonable actual expenditure on meals may be reimbursed and an

additional daily allowance for incidental expenditure equal to the amount applicable to Directors-General as determined from time to time by the Department of Public Service and Administration, is payable to them.

- 7.2.2. The approved daily allowance in respect of Members as set out in section 7.2.1 above also applies to spouses of Members who are travelling alone on official visits abroad.
- 7.2.3. Real expenditure on gratuities, drivers, newspapers, news magazines and out of pocket expenses for which receipts are normally not issued, arising out of official subsistence and travelling, may be claimed from the relevant Department.
- 7.2.4. A maximum subsistence allowance equal to 30% of the approved subsistence allowance for a specific country is payable to a Member and his/her spouse in cases where the host bears all expenses towards accommodation and meals to compensate him/her for incidental expenses not paid for by the host.
- 7.2.5. Accommodation and subsistence expenses should be kept as low as possible by making use of hotels which suit the status of Members, but which have reasonable tariffs. Suites should be hired only if talks or interviews are to be conducted in them or if people are to be received or entertained there.

## **8. Official Business**

### **8.1. Official Travel**

- 8.1.1. See Chapter 5, 6 and 7 for official vehicles, air and train transport paid for by the relevant Department in the course of official business.

### **8.2. Official Entertainment**

- 8.2.1. Receptions and entertainment hosted for official purposes and in the course of official duties are considered official and paid for by the relevant Department on producing the necessary documentation. (See Chapter 9)
- 8.3. Departments must ensure that the necessary procedures are in place and adhered to in order to facilitate official receptions hosted by, and disbursement of entertainment allowances for, Members.

**9. Additional Benefits for National Members critical to mention that this is applicable to national ministers and deputy ministers and not those at provincial level due to two seats of office.**

**9.1. Air Travel**

- 9.1.1. Single we should consider as well as married Ministers/Deputy Ministers or Members and their spouses are jointly entitled to 30 (thirty) single domestic business class flight tickets per annum at the expense of the relevant Department. The use of privilege tickets are at the discretion of the National Member and may in some cases be exchanged for use by a child minder or other domestic workers in the personal employ of the Member. Did Minister of Defence not oppose to the use of the term child minder or domestic worker
- 9.1.2. These tickets can be utilised by family members of the Member on an exchange basis, with the condition that when family members travel alone the tickets should be booked in economy class.
- 9.1.3. Notwithstanding the provisions above, dependent children are each entitled to six (6) single domestic economy class tickets per annum to reunite with their parents during the National Member's regular travel between Cape Town and Pretoria
- 9.1.4. These air tickets can be exchanged for other forms of transport, including train journeys, at the discretion of the National Member.

**10. Taxation**

- 10.1. Members are responsible for acquainting themselves with their own tax obligation.**s.**
- 10.2. The following benefits and allowances are not taxablenot taxable:I think we should maintain not taxable
  - a. The use of an official vehicle for official purposes;
  - b. Occupying occupying one State-owned residence for official purposes free of charge; &and
  - c. Utilising utilising Parliamentary Allowance for official purposes.



# CHAPTER 4

## RESIDENCES<sup>2</sup>

### 1. Official Residences

- 1.1. Official residences are those so designated, and used as such, by Members.
- 1.2. Members can designate a privately owned residence for use as an Official Residence at the seat of office.
- 1.3. Members can be allocated a State-owned residence(s) for official purposes.

### 2. Private Residence

- 2.1. The Department of Public Works will be responsible for making available general cleaning services in private residences used for official purposes. Members are responsible for all costs related to the procurement, upkeep and maintenance of private residences used for official purposes.
- 2.2. Security arrangements for private residences used for official purposes should be done in accordance with the Cabinet decision on “the State’s involvement with the provision of security measures to the private residences of Political Members” of October 8, 1997 and with due regard to the security analysis referred to above (Chapter 2, paragraph 3).
- 2.3. The cost of security arrangements while it may not be covered in full, must be annually reviewed by the Department of Public Works in consultation with the Minister of Finance and communicated to all Members of the Executive.
- 2.4. Consideration should be given for the Department of Public Works to be responsible for the costs associated with the provision of water and electricity to private residences used for official purposes



### **3. State-Owned Residences**

#### **3.1. General**

- 3.1.1. Members may occupy, for official purposes, one State-owned residence, in the capital of their choice, free of charge.
- 3.1.2. If available, Members may occupy a second State-owned residence in the other capital, for official purposes. In this event a monthly market related rental is payable. (Cabinet Decision: June 12, 2002)
- 3.1.3. No allowance is payable to Members who prefer not to utilise a State-owned residence for official purposes at the seat of office.

#### **3.2. Market Related Rental**

- 3.2.1. Basic Component of the Inclusive Remuneration (salary) x 1% divided by 12
- 3.2.2. The administration of the payment of these rental amounts have to be administered through PERSAL and in consultation with the Department of Public Works

#### **3.3. Occupation of State-Owned Residences for Official Purposes**

- 3.3.1. Occupation of State-owned residences is taken on arrangement with the Minister of Public Works.
- 3.3.2. The family of a member may occupy a State-owned residence when the Member is not present.

#### **3.4. Sub-Letting**

- 3.4.1. State-owned residences may not be sub-let.

#### **3.5. Moving and Vacating**

- 3.5.1. Unless the circumstances so require, Members should refrain from moving to other State-owned residences, or exchanging State-owned residences, available for re-allocation during their term of office.
- 3.5.2. Where a Member has relocated to another State-owned residence as referred to in 3.5.1, the State-owned residences concerned shall only be re-furnished when renovations are necessary.

- 3.5.3. Where a Member moves from an official State-owned residence to a private residence to be used for official purposes in the same capital, personal effects may be packed and transported at the expense of the relevant Department. This is a non-recurring concession and cannot be utilised more than once during a term of office.

### **3.6. Personal Effects and Insurance**

- 3.6.1. The State shall be liable for any damage or loss of a member's personal effects in state owned residences, regardless of whether the residence is occupied or not.
- 3.6.2. Members may, at their own expense, insure their personal effects against such damage or loss.

### **3.7. Domestic Services**

- 3.7.1. The costs of employing a domestic worker responsible for the cleaning of the official and private residences each shall be borne by the Department of Public Works. Such cost will include remuneration of a domestic worker as well as the cost for all cleaning materials, equipment, chemicals and toiletries..
- 3.7.2. These cleaning services, however, do not include ironing, cooking and washing of clothes, unless agreement is reached and arrangement is made for payment of the additional tasks with the domestic worker in the personal employ of the Member, **by** the said Member.
- 3.7.3. Where necessary, Members may, at their own expense, appoint additional staff to provide domestic services at State-owned residences.
- 3.7.4. Security clearance should be conducted for all employees on Ministerial Estates. In this regard it is the responsibility of the Member to obtain the necessary clearances, in consultation with the South African Police Services and the Intelligence Services, in cases where they wish to engage non-state officials to render domestic services as envisaged in para 3.7.1 above.

### **3.8. The Department of Public Works**

- 3.8.1. The Department of Public Works (VIP Accommodation) is responsible, at State-owned residences, for:
- a. General Maintenance and Renovations:

- i) The Department of Public Works is responsible for the normal maintenance of Government property, which includes the grounds, residences, outbuildings, Government furnishings and accessories or equipment.
- ii) Worn or broken furnishings in State-owned residences will be replaced or repaired as part of the normal maintenance service.
- iii) Renovation of State-owned residences is the responsibility of Public Works and will be carried out if and when needed in consultation with the relevant occupants.
- iv) Occupants of State-owned residences are responsible for the costs of any work arising out of their negligence, or that of their household or guests.

b. Gardens and Garden Services:

- i) Garden services (including planting and maintenance) at State-owned residences and Ministerial Estates are provided for by the Department of Public Works.
- ii) Flowers planted for ornamental purposes on Ministerial Estates and at State-owned residences might be picked by Members and their spouses after consulting the horticulturists of the Department of Public Works.

c. Furniture and Accessories:

- i) The furnishing of State-owned residences is limited to the provision, and maintenance, of ordinary household furniture, mattresses, pillows, carpets, curtains, beds, stoves, refrigerators, freezers, washing machines, tumble dryers and heaters, micro-wave ovens and dishwashers on request.
- ii) The State through the Department of Public Works, does not supply linen, blankets, kitchen utensils, glassware, television sets, video recorders, decoders, wall decorations and ornaments.

- iii) Inventories of all furnishings and accessories belonging to the State at State-owned residences are kept by the Department of Public Works. On occupation the Member is provided with copies of such inventories. It is advised that Members make their own inventories of personal effects to avoid subsequent confusion.
- iv) If a piece of furniture becomes redundant in a State-owned residence, the Office of the Member concerned should make the necessary arrangements in consultation with the Office of the Minister of Public Works to have the article/s removed and the inventories amended accordingly.
- v) No equipment, furniture, carpets or any other articles of any kind provided by the State in State-owned residences may be removed from one centre to another or from one residence to another without the approval of the Minister of Public Works.
- vi) No accessories, furnishings or electrical appliances of any kind will be imported specially for the performance of a particular service. The choice of articles available has to be made from stocks available in South Africa.
- vii) If the Department of Public Works is of the opinion that the furnishings need to be changed or replaced, the matter will be dealt with in consultation with the relevant occupant.
- viii) The Department of Public Works does not provide any furniture or other furnishings in cases where Members use privately owned houses as official residences.

3.8.2. The Department of Public works can provide the following goods and services at State-owned residences on receiving written applications directed to the Office of the Minister of Public Works:

a. Assistance with Removals:

- i) Public Works can provide services / make arrangements in the event that a Member moves to or vacates a state owned residence. The Office of the Minister of Public Works should be notified in writing in advance and the costs will be debited to the relevant Department.

- ii) Public Works can assist Ministers and Deputy Ministers with the provision of services / making arrangements for the packing of personal effects to move to and from Cape Town and the costs will be debited to the relevant Department.
- iii) Where Members move or vacate a State-owned residence and where Ministers and Deputy Ministers engage Public Works for the packing and transporting of personal effects as discussed above, the State provides insurance cover against contingencies such as fire, damage, loss and theft, at the expense of the relevant Department.

b. Assistance with Official Functions

- i) Public Works can on request provide assistance with official functions held at State-owned properties, including assistance with equipment, accessories and cut flowers.
- ii) All requests for the supply of requisites, including cut flowers, for official functions should be submitted in writing to the Office of the Minister of Public Works at least fourteen (14) days before the day on which they will be needed.
- iii) Officials of the Department of Public Works will see to it that all the accessories and equipment requested are supplied from available stocks on time and removed after the function.
- iv) Should an official function be arranged for a Saturday, all the requisites will be supplied by the date requested, but not later than the preceding Friday. They will be removed on the following Monday or as soon as possible thereafter. During this time the occupants will be responsible for the safekeeping of the items.
- v) All costs related to the provision of assistance with official functions at State-owned residences will be debited to the Department concerned.

- c. General Support and Assistance with Private Functions  
Public Works can on request provide the following assistance with private functions of Members within the Government Estates:
  - i) Provision of a marquee, additional lighting if needed, tables and chairs for at least 150 guests;
  - ii) Provide a Member with a list of suppliers that can assist the member in the arrangement of his or her function;
  - iii) Together with the South African Police Service's Personal Protection Unit assist with the security clearance of the suppliers that the Member wishes to contract for services at the private function; and
  - iv) Provide the suppliers with additional lighting should the existing light not be adequate.
- 3.8.3. All correspondence with the Department of Public Works with regard to any matter concerning occupation, vacating and maintenance of State-owned residences, including renovation and other services provided at such State-owned residences, should be directed to the Minister of Public Works. Under no circumstances should any requests be made directly to officers or employees of the Department of Public Works.

### **3.9 Gatehouse**

The Department of Public Works will be responsible for the costs associated with the maintenance and the electricity supply to any gatehouses of State-owned, or private residences used for official purposes.

## **4. Prestige Accommodation: Chief Justice; Deputy Justice and Executive Mayors**

Based on the separation of powers and different roles, the Judiciary, Executive Mayors, and Executive Mayors do not form part of the Handbook for Members of the Executive and Presiding Officer. However, for information purposes Annexure H is attached and deals with the accommodation of this category of executives. Departments must consult with the department of Public Works, subject to any guidelines issued by them, regarding this type of prestige accommodation.



# CHAPTER 5

## MOTOR TRANSPORT

### 1. Official Vehicles

#### 1.1. General

- 1.1.1. State-owned official vehicles, and South African Police Services VIP Drivers/Protectors, may be allocated to Members and are made available for official purposes and in the interest of security.
- 1.1.2. The respective Department will carry the financial implications in terms of procuring and insuring official vehicles. Departments have to ensure that the necessary funds are available in their Medium Term Expenditure Framework allocations.
- 1.1.3. The South African Police Services is responsible for the financial implications in terms of the SAPS VIP Drivers/Protectors allocated to Members for security reasons; except in cases where the claimed overtime for a SAPS VIP Driver/Protector for a specific month exceeds 80 hours, in which case the relevant Department will be responsible for the costs of overtime claimed above the initial 80 hours [Cabinet Decision: September 19, 2001 – Overtime Dispensation for the VIP Protection Service]. Departments are responsible for providing and maintaining official vehicles and cell phones for SAPS VIP Drivers/Protectors.

#### 1.2. Types, number and cost of official vehicles

- 1.2.1. Members at national level may be provided with one vehicle for use in Cape Town and one vehicle for use in Pretoria.
- 1.2.2. Members at provincial level may be provided with one vehicle for use at their seat of office.
- 1.2.3. Departments may purchase official vehicle/s directly from manufacturers and/or their dealerships only when the currently provided official vehicle for that office has reached 120 000 km or 5 years, whichever comes first. The total purchase price per vehicle must include VAT, accessories and a comprehensive motor maintenance contract/plan of up to 120 000 km or 5 years.

- 1.2.4. The total purchase price of the vehicle chosen by the Member may not exceed in respect of a:
- a. Minister/Premier: 70% of the inclusive annual remuneration package of a Minister as may be amended from time to time on recommendation of the Commission for the Remuneration of Political Members (Grade F, Notch 3);
  - b. Deputy Minister / MEC: 70% of the inclusive annual remuneration package of a Deputy Minister as may be amended from time to time on recommendation of the Commission for the Remuneration of Political Members (Grade E1, Notch 3)
  - c. Speaker of the National Assembly and Chairperson of the National Council of Provinces: 70% of the all inclusive annual remuneration package of a Minister as may be amended from time to time on recommendation of the Commission for the Remuneration of Political Members (Grade F, Notch 3);
  - d. Permanent Deputy Presiding Officers of Parliament: 70% of the all-inclusive annual remuneration package of a Deputy Minister as may be amended from time to time on recommendation of the Commission for the Remuneration of Political Members (Grade E1, Notch 3).
- 1.2.5. Departments may lease vehicles under the Department of Transport's Political Office Bearer's Motor Scheme that is in terms of Treasury Regulations 13 classified as an Operating Lease. The vehicles lease contract must include a comprehensive maintenance motor contract/plan of up to 120 000km or 5 years, whichever comes first, provided that the currently provided official vehicle for that office has reached 120 000km or 5 years, whichever comes first. The maximum price of the vehicle that may be leased must be determined as prescribed in paragraph 1.2.4. above.
- 1.2.6. Departments should procure and manage official vehicles in accordance with any rules and regulations of the relevant Department within in the framework of the Public Finance Management Act (1999) and its prescripts.

### **1.3. Use of Official Vehicles**

- 1.3.1. Members may utilise official vehicle/s allocated to them at the expense of the State for any reasonable purpose.
- 1.3.2. Within reason, official vehicles, which do not form the basis of a taxable benefit, may also be used for private purposes such as transporting school going children to school in the conditions outlined in 3 below.



- 1.3.3. Family members of Members may travel with them in official vehicles.
- 1.3.4. Spouses with a valid drivers licence may drive the official vehicles allocated to Members at any time, including times when the Members are not in the vehicle. The relevant Department should be informed of such cases for insurance purposes.
- 1.3.5. Other family members of Members with a valid drivers licence may only drive the vehicles when Members are in the vehicle. The relevant Department should be informed of such cases for insurance purposes.
- 1.4. Replacement of an official vehicle
  - 1.4.1. Regardless of their usage, official vehicles may be replaced and disposed of by the relevant Department only after completion of 120 000 kilometers. Departments shall not replace or dispose of their official vehicles before completion of 120 000 kilometres.
  - 1.4.2. If an official vehicle experiences serious mechanical problems and is in poor condition, the respective Department may approve the earlier replacement of such a vehicle, subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

## **2. Government Motor Transport**

- 2.1. For the purposes of keeping official engagements, Members and their spouses may make use of any transport, at the expense of the Department, in cases where the vehicle allocated for official purposes is not available.
- 2.2. The use of Government Motor Transport for private purposes is not permissible.

## **3. Government Motor Transport of School-Going Children**

- 3.1. In cases where public and/or the Member's own official transport is not available, Government Motor Transport (preferably co-ordinated) may be arranged at the expense of the Departments of the Members concerned. This is permissible only if the schools are in the suburbs in which the Members reside. The services of the SAPS VIP Driver / Protector or the Aide / Driver could be used for these purposes.

**3.2.** Transport of children to schools in other areas (where at all possible in the same city or town) may be arranged, provided that the journeys do not exceed 15 kilometres in one direction and a Government Garage is available in the area in which the Member concerned resides.

**3.3.** These concessions are subject to the State and its officers being indemnified against any possible claims that may arise from the transportation of the children. Members should fill in the prescribed forms beforehand and send them for safekeeping to the authority controlling Government motor vehicles.

**4. Transport Services for households when Members are away on Official Business**

**4.1.** When travelling on official business away from the normal seat of office the following transport arrangements for the official household of a Member can be made at the expense of the relevant Department.

**4.1.1. Families**

a. If spouses do not accompany the Member on official business, the spouse and other dependent family members are entitled to transport at Government expense (including Government Motor Transport) where necessary.

b. This concession includes transport to the place where, according to the Member who is on official business, they will reside during his/her absence. Such journeys should be undertaken over the shortest route, but may be interrupted for purposes of temporary sojourn.

**4.1.2. Dependent Children (Airport transfers)**

a. As far as possible, the dependent children of Members should make use of bus/shuttle services between airports and the place of residence if they are not accompanied by one or both of their parents. A Member's aide or SAPS driver may transport the children to and from the airport. However, only under special circumstances, Government transport be utilized to transport children from the Airport to their home

**4.1.3. Domestic workers in the personal employ of Members/child minders (Domestic Services)-**

a. When Members travel for extended periods and are obliged to send the domestic workers of Members/child minders to their own or other suitable places of residence for the duration of the Member's absence, the return travelling expenses of not more than two domestic/child minders, employed at the Members own expense, may be debited to the relevant Department.

## **5. Use of Incidental Vehicles for Official Purposes**

- 5.1.** Members may make use of incidental or rented vehicles when on official duty away from their respective seats of office
- 5.2.** The cost of incidental/rented vehicles for official use is borne by the relevant Department.
- 5.3.** Members may not send an official vehicle with the SAPS VIP Driver/Protector to any destination, where the relevant Department did not procure an official vehicle, to meet the Member while he/she makes use of scheduled air transport. SAPS VIP should be requested to provide a driver/protector at the destination point.
- 5.4.** Members are personally liable for the cost of rented vehicles used for private purposes.

## **6. Private Vehicles for Official Purposes**

- 6.1.** In the case of a Member who chooses NOT to make use of a government-owned official vehicle and where the relevant Department does NOT procure an official vehicle for these purposes, all distances travelled for official purposes in private vehicles may be claimed at a tariff equal to 3 times the standard running and maintenance allowances as published in the Financial Manual from time to time.
- 6.2.** A log of all official distances travelled must be kept for all distances travelled for official purposes in private vehicles, subject to any guidelines issued by the Department of Transport.



# CHAPTER 6

## AIR TRANSPORT

### 1. General

- 1.1. For safety and security reasons, Members may under no circumstances travel in single-engine aircraft.

### 2. Domestic Official Journeys:

- 2.1. Members and their spouses (or an adult family member accompanying the Member in official capacity) are entitled to business class travel for official purposes at the expense of the Departments concerned.
- 2.2. Dependent children of Members may accompany or join their parents on official domestic journeys if they cannot remain at home, at the expense of the Department concerned. The costs related to excess luggage of children will be for the account of the Member except when arrangements are made for the excess luggage to be forwarded by rail, in which case the cost can be debited to the Department concerned.
- 2.3. Members may use VIP rooms at the relevant airports on domestic travel when the related costs recovered from the relevant Department. Any restaurant expenses or bar services are for the account of the Member.
- 2.4. Spouses of Members may make use of the VIP facilities at airports when travelling alone at the cost of the relevant Department.

### 3. International Official Journeys:

- 3.1. Members and their spouses (or alternatively an adult family member accompanying the Member in official capacity in stead of spouse) are entitled to first class travel for official purposes at the expense of the Department concerned.

- 3.2. The costs for official journeys abroad by Members, and their spouses or adult family members accompanying them in official capacity, are for the account of the relevant Department. [See Annexure for Guidelines on Official International visits]
- 3.3. It is not a requirement that the VIP lounges at international airports be used; however, for security purposes, utilisation thereof is encouraged. Where appropriate and if preferred, first or business class lounges could be utilised. To avoid the cost of unnecessary reservation of VIP lounges, the Department of Foreign Affairs should be informed of the travelling Member's preference well in advance.
- 3.4. Dependent children who accompany their parents on official visits abroad do so at the cost of the parents.

#### **4. Air Transport other than Commercial**

##### **4.1. The South African Air Force**

- 4.1.1. Members may use South African Air Force aircraft for official purposes at the cost of the relevant Department, when available and under the following circumstances:
  - a. If there are time constraints in reaching the destination by vehicle or scheduled commercial flight due to other official duties;
  - b. If the safety of passengers so demands;
  - c. If the facilities of commercial airlines are not cost-effective and / or readily available in the specific instance; and
  - d. For health reasons
- 4.1.2. Air transport provided by the South African Air Force, or any other Government Department, may not be used by Members for party political engagements, unless such transport enables the Member concerned to fulfil important official engagements before or after the party political engagements.

- 4.1.3. It is the responsibility of Members and their support staff to determine whether the intended journey meets the requirements contained in these guidelines.
- 4.1.4. In so far as it lies within its capabilities, the South African Air Force is responsible within the Republic for:
- a. flights by the Minister and Deputy Minister of Defence; and
  - b. all official flights by helicopter.
- 4.1.5. The South African Air Force may further assist Members with flights abroad, which cannot be provided for by commercial airlines, if such flights are within the capacity of the Air Force.
- 4.1.6. All applications for the provision of air transport by the South African Air Force must be made to the Secretary of Defence, in advance, to establish the availability of aircraft, flights and landing strips.
- 4.1.7. All applications have to be confirmed in writing and the following details have to be furnished:
- a. Date(s) of flight(s);
  - b. Name(s) of passenger(s);
  - c. Flight plans (places and times);
  - d. Refreshments required (light refreshments or meals); and
  - e. Any other particulars that may influence the choice of aircraft, for example, time of arrival and the mass and volume of luggage, to enable the South African Air Force to provide the most economical aircraft. The application should indicate whether the crew of the aircraft should arrange their own overnight accommodation.
- 4.1.8. Flights by aircraft of the South African Air Force are undertaken at the expense of the relevant Department. Only the direct costs of flights will be claimed from the Departments concerned.

## **4.2. Chartered Aircraft Services**

4.2.1. Members may make use of chartered aircraft services for official purposes at the cost of the relevant Department, under the following circumstances:

- a. If there are time constraints in reaching the destination by vehicle or scheduled commercial flight due to other official duties;
- b. Where the facilities of commercial airlines are not cost-effective and/or readily available in the specific instance; and
- c. For health reasons

4.2.2. The relevant Department has to establish policies and procedures for approval and facilitation of travel arrangements for Members in cases where the use of chartered aircraft services for official purposes might be considered.



# CHAPTER 7

## TRAIN TRANSPORT

### **1. Train Journeys**

- 1.1.** Members may travel by train for official purposes at the cost of the relevant Department, including travelling on the Blue Train.
- 1.2.** When spouses undertake official journeys on their own, the use of the Blue Train is excluded.
- 1.3.** The relevant Department has to establish policies and procedures for approval and facilitation of travel arrangements for Members in cases where the use of train journeys for official purposes might be considered.





# CHAPTER 8

## PRIVATE OFFICE OF THE MEMBER

### 1. Private Office Staff Complement

- 1.1. The following core staff may be utilised by Executing Authorities as a guideline for establishing Private Offices in support of Members.

MINISTERS / PREMIERS	DEPUTY MINISTERS / MEC
Chief of Staff of the Ministry	Head
Administrative Secretary	
Media Liaison Officer	Media Liaison Officer/ Parliamentary Officer
Private Secretary/Appointments Secretary	Private Secretary
Assistant Appointments and Administrative Secretary	-
Parliamentary Officer	-
Secretary/Receptionist	Secretary/Receptionist
Registry Clerk	Registry Clerk
Aide or Driver/Messenger	Aide or Driver/Messenger
<b>TOTAL POSTS 10</b>	<b>TOTAL POSTS 6</b>

\*An additional post may be provided for Ministers whose portfolios relate to the activities of more than one executive institution/department (i.e. Portfolio).

- 1.1. Executing Authorities may utilise the above-mentioned guideline for the Private Offices of Members provided that staff be appointed either:

- 1.1.1. on a contract linked to the political term of office of the Executing Authority or Deputy Minister concerned, as well as the contracts envisaged in section 12A (3)(a) of the Public Service Act and conditions laid down by Cabinet; or .
- 1.1.2. as full-time public servants, provided that they utilise the job evaluation system and ensure that there are sufficient funds available on the approved budget of the relevant Department for the creation of post(s).
- 1.3. The Executing Authority may second personnel from components within the Department. The advantage of secondment is that staff members could return to their original components on the approved establishment without any burden to the Department.
- 1.4. The core staff will be determined by the relevant Executing Authority, who may decide on the creation and grading of posts as identified in their structure, based on proven needs and provided that sufficient funds are available in terms of the medium-term expenditure framework (MTEF) of the relevant Department. Regulations B.2 and F.1 of Part III, Chapter 1 of the Public Service Regulations, 2001 are applicable.
- 1.5. The organisational structure of a private office in support of a Member shall be determined after consultation with the Minister for Public Service and Administration in terms of Public Service Regulations, 2001 B.2 (a) and B.2A

## **2. General**

- 2.1. The Chief of Staff of the Ministry/ Premier's office is in charge of the overall management of a Minister or a Premier's office.
- 2.2. The Head of Office is in charge of the overall management of a Deputy Ministers or a MEC's office
- 2.3. Executing Authorities may decide to collapse the posts of Appointments Secretary and Private Secretary into one post as identified in their structure based on proven needs. It is advisable that the incumbent of the post Private Secretary should not be the Chief of Staff of the Ministry.
- 2.4. The Head of Department in consultation with the Chief of Staff should formulate job descriptions for each member of staff in the Ministry within the framework of the functions of the respective officers approved by the Cabinet.
- 2.5. Clear procedures should be compiled for recording Members' meetings, handling of correspondence, answering parliamentary questions and ministerial speeches and briefings.

**2.6.** The Chief of Staff, in consultation with the Department should develop an effective automated system for the management of correspondence and documentation of the Member.

### **3. Travel Arrangements and Allowances for Members of Staff in Private Offices**

**3.1.** Private Secretaries and/or a Member of the Private Office fulfilling the duties of a Private Secretary may accompany the Member on official and private visits at Government expense to render assistance in official matters relating to the work of the Member.

**3.2.** In cases where Members perform official functions by virtue of their office, and where this is in their opinion warranted, a member (or members, as the nature of the official duties prescribe) of the Private Office staff may accompany them and stay in the same hotel or hostelry and travel in the same class, at Government expense. Subsistence and travel allowances as applicable in the relevant Department may be paid.

**3.3.** All expenses incurred by members of staff in the Private Offices of members, in the course of official duty, are borne by the relevant Department.

### **4. Offices and other arrangements**

**4.1.** Rentals for cellular telephones (as well as the costs of official calls), the installation and maintenance of fax facilities for official use at the place of residence, and computer equipment where applicable, for selected members of the Ministerial staff are payable by the State, subject to the proven needs.

**4.2.** Within the applicable norms and standards the Department of Public Works can provide assistance with the location, furnishing, and maintenance of the physical offices for Ministers and Deputy Ministers and their staff.



# CHAPTER 9

## RELINQUISHING OF OFFICE

### 1. State-Owned Residences

- 1.1. Members and their families are entitled, upon relinquishing (termination, retirement, resignation or death) of office, to stay in one State-owned residence until the end of the month following the month in which their term of office ends (one calendar month).
- 1.2. Where relinquishing is as a result of termination, retirement, resignation, death or ill-health, the member's family is entitled to stay in one State residence until the end of one (1) calendar month following the month in which the term of office ends. Where exceptional circumstances prevail, the period referred to above may, at the discretion of the Minister of Public Works, be extended but should not exceed three (3) calendar months.
- 1.3. Any other State-owned residence should not be vacated later than the date upon which the Member's term of office ends.
- 1.4. During this period State-owned residences will continue to be maintained in the normal manner by the Department of Public Works.

### 2. Transport

#### 2.1. Relocation

- 2.1.1. Transport to the place of residence when vacating a State-owned residence upon relinquishment of office may be debited to the relevant Department. This includes transport for families, domestic workers and personal effects.
- 2.1.2. If furniture and other personal effects are not transported directly to the house where the former Member intend to settle, they themselves will be responsible for the storage and insurance costs and other incidental expenses in connection with their personal effects.

2.2. Relinquishing/ Termination of office (retirement, death, resignation, after election)

- 2.2.1. Upon relinquishing office, former Members will be allocated one official vehicle (with SAPS VIP Driver) under the same conditions and provisions as at the time in office, until the end of the month following the month in which their service terminates (one calendar month). Where exceptional circumstances prevail, i.e. termination as a result of death or ill-health, the period referred to above may, at the discretion of the relevant Executing Authority, be extended to a period not exceeding three (3) calendar months.

**3. Security Protection**

- 3.1. In exceptional cases security protection may be afforded to former Members who have left their official residences for as long as the Minister for Safety and Security may deem this necessary.

**4. Clerical Assistance**

- 4.1. If necessary, clerical assistance (two people at the most) may be placed at the disposal of former Ministers / Deputy Ministers from the ranks of the public service until the end of the month following the month in which their terms of office have ended (one calendar month). The expenses connected with such staff will be borne by the Members' former Departments.

**5. Telephone Service**

- 5.1. Members may use the official telephone, fax and email services in their official residences to a reasonable extent until the end of the month following the month in which their term of office ended (one calendar month). Expenses regarding private matters are for the account of the Members.

**6. Confidentiality**

- 6.1. Members shall not, unless authorized by the relevant authority or instructed by a court of law, after relinquishing of office, disclose to any person, any information, whether written or unwritten, acquired during their term of office.



# CHAPTER 10

## TRAVEL PRIVILEGES OF FORMER MINISTERS / DEPUTY MINISTERS AND THEIR SPOUSES

### 1. Parliamentary Scheme

- 1.1. The travel privileges, administered and paid for by Parliament, of former Ministers/ Deputy Ministers and their spouses come into effect on the first day following the date on which they relinquish their office, excluding the journeys made when vacating State owned residences to the places where they intend to settle. [The Secretary of Parliament can be contacted for the details and administration relating to these privileges]
- 1.2. The costs of using VIP rooms at airports and any restaurant or bar service, as well as of telephone calls, are payable by the former Ministers/ Deputy Ministers themselves.
- 1.3. The Travel Privileges include:
  - 1.3.1. Flights (Air Transport Tickets)
    - a. Former Ministers: Forty-eight (48) single domestic flights (business class) per annum.
    - b. Former Deputy Ministers: Thirty-six (36) single domestic flights (business class) per annum.

Spouses: of

- a. Formers Ministers: Twenty-four (24) single domestic flights (business class) per annum.
- b. former Deputy Ministers: Eighteen (18) single domestic flights (business class)

Widow/Widower of former Minister's/Deputy Minister: Twelve (12) single domestic flights per annum (business class).

1.3.2. Rail Transport (Rail Transport Tickets)

- a. Any number of the above air tickets can be exchanged for rail tickets at the discretion of the former **Ministers/Deputy Ministers**, spouse or widow/widower.

**2. Travel Privileges of former Ministers/Deputy Ministers as Member of Parliament or Provincial Legislature**

- 2.1 Former Ministers/Deputy Ministers, who have resigned their positions, but who become Members of Parliament or Members of a Provincial Legislature, **retain** the travelling privileges of former Ministers/Deputy Ministers.



# CHAPTER 11

## ENTERTAINMENT / RECEPTIONS

### 1. General

- 1.1. Receptions hosted and entertainment expenses for official purposes and in the course of official duties are considered official and for the account of the relevant Department.
- 1.2. All other receptions and entertainment expenses are considered private and for the account of the Member.

### 2. Official Receptions

- 2.1. **Members are entitled to defray all reasonable expenses relating to official** receptions and functions hosted by them out of Departmental entertainment allowances.
- 2.2. A function or reception is considered official when the occasion relates to the official position of the Member. The following could be considered official in nature:
  - 2.2.1. Hosting of functions relating to the activities of the Department/s the Member administer;
  - 2.2.2. Entertaining Members of a body who are visiting in connection with their work;
  - 2.2.3. Entertaining foreign visitors, including the presentation of appropriate gifts to such visitors;
  - 2.2.4. Entertaining people on official visits abroad, including the presentation of appropriate gifts to such people;



- 2.2.5. Hosting a State / Official function in honour of someone and / or an event/occasion;
- 2.2.6. Entertaining colleagues, Government officials and others at farewell functions for Members; and
- 2.2.7. Entertaining the personal and senior staff of Members once a year.
- 2.3. These guidelines also apply to the spouses of Members when they entertain by virtue of the Member's official position.

### **3. Use of the Entertainment Facilities at the Presidential Guest House (Pretoria)**

- 3.1. The Presidential Guest House in Pretoria is used for the official guests of the President and Deputy President and receptions hosted by them. This use of the facility takes precedence over all other requests.
- 3.2. The facilities at the Presidential Guesthouse in Pretoria are at the disposal of Ministers and Deputy Ministers for social occasions arising out of their official capacities, if not in use as outlined in 3.1 above.
- 3.3. Ministers and Deputy Ministers are entitled to use the facilities for a maximum of two official functions per year, when available.
- 3.4. The Presidential Guesthouse is available for official functions/receptions on Mondays, Wednesdays and Fridays.
- 3.5. Charitable or cultural organisations may present six fund-raising functions a year at the Presidential Guest House at which a person of the choice of the President or Deputy President and their spouses may act as host / hostess.
- 3.6. Arrangements for the use of the Presidential Guesthouse are to be made with the Department of Foreign Affairs. [See Annexure C for the facilities and arrangements for use].
- 3.7. All expenses relating to functions or receptions must be borne by the Member and the Department concerned. Members may cover the expenses utilising his or her personal credit card and claim from his or her Department, or where applicable use the corporate credit card of his or her Department, or utilise direct procurement by the Department. [See Annexure G for the guidelines on the Departmental sponsored credit cards.]



# CHAPTER 12

## ENTERTAINMENT / RECEPTIONS

### 1. Official Stationery

- 1.1. Members are entitled to the use of official stationery (printed with the Coat of Arms according to the guidelines for the use of the Coat of Arms – available from the Government Printer and the Government Communication and Information System) to communicate with members of the public, including their constituencies.
- 1.2. Letters and cards of a party-political nature may not be posted at Government expense.

### 2. Thank You Cards

- 2.1. Members may receive large numbers of messages upon their appointment, birthday or when indisposed. Thank you cards / letters may be printed and posted at Government expense in such cases.

### 3. Seasonal Greeting Cards

- 3.1. Members may, once a year, print and send seasonal greeting cards at the expense of the relevant Department.
- 3.2. The Member should use discretion in terms of the design and number of cards printed in the context of financial prudence.

#### **4. Invitations**

- 4.1. Members may print and send invitations to official functions at the expense of the relevant Department.
- 4.2. Spouses of Members may, when hosting official functions, print and send invitations to official functions at the expense of the relevant Department.

#### **5. Visiting / Business Cards**

- 5.1. Visiting/business cards for Members may be printed at Government expense within the guidelines for the use of the Coat of Arms.

#### **6. Newspapers and Magazines**

- 6.1. Only one copy of each of the newspapers and magazines ordered by Members may be supplied at the expense of the relevant Department.
- 6.2. These may be delivered either at the official residences or offices of the Members at the expense of the relevant Department.

#### **7. Telephone / Fax / Computer Facilities**

- 7.1. All expenses incurred in connection with the installation of official telephone fax and computer (including access to the internet and email) facilities at official residences, as well as the monthly rental and cost of calls, costs for access to the internet, including cost regarding cellular phones, may be debited to the relevant Department.
- 7.2. In circumstances where, from time to time, a Member stays in his/her private residence, in addition to the designated official residence/s, the installation cost of telephone, fax and computer facilities is for the account of the Member. The respective Departments should be debited only for the costs related to official use of these facilities.

## **8. Photographic Services**

**8.1.** The Government Communication and Information System (GCIS) can render official photographic services to Members at the expense of the relevant Department. These include monochrome and colour photographs at official functions, as well as personal photographs for official use. In cases where the photographic services are to be rendered outside of the Pretoria region the relevant department will also be responsible for the subsistence and travelling expenses of the photographers.

### **8.2. Official Photographs and Enlargements**

**8.2.1.** Official photographs and negatives of Members are kept by GCIS for the purposes of departmental publications and can be issued to bodies and institutions such as the media, schools, libraries and clubs.

**8.2.2.** Unmounted official photographs and enlargements for donation to members of the public who specifically request them, as well as those for Members' own use, may be obtained from the GCIS at the cost of the relevant Department.

### **8.3. Images of Members**

**8.3.1.** The names, titles, photographs and/or images of Members may not be used for publicity purposes in commerce or be linked to advertising (excluding party-political advertisements).

## **9. Departmental Sponsored Credit Cards**

**9.1.** Where necessary a corporate credit card may be obtained in the name of the Member only with the express authorisation of the Director-General or the relevant Accounting Officer. This should be done concurrently with clear instructions regarding limits, servicing cost of cards, restriction in respect of items for which the State will not be liable for and internal processes and control mechanisms to ensure the appropriate and prudent usage of the card. [See Annexure G for the guidelines on the Departmental sponsored credit cards complying with the directive of National Treasury.]



# ANNEXTURE A

## **GUIDELINES FOR OFFICIAL TRAVEL ABROAD: MINISTERS AND DEPUTY MINISTERS**

### **1. General**

- 1.1.** Ministers and Deputy Ministers should approach the President in writing, two weeks in advance of a planned official visit abroad, to request approval for the intended visit and the appointment of an Acting Minister.
- 1.2.** Ministers and Deputy Ministers may travel on official visits abroad if these are essential, in the national interest and with due regard to the availability of Departmental funds.
- 1.3.** International visits should offer real value and benefit to the Republic of South Africa (RSA), in that:
  - 1.3.1.** the status and importance of the people with whom appointments are made are on a par with the visiting Member and have special merit for the RSA;
  - 1.3.2.** the institutions visited or the matters investigated have not received adequate attention in the recent past during previous visits by Members or officials;
  - 1.3.3.** the countries visited are of real importance to the RSA;
  - 1.3.4.** the value offered by good media coverage has been taken into account; &
  - 1.3.5.** the merits of invitations to address organisations, groups, etc. have been fully ascertained.
- 1.4.** In view of the official duties of Members in the Republic, the extent and duration of visits abroad should be limited to the absolutely essential.

- 1.5. Arrangements should be made, as far as possible, in such a way that Ministers / Deputy Ministers are not absent from office for a period of more than two consecutive Cabinet meetings.
- 1.6. Ministers and their Deputies should as far as possible, not be abroad at the same time.
- 1.7. The absolute minimum number of officials should accompany members. Taking the necessity of financial discipline into account, Members should exercise their discretion and apply their minds cautiously in determining the number of officials, and the feasibility of their spouses accompanying them abroad. SA Missions abroad are available, within the constraints of their capabilities, to render support services to travelling Members, provided prior notice of the visit is given.
- 1.8. International telephone calls from hotel rooms are subject to substantial service charges, such calls should be limited to the minimum and only to genuinely urgent cases. The facilities at SA Missions should, where practical, be used for official calls.
- 1.9. The respective Provincial Executive Councils should put the necessary policy framework in place with regard to official travel abroad, including arrangements for an Acting Member of Executive Council, contact with the Department of Foreign Affairs and other matters related to official travel abroad.

## **2. Security**

- 2.1. Should the President so decide, on the advice of the South African Secret Service (SASS), specially trained persons will be made available to accompany Ministers / Deputy Ministers as security staff.
- 2.2. Security staff may travel in the same class as those whom they are accompanying for protection on board trains and other types of public transport.
- 2.3. In cases where travelling Ministers and Deputy Ministers administer a security/intelligence Department, the Department concerned may provide the Ministers with security staff.
- 2.4. Missions abroad should be advised in good time when security staff accompanies Members in order to facilitate their entry into host countries.

### **3. Acting Ministers**

- 3.1.** An Acting Minister must be appointed for the period of a Minister's absence abroad.
- 3.2.** Ministers should make prior arrangements with a colleague to act in his/her stead and direct a letter to the President in this regard.
- 3.3.** Deputy Ministers cannot act for Ministers.

### **4. Foreign Affairs**

- 4.1.** Ministers and Deputy Ministers should inform the Minister and Department of Foreign Affairs timeously of intended international visits in order for the Department of Foreign Affairs to:
  - 4.1.1.** advise on any related matter that may be taken into consideration;
  - 4.1.2.** and to enable Heads of Mission abroad to render the best possible assistance where required.
- 4.2.** Ministers and Deputy Ministers and their spouses are entitled to diplomatic passports for visits abroad. The Protocol Division of the Department of Foreign Affairs is responsible for obtaining visas for Ministers and Deputy Ministers and their spouses, provided applications are made timeously



# ANNEXTURE B

## TRANSPORT ARRANGEMENTS – SESSION & RECESS

### **1. Journeys per Session/Recess**

- 1.1.** Once during a session of Parliament, National Members are entitled to transport their families, pets, personal effects, motor vehicles and trailers which they must, of necessity, have in Cape Town, at Government expense to Cape Town and back and to be reimbursed for daily expenses. National Members may each transport a maximum of two personnel in the personal employ of the Member between Pretoria and Cape Town at Government expense. Although personal effects will be packed by the Department of Public Works at the expense of the National Member's Departments, the State cannot accept any responsibility for any loss suffered as a result of damage or theft. Aide or drivers may not be left at home for use by the spouses of National Members.
- 1.2.** National Members are each entitled to transport at Government expense twice a year to transport their families from their seat of office where they reside to their permanent/other residence and back. The National Member may choose the mode of transport. If such journeys are not made over direct routes and the costs exceed the amount involved in a journey by a designated mode of transport, the difference is payable by the National Member. These journeys by the National Member's family are over and above any other travel allowances to which they may be entitled.
- 1.3.** Personnel in the personal employ of the Member who do not accompany National Members' households to Cape Town during parliamentary session may be transported at Government expense from the other residences to their own homes elsewhere, provided that the cost of any such journeys does not exceed that of a journey to Cape Town.
- 1.4.** National Members whose children attend school or receive tertiary education at places other than Cape Town during the session or at places other than the National Member's' permanent residences during the recess, may each make return journeys to Cape Town or the permanent residences elsewhere



three times during the total period covering the session and the recess to visit their parents. The National Members themselves determine the modes of transport. In addition to this, each child may make use of a maximum of eight (8) of the thirty (30) single flights (economy class) to which National members and their spouses are entitled in terms of paragraph 9 of Chapter 3. Unutilised travel privileges may be used by the children concerned to visit their parents at other places, for example during vacations, provided that the costs of these journeys do not exceed those of journeys they would normally have undertaken.

- 1.5.** When there are two or more sessions in a year the children may, inclusive of periods of recess, make eight return journeys by appropriate mode of transport to Cape Town or to the places of permanent residence to visit their parents from the places where they are attending school or receiving tertiary education.

## PRESIDENTIAL GUESTHOUSE

### 1. The facilities at the Presidential Guesthouse provide for the following functions/receptions:

(i)	Sit-down meals	Banquet hall: 450 people
		Dining room: 36 people (with long tables) 60 people (with round tables)
(ii)	Cocktails	Small lounge: 80 people Lounge: 60 people Main Lounge: 150 people
		Verandah: 120 people Banquet hall: 600 people
(iii)	Braaivleis-function	Verandah/garden: 120 people
(iv)	Tea receptions	Banquet hall: 450 people Garden: Large number, as required
(v)	Conferences	Banquet hall: 500 people

### 1. Application and Logistical arrangements

- 1.1. Applications for the use of these facilities should be made in writing, well in advance, to the Department of Foreign Affairs, Private Bag X152, Pretoria, 0001. Applicants must confirm that they and/or their spouses will host the function/reception in person.

- 1.2. The host/hostess must furnish the guests with suitable invitation cards that may also serve as entry passes to the grounds at the SA Police Service checkpoint.
- 1.3. The Office of the host/hostess must clear the arrangements in advance with the following contact persons in the SA Police:
- 1.4. Presidential Guest House (Telephone number: (012) 342 6350, Entrance through Gate Number 9 - Church Street.)
- 1.5. Catering staff is not provided. The host/hostess make their own arrangements for catering, bar facilities and other refreshments.



# ANNEXTURE D

## CONTENT

### **STATE, OFFICIAL AND PROVINCIAL OFFICIAL POLICY**

#### **TABLE OF CONTENTS**

Foreword

#### **CHAPTER 1: General Provisions**

- 1.1 State Funeral Policy
  - 1.1.1 State Funeral Category 1
  - 1.1.2 State Funeral Category 2
- 1.2 Official Funeral Policy
  - 1.2.1 Official Funeral Category 1
  - 1.2.2 Official Funeral Category 2
- 1.3 Provincial Official Funeral
  - 1.3.1 Provincial Official Funeral Category 1
  - 1.3.2 Provincial Official Funeral Category 2

#### **CHAPTER 2: SPECIFICATIONS FOR INSIGNIA, SYMBOLS AND FUNERAL MEMORIAL SERVICES**

- 2.1 Flying the National Flag at Half-Mast
  - 2.1.2 Official Funeral
- 2.2 Declaration of Days of Mourning
  - 2.2.1 State Funeral
  - 2.2.2 Official Funeral
  - 2.2.3 Provincial Official Funeral
- 2.3 Lying-In-State
  - 2.3.1 State Funeral
  - 2.3.2 Official Funerals and Provincial Official Funerals
- 2.4 Official Memorial Services
- 2.5 Night Vigil
- 2.6 Funeral Service and Burial/Cremation
  - 2.6.1 State Funeral
  - 2.6.2 Official Funeral

- 2.6.3 Provincial Official Funeral
- 2.7 Interaction With Family Members
- 2.7.1 State Funeral
- 2.7.2 Official Funeral
- 2.7.3 Provincial Official Funeral
- 2.8 Bearing of Costs for State-Assisted Funerals

## CHAPTER 3: Co-ordination and Management

- 3.1 The Presidency
- 3.2 Funeral Planning Committee (FPC)
- 3.3 Special Aide to the Next-Of-Kin
- 3.4 The Family
- 3.5 Overall Coordinator of Operations
- 3.6 Senior Manager of Events
- 3.7 The South African National Defence Force
- 3.8 The Department of Foreign Affairs
- 3.9 The Department of Public Works
- 3.10 Government Communications (GCIS)
  - 3.10.1 Joint Media Operations Centre (JMOC)
  - 3.10.2 Other functions
  - 3.10.3 Media liaison and management
  - 3.10.4 Local mobilisation
- 3.11 The South African Police Service
- 3.12 The Department of Transport
- 3.13 The National Intelligence Agency (NIA)

## CHAPTER 4: Summary of Funeral Implementation

- 4.1 State and Official Funerals
  - 4.1.2 Demise outside the Capital City.
  - 4.1.3 Demise outside South Africa
- 4.2 Provincial Official Funeral.
  - 4.2.1 Demise within Municipal boundaries of the Provincial Capital.
  - 4.2.2 Demise outside Municipal boundaries of the Provincial Capital.
  - 4.2.3 Demise outside the borders of the Province.



## FOREWORD

During the first decade of democracy the re-engineering of Government systems, structures and processes have been undertaken and have in large measure been successfully completed.

A particularly daunting challenge has been the definition and management of structures, processes and systems that related to death and dying.

While some pre-1994 processes existed, they needed reviewing to make them appropriate to the post-1994 context and environment of a free and inclusive democratic society. Some adjustments were made over the first decade of our democracy, but this Manual is in fact the first systematic codification of a new State-funded funerals order. Therein lies its significance.

The Manual addresses the need for systematic definition, in line with a Cabinet decision of 23 June 2004, providing for the production of a manual for funerals.

Drawing on the unique experiences and practices over the period 1994 – 2005, which combined formal State procedures in form reminiscent of the pre-1994 period but with heavy emphasis on democracy and freedom and high levels of community participation, the Manual describes different categories of funerals commensurate with the status of the deceased figures, and identifies key role-players, structures and processes.

It identifies and sets out the whole process in detail from the moment a death is announced to the burial/cremation. A key feature of the Manual is the differentiation of categories of funerals – with each accorded a particular status by the President in consultation with his Cabinet colleagues. The categories are clearly designated: State Funerals, Official Funerals and Provincial Official Funerals.

The Manual describes the responsibilities and support roles of national and provincial government in each category.

The designated role of the Director-General in the Presidency obliges him to preside over official funeral matters; and there is a description in the Manual of what other role-players are expected to do, including the Heads of the South African National Defence Force, the South African Police Service, the departments of Public Works, Foreign Affairs, Transport, Government Communication and Information System (GCIS) and National Intelligence Agency (NIA).

It is to be hoped that this Manual will serve the nation long and well, as a compendium of information and instruction which resonates right to the roots of our justifiable national pride - and, indeed, captures our people's immense gratitude for the way such exceptional leadership led us down the path of democracy and away from the disasters of *apartheid*.

Frank Chikane

(Director-General in the Presidency and Secretary of the Cabinet)



# CHAPTER 1

## GENERAL PROVISIONS

### 1.1 State Funeral Policy

The State Funeral will be divided into two categories, which are *State Funeral Category 1* (Full Military Ceremonial Honours) and *State Funeral Category 2* (With Prescribed Military Ceremonial Honours).

#### 1.1.1 State Funeral Category 1

- (a) President of the Republic of South Africa
- (b) President-elect of the Republic of South Africa
- (c) Former Presidents of the Republic of South Africa

#### 1.1.2 State Funeral Category 2

- (a) Deputy President of the Republic of South Africa
- (b) Acting President of the Republic of South Africa
- (c) Former Vice/Deputy Presidents of the Republic of South Africa
- (d) Persons of extra-ordinary credentials specifically designated by the President of the Republic of South Africa

### 1.2 Official Funeral Policy

The Official Funeral will be divided into two categories, which are: Official Funeral Category 1 (With Elements of Military Ceremonial Honours) and Official Funeral Category 2 (With Police Ceremonial Honours).

#### 1.2.1 Official Funeral Category 1

- (a) Serving Ministers
- (b) Speaker of the National Assembly

- (c) Chief Justice of the Republic of South Africa
- (d) Chairperson of the National Council of Provinces (NCOP)
- (e) Premiers of Provinces
- (f) Distinguished persons specifically designated by the President of the Republic of South Africa

### **1.2.2 Official Funeral Category 2**

- (a) Spouse of a serving President
- (b) Spouse of a serving Deputy President
- (c) Deputy Ministers
- (d) Deputy Speaker of the National Assembly
- (e) Permanent Deputy Chairperson of the National Council of Provinces
- (f) Deputy Chief Justice of the Republic of South Africa
- (g) The President of the Supreme Court of Appeal

## **1.3 Provincial Official Funeral**

The provincial Official Funeral will also be divided into Provincial Official Funeral Categories 1 (With Prescribed Police Ceremonial Honours) and 2 (With elements of Police Ceremonial Honours).

### **1.3.1 Provincial Official Funeral Category 1**

- (a) Speaker of the Legislature
- (b) Member of the Executive Council

### **1.3.2 Provincial Official Funeral Category 2**

Deputy Speaker of the Legislature





# CHAPTER 2

## SPECIFICATIONS FOR INSIGNIA, SYMBOLS AND FUNERAL MEMORIAL SERVICES

### **2.1 Flying the National Flag at Half-Mast**

#### **2.1.1 State Funerals (Categories 1 & 2)**

- (a) In the case of Category 1 of State Funerals, the National Flag shall be flown at half-mast at all flag stations throughout the country and at missions abroad from the date of the announcement of the demise until the evening of the burial or cremation. This includes flying the flag at half-mast at the burial site or cremation facility.
- (b) In the case of Category 2 of State Funerals, the National Flag shall be flown at half-mast at all flag stations throughout the country from the date of the announcement of the demise until the evening of the burial or cremation. This includes flying the flag at half-mast at the burial site or cremation facility.

#### **2.1.2 Official Funeral**

- (a) In the case of an Official Funeral Category 1, the National Flag will be flown at half-mast at every flag station in the country from the day of the announcement of the demise until the evening of the burial or cremation. This shall also apply to the burial site or the cremation facility.
- (b) In Official Funeral Category 2 the National Flag will be flown at half-mast on the day of the burial or cremation at every flag station in the Capital City and at Parliament, as well as in the city where the deceased had last resided. The National Flag will also be flown half-mast at the burial or at the crematorium site.

#### **2.1.3 Provincial Official Funeral**

- (a) In relation to Category 1, the National Flag will fly at half-mast at every flag station in the province a day before the burial or cremation until the evening of the day of the funeral/cremation; this will include the burial site and cremation facility.

- (b) In the case of category 2, the National Flag will fly at half-mast at every flag station in the province on the day of the burial or cremation until that evening; this will include the burial site and cremation facility.

## **2.2 Declaration of Days of Mourning**

### **2.2.1 State Funeral**

- (a) In Category 1 of the above, the National Days of Mourning shall commence from the date of the announcement of the demise until the evening of the burial or cremation.
- (b) In the case of Category 2, the National Days of Mourning may be declared at the discretion of the President of the Republic of South Africa and the duration will be determined by the President.

### **2.2.2 Official Funeral**

- (a) In the case of Category 1 of the above, the National Days of Mourning will commence on the day of the announcement of the demise until the evening of the burial or cremation.
- (b) In Category 2 the National Day of Mourning will be on the day of the burial or cremation.

### **2.2.3 Provincial Official Funeral**

- (a) In relation to Category 1 of the above, the Provincial Days of Mourning will commence the day before the burial or cremation until the evening of the day of the funeral/cremation.
- (b) In the case of Category 2, the Provincial Day of Mourning will be on the day of the burial or cremation until that evening.

## **2.3 Lying-In-State**

### **2.3.1 State Funeral**

- (a) In the case of Category 1 of the above, the remains will Lie in State at the City Hall of the Capital and Seat of Government. This will not preclude the President of the Republic of South Africa from declaring other appropriate centres for the same purpose if necessary.

- (b) The length of the period for the Lying-in-State will be determined by the President.
- (c) The South African National Defence Force (SANDF) will deploy a guard of honour for the arrival and removal of the remains from the venue of the Lying-in-State.
- (d) SANDF Sentries will be posted to guard the remains continuously until movement from the venue.
- (e) This procedure will be applicable for all venues where the Lying-in-State takes place.
- (f) In the case of Category 2, the remains will not Lie-in-State.

### **2.3.2 Official Funerals and Provincial Official Funerals**

The remains will not Lie-in-State.

## **2.4 Official Memorial Services**

In the case of all categories of funerals i.e. *State Funerals, Official Funerals and Provincial Official Funerals*, one or more Official Memorial Service/s may take place. Suitable venues, dates and times of the Services may be agreed upon by the Funeral Planning Committee. In the case of an Official Provincial Funeral, a Provincial Funeral Planning Committee will do those arrangements.

## **2.5 Night Vigil**

In all categories of the *State Funerals, Official Funerals and Provincial Official Funerals*, a night vigil is the prerogative of the family, and the State may assist.

## **2.6 Funeral Service and Burial/Cremation**

### **2.6.1 State Funeral**

- (a) In Category 1 of the above, the Funeral Service will be conducted at the Union Buildings Amphitheatre. Exceptions based on logistics or any other considerations may be granted by the President of the Republic of South Africa, for the holding of the Funeral Service elsewhere.

- (b) For Category 2, the Funeral Planning Committee in consultation with the family of the deceased will decide on the venue of the Funeral Service.
- (c) The burial or cremation for both Category 1 and 2 may take place in the Capital City, which is the Seat of Government unless the family of the deceased decides on a different place.

### **2.6.2 Official Funeral**

In both Categories 1 and 2, the Funeral Planning Committee in consultation with the family of the deceased will decide where and when the funeral service and the burial/cremation will take place.

### **2.6.3 Provincial Official Funeral**

As in the case of Official Funerals, the Provincial Funeral Planning Committee in consultation with the family of the deceased will choose the place and time where the funeral service and the burial/cremation will take place.

## **2.7 Interaction With Family Members**

### **2.7.1 State Funeral**

- (a) In the event of Category 1 and 2 of State Funerals, the Director-General in The Presidency will appoint a Special Aide to the Next-of-Kin to co-ordinate and liaise with the family on the funeral arrangements.
- (b) The Special Aide to the Next-of-Kin will co-ordinate all the activities of the various departments concerned at the residence, in accordance with the wishes of the family.

### **2.7.2 Official Funeral**

- (a) For category 1 and 2 of the above, the Special Aide to the Next-of-Kin in this case will be appointed in consultation with the government department affected.
- (b) The Special Aide to the Next-of-Kin as referred to in the previous paragraphs will be stationed at the family residence from the day of the announcement of the demise to the day after the burial/cremation.

- (c) The Aide may be assisted by other members of staff if so requested by him/her.

### **2.7.3 Provincial Official Funeral**

- (a) In the event of a Provincial Official Funeral, the Director-General in The Office of the Premier in the affected province will appoint a Provincial Special Aide to the Next-of-Kin to co-ordinate and liaise with the family over funeral arrangements. This will include co-ordinating all the activities of the various provincial departments at the residence in accordance with the wishes of the family.
- (b) The Special Aide will be stationed at the family residence from the day of the announcement of the demise to the day of the burial or cremation. The Special Aide may be assisted by other members of staff as required.

## **2.8 Bearing of Costs for State-Assisted Funerals**

### **State Funeral, Official Funeral and Provincial Official Funerals**

- (a) In respect of State and National Official Funerals the Departments involved or affected shall be responsible for reasonable costs related to the services they are expected to offer.

In respect of Provincial Official Funerals, the relevant Provincial Department and entities shall be responsible for reasonable costs related to the services they are expected to offer.

- (c) In the event of the cost of a funeral exceeding the budget of the said Department, this expenditure must be provided for during the Adjustment Appropriation.



# CHAPTER 3

## CO-ORDINATION AND MANAGEMENT

### The Presidency

- (a) The Office of the Director-General in The Presidency is charged with the organizing, planning and executing of all funeral arrangements where the State is involved. It shall also assist and guide the Premier's Office in respect of Provincial Official Funerals.
- (b) The Director-General in The Presidency, on the confirmation of a demise covered by this Manual, shall issue a notice to all spheres of Government, State organs and the public at large, announcing the demise and instructing those concerned to commence the immediate implementation of the procedures in this manual.
- (c) In addition, the Director-General in The Presidency will issue notices to distinguished persons, family and friends announcing the Official Funeral Service and other phases of the funeral ceremony and burial/cremation.
- (d) The Director-General in The Presidency will liaise and communicate with the designated representative/s of the next-of-kin in order to inform them generally about developments and the arrangements, and also to ascertain their needs.
- (e) The Director-General in The Presidency will activate the Funeral Planning Committee, comprising the Director-General in The Presidency as chairperson, other senior staff members in The Presidency, liaison officers from SANDF, Department of Foreign Affairs, the Departments of Public Works, GCIS, Transport, SAPS, including representatives of the next-of-kin, leader/s of the religious community of the family of the deceased, and any other State Organ or persons deemed fit for such functions.
- (f) The Director-General in The Presidency (as provided for and referred to in 2.7.1 and 3.3.1) will appoint the Aide to the Next-of-Kin to attend to all the wishes of the family and to communicate them to the Funeral Planning Committee through the Director-General in The Presidency.
- (g) The Director-General in The Presidency will establish a Funeral Operations Centre at a town or city nearest to where the funeral and/or the burial/cremation will be taking place. The work of this Centre will be to co-ordinate in detail the implementation process

and to ensure that every instruction and resolution is followed up and implemented.

- (h) The Director-General in The Presidency will formulate a list of honorary pall-bearers from the civilian side, in accordance with the desires of the next-of-kin and will notify the persons selected.
- (i) The Director-General in The Presidency, in respect of progress with the organisation of the funeral, will report directly to the President of the Republic of South Africa and shall implement all decisions taken.
- (j) The Presidential Protocol section will prepare a Memo for the President for signature in respect of the Half-masting of the National Flag at all flag stations in the country as well as at South African Missions abroad, where required.
- (k) The Procurement section in The Presidency will do the necessary reservations for the accommodation of family members from outside Gauteng Province (Foreign Affairs and SANDF will do the same for all foreign guests and mourners).
- (l) The Presidency together with the Department of Foreign Affairs will co-ordinate the receiving of mourners and honoured guests at International Airports and other arrival points of South Africa.
- (m) The Presidency will offer words of appreciation and thanks after the funeral and these will be conveyed via the media to all who attended the funeral. Special letters of thanks and appreciation will be sent to all relevant parties and individuals, where deemed necessary.
- (n) An assessment and feedback meeting will be held after the State Funeral, which will include all role-players. The resolutions of the meeting will be circulated to all after the meeting.

### **3.2 Funeral Planning Committee (FPC)**

- (a) At the confirmation of the demise, the Director-General in The Presidency will activate the Funeral Planning Committee. The Funeral Planning Committee will, among other things, be responsible for the following:
- (b) Drawing up an implementation framework for the entire funeral processes covering all foreseeable contingencies.
- (c) Planning, facilitation and implementation of the procedures in this Manual.

- (d) Collating a comprehensive checklist against which to measure progress and implementation efficiency and speed.
- (e) Planning and executing the State Memorial Services, Funeral Services and Burials/Cremations.
- (f) Ensuring that the Aide to the Next-of-Kin has been designated to the family who will also direct, orchestrate and generally co-ordinate all the activities of the various departments, at the residence.
- (g) Ensuring that protocol officers from The Presidency and the Department of Foreign Affairs have been dispatched to the family residence.
- (h) Ensuring that the Department of Public Works has designated an officer/s to the family residence.
- (i) Collating the lists of all pall-bearers and obtaining confirmation from people so nominated.
- (j) Collating lists of distinguished persons to be invited to participate in various stages of the funeral processes and to ensure that invitations have been sent out, and replied to.
- (k) Co-ordinating, assisting with and aligning any provincial activity relating to the funeral.
- (l) Recommending to the President of the Republic of South Africa any departures from the State, Official and Provincial Official Funeral Policy Manual where this is deemed necessary.

### **3.3 Special Aide to the Next-Of-Kin**

- (a) Upon confirmation of demise, the Director-General in The Presidency will appoint a suitable person, called a Special Aide to the Next-of-Kin to co-ordinate and liaise on behalf of the Director-General in The Presidency, concerning all activities of the relevant role-players and government departments at the family residence in accordance with the family's desires. **Note:** In the case of State and Official Funerals the Special Aide will be appointed as indicated above in consultation with relevant government departments where appropriate. In the case of a Provincial Official Funeral the Director-General in the Office of the Premier of the Province concerned will appoint the Special Aide in consultation with provincial departments where appropriate.



- (b) The Special Aide shall contact the next-of-kin wherever they are and arrange for a personal interview and to place his/her services at their disposal.
- (c) The Special Aide will act as liaison or nodal point between the Director-General concerned and the family.
- (d) He/she shall elicit from the Director-General concerned any information pertaining to the deceased and the deceased's family – including the wishes of the next-of-kin.
- (e) The Special Aide shall gather from the next-of-kin the following information and shall pass this on to the Funeral Planning Committee for operational purposes:
  - (i) Correct full name, date and place of birth of the deceased
  - (ii) Names and number of siblings, if any
  - (iii) Date and time of arrival of the remains at a designated venue
  - (iv) Composition of the immediate family group
  - (v) Composition of the extended family (if necessary)
  - (vi) Eulogy, tribute or address-givers
  - (vii) Any special music
  - (viii) Family ushers (helpful in identifying relatives)
  - (ix) Number and names of family members for whom seats are to be reserved
  - (x) Any organisation that the family needs contacted

- (xi) Required accommodation arrangements for the immediate family
- (xii) Transportation arrangements of the immediate family
- (xiii) Location and selection of grave site, if burial is to be outside the Capital City of Pretoria
- (xiv) Specific wishes on type of service, civilian and religious leaders, friends, and honorary pall-bearers to be notified. Seating arrangements at any of the venues where the official business of the funeral process will be conducted.

### **3.4 The Family**

- (a) On the confirmation of the demise, the Director-General in The Presidency shall present the following options to the next-of-kin:
  - (i) An Official Memorial Service, State Funeral Service and a Burial/Cremation.
  - (ii) An Official Memorial Service, State Funeral Service followed by a Private Burial/Cremation (not on the same day).
  - (iii) A Private Burial/Cremation followed by a State Memorial Service.
  - (iv) A private burial or cremation only.
- (v) A State Memorial Service only.
- (b) The family shall provide the Director-General in The Presidency with the name/s of individual/s who will act as liaison between The Presidency and the family.

- (c) The family will also provide the Director-General in The Presidency with the names of family members/friends who will act as pall-bearers and the family will notify these members, who will confirm to the Director-General in The Presidency their availability.

### **3.5 Overall Coordinator of Operations**

- (a) The Director-General in The Presidency will appoint the Overall Co-ordinator of Operations who on the instructions of, and subject to the supervision of the Chief Operations Officer, will establish and operate the Funeral Operations Centre.
- (a) The Director-General in the Office of the Premier (in the case of provinces) appoints the Overall Co-ordinator of Operations.
- (c) The Overall Coordinator of Operations shall be part of the Funeral Planning Committee, which shall also include The Presidency and all other relevant government departments and State organs. Where appropriate, provincial staff and/or local government may also be included. The location of the Funeral Planning Committee will depend on where most of the activities concerning the arrangements will take place and principally where the burial/cremation will take place.
- (d) The Overall Co-ordinate of Operations (referred to as the OCO) will co-ordinate the Aide to the Next-of-Kin's requirements according to a list, which will be prepared.
- (e) The OCO will direct, orchestrate, co-ordinate and control the implementation of the chapters in this Manual that deal with the funeral Implementation.
- (f) The OCO will ensure that the relevant departments have properly co-ordinated air, rail or road transport, where appropriate.
- (g) In co-operation with the affected provincial or local government authority, the OCO will co-ordinate meetings which will contribute to making proper arrangements for State Memorial Services, Funeral Services, and Burials/Cremations etc.
- (h) he OCO will liaise with and co-ordinate the wishes of community and political organizations to which the deceased belonged, and these wishes shall be communicated through the OCO to the Director-General in the Presidency for decision-making.
- (i) The OCO will, together with The Presidency, SAPS, SANDF and relevant security authorities, identify the suitable routes, escorts and space for parking

- (j) The OCO will co-ordinate the production of programmes for the State Memorial and Funeral Services. This will include the collating of obituaries and obtaining photographs of the deceased.
- (k) The OCO will also ensure that Government Communications (GCIS) has produced an appropriate video or photographic record that will celebrate the life and times of the deceased, to be used at memorial services and distributed to media houses.
- (l) The OCO will supervise the work of the Senior Manager of Events and in turn shall report to the Director-General in the Presidency.

### **3.6 Senior Manager of Events**

The Senior Manager of Events will be appointed and deployed as speedily as possible to effect implementation of all the administrative procedures for the smooth running of the events. The Senior Manager of Events will therefore be, among other things, responsible for the following:

- (a) That all materials and necessary infrastructure have been properly procured and that the departments responsible for them are on top of the situation.
- (b) To ensure that the necessary infrastructure and refreshments for the family and mourners at the Funeral Service, Cemetery, Family Home, State Memorial Service etc. have been provided.
- (c) Provide public address systems as needed.
- (d) Preparation of the gravesite.
- (e) Drapery on Government buildings.
- (f) Acquiring of platforms or scaffolding for photographers and media crews.
- (g) To ensure that all the props needed are in place i.e. banners, stage elevation, bier, dé'ecor.
- (h) To ensure that the necessary reservations for the accommodation of family members from outside Gauteng Province are done.
- (i) After the funeral, to ensure that notes of appreciation to a selected list of mourners have been written and dispatched, and to ensure those messages of thanks via the media have been sent out.

- (j) To ensure that special letters of thanks and appreciation are sent to all the relevant parties and individuals.
- (k) To manage all logistical activities at the place of repose, family home, memorial service, funeral service venue and the cemetery.
- (l) The Senior Manager of Events will report directly to the Overall Co-ordinator of Operations.

### **3.7 The South African National Defence Force**

- (a) The Chief of the South African National Defence Force (referred to in this document as C SANDF), on receipt of the notice concerning the demise, will activate the implementation of SANDF participation by means of a Ceremonial Instruction.
- (b) The C SANDF will appoint a Liaison Officer to co-ordinate SANDF participation in the Funeral Planning Committee.
- (c) In co-operation with other Government departments, the C SANDF will determine the SANDF's VIP attendance list of persons to attend all phases of the State and Official Funeral activities. The C SANDF will convey the names to the Director-General in The Presidency for seating arrangements and any other funeral preparations as may be appropriate.
- (d) The South African National Defence Force Services and Divisions will provide Liaison officers to their respective Headquarters to co-ordinate and give feedback on their participation in the State Funeral processes.
- (e) The SANDF will forward the list consisting of the Chief Mourner, Pallbearers and Bearers to the Director General in The Presidency for inclusion in the preparations and arrangements for the funeral.
- (f) The C SANDF will compile and send a Checklist or Formal Sequence of Events to the Director-General in The Presidency to be part of the funeral arrangements.

### **3.8 The Department of Foreign Affairs**

- (a) The Director-General in the Department of Foreign Affairs, on receipt of the notification of the demise, will compile a list of all the foreign dignitaries including heads of state and/or government, diplomatic representatives, prominent figures, etc, who might attend the events. This list shall be forwarded to the Director-General of The Presidency

for information and inclusion in the preparations and arrangements for the funeral.

- (b) The Director-General in the Department of Foreign Affairs will designate appropriate Protocol officials to the next-of-kin's residence to co-ordinate the activities of the Department of Foreign Affairs.
- (c) The Director-General in the Department of Foreign Affairs will compose a check-list which shall be forwarded to the Director-General in The Presidency for inclusion in funeral preparations.
- (d) Other tasks of the department will include the following:
  - (i) Sending *Notes Verbale* to each Head of Mission.
  - (ii) The Chief of State Protocol will inform all South African missions abroad regarding the relevant National Flag instructions.
  - (iii) Determine courtesies to be extended to incoming Heads of State/Government, Ministers and others from abroad.
  - (iv) Receive all incoming Heads of State/Government, Ministers and other VVIP dignitaries at international airports in the country and facilitate their customs and immigration formalities.
  - (v) Take responsibility for arrival, departure, accommodation, travel arrangements etc. for incoming Heads of State/Government, Ministers and other VVIP dignitaries.
- (e) The Department of Foreign Affairs and the South African Secret Service will assist each other in co-ordinating the inflow of foreign guests coming to any funeral.

### **3.9 The Department of Public**

- (a) The Director-General in the Department of Public Works will ensure that all the infrastructural needs of all the points identified by the Funeral Planning Committee are provided for.
- (b) A suitable officer/s shall be designated to the Funeral Planning Committee in The Presidency and to the next-of-kin's residence to co-ordinate the department's activities and participation.
- (c) The Director-General in the Department of Public Works shall in addition compile a check-list of all the things that the department will do and this check-list will be sent to the Director-General in The Presidency as overall co-ordinator of the implementation (d)
- (d) The Department of Public Works will also be responsible for providing the necessary infrastructure and related facilities for the family and mourners at the Funeral Service, Cemetery, Family Home, State Memorial Service etc., and will arrange, inter alia, for:
  - (i) Public address system as needed.
  - (ii) Preparation of the gravesite.
  - (iii) Drapery on Government buildings.
  - (iv) Platform or scaffolding for photographers and media crews.
  - (v) Temporary structures, buildings and engineering services.

### **3.10 Government Communications (GCIS)**

#### **3.10.1 Joint Media Operations Centre (JMOC)**

- (a) On receipt of the notice of the demise, the CEO of the Government Communication and Information System shall activate the Joint Media Operations Centre (referred to as JMOC). The JMOC will be composed of The Presidency Communications Unit, GCIS and the Communications Directorate of the South African National

Defence Force, as well as communications personnel from departments involved.

- (b) The main function of the JMOC will be to co-ordinate and centralise all communications relating to the funeral processes and to assist the next-of-kin in dealing with media interviews and queries. It will work closely with the Director-General in The Presidency
- (c) The JMOC will inform media representatives on how the State Funeral is to be conducted and will make available to the media an abridged version of this Manual.
- (d) The JMOC will provide the media with all the contact details of the relevant officers in charge of operations in the State Funeral implementation.
- (e) The JMOC will recommend to the Director-General in the Presidency the names of people to be deployed to various electronic and print media for interviews and handling media queries.
- (f) The JMOC will be responsible for the convening and management of all media conferences and responses anywhere in the country and abroad.

### **3.10.2 Other functions**

The Government Communication and Information System will also be responsible for the following functions:

- (a) Production of Funeral and Memorial Service programmes:
  - (i) GCIS will be involved in the layout, design and printing of the above programmes.
  - (ii) The funeral programme will be an A4 folded to an A5 size, printed on appropriate paper, including an obituary, photograph of the deceased, and the details of the programme.
  - (iii) The stature of the deceased will indicate whether programmes are to be produced for memorial services as well.



- (iv) Final editing and proofreading of the programme and obituary text for factual accuracy will be done by The Presidency, in consultation with GCIS and with the family.
- (b) Photographs, if required, are usually supplied by the family of the deceased. GCIS would, however, be able to provide official photographs of Cabinet Ministers.
- (c) GCIS will do signage and the quantity will depend on the number of people the venue accommodates.
- (d) For the funeral event/s, including stadium events, GCIS will assist, if required, with the production of signage to direct people and traffic to critical areas such as media centres, ablution facilities, etc.

### **3.10.3 Media liaison and management**

In partnership with the Communication Units in The Presidency, host province and municipality, GCIS will assist in:

- (a) Drafting and issuing of advisories inviting journalists to cover the event.
- (b) Drafting and issuing an extensive advisory outlining the funeral arrangements and the programme.
- (c) Media accreditation, with the usual NIA (compulsory accreditation, etc.) checks and processes, before the day of the funeral.
- (d) Management of the media centres to service the media on the day of the funeral.
- (e) Media liaison work, including the facilitation of media interviews with designated Government and family spokespersons.
- (f) Facilitating a process for placement of media articles and photographs about the life and times of the deceased.
- (g) Facilitate live broadcasts by the Public Broadcaster and other national and/or international broadcasters in collaboration with departments responsible for security and protocol.
- (h) Identification of the best location of media and media pools at all venues, as well as ensuring the compatibility of the sound systems

and sound distribution boxes, in collaboration with the Department of Public Works.

- (i) Ensuring the transportation of journalists between venues.

#### **3.10.4 Local mobilisation**

- (a) GCIS will (through the relevant regional office staff) also assist provincial Government officials and municipality officials with the development of a mobilisation plan for the public to attend memorial service(s) and/or funeral(s), including transport pick-up points for those interested in attending a funeral.
- (b) The relevant GCIS regional office will also be involved in local media management and liaison work, in collaboration with the host municipality.
- (c) Branding of venues (by GCIS)
- (d) Branding of the venues for Memorial and Funeral Services, including the provision of generic banners.
- (e) Standard poster/banner with a photograph of the deceased as well as wording stating the name of the deceased, his/her date of birth and death and the category of the funeral.
- (f) Ensuring all lecterns are correctly branded with the National Coat of Arms.

#### **3.11 The South African Police Service**

- (a) Providing mounted escort where needed and security services.
- (b) Control of the public.
- (c) Traffic control as required in co-operation with the traffic authorities concerned and the SANDF.
- (d) Lining of streets as may be requested by the South African National Defence Force

### **3.12 The Department of**

- (a) Co-ordinate air, rail or road transport requirements where appropriate.
- (b) In co-operation with the affected province/s or/and local government authority, co-ordinate traffic control.
- (c) Together with The Presidency, SAPS, SANDF and relevant security authorities identify the suitable routes, escort and space for parking.

### **3.13 The National Intelligence Agency (NIA)**

NIA will establish a national accreditation centre at appropriate venues to co-ordinate and facilitate accreditation of guests and mourners.



# CHAPTER 4

## SPECIFICATIONS FOR INSIGNIA, SYMBOLS AND FUNERAL MEMORIAL SERVICES

### State and Official Funerals

#### 4.1.1 Demise within the Capital City.

- (a) When the demise has been announced, a designated officer of the South African National Defence Force, on the orders of the Chief of the SANDF in collaboration with the Director-General in The Presidency, will make arrangements for the remains to be moved to a selected place of repose.
- (b) An appropriate escort and ceremony will be arranged in the process. Care should be taken to observe any rites that may be traditional, cultural and religious etc. pertaining to the deceased in the removal of the remains.
- (c) The designated officer will co-ordinate all the arrangements, utilising facilities of all the different arms of the SANDF as required, relating to the transportation of the remains to the place of repose including an appropriate escort and local ceremonies.
- (d) When the remains have arrived at the place of repose, accompanied by a small local ceremony, with the assistance of a mortician, if necessary, the remains shall be prepared for the lying-in-state (i.e. in the case of a Full State Funeral). The length of the Lying-in-state will be determined by the President of the Republic of South Africa.
- (e) The selected place of repose may be a Military Hospital or a local funeral parlour with facilities and infrastructure, which are consonant with the necessary requirements.
- (f) The designated officer shall immediately arrange a guard of honour composed of members of the South African National Defence Force to guard and attend to the remains while they are in repose.
- (i) The remains may lie-in-state at the City Hall of the Capital City and seat of Government. This will not preclude the President of the Republic of South Africa from declaring other appropriate centres to be the host venue for the remains if deemed necessary.

#### **4.1.2 Demise outside the Capital City.**

- (a) On the announcement of the demise, a designated officer of the South African National Defence Force, on the orders of the C SANDF in collaboration with the Director-General in The Presidency, will immediately form a guard of honour composed of members of the SANDF to guard and attend to the remains.
- (b) The designated officer will co-ordinate all the arrangements, utilising facilities of all the different arms of the SANDF as required, relating to the transportation of the remains to the place of repose in Pretoria including an appropriate escort and local ceremonies.
- (c) At the place of repose, and after a small local ceremony, with the assistance of a mortician if necessary, the remains shall be prepared for the lying-in-state. The President of the Republic of South Africa will determine the length of the lying-in-state.
- (d) The designated officer of the South African National Defence Force will immediately form a guard of honour composed of its members to guard and attend to the remains while they are in repose.
- (e) The remains may lie-in-state at the Pretoria City Hall. This will not preclude the President of the Republic of South Africa from declaring other centres as the host venue for the remains. The President will determine the length of the lying-in-state.

#### **4.1.3 Demise outside South Africa**

- (a) The Minister of Foreign Affairs, in consultation with her/his counterpart in the country where the demise took place, will secure the co-operation and assistance of that country regarding the removal of the remains and their transportation back to the Republic of South Africa.
- (b) The C SANDF in collaboration with his/her counterpart in the said country shall co-ordinate all arrangements for securing the remains and transportation back to the Republic of South Africa.
- (x) The C SANDF will co-ordinate the formation of a guard of honour to attend to the remains until their departure for the Republic of South Africa.
- (d) The C SANDF will then co-ordinate arrangements for the return of the remains to the Republic of South Africa and will designate an appropriate escort to accompany the remains after local ceremonies

- (e) The remains will be airlifted to the nearest Air Force or Naval Base, where a reception committee will be waiting to receive them. After local ceremonies and with an appropriate escort, the remains will be taken to a place of repose.
- (f) At the place of repose, and after a small local ceremony, the remains shall be prepared by a mortician for the lying-in-state, if this is provided for.
- (g) The area commander shall immediately form a guard of honour composed of representatives of all the different arms of the SANDF to guard and attend to the remains while they are in repose.
- (h) The remains will lie-in-state at the City Hall of the Capital City and seat of Government. This will not preclude the President of the Republic of South Africa from declaring other centres as the host venue for the remains, if this is considered appropriate. The President will determine the length of the lying-in-state.
- (i) The area commander shall immediately form a guard of honour composed of representatives of all the different arms of the South African National Defence Force to be in attendance over the remains while they lie in state.

## **4.2 Provincial Official Funeral.**

### **4.2.1 Demise within Municipal boundaries of the Provincial Capital.**

- (a) When the demise has been announced, a designated officer of the South African Police Service, on the orders of the Provincial Commissioner of Police in collaboration with the Office of the Premier of the province concerned, will make arrangements for the remains to be moved to a selected place of repose. An appropriate escort and ceremony will be arranged. Care should be taken to observe any rites, which may be traditional, cultural or religious, etc.
- (b) The selected place of repose may be a Government/police or a local funeral parlour chosen by the family of the deceased.
- (c) The designated officer shall immediately form a guard of honour composed of the ceremonial members of the South African Police Service to be in attendance over the remains while they are in repose.
- (d) The designated officer will co-ordinate all the arrangements, utilising

facilities of all the different divisions of the South African Police Service, as required, relating to the transportation of the remains to the place of repose in the Provincial Capital including an appropriate escort and local ceremonies.

#### **4.2.2 Demise outside Municipal boundaries of the Provincial Capital.**

- (a) On the announcement of the demise, a designated officer of the South African Police Service, on the orders of the Provincial Commissioner of Police and in collaboration with the Office of the Premier of the province concerned, will make arrangements for the remains to be moved to a selected place of repose. Care should be taken to observe any rites which may be traditional, cultural or religious etc. in the processes.
- (b) The designated officer shall immediately form a guard of honour composed of members of the South African Police Service to be in attendance over the remains.
- (c) The selected place of repose may be a Government/police or a local funeral parlour chosen by the family of the deceased.
- (d) The designated officer will co-ordinate all the arrangements, utilising facilities of all the different divisions of the South African Police Service, as required, relating to the transportation of the remains to the place of repose including an appropriate escort and local ceremonies.

#### **4.2.3 Demise outside the borders of the Province.**

- (a) The Premier of the affected province, in consultation with her/his counterpart in the province where the demise has taken place, will secure the co-operation and assistance of that province concerning the removal of the remains and their transportation back to the affected province.
- (b) The relevant Provincial Commissioner of Police, in collaboration with the Premiers of the two provinces concerned, will immediately assign an appropriate senior officer to co-ordinate the arrangements, utilising the facilities of all the different divisions of the South African Police Service, as required, to facilitate the transportation and reception of the remains.

- (c) The said senior officer will immediately form a guard of honour at the place of repose, utilising the ceremonial members of the police service to attend to the remains until their departure for the affected province. Suitable transport will be arranged.
- (d) At the place of repose the senior officer shall immediately form a guard of honour composed of members of the South African Police Service to guard and attend to the remains while they are in repose.





# ANNEXTURE E

## POLICY ON SECURITY MEASURES AT THE PRIVATE RESIDENCES OF PUBLIC OFFICE BEARERS

Cabinet approved on 11 June 2003 the following provisions of the above policy:

1. The Minister of Public Works may approve a State contribution of a non-recoverable maximum amount of R100 000, or the total cost of security measures not exceeding R100 000.
2. Should the cost of the security measures be more than R100 000, the difference shall be borne by the Public Office Bearer.
3. The State's contribution of R100 000 should be reviewed every five years to match with the changing costs for security systems.
4. The following procedure should be followed to obtain approval from the Minister of Public Works for the State's contribution of R100 00 to be made towards security measures at the private residences of Public Office Bearers:
  - 4.1 The South African Police (Protection and Security Service) should at the request of a Public Office Bearer, conduct a security evaluation of such Public Office Bearer's private residence.
  - 4.2 SAPS (Protection and Security Service) would discuss the Public Office Bearer's personal circumstances with him/her, with a view to inform the recommendations to be made.
  - 4.3 SAPS (Protection and Security Service) should submit the security evaluation report to the Department of Public Works, Directorate: Prestige Accommodation (Head Office) for consideration by the Interdepartmental Security Coordinating Committee (ISCC) and for cost estimates to be prepared.
  - 4.4 The Directorate: Prestige Accommodation will provide SAPS (Protection and Security Service) with the cost estimate to be attached to the Public Office Bearers copy of the security evaluation report and to be forwarded to the relevant Public Office Bearer.
  - 4.5 Upon receipt of the report and cost estimate, the Public Office Bearer may submit a formal request to the Minister of Public Works for this Department to make a contribution towards the security measures.
  - 4.6 The Office Bearer may effect security measures at a lower level than recommended by SAPS (Protection and Security Service), provided that he/she first obtains the approval of the Minister of Safety and Security.

- 4.7 Once the Minister of Public Works has approved the contribution by the Department towards the security measures, the Public Office Bearer should obtain quotations for the work to be executed and forward the preferred quote to the relevant Regional Office of the Department for technical scrutiny, bearing in mind the fact that the State may only contribute a maximum amount of R100 000 towards the security measures.
- 4.8 Should the quotation be found reasonable and in accordance with the approved security measures, the Public Office Bearer may enter into agreements with contractors for the work to be executed.
- 4.9 Upon completion of the work, the Public Office Bearer must furnish the relevant Regional Office with receipts of the work executed. The Officer Bearer must certify that the work has been executed to his/her satisfaction. On receipt thereof, the relevant Regional Office, in collaboration with the SAPS ((Protection and Security Service), will inspect the completed work. If the Regional Office and SAPS are satisfied that the work has been completed in accordance with the tender/quotations and the recommendation of South African Police Service, payment would be made directly to the Office Bearer, who would in turn be responsible for the payment of contractors.
5. Standard security measures, as recommended by SAPS (Protection and Security Service) for the private residence of Public Office Bearers, may include the following:
- β Bulletproof guard hut
  - β Perimeter fencing, 2 100 mm high (or any appropriate height recommended by the SAPS)
  - β Vehicle and pedestrian gates, 2 100 mm high (or any appropriate height recommended by the SAPS for the perimeter fence)
  - β Security gates for external doors
  - β Burglar proofing to windows
  - β Window glazing to prevent spalling in case of an explosion
  - β Illumination (Security lights)
  - β Intercom system
  - β Alarm system
  - β Fire extinguishers
6. The Department does not accept responsibility for the maintenance and running costs of the above security measures (excluding guard hut, should it be of the pre-fabricated removable type provided and constructed by the Department of Public Works as a temporary facility, a the specific request of the SAPS).
7. The relevant Regional Office is responsible for the provision of removable bulletproof guard huts, if specifically required by SAPS, at the private residences of Public Office Bearers.

8. The relevant Regional Office is also responsible for the payment of water and electricity consumption from the guard huts. The Regional Office should reimburse Public Office Bearers, on a monthly basis or as mutually agreed with the Public Office Bearers, for water and electricity consumption from the guard huts.
9. The Department may make advance payments to Public Office Bearers for the implementation of security measures at their private residences, should a Public Office Bearer requiring an advance payment make a presentation to the Minister of Public Works to this effect.
10. A period of five (5) years should lapse before a Public Office Bearer may again request funds for the implementation of security measures, and only after the original private residence where security measures were affected, had been disposed of.
11. Security measures may be implemented at Public Office Bearers' private residences occupied on a regular basis in areas other than Cape Town or Pretoria.
12. In terms of the Handbook for Members of the Executive and Presiding Officers, (Chapter 2, paragraph 3) approved by Cabinet on 5 February 2003, Premiers and Members of the Executive (MEC's) may apply for financial contributions towards security measures at their private residences. Such applications should, however, be submitted to the relevant MEC of the Provincial Department of Public Works and all other responsibilities and expenditure would be undertaken by the Provincial Department of Public Works.



# ANNEXTURE F

## DISPENSATION FOR THE APPOINTMENT AND REMUNERATION OF PERSONS (SPECIAL ADVISERS) APPOINTED TO EXECUTING AUTHORITIES ON GROUND OF POLICY CONSIDERATIONS IN TERMS OF SECTION 12A OF THE PUBLIC SERVICE ACT, 1994: 1 JANUARY 2006

### INTRODUCTION

1. In order to ensure an acceptable degree of uniformity, Cabinet has determined the compensation for Special Advisers. The compensation provides for four different compensation levels in order to accommodate different levels of expertise.

### SCOPE OF APPOINTMENT

2. The provision to appoint Special Advisers in terms of section 12A of the Public Service Act, 1994, as amended, is limited to two full-time equivalent positions for each Minister and Premier, unless **Cabinet** or the relevant Provincial **Executive Council** approves a higher number up to two additional full-time equivalents for each Minister and Premier because of work requirements. The President and Deputy President may appoint as many Special Advisers as they may see fit. Cabinet may also reduce the number of Special Advisers that Ministers and Premiers may employ.
3. **Members of Executive Councils (MECs)** and the Chairperson of the Public Service Commission are in terms of a decision of Cabinet excluded from the provision to appoint Special Advisers in terms of section 12A of the Public Service Act, 1994.
4. Special Advisers appointed to Ministers and Premiers may be utilised by Deputy Ministers and MECs for specific tasks by arrangement with the Minister or Premier concerned.
5. Only South African citizens should be appointed as Special Advisers. All candidates for appointment as Special Advisers should be subjected to a security clearance before appointment. If an Executing Authority wishes to deviate from this requirement, the matter must be submitted to the President.

### ROLE OF SPECIAL ADVISERS

6. The Public Service Act (section 12A (1)) provides that Special Advisers may be appointed-

- to advise the Executing Authority on the exercise or performance of the Executing Authority's powers and duties;
  - to advise the Executing Authority on the development of policy that will promote the relevant department's objectives; or
  - to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executing Authority's powers and duties.
7. Since a Special Adviser would act in an advisory capacity to advise an Executing Authority on, or perform other tasks in respect of, the exercise or performance of the Executing Authority's powers and duties, or to advise the Executing Authority on the development of policy that will promote the objectives of the relevant department, there shall be no relationship of authority between the Special Adviser and the Head of Department concerned. The Special Adviser shall direct his/her inputs to the Executing Authority and refrain from interfering in the administration and management of the department, which in law is the function and responsibility of the Director-General.
  8. The serving of Special Advisers on statutory boards or councils (or similar bodies) for which the Executing Authority is individually or collectively accountable, would be inappropriate since it could give rise to a direct or indirect conflict of interest or advice which could be biased or perceived to be biased. Therefore, if a person who is to be appointed as a Special Adviser serves on a statutory board or council (or similar body) for which the relevant Executing Authority is individually or collectively accountable, his/her appointment to such boards or councils must be terminated with effect from date of appointment as Special Adviser to the relevant Executing Authority.
  9. Executing Authorities must submit a request for a deviation, which is fully motivated, from the requirement referred to in paragraph 8 above to the Minister for the Public Service and Administration. In consultation with the relevant Executing Authority, it will be considered whether to approach Cabinet at the national sphere of Government with a recommendation to approve a deviation for a particular instance or kind of statutory body.

## **GENERAL**

10. The standard contract attached as Annexure X, as approved by Cabinet is entered into between the Special Adviser and the Executing Authority concerned. The duration of the contract shall be agreed upon and be limited to the term of the political principal.
11. Executing Authorities must submit proposals/recommendations for the appointment of individual Special Advisers to the Minister for the Public Service and Administration for approval of the individual's compensation level before the appointment/upgrade is affected.

12. Each Special Adviser must sign a performance agreement that determines-
  - (a) major outputs for the period of employment or for the coming year, whichever is relevant;
  - (b) well-defined measures for performance in terms of each major output;
  - (c) quarterly review dates that will make it possible to modify outputs as necessary as well as ensuring open discussion of progress; and/or
  - (d) employment over a year, salary increments dependent on the level of appointment
13. Special Advisers are not admitted to the Government Employees Pension Fund (GEPF).
14. Executing Authorities must ensure that the Special Adviser obtain the necessary security clearance before he/she is appointed.

## **INCLUSIVE FLEXIBLE REMUNERATION PACKAGE SYSTEM**

15. The schedule of compensation levels with ranges of inclusive flexible remuneration packages, as issued annually by the Minister for the Public Service and Administration, applies to **full-time Special Advisers** (therefore Special Advisers who work a 40-hour week).

The inclusive compensation for **Special Advisers who work less than 40 hour per week** (therefore Special Advisers who are not full-time), are calculated as follows and the actual hours should be recorded and claims submitted accordingly:

Annual inclusive flexible remuneration package X Actual hours worked  
2080     1

rounded off to the nearest Rand amount.

### **Composition of the inclusive flexible remuneration package for full-time Special Advisers**

16. The total inclusive flexible remuneration packages may be structured by the Special Adviser in terms of the provisions and rules as set out below.
17. Provisions for the structuring of the inclusive flexible remuneration package.
  - (a) Full-time Special Advisers may structure the inclusive flexible remuneration packages into the following items:

(1) **Motor car allowance**

To a maximum amount of 25% of the total package per annum.

(2) **Medical Assistance**

State's contribution to a registered medical aid scheme.

(3) **Housing Allowance**

An amount as decided by the member.

(4) **Non-pensionable cash allowance**

Any remaining amount of the flexible portion.

- (b) Special Advisers are not obliged to utilise all the items when structuring the flexible portion of their packages.

18. Rules governing the structuring of the inclusive flexible remuneration packages

(a) **Motor car allowance**

- (1) Special Advisers are obliged to maintain a reliable vehicle to be utilised for official journeys (when necessary).
- (2) Special Advisers may purchase/lease a new or reliable pre-owned vehicle.
- (3) No time frames exist when a vehicle should be replaced.
- (4) The Special Adviser must at all times have his or her vehicle (or a substitute) available for official journeys.
- (5) The Executing Authority must decide whether a Special Adviser must utilise his or her own vehicle or make use of the provisions for official journeys when transport is used for official purposes, taking into account practical implications, cost effectiveness, road conditions etc.
- (6) Special Adviser must secure his or her own financing or loans.
- (7) A Special Adviser must obtain and maintain comprehensive insurance on the vehicle, and is fully responsible for all running and maintenance costs and the cost of registration and licensing of the vehicle.
- (8) If a Special Adviser utilises his or her vehicle to travel for official purposes away from his or her usual place of work, the Executing Authority shall reimburse toll fees as well as parking fees in excess of R10 per month. The Special Adviser is responsible for parking fees (if it is levied) at the place of work.
- (9) Any journey between a Special Adviser's home and usual place of work constitutes a private journey.

- (10) If a Special Adviser utilises his or her private vehicle to carry out official duties, the Executing Authority will compensate the Special Adviser for kilometres travelled in excess of 500 kilometres per month, according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport.

(b) **Medical assistance** (amended with effect from 1 March 2006)

The Executing Authority shall pay the total medical aid scheme subscription fee only directly to a registered medical scheme. The said subscription fee shall be composed as follows:

**State's contribution**

Full-time Special Advisers who are members of a registered medical aid scheme may structure any amount to a maximum of the following, depending on their membership profile, in the form of an employer contribution.

<b>Membership profile</b>	<b>Maximum amount that member may structure as an employer contribution</b>
Member	R6 000 pa (R500 pm)
Member plus 1 dependant	R12 000 pa (R1 000 pm)
Member plus 2 dependants	R15 600 pa (R1 300 pm)
Member plus 3 dependants	R19 200 pa (R1 600 pm)
Member plus 4 dependants	R22 800 pa (R1 900 pm)
Member plus 5 dependants	R26 400 pa (R2 200 pm)
Member plus 6 dependants	R30 000 pa (R2 500 pm)
Member plus 7 dependants	R33 600 pa (R2 800 pm)
Member plus 8 dependants	R37 200 pa (R3 100 pm)
Member plus 9 dependants	R40 800 pa (R3 400 pm)
Member plus 10 dependants	R44 400 pa (R3 700 pm)
Member plus more than 10 dependant	An additional R3 600 pa (R300 pm) per additional dependant

**Special Adviser's contribution**

The difference between the total registered medical aid scheme fee and the amount structured as employer contribution.

The Special Adviser's own contribution is a normal monthly deduction from his/her salary.

- (c) Paragraphs (c), (d) and (e) deleted with effect from 1 January 2003.



## **AMENDMENTS TO THE COMPOSITION OF THE FLEXIBLE PORTION OF THE PACKAGE**

19. The flexible portion of the package may only be changed in the following circumstances:
- (a) One year after the date of implementation of the inclusive flexible remuneration package system.
  - (b) If the Special Adviser is awarded a higher compensation level or a higher package within his/her existing compensation level.
  - (c) General adjustment of the packages in the compensation levels.
  - (d) Substantial changes to tax legislation.
  - (e) Any changes to the total contribution to a registered medical aid scheme and where funds to be obtained from or directed to in terms of the Special Adviser's inclusive flexible remuneration packages.
  - (f) On decision by the Minister for the Public Service and Administration.

## **PROGRESSION TO A HIGHER PACKAGE WITHIN A COMPENSATION LEVEL**

20. Special Advisers are normally awarded the minimum inclusive flexible remuneration package of the compensation level approved by the Minister for the Public Service and Administration for the Specific Special Adviser.
21. Executing Authorities may however award high packages within the approved compensation levels to serving Special Advisers or Special Advisers on appointment based on the recruitment and retention of suitable persons. **Such decisions shall be recorded and reported (with reasons for the decision) to the Minister for the Public Service and Administration.**

## **BENEFITS**

22. The leave dispensation implemented with effect from 1 July 2000 for the Public Service, as contained in the Department for Public Service and Administration's letter E1/2/2/P dated 30 November 2000, applies.

## **CRITERIA FOR THE AWARDING OF A COMPENSATION LEVEL**

23. For the purposes of determining which compensation level should apply, Executing Authorities should take cognisance of the particular individual's level of expertise and the stature in the particular field before submitting a request for approval to the Minister for the Public Service and Administration. The following broad guidelines in this regard should be applied:
- (a) **Compensation level I**
    - (i) Enjoys noticeable national recognition as a competent expert.
    - (ii) Complexity advice to be rendered comparable to that given by a Director (Senior Management Service Grade A) in the Public Service.

(b) **Compensation Level II**

- (i) Enjoys recognition as a competent expert at national level.
- (ii) Complexity of advice to be rendered comparable to that given by a Chief Director (Senior Management Service Grade B) in the Public Service.

(c) **Compensation level III**

- (i) Enjoys recognition as a competent expert at national and to some degree international level.
- (ii) Complexity of advice to be given comparable to that given by a Deputy Director-General (Senior Management Service Grade C) in the Public Service.

(d) **Compensation level IV**

- (i) Enjoys recognition as a competent expert at national and international level
- (ii) To appoint and retain persons with very high-level skills and/or scarce skills.
- (iii) Complexity of advice to be rendered is comparable to that given by a Director-General (Senior Management Service Grade D) in the Public Service.

24. Requests addressed to the Minister for the Public Service and Administration must be fully motivated and must include the following:

- (a) Updated CV of the person.
- (b) The person's remuneration at her/his current employer.



## DEPARTMENTAL SPONSORED CREDIT CARDS

### INTRODUCTION

1. On 4 November 1998, Cabinet decided that:
  - a. *"All Government credit cards issued to political office bearers, Directors-General and any other affected officials at National, Provincial and Local levels of government be withdrawn", and*
  - b. *"Where necessary, a corporate credit card may be obtained in the name of the individual only with the express authorisation of the Director-General or relevant Accounting Officer. This should be done concurrently with clear instructions regarding limits, servicing costs of cards, restrictions in respect of items for which the state will not be liable, and internal processes and control mechanisms to ensure the appropriate and prudent usage of the cards".*
2. In line with this, the then Department of State Expenditure issued a directive with guidelines to all Accounting Officers.

### GUIDELINES

3. The guidelines are as follows:
  - a. A department may implement a corporate credit card scheme with a registered financial institution in terms of the Banks Act and be appointed through normal tender procedures, provided that the scheme is limited in scope to official transport, accommodation and subsistence;
  - b. Only Political Office Bearers and Directors-General may apply for a corporate credit card in terms of the scheme;
  - c. All applications under the corporate credit card scheme must have the express authorisation, prior to issuance of the card, of the Director-General or relevant Accounting Officer and must be made available in the individuals name;
  - d. There must be an unambiguous agreement between the Department and Financial Institution that the responsibility for the settlement of any outstanding amounts be recovered from the Political Office-bearer or Director-General, as the case may be, without recourse to the Department. In this regard, Departments may not issue guarantees, sureties or letters of comfort for

the repayment of any amounts due in respect of any amounts due on such cards to the card issuing institution;

- e. Where necessary, Departments may endeavour to negotiate limits for each individual concomitant with his or her monthly official expenditure;
- f. The cards may be pre-funded regularly (on a monthly basis). Any further requests for an advance must be subject to a claim being submitted for the previous advance as prescribed in existing procedures. The corporate credit card may also be pre-funded in the event of international travel. This amount would be dependent on the nature and duration of the business trip. All such advances must be cleared immediately upon return from the trip abroad.
- g. The Department must fund servicing costs of the cards as far as these costs relate to official purchases only (including lost card protection fee). The Department shall not be liable for any interest charges on the corporate credit card. It is incumbent upon any person utilising the corporate credit card scheme to ensure that all claims are submitted timeously to avoid interest being levied on official transactions paid for by utilising the said card; and
- h. The Director-General of the department must notify the card issuing company of any changes regarding the status of the individual(s) utilising the corporate credit card scheme of a Department. In the event of any such changes the corporate credit card issuing company must be responsible for retrieving the said card from the respective individuals.

## **GENERAL**

- 4. The corporate credit card scheme allows political office bearers and Directors-General to be issued with corporate credit cards for purposes of official transport, accommodation and subsistence, in their own name and for which account they will be personally liable.
- 5. On using the corporate credit card in accordance with its purpose, the holder may institute a claim against the Department, which amount would then be paid into the credit card account. Pre-funding of expenditure is also an option, the holder having to reconcile the actual expenditure against amount funded after returning from the trip.
- 6. Departments must ensure that the corporate credit card holder is fully aware that he or she is liable for the payment of the debt. This prescript promotes diligent and sound management by the corporate credit cardholder. Where the corporate credit card holder does overspend, the financial institution has the normal recourse against the debtor, without impacting on the state, particularly since the department will bear no responsibility for interest incurred.

7. Provision of security by departments is ruled out by the corporate credit card scheme, which will promote the implementation of strict prudential guidelines by financial institutions before issuing credit in favour of the holder. This improved credit vetting process ensures that the institutions limit their exposure to risk, but also provide some protection to the holder against exposure to debt beyond their ability to repay.
8. The corporate credit card scheme is similar in concept to a personal credit, except that the relevant Department facilitates it. No additional corporate credit cards need to be issued to Political Office Bearers or Directors-General, where they already have a personal credit card, as efficient processes for claims and pre-funding arrangements obviate the need for such credit arrangements. However, there often are exigencies which require funding for travel, accommodation and subsistence on an urgent basis, or where the Political Office Bearer and/or Director-General cannot reasonably be expected to utilise their personal credit cards to provide for funds regarding advances, i.e. *"supplementing or funding"* departmental expenditure, or where they have already exhausted personal their credit limits.
9. The guideline of the directive from National Treasury, as set out in paragraph 3 above, is not prescriptive on the monitoring and control mechanisms vis-à-vis the corporate credit card scheme, whilst the Public Finance Management Act (PFMA) does provide general requirements for monitoring and management of departmental resources. It also does not require the departments to develop comprehensive internal policies to govern the scheme
10. Departments, through their relevant Accounting Officers must determine the limits to which corporate credit card holders may be given credit.
11. Departments must ensure the timeous repayment of the debt by the corporate credit card holder and should not carry any financial burden, especially where there are pre-funding arrangements. Imprudence in the conduct of financial affairs whether personal or Departmental poses a significant reputational risk for the Political Office Bearer and the Director-General and the Department concerned and consequently must be guarded against.
12. The corporate credit card scheme may require an additional burden to some Departments as a result of greater administrative tasks to implement this policy. Accounting Officers should, therefore carefully consider the implementation and utilization of the corporate credit card scheme within his or her Department.

13. Where corporate credit cards are pre-funded, the cardholder must submit a claim with supporting documentation proving the validity of the claim. Failure to do so may result in the rejection of the claim by the department, in which event the card holder may be unable, without difficulty, to repay the amount in full immediately. In such a case, recovery by the institution could seriously impact on the Member and his or her family. This may foster other negative practices in an attempt to restore financial balance.
14. The PFMA, Treasury Regulations and the directive by National Treasury (as per paragraph 3 above) provide adequate controls to ensure prudent use of corporate credit cards in the Departments in which the scheme exists. These controls, however, does not ensure against negative publicity that may result from perceived or real wanton use of the scheme.



## **PRESTIGE ACCOMMODATION: CHIEF JUSTICE; DEPUTY CHIEF JUSTICE AND EXECUTIVE MAYORS**

### **INTRODUCTION**

1. On 22 November 2006, Cabinet agreed that:
  - a. Further discuss issues relating to privileges and conditions of service for Member of the Judiciary, especially those of the Chief Justice and Deputy Chief Justice, and
  - b. That more work be done on the status and privileges of executive majors, especially in relation to accommodation.

### **GUIDELINES**

#### **Chief Justice and Deputy Chief Justice**

2. In terms of the Judges' Remuneration and Conditions of Employment Act, 2001 (s2 (1)(a)), the President determines by notice the annual salary and "allowances or benefits" of a Constitutional Court judge. This must be done after taking into consideration the recommendations of the Independent Commission for the Remuneration of Public Office-bearers. Parliament must also approve such notice. The term "benefit" would include the provision of an "official residence" to the Chief Justice and Deputy Chief Justice.
3. The Regulations in terms of the above-mentioned Act, if the Chief Justice resides permanently in Gauteng, he/she is entitled to R5 600 per month (reg. 15(1)).
4. The Department of Public Works will provide accommodation and domestic services to the Chief Justice and Deputy Chief Justice on par with those of Members as indicated in Chapter 4 of this Handbook.
1. Security measures will be provided for the Chief Justice, Deputy Chief Justice and Justice Presidents' of the Provincial Divisions, at the same amount as that which will be allocated for Members.

#### **Executive Mayors**

6. The accommodation for Executive Mayors will be provided on the level of Ministerial Standard. Each request must be dealt with on its merit by the Department of Public Works in consultation with the Department of Provincial and Local Government and submitted to Cabinet for approval.